



Anti-Terrorism and Security Management Policy

Garib Unnayan Sangstha (GUS)

Po: Kodalkati, Ps: Rajibpur, District: Kurigram,
Dhaka, Bangladesh

February, 2019

1. Objectives

- 1.1 To ensure security of all offices, assets and for the staff.
- 1.2 Staff can be free from all sorts of political engagement.

2.

Office Security

- 2.1 Without official purpose no visitor can be entered at office. Any stranger or any member of any organization are strongly prohibited to enter the office along with belongings like luggage, any bags, carton box etc. In case of emergency purpose, the relatives or friends of any staff is allowed to visit office subject to the proper needs and justifications. In that case, the visitors' belongings have to be checked before entering the office and has to be taken prior permission with positive approach for its checking. Before leaving office, everybody has to be ensured switching off all electronic devices like light, fan, computer, air condition, etc properly.
- 2.4 Before leaving the office, the last person/staff of the office will make sure that the door and windows of all rooms are properly closed and locked and also ensure the security of the vehicles like four wheel cars, motorcycle, bi-cycle and others.
- 2.5 A per financial policy, two persons of the organization will go jointly to the bank for With drawing large quantity of money.
- 2.6 All offices will be ensured the updated (non-expired) fire extinguisher machine. There will be two kinds of machine for putting out fire, one is for general fire and other one for electric short circuit fire. Every staff has to be well aware about the usage of the fire extinguisher machine.
All offices will be ensured fixing CC camera for its safety and security.
- 2.8 Emergency phone no of police station and fire brigade office will be hanged at notice board of every office.
- 2.9 If any accident is happened due the lack of responsibilities of the security guard, then s/he will be responsible for bearing the cost of all the losses and damages.

3 Staff Security:

- 3.1 It is mandatory to wear helmet both rider and pillion for riding motorcycle. Without valid driving license it is prohibited to ride motorcycle. If any staff drives motorcycle without valid driving license and hereby fall on police case then the driver will be responsible for this and office will not take any responsibility in this regard. The maximum speed limit of the motorcycle will be 40km/hr.
- 3.2 In respect of driving jeep/car/micro bus, the driver must be used seat belt during driving. S/he has have valid driving license. The maximum speed limit of the jeep/car/micro bus will be 60km/hr. The driver cannot speak or use mobile phone during driving.
- 3.3 If any staff falls in a saviors sickness or accident then instantly he/she has to be taken to the hospital or clinic and has to be arranged an effective treatment for the patient and later on would be informed the office chief.
- 3.4 In case of taking fire at office, it is mandatory to leave the office immediately. During emergency leaving no one should try to take the personal belongings
- 3.5 Before starting the travel, the concern staff will pre-inform the name and nature of Transport to the respective supervisor even after arrival at the place/area. Pre-information about the weather condition has to be taken before starting the ferry journey during rainy season
- 3.6 Do not run here and there during the time of earth quake. Take shelter under or beside the great beam of the building. Everybody has to be followed the govt. instructions or precautions during earth quake Female staff can not be travelled alone by bus, micro-bus, auto & CNG taxi etc. it is applicable for field level staff
- 3.8 All the time every staff must keep official ID card among with them

4 Security of Foreign Guests:

4.1 If any foreign guest visit Bangladesh as a guest of GUS then GUS will ensure all sorts of security with a cooperation of the guest

4.2 GUS will provide an ID card to the guest and will also brief him/her about the security policy.

4.3 A written Declaration of Commitment (DoC) has to be collected from the foreign guest(s) that s/he/they will not do or engage any illegal activities according to Bangladesh law and if it does then GUS will not take any responsibility of this even also not be liable for this.

5 Security of Property and Assets of Organization:

5.1 The concern staff/user will ensure the safe-security of the devices or materials which will be given by the office for official use. If the devices or materials is hereby lost or theft then office will not take its responsibility and the cost will be covered by the concern staff.

5.2 Office will not provide any security of the personal belongings of any staff and guests. The concern staff or guest will have to ensure the security especially for valuable materials and devices.

6 To be aware from Terrorism

6.1 It has to be kept distance and avoid those person(s) who does promote terrorism in the name of religion.

6.2 For every staff it is mandatory to inform the Assistant Director-Admin & SR and also to the Executive Director if s/he founds someone is engaged or about to engage with the activity of terrorism and other illegal activities.

7 To free from Party politics:

7.1 It has to be attentive and updated about the country and international politics.

7.2 It is mandatory for not to engage directly with the party politics and any political activities by any staff

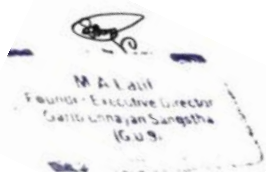
7.3 Apart from keeping away from the politics, no one will be engaged with any political conflict for any election and its activities.

8. Approved by BoT, effective date and monitoring

This policy has been approved unanimously in the 99th BoT meeting held on 22 March, 2019 and be effective in no delay. Assistant Director-M EL&HA will monitor the implementation progress of this policy in the organization.

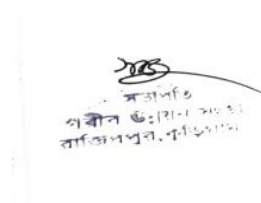
9. Review of this policy:

This can be reviewed with the significant changes made in the national and international laws,



Md. Abdul Latif
Founder-Executive Director
Garib Unnayan Sangstha
(GUS)

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Executive Director
Garib Unnayan Sangstha (GUS).



Md. Sajedul Islam
Chairperson - Board of Trustee
Garib Unnayan Sangstha (GUS).

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Garib Unnayan Sangstha (GUS) Full Member of Core Humanitarian Standard (CHS Alliance)



