

SEIAM

Social and Environmental Increasing Analysis Movement



HUMAN RESOURCES POLICY MANUAL



“We are for the next generation”

seiam.org

Human Resources Policy Manual

Founder and Chief Executive

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In Cooperation with

Human Resources Department

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1. Introduction

SEIAM, as a non-profit development organization, works for the welfare of marginalized communities. The organization's success depends primarily on its human resources. A clear, transparent, and fair Human Resources Policy fosters motivation, accountability, and professionalism among employees and supports the achievement of organizational goals. This policy becomes effective from January 2026.

2. Preamble

The Human Resources Policy clearly defines employees' rights, responsibilities, benefits, and duties. It ensures equal opportunity, fair treatment, and professional development for all employees. This policy aligns with the Bangladesh Labour Act 2006 (amended 2013), National Women's Policy, Child Labour Prohibition Act, and International Labour Organization (ILO) standards.

3. Objectives of the Policy

- Ensure transparent and fair recruitment processes.
- Establish equality, non-discrimination, and safety in the workplace.
- Enhance employees' professional skills and provide motivation.
- Ensure employees fulfill responsibilities in line with organizational goals and values.

4. Applicability and Scope

This policy applies to all permanent, contractual, project-based, temporary employees, interns, and volunteers of SEIAM. Special conditions from donor agencies take precedence if applicable, but require Executive Director approval if conflicting with this policy.

5. Recruitment Policy

5.1 Recruitment Process

- All positions fill through open competitive advertisements.
- A recruitment committee forms, including at least one female member.
- Selection occurs via written/oral exams and interviews.
- Final appointment requires Executive Director approval.

5.2 Equal Opportunity and Non-Discrimination

SEIAM prohibits discrimination based on race, religion, gender, age, disability, political ideology, or other factors. Priority gives to women, disabled persons, and ethnic minorities when qualifications are equal.

5.3 Probation Period

New employees serve a probation period of generally 6 months, extendable by another 3 months if needed. Permanent appointment follows satisfactory performance.

6. Employment Relationship and Responsibilities

6.1 Working Hours and Attendance

- Standard hours: Sunday to Thursday, 9:00 AM to 5:00 PM (with 1-hour lunch break).
- Friday and Saturday are weekly holidays.
- Biometric/manual attendance records track late arrivals or absences.

6.2 Leave Policy

Leave Type	Days per Year	Conditions
Annual Leave	20 days	After completing 1 year of service
Casual Leave	10 days	For illness/emergency
Maternity Leave	6 months (paid)	For first two children
Paternity Leave	15 days	

6.3 Office Discipline

Employees adhere to organizational values, confidentiality, and professional conduct. Misuse of mobile phones or personal work during office hours is prohibited.

7. Salary, Allowances and Benefits

7.1 Salary Structure

Salary determines per organizational pay scale, considering experience and qualifications for new hires.

7.2 Annual Salary Increment

Performance-based increment of 5-10% provides every July.

7.3 Festival Allowance and Bonus

Festival allowance equal to one month's basic salary pays for two major festivals (Eid-ul-Fitr and Eid-ul-Adha) annually.

8. Training and Development

Staff Development Workshop Series



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The organization arranges regular training for skill enhancement. Each employee receives at least one training opportunity per year.

9. Performance Appraisal

Appraisals conduct twice yearly (January and July) using forms evaluating goal achievement, behavior, and skills.

10. Promotion and Transfer

Promotions base on performance, experience, and vacancies. Transfers occur as needed, considering employee convenience.

11. Grievance Redressal

Employees submit written grievances to supervisors or HR. Resolution completes within 15 days through investigation.

12. Discipline and Disciplinary Actions

Serious misconduct (e.g., corruption, sexual harassment, asset misuse) may result in warnings, salary deductions, or termination.

13. Termination of Employment

- Voluntary resignation: 1-month notice or equivalent salary payment.
- Termination: After investigation for disciplinary breaches.
- Final settlement: Pending salary, leave encashment, provident fund paid within 30 days.

14. Safety and Health

Workplace maintains first aid kits, fire extinguishers, and safety measures. Field staff receive travel insurance.

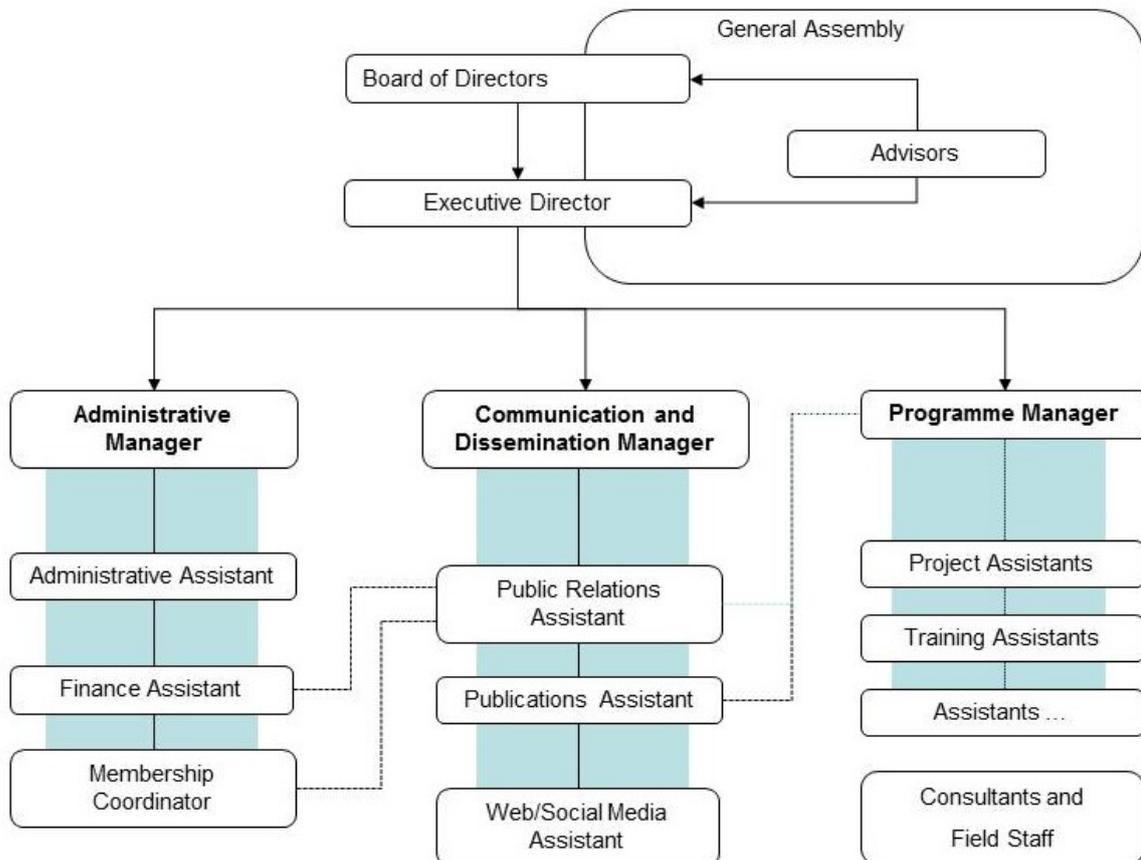
15. Sexual Harassment Prevention Policy

SEIAM follows a zero-tolerance policy. Complaints trigger committee formation within 7 days and resolution within 30 days.

16. Amendment and Review

This policy reviews every three years or as needed. Amendments require Executive Council approval.

Organizational Structure Overview



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