

Disability Pride Bangladesh (DPB)



Administrative Policy

Effective Date: April 2025

Approved by: Executive Committee

Review Period: Annually

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Preface

Disability Pride Bangladesh (DPB) was established to promote the rights, dignity, and leadership of disabled women, girls, and young people in Bangladesh through a feminist and intersectional approach. As we grow and strengthen our organization, it becomes essential to establish clear guidelines that uphold our values of transparency, accountability, inclusion, and justice.

This Administrative Policy serves as a foundational document that will guide our day-to-day operations, decision-making processes, internal communication, staff management, financial practices, and safeguarding measures. It reflects the collective vision and commitment of our members, staff, and Executive Committee to create a working environment that is accessible, participatory, and rooted in respect for human rights.

We believe that strong administrative practices not only support organizational growth but also ensure that our advocacy and community work are carried out with integrity and care. This policy is a living document and will be reviewed periodically to respond to evolving needs and experiences.

We thank all the individuals and communities whose inputs and inspirations have shaped this document. Together, we continue to build a feminist, inclusive, and disability-just movement.

In solidarity,

Executive Committee

Disability Pride Bangladesh (DPB)

1. Introduction

This Administrative Policy outlines the operational framework and internal management protocols of Disability Pride Bangladesh (DPB). It supports the implementation of DPB's constitution and ensures transparent, inclusive, and accountable administration aligned with its feminist and rights-based principles.

2. Office Operations and Management

2.1 Office Establishment and Accessibility

- Office must pass an accessibility audit based on a predefined checklist (ramps, tactile flooring, adjustable furniture, accessible toilets, signage, acoustic panels).
- A third-party disability rights consultant may be engaged for assessment.
- Office lease must include clauses for renovation/modification to maintain accessibility.

2.2 Working Hours and Flexibility

- Core hours: 10:00 AM - 5:00 PM, Sunday to Thursday.
- Remote and flexible working arrangements available for staff with valid personal or access-related needs.
- Flexible work requests submitted via standardized form; HR responds within 5 working days with documented approval/rejection and reason.

2.3 Recruitment and Onboarding

- Vacancies publicized through national job portals, social media, and DPO networks in accessible formats (text, audio, sign language).
- All applications accepted in various formats (written, audio, video).
- A diverse, gender-balanced Recruitment Committee will handle the shortlisting using a point-based rubric.
- Reasonable accommodations during interviews must be guaranteed (interpreters, alternative formats, extra time).
- Selected candidates will complete a 3-day onboarding covering:
 - DPB mission, vision, and policies
 - Roles and responsibilities
 - Accessibility tools and protocols

2.4 Staff Responsibilities and Performance Management

- Monthly work plans and end-of-month reports mandatory for all staff.
- Performance reviews bi-annually based on KPIs, 360-degree peer review, and community stakeholder feedback.
- Review findings inform professional development plans.

- Confidential performance files maintained in secure cloud-based and physical filing systems.

3. Governance and Organizational Structure

3.1 Participatory Decision-Making

- Major decisions (policy changes, financial matters) require a formal vote.
- Meeting quorum: at least 50% +1 of committee members.
- Votes tied: Chairperson has the casting vote.
- Minutes must include names, decisions made, dissenting views, and actions.

3.2 Structure of Governance

- Executive Committee: Chairperson, Secretary, Treasurer, and four Members.
- Roles:
 - Chairperson: Convene and lead meetings.
 - Secretary: Document meetings, maintain organizational records.
 - Treasurer: Oversee budget, report expenditures.
- Advisory Board: Three experts meet bi-annually and provide recommendations via written reports.
- Subcommittees may be formed for specific tasks, with clear ToR, lifespan, and reporting lines.

3.3 Representation Requirements

- A live demographic dashboard will track representation (disability type, gender, region, language).
- Election candidates must submit:
 - Personal statement
 - Endorsements from two General Body members
 - A 2-minute video (optional) on their vision for DPB.
- Election outcomes published within 3 working days in accessible formats (audio, Braille, easy read).

4. Financial Management

4.1 Budgeting and Approvals

- Annual budgets developed collaboratively between the Executive Committee and Finance Officer.
- Preliminary budgets must be circulated for member feedback before finalization.

- Budget approved by Executive Committee and endorsed by General Body.
- Any off-budget expenditure over 5% must receive prior EC approval.

4.2 Accounting and Auditing

- DPB uses accounting software compliant with accessibility standards.
- All financial records double-logged: digital database and hard copies.
- Quarterly internal financial reviews conducted.
- Annual external audits by certified auditors; results disseminated publicly in accessible formats.

5. Communication and Documentation

5.1 Internal Communication

- Official communication via email, messaging groups, and bulletin boards in accessible formats.
- All meetings must be preceded by a minimum 7-day notice (unless emergencies), shared with agenda and materials.

5.2 External Communication

- Spokespersons must be trained and approved by the Executive Committee.
- External communications must align with DPB's mission and use inclusive language.
- Public statements and publications undergo editorial review.

6. Safeguarding and Code of Conduct

6.1 Workplace Ethics

- Mandatory signing of Code of Conduct by all involved individuals.
- Zero tolerance for harassment, bullying, discrimination, or abuse.
- All cases investigated confidentially with sensitivity and neutrality.

6.2 Complaint Mechanism

- A Grievance Committee of three members (1 EC, 1 staff, 1 external) will handle complaints.
- Anonymous complaints accepted through online form or complain/suggestion box.
- Resolution timeline: Acknowledgment in 3 days, decision within 15 working days.
- Support measures (legal aid, counselling) available for survivors.

7. Meetings and Reporting

7.1 Meeting Types

- Staff Meetings: Monthly, documented with action trackers.
- Executive Committee: Monthly or as needed.
- Annual General Meeting (AGM): Held once per fiscal year; notice given 30 days in advance.

7.2 Reporting

- Annual narrative, financial, and safeguarding reports submitted to the General Body.
- Project-based reports submitted to donors as per contract.
- All reports archived in accessible formats.

8. Data Management and Confidentiality

8.1 Data Collection and Consent

- DPB will ensure that all personal and organizational data is collected based on informed, voluntary, and written consent.
- Consent forms must include:
 - Purpose of data collection
 - How and where the data will be stored
 - Who will have access
 - Duration of storage
 - Withdrawal rights
- Consent must be obtained in accessible formats (audio, Braille, sign language, easy-read text).

8.2 Data Storage and Access

- All digital data will be stored in encrypted cloud-based databases with two-factor authentication.
- Hard copy documents will be kept in locked cabinets within a secured office space.
- Only designated staff with written authorization can access sensitive data.
- A data access log will be maintained to monitor who accesses what data and when.

8.3 Data Breach Protocol

- In case of a data breach:
 - **Detection:** Immediate logging and internal alert
 - **Notification:** Affected individuals will be informed within 72 hours
 - **Containment:** IT team and management will assess and isolate affected systems
 - **Review:** A Data Breach Report will be prepared and shared with the Executive Committee within 10 working days.
- Remedial actions (e.g., offering identity protection or legal support) will be implemented based on severity.

9. Amendments and Review

9.1 Review Frequency and Triggers

- This policy will be reviewed annually, preferably in the first quarter of each calendar year.
- An unscheduled review can be triggered by:
 - Major organizational restructuring
 - Legislative or regulatory changes
 - Feedback from staff, Executive Committee, or external audits

9.2 Review Process

- An ad-hoc Policy Review Committee comprising at least 1 Executive Committee member, 1 staff member, and 1 external advisor will lead the process.
- The committee will:
 - Collect and analyze feedback
 - Review compliance with current laws and donor policies
 - Recommend specific changes

9.3 Approval of Amendments

- Proposed changes must be circulated among General Body members at least 10 working days before the endorsement meeting.
- Final amendments require:
 - Approval by a two-thirds majority of the Executive Committee
 - Formal endorsement by the General Body in a documented meeting