



## **Human Resources (HR) Policy**

Bangladesh Socio Cultural Forum (BSCF)

### **1. Purpose of the Policy**

The purpose of this Human Resources (HR) Policy is to ensure that everyone working with Bangladesh Socio Cultural Forum (BSCF) is treated with fairness, respect, and professionalism.

This policy provides clear guidance on how BSCF manages its team members, volunteers, interns, and staff, and how issues related to behavior, responsibilities, and workplace environment will be handled.

BSCF believes that a respectful and supportive working environment helps people work better and contribute meaningfully to the organization's mission.

### **2. Scope of the Policy**

This policy applies to:

- Full-time staff
- Part-time staff
- Volunteers
- Interns
- Program coordinators
- Youth Network members
- Anyone officially representing BSCF
- Everyone associated with BSCF is expected to follow this policy during:
  - Meetings
  - Programs and events
  - Online communication
  - Official travel or fieldwork



### 3. Core Principles

BSCF follows these principles in managing its human resources:

#### **Respect**

Everyone should be treated with dignity regardless of gender, religion, ethnicity, or background.

#### **Fairness**

Opportunities and responsibilities should be distributed fairly.

#### **Accountability**

Each member is responsible for their work and behavior.

#### **Collaboration**

Teamwork and cooperation are essential to achieve organizational goals.

### 4. Recruitment and Selection

BSCF aims to select people based on skills, commitment, and interest in social development.

Recruitment may happen through:

- Open calls
- Volunteer applications
- Recommendations
- Internship programs
- Selections will be made through a transparent process, which may include interviews or application reviews.





## 5. Roles and Responsibilities

Each person working with BSCF should clearly understand their role. Team members are expected to:

- Complete assigned responsibilities on time
- Communicate respectfully with colleagues
- Follow BSCF policies and values
- Represent the organization positively
- Leaders and coordinators should:
  - Provide guidance and support
  - Ensure fair work distribution
  - Address conflicts professionally

## 6. Workplace Behavior

BSCF expects all members to maintain professional and respectful behavior.

The following behaviors are not acceptable:

- Harassment or discrimination
- Verbal abuse
- Bullying
- Spreading rumors or personal attacks
- Misuse of organizational resources
- Everyone should contribute to a safe and inclusive environment.



## 7. Real-Life Situations and What BSCF Will Do

### Situation 1: Disrespectful Behavior

During a meeting, a volunteer speaks aggressively and insults another member.

#### What BSCF Will Do

- The meeting facilitator will intervene and stop the situation.
- The issue will be reported to the Youth Network Committee or HR responsible person.
- Both sides will be heard.
- If the behavior is inappropriate, the individual may receive a formal warning.
- Repeated incidents may lead to temporary suspension from activities.

### Situation 2: A Member Does Not Complete Assigned Work

A program coordinator repeatedly fails to complete important tasks before an event.

#### What BSCF Will Do

- The responsible leader will discuss the issue with the member.
- Support or guidance will be provided if needed.
- If the issue continues, responsibilities may be reassigned or the person may step down from the role.

### Situation 3: Conflict Between Team Members

Two volunteers disagree strongly and the conflict begins affecting the program.

#### What BSCF Will Do

- A neutral senior member will mediate the discussion.
- Both sides will have a chance to explain their perspective.
- A solution will be agreed upon to restore teamwork.



#### **Situation 4: Misuse of Organizational Resources**

A member uses BSCF funds or materials for personal purposes without approval.

##### **What BSCF Will Do**

- The incident will be investigated.
- The individual may be required to return the resources or compensate for the loss.
- Serious cases may result in removal from the organization.

#### **8. Communication and Respectful Environment**

Members should communicate respectfully in:

- Meetings
- WhatsApp or online groups
- Emails
- Social media

Personal attacks or disrespectful language in official groups is discouraged.

Constructive feedback is encouraged, but it should always remain respectful.

#### **9. Reporting Concerns**

If someone experiences or observes a problem related to behavior or workplace issues, they can report it to:

- Program Lead
- Executive Committee Member
- Youth Network Coordinating Committee

Reports will be treated confidentially and fairly.





## 10. Disciplinary Actions

If a member violates BSCF policies, the organization may take appropriate actions such as:

- Verbal warning
- Written warning
- Temporary suspension from activities
- Removal from position
- Termination of membership or involvement

The decision will depend on the seriousness of the issue.

## 11. Policy Review

This HR Policy will be reviewed periodically by the BSCF leadership team to ensure it remains relevant and effective.

Approved By

**Redwan Ahmed**

Director - Events & Administration  
Bangladesh Socio-Cultural Forum (BSCF)

Mobile: 01714793032

E-mail: redwan1052@gmail.com

