

THE EARTH SOCIETY'S HR POLICY

PERSONNEL POLICY

1.1 Purpose: The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of THE EARTH SOCIETY employees subject to their performing of the duties and responsibilities in their respective job descriptions. From the time of contract, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information. The policies described below may at any time be subject to modification if the Board of Members of THE EARTH SOCIETY deems it necessary. In such cases, employees will be fully informed of the changes made.

1.2 Categories of Personnel: All personnel working for THE EARTH SOCIETY are classified into following types

1.2.1 Employees

Employees designate salaried individuals are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on yearly basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more ongoing/prospective projects of the organization. All the employees of the organization are classified into Management Category, Professional Category and Support Categories.

1.2.2 Consultants

Consultants are professional experts hired by THE EARTH SOCIETY on short-term basis only for the completion of specific tasks and assignments related to THE EARTH SOCIETY or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

1.3 Personnel Files

The Organization maintains personal files for each employee. Personnel File are maintained for each employee of STEPS Organization. These personnel files contain confidential documents and are managed and maintained by Human Resources staff

1.3.1 Personal Records: The organization maintains personal records of all employees. During appointment of the employee the photo copies of qualifications and experience are collected along with their joining report and they will be kept in their files.

1.4. JOB DESCRIPTION: The Human Resource manager manages the day-to-day operations of the Human Resource office. And manages the administration of the human resources policies, procedures and programs and is responsible for all or part of these areas: Recruiting and staffing logistics, organizational and space planning performance management and Improvement systems, organization development, employment and compliance to regulatory concerns and reporting, employee orientation, development and training, employee relations, employee safety, welfare, wellness and health, Employee services, recruitment and counseling. He/she coordinates

implementation of services, policies, and programs through Human Resources staff: reports to the Human Resources Director and assists and advises the organization about Human Resources issues.

1.5. Job Candidate Evaluation Form

This form enables our staff members, who are participating in the interview process with the candidates, to assess the individual's qualifications. The format provides a method for comparing the interviewers' impressions of various candidates. The questions also provide guidance about the type of skills and potential contributions the interviewers should be assessing in each candidate they interview. This format allows us to customize the questionnaire with any additional assessments which are necessary for the pertinent position. Over time, we will develop customized questions for every position you commonly fill. Even in the short term, provide some guidance to the managers and other interviewers about which questions each interviewer is responsible for asking.

1.6. Appointment Letter and Staff Orientation

1.6.1 Appointment Letter Any personnel employed with THE EARTH SOCIETY will be issued an appointment letter prior to his/her employment by THE EARTH SOCIETY. The appointment letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment.

1.6.2 Probationary Period: A probation period of three months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of THE EARTH SOCIETY staff/board, he/she will be given a notice, terminating the contract at the end of the probationary period.

1.6.3 Staff orientation: All new employees will get an orientation about the organization's mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc.

1.6.4 Remuneration: Our THE EARTH SOCIETY believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of THE EARTH SOCIETY are entitled to salary, depending upon their skills, qualification, experience and as per the guidelines of funding agencies. Salary will be mentioned in the appointment letter.

1.6.5 Working Days and Hours

1.6.5.1 Working Days THE EARTH SOCIETY will follow 5 days a week working schedule from Sunday to Thursday and Friday and Saturdays are considered non-working day. Unless otherwise specified, THE EARTH SOCIETY will observe the same public holidays as those prescribed.

1.6.5.2 Office Hours The office shall open from 09.30 am in the morning till 05.30 in the evening. All employees are expected to complete 8 working hours daily. There will be one hour lunch-break.

1.7 Travel Rules & Regulations

1.7.1 Travel Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted THE EARTH SOCIETY applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement. After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available. The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Eligible expenses include:

1.7.2 Mode of Transport THE EARTH SOCIETY will pay only surface transport as far as possible. If any individual is using personal vehicle for organizational or project related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. However, the private transport must be shared by more than one member or employee.

1.7 Leave and Holidays

1.7.1 Leave: All employees of THE EARTH SOCIETY are entitled to 30 working days off as paid leave per year. This leave is accrued monthly at the rate of working days.

1.7.2 Holidays: All employees are entitled to 17 of paid leave due to public holidays. Public holidays are specified in advance by the President in consultation with staff members. Employees who are required to work on public holidays are entitled to compensatory day off. THE EARTH SOCIETY will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leave shall be substantiated with this record and approved in advance by the President.

1.8. Absences (1) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence. (2) Unauthorized absences are grounds for disciplinary action. The following procedures shall apply: i. An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the President. He/she shall be asked to put in writing the reason(s) for his/her absence. ii. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position. iii. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the President, the employee may be subjected to disciplinary action.

1.9 Staff Movement

(1) Assignments and Transfers: According to project needs, any employee can be transferred temporarily or permanently to any location where THE EARTH SOCIETY conducts its

activities. A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal.

(2) Interim positions and promotions. An employee may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, THE EARTH SOCIETY shall reclassify the employee in the category of the new job or return him/her to his/her former duties. An employee who receives a promotion can be required to complete a trial period in the new position. If the trial period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his former position. If the trial period is not satisfactorily completed, the employee will be reinstated in a position at the same level as his former position.

1.10.DISCIPLINE (Progressive Discipline): Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee so that he or she can correct the problem. The goal of progressive discipline is to improve employee performance. The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization. Failing that, progressive discipline enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve. Typical steps in a progressive discipline system may include these. Counseling the employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance that are not immediately obvious to the supervisor. These issues are solved, if possible. The employee will be verbally reprimanded for poor performance. Written warning will be given to the employee, in an effort to improve employee performance. Providing an escalating number of days in which the employee is suspended from work. Start with one day and escalate to five. Ending the employment of an individual who refuses to improve.

1.11. Employees Termination

1.11.1 Conditions for Termination: Employees shall lose their jobs as per Bangladesh Labour Act 2006 such as:

(1) Voluntary Resignation

(2) Redundancy of the Position Depending on the nature and volume of its operation, THE EARTH SOCIETY may declare certain positions redundant.

(3) Termination/dismissal

1.12. PERFORMANCE EVALUATION SYSTEM POLICY

1.12.1. Elements of the Performance Evaluation System performance evaluation system is composed of three main stages that generally take place over a period of a year:

1.12.2 Performance planning: The performance planning stage enables employees and supervisors to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are used to facilitate this stage: a) Job description or list of duties Each employee must have an up-to-date job description defining the purpose of the work and the responsibilities involved. b) Setting of objectives. For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned. c) Individual action plans. The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

1.12.3. Performance Monitoring and Management: Staff performance and productivity should be managed on an ongoing basis throughout the year. The following elements among others are involved a) On-going Supervision This means taking the time to observe, examine sources of difficulty and seek solutions. b) Regular Communication.

This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision. c) Periodic Evaluation This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives, if necessary. A minimum of one meeting every six months is suggested to ensure satisfactory results.

1.12.4. Annual Performance Evaluation: The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop. The performance evaluation form should include all the sections needed for the evaluation. This includes a section relating to performance evaluation in relation to the objectives established at the outset and in relation to the responsibilities of the position, a section that specifies or targets what is needed for the employee's development and finally a section allowing the employee and the evaluator to express their comments and affix their respective signatures. The form should also include a performance level classification and a definition of each of these levels. The annual performance evaluation does not have any financial impact on salaries. It is first and foremost a tool to evaluate the employee's performance and take remedial action if necessary.

1.13. INTERNET AND EMAIL POLICY

1.13.1 Emails and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Organization activities. Some job responsibilities at the organization require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, by organization may use the Internet or access additional software. Internet Usage Internet use is authorized to conduct organization activities only. Internet use brings the possibility of breaches to the security of confidential organizational information. Internet use also creates the possibility of contamination to the system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information. Removing such programs from the organization network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work lime appropriately for work, we ask staff members to limit Internet use. Additionally, under no circumstances may organization computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical or nun-business - related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment E mail usage at Organization Email is also to be used for organization activity only. Organization confidential information must not be shared outside of the organization, without authorization, at any time. You are also not lo conduct personal activities using the organization computer or email. Keeping this in mind, the employees consider forwarding non-business emails to associates, family or friends. Non-activity related emails waste organization time and attention.

1.13.2 Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. These emails are prohibited at the organization. Sending or forwarding non-activity emails will result in disciplinary action that may lead to employment termination. Organization owns employees email Keep in mind that the organization owns any communication sent via email or that is stored on organization equipment. Management and other authorized staff of the organization have the right lo access any material in email or on computer at any time. The employees do not consider electronic communication, storage or access to be private if it is created or stored at work.