Safety and Rights Society (SRS)

Open Information Policy (OIP)
SRS-Workplace Safety, Compensation and Accountability

1. Introduction

Safety and Rights Society (SRS), a local not-for-profit organisation, which has been registered under the Societies Registration Act 1860 and Foreign Donation (Voluntary Activities) Regulation Ordinance 1978 under NGO Affairs Bureau of Bangladesh, is concerned with improving workplace conditions and promoting consumer and public safety in Bangladesh.

The organisation aims to ensure that the overall conditions faced by people at work are decent and are at the very least in compliance with the law.

We are also concerned to ensure that members of the public are protected from unacceptable risks from the food they eat, the goods they purchase, the transport they use, or the work undertaken by others.

2. Purpose

SRS will obey and comply the Bangladesh Government’s “Right to Information Act, 2009”. It will ensure that which information is available for stakeholders and how they can get it. It also will make clear to the staffs of SRS that which information they will provide to the stakeholders and when and how they will provide it.

3. Applicability

3.1 If any policy/guide/rules of the organization contradict with this policy, then this policy will prevail.

3.2 If any clause/rules of this policy contradict with RTI Act 2009 then RTI Act 2009 will prevail.

4. Definition of terminology

**Constitution:** The Memorandum of Association and Rules & Regulations of SRS approved by Joint Stock Company and the NGO Affairs Bureau of Bangladesh.

**HAP:** Humanitarian Accountability Partnership an international organization works as certified organization for humanitarian accountability of the Non-Government Organization (NGO). Its website is www.hapinternational.org

**NGOAB:** NGO Affairs Bureau is the regulatory authority of Bangladesh, which looks after the NGO activities funded by foreign sources.

**RTI 2009:** Right to Information Act 2009 approved by the Government of Bangladesh

**TIN:** Tax Identification Number

5. The information that SRS will share with specified stakeholders

The following information will be made publicly open in an easy and accessible media and language:

i. Contact details - Email and telephone numbers of staffs and governing body
ii. Humanitarian Accountability Framework

iii. Complaints and response policy

iv. Information disclosure policy

v. Organisation Background Legal certificates (NGOAB, TIN and Constitution)

vi. Organizational Objectives

vii. Structure of the organization

viii. Project proposal and Deed of agreement with other development partners, Budget and Plan of operation for each year, Beneficiary selection criteria and entitlement

ix. Progress report against the project - Progress report including periodical report, yearly Training Calendar, Yearly Meeting Schedule and Minutes and circulars, External Audit Report, Review Reports, Publications


6. The information that will not disclose until abide by the law

Some information can only be disclosed to a limited number of specific people and in a narrow range of circumstances.

<table>
<thead>
<tr>
<th>Information not to be disclosed</th>
<th>Reason for Non Discloser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about SRS and Donor staff and their contact details</td>
<td>Security reasons and unnecessary trouble for their functioning</td>
</tr>
<tr>
<td>Internal financial and management records</td>
<td>Security reasons and unnecessary trouble for the functioning of organization</td>
</tr>
<tr>
<td>Investigation report</td>
<td>Security reasons</td>
</tr>
<tr>
<td>Case related information</td>
<td>Security reasons</td>
</tr>
<tr>
<td>Staff salary information</td>
<td>To avoid internal and external conflict</td>
</tr>
</tbody>
</table>

7. How to make available the information for public and mode of disclosure

i. Diary, Annual report, monthly news letter, notice board, availability in office, leaflet

ii. Press conference, Meeting and gathering

iii. Website and it will regularly be updated

iv. The information in website will be open for all

v. Anybody can seek or get the information through written/electronic/verbal ways as per demand.

vi. Anybody can see/read the documents in the office room but they will not make copies or take away any copies from the office with him/her without the permission of Chief Information Officer.

The applicant will have to provide the actual cost of photocopy and transportation cost (if needed) of staff as well.

vii. The time duration to provide information will be followed according to clause no. 9 of the RTI Act 2009.

a) The cost, time duration and other things related to information delivery will be provided by seven days.
b) The information that related to COAST will be delivered by twenty days and
c) The information involved with the third party then it will be provided by maximum 30
days.

viii. Spot visit: Anybody can visit our program areas but the cost will be carried by the visitor
and time of the spot visit will be decided by the respective office chief. The visit matter solely
related to the official issues and it should be applied through prescribed format. (Format
attached)

ix. Interview: Anybody can interview any staff of COAST but the responsibility of related
any expenditure goes to the interview seeker and cost will be decided by the Chief
Information Officer. The interview matter solely related to the official issues and it should be
applied through prescribed format. (Form attached)

7. Privacy matter

i. The information related to disciplinary matters which are preserved in personnel file could
only be available when it is asked by state authority and judicial authority.

8. Designated Information Officer

i. Admin and Account Assistant of SRS and s/he will also act as Chief Information Officer.

ii. If the staff denies providing any information, anybody can appeal directly through any
means to Executive Director.

9. Monitoring and Review:

i. Programme Officer will monitor the policy implementation, quality data preservation and
way of disclose regularly and will conduct yearly review.

ii. Admin and Account Assistant will produce a monthly status report focusing the number
and types of information wanted by the information seekers and given or denied by the
organization as well as applications on the process.

10. Policy Authority:

i. It will be effective after getting approval from the Governing Board.

ii. If any further addition or deletion needed that will have to be approved by the GB.

11. Preservation duration: The organization will preserve the documents as per following
table:-

<table>
<thead>
<tr>
<th>Materials</th>
<th>Preservation Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitution</td>
<td>Life long</td>
</tr>
<tr>
<td>Policy/Manual/Guideline/Publications/Periodic Report</td>
<td>Life long</td>
</tr>
<tr>
<td>Audit report</td>
<td>Life long</td>
</tr>
<tr>
<td>Personal file</td>
<td>Life long</td>
</tr>
<tr>
<td>Bill Vouchers</td>
<td>Five years and as per donor</td>
</tr>
<tr>
<td>Utility bills</td>
<td>Life long</td>
</tr>
</tbody>
</table>

This policy has been developed through consultation with beneficiaries, stakeholders and
staffs of all sphere of the organization from 1st July 2013 and has been approved at the
meeting of Governing Board held on 25 April 2015.