



Noboprobhaat Foundation

A Non-Profit Organization

Organizational Policy

Noboprobhaat Foundation
Hulashuganj, Mithapukur, Rangpur
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1. Gender Equality and Inclusion Policy

Policy Statement:

The Noboprobhaat Foundation is committed to promoting gender equality and creating an inclusive environment that respects and values individuals of all genders. This policy sets forth our commitment to fostering gender equity, eliminating gender-based discrimination, and promoting equal opportunities for all within our organization.

1. Gender Equality:

1.1. The Noboprobhaat Foundation recognizes that gender equality is a fundamental human right and an essential element of social justice. We are committed to creating a workplace culture that treats all individuals, regardless of their gender, with dignity, fairness, and respect.

1.2. The Foundation will ensure that all policies, practices, and decision-making processes are free from gender-based bias and discrimination.

2. Non-Discrimination:

2.1. The Noboprobhaat Foundation prohibits discrimination based on gender, including but not limited to discrimination on the basis of gender and sexual identity, gender expression, transgender status, or gender non-conformity.

2.2. No individual associated with the Foundation, including employees, volunteers, partners, or beneficiaries, shall be subjected to unfair treatment, prejudice, or exclusion based on their gender.

2.3. Any form of gender-based discrimination, including sexual harassment, will not be tolerated and will be promptly and effectively addressed through appropriate measures.

3. Equal Opportunities:

3.1. The Noboprobhaat Foundation is committed to providing equal opportunities for the advancement and development of all individuals, regardless of their gender.

3.2. The Foundation will ensure that recruitment, hiring, promotion, training, and other employment-related decisions are based on merit, skills, qualifications, and performance, without discrimination based on gender.

3.3. Equal opportunities for professional growth, mentorship, and leadership development will be provided to individuals of all genders.

4. Gender-Inclusive Environment:

4.1. The Noboprobhaat Foundation will foster a gender-inclusive environment that embraces the diversity of gender identities and expressions.

4.2. We will respect and support individuals' self-identified gender identities and pronouns, ensuring that all employees and volunteers are referred to and addressed in a manner that aligns with their gender identity.

4.3. The Foundation will provide education and training to enhance awareness and understanding of gender-related issues, including gender bias, stereotyping, and the experiences of marginalized genders.

5. Family and Caregiver Support:

5.1. The Noboprobhaat Foundation recognizes the importance of supporting employees and volunteers in balancing their work and personal responsibilities.

5.2. We will provide flexible work arrangements and policies that accommodate the diverse needs of individuals with caregiving responsibilities, including parental leave, caregiver leave, and flexible working hours.

5.3. The Foundation will actively promote a culture that respects the rights and responsibilities of individuals with caregiving responsibilities and avoids any discrimination or bias related to family status or gender roles.

6. Review and Accountability:

6.1. This policy will be regularly reviewed and updated to ensure its effectiveness and compliance with legal requirements and best practices.

6.2. The Noboprobhaat Foundation's leadership team will be responsible for implementing and monitoring the adherence to this policy.

6.3. Employees, volunteers, and other stakeholders are encouraged to report any concerns or violations of this policy and be assured that they will be treated with confidentiality and without fear of retaliation.

2. Operations Policy

Policy Statement:

The Noboproghaat Foundation is committed to ensuring efficient, transparent, and ethical operations in all aspects of its work. This policy outlines the guidelines and principles that govern the Foundation's operational activities to achieve its mission effectively while maintaining integrity and accountability.

1. Mission and Vision Alignment:

1.1. All operational activities of the Noboproghaat Foundation shall be aligned with its mission, vision, and strategic objectives.

1.2. Operational decisions and resource allocations shall prioritize activities that directly contribute to the Foundation's goals and desired outcomes.

2. Legal and Regulatory Compliance:

2.1. The Noboproghaat Foundation shall comply with all applicable laws, regulations, and legal requirements in all aspects of its operations.

2.2. Adequate measures shall be implemented to ensure compliance with relevant government regulations, tax obligations, reporting requirements, and other legal obligations.

3. Financial Stewardship:

3.1. The Foundation shall exercise responsible financial management to ensure the efficient and effective use of resources.

3.2. Financial decisions shall be based on sound financial principles, transparency, accountability, and responsible risk management.

3.3. Accurate and timely financial reporting and documentation shall be maintained in compliance with relevant accounting standards and regulations.

4. Resource Management:

4.1. The Noboproghaat Foundation shall ensure the responsible and sustainable management of its resources, including financial resources, human resources, and physical assets.

4.2. Effective systems and processes shall be in place to monitor, evaluate, and optimize resource allocation and utilization.

4.3. Efforts shall be made to minimize waste, promote efficiency, and maximize the impact of resources towards achieving the Foundation's goals.

5. Risk Management:

5.1. The Foundation shall proactively identify, assess, and mitigate risks that may impact its operations, programs, reputation, or stakeholders.

5.2. Risk management strategies and controls shall be implemented to minimize potential risks and ensure business continuity.

5.3. Regular review and updating of risk management policies and procedures shall be conducted to address emerging risks and changing circumstances.

6. Ethical Standards:

6.1. The Noboprobhaat Foundation upholds the highest ethical standards in all its operations, interactions, and decision-making processes.

6.2. Employees, volunteers, and stakeholders shall act with integrity, honesty, and professionalism, avoiding conflicts of interest and maintaining confidentiality.

6.3. Any fraudulent, dishonest, or unethical behavior or activities shall not be tolerated and may result in disciplinary action or termination.

7. Continuous Improvement:

7.1. The Noboprobhaat Foundation is committed to continuous improvement in its operations, programs, and organizational effectiveness.

7.2. Regular monitoring, evaluation, and learning processes shall be implemented to assess the impact, effectiveness, and efficiency of operational activities.

7.3. Feedback from stakeholders, including employees, volunteers, partners, and beneficiaries, shall be actively sought and considered to inform improvements and best practices.

8. Documentation and Records Management:

8.1. Accurate, complete, and organized documentation and record-keeping shall be maintained for all operational activities in compliance with relevant legal and regulatory requirements.

8.2. Data privacy and protection measures shall be implemented to safeguard sensitive and confidential information.

9. Emergency and Crisis Management:

9.1. The Noboprobhaat Foundation shall have appropriate emergency and crisis management plans and procedures in place to ensure the safety and well-being of employees, volunteers, and stakeholders.

9.2. Clear communication channels, contingency plans, and protocols shall be established to address emergencies, disruptions, or unforeseen circumstances.

10. Policy Review and Accountability:

10.1. These policies shall be periodically reviewed, updated, and communicated to ensure their relevance, effectiveness, and compliance with legal requirements.

10.2. The Noboprobhaat Foundation's leadership team shall be responsible for the implementation and monitoring of these policies, ensuring adherence and accountability throughout the organization.

3. Financial Policy

Policy Statement:

The Noboprobhaat Foundation is committed to maintaining financial transparency, accountability, and responsible stewardship of its resources. This policy outlines the guidelines and principles that govern the Foundation's financial management and ensure the effective and efficient use of funds to achieve its mission.

1. Financial Planning and Budgeting:

1.1. The Noboprobhaat Foundation shall develop and implement a comprehensive financial plan and budget that aligns with its strategic objectives and mission.

1.2. The budgeting process shall be transparent, inclusive, and based on accurate financial data, realistic projections, and sound financial principles.

1.3. Budgetary decisions shall prioritize the Foundation's programs, activities, and initiatives that directly contribute to its mission.

2. Financial Controls and Systems:

2.1. The Foundation shall establish and maintain robust financial controls and systems to ensure the accuracy, reliability, and security of financial information and transactions.

2.2. Adequate segregation of duties and internal controls shall be implemented to prevent fraud, unauthorized activities, or misuse of funds.

2.3. Financial systems and procedures shall comply with relevant accounting standards, legal requirements, and best practices.

3. Revenue Generation and Fundraising:

3.1. The Noboprobhaat Foundation shall diversify its revenue sources and develop sustainable fundraising strategies to support its programs and operations.

3.2. Fundraising activities shall be conducted with transparency, integrity, and in compliance with applicable laws and regulations.

3.3. The Foundation shall maintain accurate records of donors, contributions, and grants, ensuring donor confidentiality and respecting donor intent.

4. Expense Management:

4.1. The Foundation shall prudently manage its expenses to ensure the effective utilization of funds and maximize the impact of its programs and initiatives.

4.2. All expenses shall be reasonable, necessary, and directly related to the Foundation's mission and strategic objectives.

4.3. Adequate approval processes and documentation shall be in place for all expenditures, ensuring proper authorization, accountability, and adherence to budgetary guidelines.

4.4. Noboprobhaat Foundation will form a committee to purchase any asset and this committee will verify the value of the asset. If they verify and submit a positive report, then the asset can be purchased.

4.5. If an office/venue is to be rented for the foundation, the most convenient venue should be rented after checking the three venue rent, facilities, security, location, management and other possibilities.

5. Financial Reporting and Transparency:

5.1. The Noboprobhaat Foundation shall prepare and present accurate and timely financial reports to the Board of Directors, management, donors, and other relevant stakeholders.

5.2. Financial reports shall adhere to generally accepted accounting principles, providing a clear and comprehensive overview of the Foundation's financial position, activities, and results.

5.3. The Foundation shall ensure transparency by making financial information, including annual reports, audited financial statements, and IRS filings, easily accessible to the public.

6. Risk Management and Internal Audit:

6.1. The Foundation shall identify, assess, and mitigate financial risks to protect its assets, reputation, and sustainability.

6.2. An internal audit function or periodic external audits shall be conducted to evaluate the effectiveness of financial controls, identify areas for improvement, and ensure compliance with policies and procedures.

6.3. The Foundation shall establish procedures for reporting and addressing suspected or identified irregularities, fraud, or financial misconduct.

7. Reserve and Asset Management:

7.1. The Noboprobhaat Foundation shall establish and maintain appropriate reserves and contingency funds to ensure financial stability and mitigate unforeseen circumstances.

7.2. Assets, including cash, investments, and physical assets, shall be managed responsibly, with appropriate risk diversification and consideration of ethical investment practices.

7.3. The foundation can retain 10% of the grant for its development as core funding and a maximum of 40% as staff cost. But this is not always applicable.

8. Compliance and Legal Obligations:

8.1. The Foundation shall comply with all applicable laws, regulations, and reporting requirements related to financial management, tax obligations, and charitable registrations.

8.2. Adequate records shall be maintained to support compliance, and timely submissions shall be made to relevant government authorities, as required.

9. Policy Review and Accountability:

9.1. These financial policies shall be periodically reviewed, updated, and communicated to ensure their relevance, effectiveness, and compliance with legal requirements.

9.2. The Noboprobhaat Foundation's leadership team shall be responsible for the implementation, monitoring, and enforcement of these policies, ensuring adherence and accountability throughout the organization.

4. Privacy Policy

Policy Statement:

The Noboprobhaat Foundation is committed to protecting the privacy and confidentiality of personal information collected and processed in the course of its operations. This Privacy Policy outlines how the

Foundation collects, uses, discloses, and safeguards personal information and individuals' rights regarding their personal data.

1. Collection of Personal Information:

1.1. The Foundation may collect personal information from employees, volunteers, donors, beneficiaries, and other stakeholders, as necessary for the fulfillment of its mission and legal obligations.

1.2. Personal information may be collected through various channels, such as online forms, donation records, surveys, or in-person interactions, with individuals' consent or as permitted by applicable laws.

2. Use of Personal Information:

2.1. The Noboprobhaat Foundation will only use personal information for legitimate purposes related to its operations, programs, and services.

2.2. Personal information may be used for purposes such as communication, program administration, fundraising, volunteer engagement, and statistical analysis.

2.3. The Foundation will ensure that the use of personal information is consistent with applicable laws and respects individuals' rights and preferences.

3. Disclosure of Personal Information:

3.1. The Foundation will not disclose personal information to third parties except as required or permitted by law, or with individuals' consent.

3.2. Personal information may be shared with trusted service providers or partners who assist the Foundation in delivering its programs and services, subject to appropriate data protection agreements.

3.3. The Foundation will take reasonable measures to ensure that any third parties handling personal information adhere to privacy and data protection standards.

4. Data Security and Retention:

4.1. The Noboprobhaat Foundation will implement appropriate technical, organizational, and administrative measures to protect personal information against unauthorized access, loss, misuse, or alteration.

4.2. Access to personal information will be restricted to authorized personnel who have a legitimate need to access such information.

4.3. The Foundation will retain personal information for as long as necessary to fulfill the purposes for which it was collected, or as required by applicable laws and regulations.

5. Individual Rights and Choices:

5.1. Individuals have the right to access, correct, or delete their personal information held by the Foundation, subject to legal limitations.

5.2. Individuals have the right to withdraw their consent for the use of their personal information, where applicable, and to opt-out of receiving certain communications or services.

5.3. The Foundation will provide mechanisms for individuals to exercise their rights and preferences regarding their personal information.

6. Children's Privacy:

6.1. The Noboprobhaat Foundation is committed to protecting the privacy of children. If personal information of children under the age of consent is collected, appropriate parental consent will be obtained, and additional safeguards will be implemented to protect their privacy rights.

7. Website and Online Privacy:

7.1. The Foundation's website and online platforms may use cookies or similar technologies to enhance user experience and collect anonymized data for statistical analysis.

7.2. The Foundation will provide clear information and choices regarding the use of cookies or other tracking technologies.

7.3. The Foundation will take reasonable measures to ensure the security of online data transmission and protect the privacy of individuals interacting with its website and online platforms.

8. Compliance and Policy Review:

8.1. The Noboprobhaat Foundation will regularly review and update its policies, including this Privacy Policy, to ensure compliance with applicable privacy laws and regulations.

8.2. The Foundation will provide appropriate training and guidance to employees and volunteers to ensure their understanding of privacy obligations and their role in protecting personal information.

9. Contact Information:

9.1. Individuals may contact the Noboprobhaat Foundation's designated privacy officer or data protection representative for inquiries, requests, or concerns regarding the handling of personal information.

10. Policy Acceptance:

10.1. By engaging with the Noboproghaat Foundation's services, programs, or activities, individuals signify their acceptance and agreement to the terms and practices outlined in this Privacy Policy.

5. Safeguarding Policy for Girls and Children

Policy Statement:

The Noboproghaat Foundation is committed to ensuring the safety, well-being, and protection of girls and children participating in its programs, services, and activities. This Safeguarding Policy outlines the Foundation's commitment to preventing and responding to any form of abuse, exploitation, or harm and providing a safe and nurturing environment for girls and children.

1. Child Protection:

1.1. The Noboproghaat Foundation acknowledges that all children have the right to be protected from all forms of abuse, neglect, violence, and exploitation.

1.2. The Foundation will adhere to national laws, international conventions, and best practices for child protection in all its operations and interactions involving children.

2. Prevention of Abuse and Exploitation:

2.1. The Foundation will implement proactive measures to prevent any form of abuse, exploitation, or harm to girls and children in its care.

2.2. All staff, volunteers, and partners will receive appropriate training and guidance on recognizing signs of abuse, maintaining professional boundaries, and promoting positive and respectful interactions with children.

3. Screening and Selection:

3.1. The Noboproghaat Foundation will establish clear procedures for screening and selecting staff, volunteers, and partners who will work directly with girls and children.

3.2. Background checks, reference checks, and interviews will be conducted to assess the suitability and trustworthiness of individuals before their engagement with children.

4. Code of Conduct:

4.1. The Foundation will establish and enforce a clear Code of Conduct that outlines expected behavior and professional boundaries for all staff, volunteers, and partners working with girls and children.

4.2. The Code of Conduct will prohibit any form of abuse, exploitation, harassment, discrimination, or inappropriate behavior towards girls and children.

5. Reporting and Response Mechanisms:

5.1. The Noboprobhaat Foundation will establish accessible and confidential reporting mechanisms for anyone to report concerns or suspicions of abuse, exploitation, or harm involving girls and children.

5.2. Reports will be taken seriously, investigated promptly and impartially, and appropriate action will be taken to address any substantiated concerns.

5.3. Whistleblower protection will be provided to those who report in good faith.

6. Confidentiality and Privacy:

6.1. The Foundation will ensure the confidentiality and privacy of individuals involved in safeguarding concerns, in line with legal requirements and best practices.

6.2. Information related to safeguarding concerns will only be shared on a need-to-know basis and with relevant authorities, following appropriate protocols.

7. Support and Referral:

7.1. The Noboprobhaat Foundation will provide appropriate support and referral mechanisms for girls and children who disclose abuse or seek assistance.

7.2. Referrals to relevant services, such as counseling, medical support, or legal assistance, will be made to ensure the well-being and recovery of the affected individuals.

8. Training and Awareness:

8.1. The Foundation will provide regular training and awareness programs to all staff, volunteers, and partners on child protection, safeguarding policies, and procedures.

8.2. Training will focus on recognizing signs of abuse, responding to disclosures, maintaining professional boundaries, and promoting a safe and empowering environment for girls and children.

9. Partnerships and Collaboration:

9.1. The Noboprobhaat Foundation will collaborate with relevant organizations, networks, and stakeholders to strengthen child protection and safeguarding efforts.

9.2. The Foundation will engage in information sharing, capacity building, and advocacy initiatives to promote a culture of safeguarding within the community.

10. Policy Review and Accountability:

10.1. This Safeguarding Policy will be reviewed periodically to ensure its effectiveness, relevance, and compliance with evolving child protection standards and legal requirements.

10.2. The Foundation's leadership team will be responsible for the implementation, monitoring, and accountability of this policy throughout the organization.

By adhering to this Safeguarding Policy, the Noboprobhaat Foundation strives to create a safe, protective, and empowering environment for girls and children, fostering their holistic development and well-being.

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