

Disability Pride Bangladesh (DPB)



Human Resources (HR) Policy

Effective Date: April 2025

Approved by: Executive Committee

Review Period: Annually

Preface

At Disability Pride Bangladesh (DPB), we believe in the power of inclusion, equality, and justice. Established in 2021, DPB is a rights-based feminist organization dedicated to empowering disabled women, girls, and young people in Bangladesh. Our mission is to dismantle systemic barriers, combat gender-based violence, and promote gender equality and social justice for all, with a special focus on marginalized communities, including gender-diverse individuals, Dalits, sex workers, racial and ethnic minorities, migrants, and refugees.

As an organization rooted in feminist principles, we recognize that our greatest strength lies in our people. Our employees, volunteers, and partners are the driving force behind our efforts to create a more inclusive and equitable society. This Human Resources (HR) Policy reflects our unwavering commitment to fostering a workplace that values diversity, respects dignity, and ensures equal opportunities for all, regardless of disability, gender, ethnicity, or background.

This policy is designed to guide our practices in recruitment, training, workplace accessibility, and employee engagement, ensuring that every member of the DPB family feels supported, respected, and empowered. It aligns with our core values of inclusion, equity, and justice, and serves as a testament to our dedication to building a workplace where everyone can thrive.

As we continue our journey to amplify the voices of disabled individuals and advocate for their rights, this HR policy will serve as a foundation for creating a culture of respect, collaboration, and innovation. Together, we can break down barriers, challenge stereotypes, and build a future where disability pride is celebrated, and every individual has the opportunity to reach their full potential.

Disability Pride Bangladesh (DPB)

Empowering Inclusion, Celebrating Diversity, Transforming Lives

Table of Contents

Preface	2
Introduction.....	4
1. Purpose.....	4
2. Scope	4
3. Equal Opportunity Employment	4
4. Recruitment and Hiring	4
5. Training and Development	6
6. Workplace Accessibility	7
7. Reasonable Accommodations	7
8. Anti-Discrimination and Harassment Policy.....	7
9. Health, Safety, and Wellbeing	8
10. Leave and Attendance	8
11. Performance Management.....	10
12. Compensation and Benefits	11
13. Payment of Salary	11
14. Performance Review and Salary Increment	11
15. Promotion.....	11
16. Income Tax Deductions.....	12
17. Corruption and Bribery	12
20. Anti-Trafficking:	14
24. Employee Engagement	15
25. Exit Policy.....	16
26. Policy Review	16
Conclusion	16

Introduction

This HR Policy outlines the principles, guidelines, and procedures for managing human resources at Disability Pride Bangladesh (DPB), a feminist organization empowering disabled women, girls, and young people. The policy ensures a safe, inclusive, and supportive workplace for all employees, volunteers, and beneficiaries, reflecting our commitment to disability rights, gender equality, and social justice.

1. Purpose

The purpose of this policy is to:

- Promote an inclusive workplace culture that values diversity and equality.
- Ensure compliance with Bangladeshi labor laws, the Rights and Protection of Persons with Disabilities Act, 2013, and international disability rights standards.
- Define fair and transparent employment practices and procedures.
- Foster a supportive environment where employees with disabilities can thrive.

2. Scope

This policy applies to all employees, volunteers, interns, contractors, and partners associated with DPB. It covers all aspects of employment, including recruitment, training, performance management, and workplace conduct.

3. Equal Opportunity Employment

- DPB is committed to providing equal employment opportunities to all individuals, regardless of disability, gender, age, ethnicity, religion, or sexual orientation.
- Employment decisions are based on skills, experience, and merit.
- Reasonable accommodations will be provided to candidates and employees with disabilities to ensure their full participation in the workplace.

4. Recruitment and Hiring

- **Accessible Recruitment Process:** Interviews and assessments will be conducted in accessible formats, and accommodations (e.g., sign language interpreters, braille materials) will be provided upon request.
- **Outreach:** Vacancies will be advertised through accessible channels, including disability-focused platforms, to attract diverse candidates.
- **Transparency:** The selection process will be fair, transparent, and documented to ensure accountability.

- **Recruitment Process:** At the basic level the process includes recruiting, processing, and selection. More specifically, it involves:
 - a) Creating the job description;
 - b) Publically posting a job advertisement;
 - c) Evaluating the information provided from each applicant;
 - d) Screening candidates against the position requirements to determine qualified candidates;
 - e) Verifying references and other pertinent information;
 - f) Conducting personal interviews of the top candidates;
 - g) Determining who will be offered the job;
 - h) Making a written offer;
 - i) Documenting the selection process for the files;

- **General Policies:**
 - Any citizen Bangladesh or foreign is eligible for appointment in any post of DPB provided s/he qualify the whole interview process.
 - Nobody who is below 18 years of age and not more than 60 years of age can be appointed at DPB. However, the appointing authority, in special cases, can continue a person in the service of DPB above sixty in age at contractual basis.

- **Reference Check:** DPB will implement a thorough and transparent reference check mechanism to ensure the credibility and suitability of candidates during the recruitment process. This process will involve contacting provided references, such as previous employers, academic institutions, or professional contacts, to verify the candidate's qualifications, work experience, and character. Reference checks will be conducted through structured interviews or written questionnaires, focusing on job-related competencies, teamwork, and ethical conduct. To maintain fairness and consistency, a standardized checklist will be used, and all information collected will be treated confidentially. This mechanism will help DPB make informed hiring decisions, ensuring that new employees align with the organization's values and mission of inclusivity and empowerment.

- **Job Descriptions:** All employees will be provided with a job description at the time of joining. If an employee does not have one, he/she must inform his/her respective Supervisor. Job description must comprise an overall description of the post and list of all the principal accountabilities of the jobholder. The job description may be revised after the probationary period, or may be revised at any time to reflect changing patterns of work.

- **Induction:** An induction program (2-3 days depending on the employees' level) will be chalked out for each newcomer; so that he/she is introduced to the existing employees

and can become conversant with the systems and values of the organization. The HR Officer will organize the induction program

- **Probation:** All appointments of DPB must have a probation period of at least 3 (Three) months from the date of joining DPB, extendable at the discretion of the appointing authority by the recommendation of the concerned/respective supervisor. In case of Higher Position, the Executive Board may waive or impose probation.
- **Expiry of Probation:** At the end of the probation period, the line manager will prepare a brief performance appraisal with a recommendation for confirmation, extension of probation or dismissal/discontinue to the authority. At the end of successful completion of the probation period, the appointing authority will issue a confirmation letter to the employee from the date of confirmation. The probation period may be extended by one additional period of 3 (three) months only in the event if it is deemed necessary. If the performance level of the employee on probation is not found satisfactory, he/she may be released from service within 7 (seven) days' notice, or otherwise, as stated in the appointment letter.

The appointing authority will inform the employee on probation, in writing, so as to his/her confirmation, termination or extension of probationary period before the end of the probation period.

- **Placement:** DPB will engage the appointed person in the post originally advertised for. However, DPB may assign other duties based on the revealed capacities of the employee. An employee may hold an acting position in upper grade whenever a vacancy occurs. The maximum period of acting assignment will be for 6 months.
- **Initial determination of salary:** Salary of newly recruited staff will be fixed at the starting basic of appropriate grade. However, depending on the qualification and experience of a candidate, the ED will have the discretion to offer higher salary within the scale of pay. The salary will be composed of the basic salary and fringe benefits (house rent, medical allowance, conveyance, special allowance etc).

5. Training and Development

- **Disability Inclusion Training:** All employees will undergo training on disability inclusion, accessibility, and respectful workplace practices to foster an inclusive environment.
- **Skill Enhancement:** Employees with disabilities will have equal access to workshops, training programs, and professional development opportunities to enhance their skills and career growth.
- **Leadership Development:** DPB will actively encourage and support employees with disabilities to take on leadership roles through mentorship programs, career coaching, and tailored advancement initiatives.

6. Workplace Accessibility

- **Physical Accessibility:** DPB's office spaces, facilities, and equipment will adhere to accessibility standards, ensuring features such as ramps, elevators, and accessible restrooms are available to all employees.
- **Digital Accessibility:** All digital tools, platforms, and communication methods (e.g., websites, emails, and software) will be designed to be fully accessible, accommodating employees with diverse disabilities.
- **Emergency Preparedness:** Evacuation plans and safety protocols will be tailored to address the specific needs of employees with disabilities, ensuring their safety and security in emergencies.

This commitment to accessibility ensures an inclusive and supportive work environment for everyone at DPB.

7. Reasonable Accommodations

- DPB will provide reasonable accommodations to ensure employees with disabilities can perform their job duties effectively. Examples include:
 - Flexible work hours or remote work options.
 - Modified workstations or assistive technologies (e.g., screen readers, ergonomic chairs).
 - Additional support or adjustments as needed.
- Employees can request accommodations through a confidential process, and DPB will respond promptly.

8. Anti-Discrimination and Harassment Policy

- **Zero Tolerance:** DPB will maintain a strict zero-tolerance policy for any form of discrimination, harassment, or bullying based on disability, gender, age, ethnicity, religion, sexual orientation, or any other characteristic. This policy will apply to all employees, volunteers, contractors, and partners, ensuring a respectful and inclusive workplace for everyone.
- **Reporting Mechanism:** DPB will establish a confidential, accessible, and user-friendly grievance reporting mechanism. Employees will be able to report incidents of discrimination or harassment through multiple channels, such as an online portal, a dedicated hotline, or in-person meetings with designated HR personnel. The process will be designed to accommodate the needs of employees with disabilities, ensuring that everyone can report concerns without barriers.

- **Prompt Action:** All complaints will be investigated promptly, thoroughly, and impartially. DPB will ensure that investigations are conducted by trained personnel who understand the nuances of disability-related issues. Appropriate disciplinary action will be taken against violators, ranging from warnings to termination, depending on the severity of the offense. DPB will also provide support to victims, including counseling and legal assistance, to ensure their wellbeing and protection.
- **Preventive Measures:** DPB will conduct regular training sessions on anti-discrimination and anti-harassment policies for all employees. These sessions will raise awareness about acceptable workplace behavior, the importance of inclusion, and the procedures for reporting grievances. Additionally, DPB will foster a culture of respect and accountability, where employees feel empowered to speak up against discrimination and harassment.
- **Transparency and Accountability:** DPB will maintain transparency in handling complaints and will communicate the outcomes of investigations to the concerned parties while respecting confidentiality. The organization will also review and update this policy annually to ensure its effectiveness and alignment with evolving legal standards and best practices.

9. Health, Safety, and Wellbeing

- **Health Insurance:** DPB's health benefits package includes coverage for disability-related medical needs and assistive devices.
- **Mental Health Support:** Counseling services and mental health resources will be available to all employees.
- **Work-Life Balance:** Flexible work arrangements will be offered to accommodate employees' needs.

10. Leave and Attendance

Types of Leave

- Earned Leave
- Casual Leave
- Sick Leave
- Maternity Leave
- Paternity Leave

Earned Leave: Every employee shall be entitled to earned leave at the rate of 15 (Fifteen) days for each calendar year. Earned shall be credited to the employees leave account on the day of completion of each year of his/her confirmed service. A maximum of 5 (Five) days earned leave can be accumulated. An employee can take maximum one month earned leave at a time. The

DPB Authority may grant advance leave to confirmed employees in anticipation that such leave will be earned.

Casual Leave:

- (i) Casual leave means a leave of absence for a short period not exceeding 3 (Three) days at a stretch, granted to an employee who may be unable to attend duty during such period due to illness, unavoidable private work and other exigencies
- (ii) An employee will be entitled to enjoy casual leave up to a maximum of 10 (Ten) days in a calendar year with full pay
- (iii) Casual leave shall not be cumulative and may only be availed of during the calendar year to which it relates. The unspent period of casual leave not availed of during a calendar year shall lapse on 31st December of the year
- (iv) Casual leave may be taken in continuation of or in combination with holidays including weekly holidays. In cases where weekly holidays and other holidays intervene two spells of casual leave, the entire period (including holidays) shall be reckoned as casual leave
- (v) Casual leave cannot be taken in combination with any other leave;

Sick Leave: Employee shall be entitled to avail 12 days sick leave per calendar year. The sick employee should notify his/her immediate supervisor as soon as reasonably possible when sick leave is going to be needed. Absence of more than 3 (three) consecutive workdays must be supported by a physician's certificate and certificate may be required for an absence of two consecutive workdays or less if the employee's supervisor has reason to believe that the employee is using sick leave improperly. Leave must be approved by the employee's supervisor in writing.

Maternity Leave: Female employees who will have completed 6 (six) months of continuous service by the time her child's birth are entitled to maternity leave. The DPB authority may grant to a female employee maternity leave (pre- natal and post-natal), which is not debited against the leave account, on full pay for a period up to 6 (six) months (pre- natal and post-natal) at a time. Maternity leave with full pay shall not be granted beyond two issues of a female employee whether before or after employment in the DPB. Maternity leave must be requested and approved at least one month prior to the expected leave dates. The employee must provide a medical certificate from a registered physician confirming the expected date of delivery.

For employees with less than 6 (six) months of service, required absences for maternity reasons will be charged to annual leave, sick leave, and /or without pay at the discretion of the DPB management.

DPB shall consciously keep provision in its annual budget or project budget with a block fund so that temporary replacement can be made to keep continuity work.

Maternity leave may not be obtained more than twice during the entire period of employment with DPB.

Paternity Leave: Male employees who have completed 6 (six) months of continuous service will be granted paternity leave with full pay for a total of 5 (five) working days before or after delivery of their child. Such leave may not be obtained more than twice during the entire period of employment with DPB

Bereavement Leave: Up to 5 (five) days of paid bereavement leave shall be provided to employees due to the death of his/her family member. Employees may, with their supervisor's approval, use any available paid leave for additional time off.

Leave Without Pay: Under exceptional circumstances, the Chairman can grant permission for employees to take leave without pay. An employee who is absent from the office without notifying and having the approval of their supervisor or the Chairman is considered absent without pay. Employees who fail to notify the office of their absence for more than three consecutive days may be considered resigned employees and are allowed to request leave without pay to the Chairman.

This may be applicable in the following cases:

- a. Study leave
- b. Prolonged sickness
- c. Infectious diseases
- d. Leave Approval Process

Disability-Related Leave: Additional leave will be granted for medical appointments or disability-related needs.

Flexible Work Arrangements: Employees may request flexible schedules or remote work options.

The ED will approve leave for all DPB employees.

11. Performance Management

- **Inclusive Evaluations:** DPB will conduct performance assessments that focus on job-related criteria, ensuring evaluations are fair, objective, and free from bias. The assessment process will be designed in accessible formats, accommodating the needs of employees with disabilities, such as providing alternative methods for feedback submission or using assistive technologies.
- **Constructive Feedback:** Employees will receive regular, constructive feedback aimed at supporting their professional growth and development. Feedback sessions will be interactive and tailored to individual needs, fostering a culture of continuous learning and improvement.

- **Accommodations in Evaluation:** DPB will provide reasonable accommodations during performance reviews to ensure fairness and inclusivity. This may include flexible scheduling, modified evaluation tools, or additional support to enable employees with disabilities to fully participate in the process.

12. Compensation and Benefits

- **Fair Compensation:** DPB will offer competitive salaries and benefits, ensuring transparency in compensation structures.
- **Inclusive Benefits:** Benefits include health insurance, retirement plans, and disability-specific support (e.g., assistive devices, transportation allowances)

13. Payment of Salary

Substantive salary and benefit shall accrue from the commencement of service of an employee and shall generally become payable on completion of one month of service. Each employee shall be paid monthly a basic amount and other (house rent, transportation and medical) allowances as applicable. As stated previously, all salaries will be paid in local currency (Bangladeshi Taka). Salaries will be paid in the last week of the month. An employee may withdraw his/her salary for the month before going on approved leave if the leave covers the whole of the month.

14. Performance Review and Salary Increment

Performance of each employee will be reviewed annually. DPB will follow annual increment based on the performance appraisal of staff. The maximum limit of annual increment would be 10% raise on basic salary. The immediate supervisor upon adequate discussion with the appraisee will initially conduct the performance appraisal. The appraisee will prepare the performance data and basic information in congruence to the respective job description and program / plan. This would ensure participation of the employees in the appraisal process and would bring an amount of objectivity in the subjective process.

A reviewer nominated by the competent authority, which usually is the supervisor of the appraiser, will again review each and every appraisal. This would serve as a checkpoint to avoid any bias in the process. The outcome of the performance appraisal will be linked to the staff development and reward system of DPB

15. Promotion

A promotion is defined as a change resulting from the advancement of an employee to a different position that requires activities of significantly increased complexity and is situated in a higher salary grade than that of the previous position. A revised position description is prepared accordingly. A promotion is not an entitlement and may only be authorized by the Chairman, and only when there is an organizational or management need for the performance of higher-level work, funding is available, the employee meets the waiting period requirement and has the

knowledge, skill and abilities to do the work satisfactorily, and any necessary donor and DPB approvals are secured. The rationale and the requisite approvals for the promotion must be well documented. Promotions are not based on an employee's financial need, their length of continued service, or the time since their last promotion. Increases in pay resulting from a promotion will become effective on the date of promotion becomes effective.

16. Income Tax Deductions

Although the payment of all taxes is the employee's responsibility, DPB will withhold applicable income and social taxes from an employee's paycheck and pay those withholding to the government on behalf of the employee as required by local law under Section 50 and 59 of the Income Tax Ordinance. DPB will provide its employees with monthly pay slips detailing gross pay, deductions and withholdings, and net pay. However, assessment and submission of return of tax shall lie with the individual employee.

17. Corruption and Bribery

All forms of bribery and corruption are prohibited. DPB will not tolerate any act of bribery or corruption. Any breach of this policy or local law could result in disciplinary action being taken and ultimately could result in dismissal. A bribe does not actually have to take place - just promising to give a bribe or agreeing to receive one is prohibited.

Bribery is prohibited when dealing with any person whether they are in the public or private sector and the provisions of this policy are of general application. However, many countries have specific controls regarding dealing with public officials and this policy includes specific requirements in these circumstances.

This includes:

- any payment outside respect of fees, salary or commission (this does not include official fees);
- gifts and hospitality outside DPB's knowledge or from outside DPB's expense policy
- And making charitable contributions in connection with dealings with a public official.

18. Sexual Harassment

Sexual Misconduct (including sexual harassment and sex/gender discrimination) is prohibited by DPB policy, as well as government law, including all rights and responsibilities apply to all DPB staff, visitors, and other community members.

This includes sexual harassment, sex/gender discrimination, sexual assault, rape, and other gender-based misconduct. Stalking and relationship violence can also constitute discrimination when the conduct is gender-based.

All of this conduct is generally referred to as "Sexual Misconduct."

DPB is committed to providing a work environment free of Sexual Misconduct as reflected in this policy. DPB is especially committed to addressing sexual assault which is a crime of violence

that is never acceptable and will not be tolerated. It is the responsibility of DPB staff to make inquiries into reports of Sexual Misconduct on behalf of DPB and to conduct formal investigations under the Sexual Misconduct Adjudication Process.

DPB takes all allegations of Sexual Misconduct seriously and is committed to providing information, resources, and clear direction to the members of DPB staff and community so that together we can help prevent and address this conduct.

DPB will always respond to allegations of Sexual Misconduct, to the best of its ability, to stop prohibited conduct, prevent its recurrence and address any lingering effects on campus from the conduct.

Retaliation against anyone who reports an incident of Sexual Misconduct, brings forward a complaint or who in anyway participates in an inquiry or investigation of Sexual Misconduct is strictly prohibited. Any person responsible for, or involved in, retaliation will be subject to disciplinary action by DPB.

This includes:

- Sexual Assault
- Non-Consensual Sexual Contact/Activity
- Forced Sexual Contact/Activity
- Non-Consensual Sexual Intercourse/Penetration (Rape)
- Forced Sexual Intercourse/Penetration (Rape)
- Sexual Exploitation
- Sexual Harassment
- Sex and/or Gender Discrimination
- Stalking
- Relationship Violence

19. Child Protection Policy

DPB organization believes in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the UN Convention of the Rights of the Child (CRC) 1989. It will strive to protect all children from abuse and exploitation, encourage to fulfill their highest potentials, and to challenge inequalities.

DPB, under any circumstances, would not allow its stakeholders to involve in abuse-verbal or physical or the threat of such with children. It will encourage its stakeholders so that their voice is heard and views are acknowledged. DPB would maintain the following principles while come across with children:

- be aware of situations which may present risks and manage these
- plan and organize the work and workplace so as to minimize risks

- as far as possible, be visible in working with children's
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- empower children-discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

DPB will not allow its employees to

- hit or otherwise physically assault or physically abuse children;
- develop physical/sexual relationships with children;
- develop relationships with children which could in any way be deemed exploitative or abusive; or
- act in ways that may be abusive or place a child at risk of abuse.

Reporting: We will ensure that staff and others are clear about what step to take where concerns arise regarding the safety of children

Responding: We will ensure that action is taken to support and protect children where concerns arise regarding possible abuse.

20. Anti-Trafficking:

DPB is fully committed to preventing human trafficking at all of its work environments and to maintaining a safe work environment. DPB will not allow or be a part of any human trafficking activities and if any staff member of DPB is found after investigation, to have any collaboration with such agenda will be terminated from their employment with DPB. They shall be handed over to legal and law-enforcing agencies with full collaboration from DPB.

21. Workplace Violence Prevention

DPB is fully committed to preventing workplace violence and to maintaining a safe work environment. DPB has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

22. Prohibited Conduct

All employees, trainees, business associates and clients should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, physical involvement or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. DPB resources

may not be used to threaten, stalk or harass anyone at or outside the workplace. DPB treats threats coming from an abusive personal relationship as it does other forms of violence. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources (HR), member of the management team or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the authority of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. DPB will not retaliate against employees making good-faith reports. DPB is committed to supporting victims of intimate partner violence by providing referrals to the company's employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

23. Investigations and Enforcement

DPB will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. DPB will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, DPB may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. If needed legal and law enforcing actions will be taken against him or her.

DPB encourages employees to bring their disputes to the attention of their supervisors the HR department before the situation escalates and will not discipline employees for raising such concerns.

24. Employee Engagement

- **Inclusive Culture:** DPB will cultivate an inclusive work environment by organizing team-building activities, encouraging open communication, and establishing accessible feedback mechanisms. These efforts will ensure that every employee feels valued, heard, and empowered to contribute to the organization's mission.
- **Recognition and Celebration:** DPB will regularly celebrate employee achievements and contributions through formal recognition programs, awards, and public

acknowledgments. This will not only boost morale but also reinforce a culture of appreciation and motivation.

- **Employee Resource Groups (ERGs):** DPB will support the creation of employee-led resource groups that focus on promoting inclusion, diversity, and peer support. These groups will provide safe spaces for employees to share experiences, collaborate on initiatives, and advocate for positive change within the organization.
- **Professional Growth Opportunities:** DPB will encourage employee engagement by offering opportunities for skill development, leadership training, and participation in decision-making processes. This will empower employees to take ownership of their roles and contribute meaningfully to DPB's goals.
- **Wellbeing Initiatives:** DPB will prioritize employee wellbeing by organizing wellness programs, mental health support, and work-life balance initiatives. These efforts will ensure that employees feel supported both professionally and personally..

25. Exit Policy

- **Exit Interviews:** Employees leaving DPB will participate in exit interviews to provide feedback and suggestions.
- **Respectful Off boarding:** The off boarding process will be respectful and professional, with support for career transitions if needed.

26. Policy Review

DPB will review this HR policy annually to ensure its relevance, effectiveness, and compliance with evolving laws and best practices. Feedback from employees will be incorporated into updates.

Conclusion

At Disability Pride Bangladesh (DPB), we are committed to creating an inclusive, supportive, and empowering workplace for all. This HR policy reflects our dedication to fairness, accessibility, and respect for individuals with disabilities, contributing to our mission of building a more inclusive society

