

EMPLOYEE HANDBOOK

Human Resource Department



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PREFACE

Our aim in producing this document is to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us. The document gives an overview of the terms and conditions of your employment. In return, we ask you for a high degree of commitment, dedication, and loyalty which will help us to achieve the aims and objectives of the institution. I hope you find this a useful guide during your employment with us. However if you are unable to find the answer to your question here, please free to contact your supervisor or human recourses officials who will certainly be able to find an answer for you.

STARTING WITH BRAC JPGSPH

VISION

To be the leading global public health institute for the world's critical health challenges affecting disadvantaged communities.

MISSION

To create innovative public health leaders and solutions through cutting-edge, experiential Education, Training, Research, and Advocacy.

OVERVIEW

BRAC James P Grant School of Public Health (JPGSPH), BRAC University was founded in 2004 in Dhaka, Bangladesh to address the unmet public health challenges particular to Asia, Africa, and South America. The School's Institutional partner is BRAC, the world's largest NGO, reaching over 100 million people in Bangladesh and working in 11 countries in Africa and Asia. The School is at BRAC University, a premier higher education and development research institution.

THE SCHOOL IS AT BRAC UNIVERSITY, A PREMIER HIGHER EDUCATION AND DEVELOPMENT RESEARCH

INSTITUTION

The School draws from Bangladesh's remarkable public health achievements as well as BRAC Health's nationwide services and BRAC International's Health programs in South Asia and Africa. BRAC JPGSPH, BRAC University, therefore, offers unparalleled real-life, community-centric teaching, learning, and research experiences on critical and emerging national and global public health challenges. The School applies an interdisciplinary integration of Education, Training, Research, and Advocacy to diverse health challenges such as Maternal and Reproductive Health, Nutrition, Gender Equity, Sanitation, Non-communicable Diseases, Urbanisation, and Climate Change. Thereby positioning BRAC JPGSPH, and BRAC University to lead and innovate public health learning, investigation, policy, and implementation.

The School builds capacity and contributes to Public Health by preparing individuals to become public health leaders, practitioners, critical thinkers, researchers, advocates, and stewards in order to enable concrete changes to improve the lives of disadvantaged populations locally, regionally, and internationally.

THE FIVE CENTRES OF EXCELLENCE AT JPGSPH ARE

1. Centre of Excellence for Gender, Sexual and Reproductive Health and Rights (CGSRHR)
2. Centre of Excellence for Health Systems and Universal Health Coverage (CoE-HS&UHC)
3. Centre of Excellence for Urban Equity and Health (CUEH)
4. Centre of Excellence for Science of Implementation and Scale-Up (CoE-SISU)
5. Centre of Excellence for Non-Communicable Diseases and Nutrition (CNCDN)

We have a workforce of around 300 staff in the school, located at Medona Tower, 28 Mohakhali Commercial Area, Bir Uttom A K Khandakar Road, Dhaka-1213

You can get more information on our website at: <http://sph.bracu.ac.bd, www.jpgsph.org>

OFFICE HOURS & TIMING

JPGSPH values good attendance at work and is committed to improving the general well-being of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

- JPGSPH, BRAC University working hours are from 8.00 am to 6:00 pm on all working days. One has to complete 8.5 office hours within 6.00 pm in accordance with her/his IN time.
- There will be two 15 minutes tea breaks each day: Morning tea break: 9.30 am-10.15 am
Afternoon tea break: 2.30 pm-3.15 pm
- There will be 30 minutes lunch break each day: from 12.30 pm to 2 pm
- The office hour is divided into two halves: Morning (8.00 am to 1.00 pm) and Afternoon (1.00 pm to 6.00 pm).
- If any staff wants to take half day leave, he/she needs to work for at least 4.15 hours on that day.

For example: if any staff want to take leave on 2nd half (1 pm-6 pm), he/she needs to attend office for 4.15 hours in the first half (8 am-1 pm) and vice versa will be applicable for taking leave for 1st half.

- Office IN time is flexible up to 9:30 am. One has to complete 8.5 office hours including 30 min lunch break in accordance with her/his IN time.
- Punch IN and OUT is mandatory for every individual (except the Dean, Acting Dean, Professors, Chairperson, and Directors).
- If any staff fails to attend the office within flexi-time which is 9.30 am, will be considered as late.
- If anyone leaves the office earlier or fails to OUT punch, he/she will be considered for leave accordingly (half day or full day leave depending on IN and OUT time).
- In order to go out of the office for official work, fieldwork, or meeting inside Dhaka city, every individual will have to give 'Movement Entry' in the ERP and take the supervisor's approval.
- In order to go for field work or official tour inside/outside of Dhaka or the country, every individual will have to give the "Official Tour Process" in the ERP and take the supervisor's approval before the travel.
- Everybody should clock in and clock out by swiping the card in the ERP system.
- Staff are required to update their monthly attendance on a regular basis. Unauthorized/unapproved leave (absent), movement, and the tour will be adjusted with earned leave balance.
- If staff doesn't have enough earned leave balance then it will be adjusted from his/her salary.
- If any staff requires to stay at the office after 6 pm and on any holidays for any official work, needs to inform Admin department earlier with the supervisor's approval mentioning the duration.
- All staff are required to notify the HR Department of any unauthorized leave/leave of absence/sudden left/information regarding salary chargeable fund/resignation or any emergency information regarding the salary of any staff in the concerned department/project by the 20th day of each month preferably by email. After the 20th the change will be included in the next payroll month.

OFFICIAL TRAVEL: DOMESTIC AND INTERNATIONAL

Whenever anybody travels out of Dhaka or Bangladesh for an official purpose a travel authorization form (Domestic /International) has to be filled and it has to be approved by the proper authority of JPGSPH, BRAC University.

- The travel authorization and per-diem process should start at least 10 days before the date of travel.
- A trip report of the visit has to be submitted to the respective supervisor with CC to HRD within 07 days of return from distant districts/abroad.
- There is a policy for per diem for travel. Please refer to Annex 01 to know the exact amount of per diem applicable for each position. For further clarification please consult the HR officer/Accounts officer.
- Before the field visit, staff needs to prepare the estimate/budget in such a way that at least the full amount of advance (IOU) taken is spent during the entire field trip. If for any reason, the staff is unable to spend 80% of the amount taken, a written justification with the supervisor's approval is to be provided as part of the bill adjustment.
- Staff needs to make the request for an advance from Finance at least 2 working days (48 hours) before the travel.
- The IOU must be adjusted within the specified time frame as mentioned on the IOU form. If not, then the amount will be automatically adjusted with the salary payment of the coming month.
- The school of office vehicles will only be permitted depending on availability against approved requisition (within Dhaka city)
- Hire of transport for research-related field trips, and study trips (in or outside Dhaka) need to be communicated at least 5 working days ahead.
- National and international air travel will be arranged upon submission of approved travel authorization and budget code identified by the Accounts Department (national 7 and international; 15 working days before travel date)
- Please refer to Annex 02 for further clarification.

*Advance against employees for domestic and international travel

*Advances against employees are usually taken for both national & international travel, per diem, and other program activities.

*IOUs for domestic travel

IOUs are taken for any domestic field visit and it includes accommodation, food, and local travel on and per diem basis. It can also be taken for program-related expenses such as a workshop, orientation, training, and other small purchases.

Please refer to Annex 03 for a detailed checklist for advances and IOUs.

STANDARDS OF PERFORMANCE AND BEHAVIOUR AT WORK

APPEARANCE

JPGSPH does not seek to inhibit individual choice in relation to their appearance. However, the staff is expected to dress appropriately at all times in relation to their role, and to ensure that their personal hygiene and grooming are properly attended to prior to presenting themselves at work.

INSTITUTION PREMISES

- All staff will be issued with an identity card allowing access to your workplace. This remains the property of JPGSPH. Loss of your ID card must be reported immediately to the HR officer with proper documentation (e.g., a copy of the general diary).
- Staff should not bring any unauthorized person onto JPGSPH property without notifying the admin officer. Admin officer will assign an office assistant to bring an official guest in the office premises following the proper procedure. In these circumstances, you are responsible for ensuring that your visitors are appropriately monitored during their stay and that they do not access areas or Institution property inappropriately.
- Staff must not remove JPGSPH property from the organization's premises unless prior authorization from your supervisor has been given.

GENERAL OFFICE ETIQUETTE

In office premises staff is not allowed to:

- Create unnecessary noise/speak loudly/shout.
- Discuss political issues on school premises

PERSONAL PROPERTY

Any personal property such as mobile phone, laptop, jewelry, cash, credit cards, clothes, etc. left on JPGSPH premises is done so entirely at the staff's own risk. Staff is strongly advised not to leave any valuables unattended on office premises rather than keep them in office provided locker. JPGSPH does not accept liability for loss or damage to any personal property whatsoever. If your locker key is not functioning/or any damaged you must inform the admin officer. If you lost any of your personal property at the office you should report to the admin officer as early as possible verbal and (if required) in writing.

OFFICIAL TELEPHONES & CORRESPONDENCE

Institution telephone/mobile phone or postal facilities should not be used for private purposes. Abuse of these facilities will be considered a potential disciplinary matter. Please refer to Annex 04 for further clarification.

SMOKING AND OTHER SUBSTANCES AT WORK

Smoking is strictly prohibited on all JPGSPH premises (including entrances and exits) and vehicles.

Bringing alcohol or any unlawful drugs to the workplace, and/or imbibing them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

CONFIDENTIALITY

It is a condition of employment that all staff has a duty of confidentiality with regard to JPGSPH.

During the course of employment, staff may find themselves in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of staff employment that s/he has a duty of confidentiality to the Institution, and must not discuss any Institution sensitive or confidential matter whatsoever with any outside organization including the media.

Any such breach of confidentiality would be deemed as gross misconduct and could lead to your dismissal.

COMPUTER, EMAIL, AND INTERNET USE

If a staff has access to the Institution's computers including email and access to the internet as part of his/her job, s/he must not abuse this by using these facilities for purposes unrelated to Institution business.

- Limited personal use of the internet is encouraged. All internet use is monitored and accessing pornographic or other unsuitable material is strictly prohibited and would be considered a serious disciplinary offense that may result in dismissal.
- Only software packages properly authorized and installed by the Institution may be used on Institution equipment, staff must therefore not load any unauthorized software on Institution computers.
- If a staff has an Institution email address, this is provided for responsible use on Institution business and should not be used in any other way whatsoever.
- For more information please read BRAC University IT policy which is available on the BRACU website.

OFFICIAL BUSINESS CARD

- All staff, after successful completion of three months of probation period, will be entitled to have business cards.
- Staff should contact the Communications department to complete the procedures (e.g. complete the template) and take necessary approval (if needed).
- If any staff needs a business card before completion of three months of service, s/he needs to apply in writing to the Dean mentioning the justification and with the supervisor's recommendation.

RECEIPT OF GIFTS

Your working relationships may bring you into contact with outside organizations where it is the normal business practice or social convention to offer hospitality, and sometimes gifts. Offers of this kind to you or your family can place you in a difficult position. Therefore no employee or any member of his or her immediate family should accept from a supplier, customer, or other person doing business with JPGSPH, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities anything else of value unless:

- They are in each instance of a very minor nature usually associated with accepted business practice.
- They do not improperly interfere with your independence of judgment or action in the performance of your employment.

In every circumstance where a gift is offered, the advice of your supervisor must be sought.

BRIBERY AND OTHER CORRUPT BEHAVIOUR

A bribe is defined as giving someone a financial or another advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Institution or to obtain or retain an advantage in the conduct of the Institution's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances, you will be subject to formal investigation under the Institution's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

FINANCIAL CODE OF ETHICS

To uphold the integrity of our financial information, every employee is expected to:

- Act with honesty and integrity.
- Act responsibly, in good faith, with due care, competence, and diligence.
- Ethically handle actual or apparent conflicts of interest between personal and professional relationships.
- Provide information that is accurate, timely, complete, and understandable, no matter the purpose of the information (such as forecasts, budgets, reports, draft or actual financial statements, and public filings or communications).
- Accurately represent material facts and not allow their better judgment to be compromised.
- Not let financial data be influenced by others or by factors such as operating unit or individual performance or objectives, plans and forecasts, or organizational commitments.
- Not conceal any information from our internal auditors or our independent auditors.
- Comply with applicable company policies and procedures related to internal controls and the preparation of financial statements.
- Comply with applicable governmental laws, rules, and regulations.
- Respect the confidentiality of information acquired in the course of their work and take appropriate steps to protect against unauthorized disclosure of confidential information.
- Not use confidential information acquired in the course of their work for personal advantage.
- Share knowledge and maintain skills important and relevant to their positions
- Use responsibly and maintain control over assets and resources used by or entrusted to them.

CONFLICT OF INTEREST

Staff should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with his/her independent exercise of judgment in JPGSPH's best interest.

GENERALLY, A CONFLICT OF INTERESTS EXISTS WHEN AN EMPLOYEE IS INVOLVED IN AN ACTIVITY

- Which provides products or services directly to, or purchases products or services from JPGSPH.
- This subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to JPGSPH.
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on JPGSPH.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your HR manager.

USE OF OFFICE PROPERTY

USE OF OFFICE PROPERTY (meeting rooms/IT equipment) for official purposes. (e.g. meeting, seminar, short course, class, etc.)

- If any staff need to book any of the meeting rooms for official purposes (mentioned above) for one or more full days he/she should notify the admin officer at least a week prior to the event by ensuring proper documentation (e.g. fill-up event requisition form, room booking log book) available at admin officer's desk. If the meeting requires access to a Tele-video conference room or computer lab or any IT equipment for the event he/she must inform IT department (by filling an IT register book, ensuring payment formalities) along with an admin official for ensuring IT equipment on the venue.
- For short span meetings (half day, hour-long) staff need to notify admin official for booking the meeting room preferably one day earlier to the event. Simultaneously to ensure IT equipment for the event (if required) staff must notify IT department as well.
- After the completion of the official event the concerned staff of the event organizing team will be solely responsible for handing over the IT equipment back to the IT department in proper condition and filling up IT formalities (if any). If any of this IT equipment got stolen during the meeting time or found unattended after the meeting or damaged due to negligence the concerned staff will be penalized accordingly for the damage.
- If any IT equipment is needed to be taken outside the office for any official purpose staff shall inform the IT department with prior approval from the supervisor and fill up all formalities accordingly.
- Borrowing of the IT equipment: The JGSPH authority may allow borrowing of the IT equipment (e.g. Laptop/Camera/Modem/Voice Recorder/ Head Phone/ Pen Drive/ Hard Drive/ Multimedia Projector, etc.) within/outside the office (field) based on project/programs need. If any unexpected incidence occurs (i.e. equipment stolen or damaged), in such situation, the borrower will be liable for the loss or damage and will require to reimburse the cost as per the following rules:
 - » If any written down value (WDV) is available then compensation shall be: Written Down Value + 50% depreciation charged;
 - » If written Down Value (WDV) is not available then 50% of equipment cost will be charged;
 - » If the information about the price or depreciation is not available then 50% will be charged with the current market price.
 - » Please refer to Annex 05 for further clarification.
- Charge for use of IT equipment: The school will charge for use of IT equipment and other accessories at per fixed rate. The charge will be applicable for use of equipment that is not bought by the concerned project or program. So users should take appropriate approval in the requisition form and be sure of the available budget.
- Please refer to Annex 06 for further clarification.
- For any further clarification in this regard staff are always welcome to discuss with Admin & IT officials.

USE OF LOGISTIC SUPPORT

OFFICIAL EVENT ARRANGEMENT

- If staff is required to bring food/snacks from BRAC University/ BRAC Inn/ BLC Niketon/other restaurants for official purposes, staff needs to submit the requisition a maximum of 7 days or a minimum of 3 days prior to the event/workshop.
- If staff is required to bring food/snacks from BRAC University/ BRAC Inn/ BLC Niketon/other restaurants for official purposes, staff needs to submit the requisition minimum of 1 day prior to the meeting.

OFFICIAL PROCUREMENT

- To print any official item respective on the amount staff needs to facilitate the purchase through BRAC University Procurement Department. Time: Minimum 15 days and maximum 1-month notice

SENDING OFFICE ASSISTANT OUTSIDE OF OFFICE

- If any staff is required to send any support staff outside of the office for official purposes or needing an office assistant for an extra hour after regular office time staff should notify the admin officer. Admin officer will assign support staff accordingly.
- This policy is not applicable only to senior management staff (Advisor, Dean, Research Director, Director of Centre, Head Midwifery, Head of Education)
- If any staff required buying lunch through Office Assistant he/she needs to inform admin officer/logistic Officer within 11.30 am every day. Then they will assign an office assistant to bring lunch accordingly.
- But in case of any sudden emergency or exceptional situation time could be relaxed.

VALUING DIVERSITY AND DIGNITY AT WORK

VALUING DIVERSITY

JPGSPH is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career, and personal development on the basis of ability, qualifications, and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking, and approaches which make the way work is undertaken more effective and efficient.

The Institution will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms, and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions, and behavior to endeavor to promote these concepts, comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Institution.

KEY ACTIONS IN ADOPTING THESE PRINCIPLES JPGSPH

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated, and may be subject to disciplinary action where appropriate.
- Fully recognizes its legal obligations under all relevant legislation and codes of practice.
- Will ensure that all supervisors understand and maintain their responsibilities and those of their team under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will distribute and publicize this policy statement throughout the Institution

DIGNITY AT WORK

The Institution believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

WHAT AND HOW OF HARASSMENT

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work”. This can include unwelcome physical, verbal, or non-verbal conduct.

PEOPLE CAN BE SUBJECT TO HARASSMENT ON A WIDE VARIETY OF GROUNDS INCLUDING

- race, ethnic origin, nationality, or skin color
- sex or sexual orientation
- religious or political convictions
- willingness to challenge harassment, leading to victimization
- disabilities, sensory impairments, or learning difficulties
- status as ex-offenders
- age
- real or suspected infection with a blood-borne virus (eg AIDS/HIV)

FORMS MAY INCLUDE

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters, and so on
- visual display of posters, graffiti, obscene gestures, flags, and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favors to pressure to participate in political/religious groups
- intrusion by pestering, spying, the following someone
- bullying

WHAT SHOULD I DO IF SUBJECT TO HARASSMENT?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your supervisor and HR Official. If you feel your supervisor is harassing you, then you should contact the Dean/Research Director/ Director of Centre and HR Official.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places, and the circumstances of what happened.

The Institution has a formal procedure for dealing with these issues which you can obtain from your HR Department.

HEALTH AND SAFETY

JPGSPH recognizes and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Institution's health and safety arrangements. Should you feel concerned over any health and safety aspects of your work, this should be brought to the attention of your supervisor immediately.

PROCEDURE IN THE EVENT OF AN ACCIDENT

If any employee suffers an injury/accident at school premises the first contact person will be the administrative officer and supervisor. The administrative officer then proceeds accordingly. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your administrative officer and supervisor.

FIRST AID

The Institution has a first aid box which is available on the admin officer's desk. Certain general medicines, band-aids, antiseptic gel, etc. are available in the first aid box. Please contact the admin officer if you need any of these.

FIRE SAFETY

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs, etc. are not damaged. If you find something unusual or damaged quickly report it to the administration.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day. To ensure confidentiality or any potential information leaking Before putting the papers in the bin trash/destroy the papers and use a shredder machine (if needed).

ACTION TO TAKE WHEN THE FIRE ALARM GOES ON

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point as instructed by the admin officer.
- Once you are at the assembly point you should report to administration so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the admin officer.

ACTION TO TAKE IF YOU DISCOVER A FIRE

- Don't panic. If you know how to use a fire extinguisher apply it to the proper direction of fire.
- Call the admin officer at the earliest available, and safe, opportunity, and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

List of the departmental contact person:

Department	Issues	Contact person name & number
Human Resources	All HR issues, Leave, Policy, ERP	<ul style="list-style-type: none"> ● Shyama Sultana Manager- Human Resources 01759205758, ext: 218 ● Nazray Morshed Anam Khan Assistant Manager, HR- 01675531498
IT	Regarding borrowing IT equipment, printer setting, PC/laptop, internet settings, email id, etc., any IT-related issue	<ul style="list-style-type: none"> ● Md. Abdur Rouf Sarker Technical Lead, BITS 01787680612, ext: 111 ● Md. Al Mahmud Sr. Support Engineer, BITS 01777741837
Admin	All logistical support related to official travel (visa processing, ticketing, hotel room booking, and vehicle arrangement) office transport, and rent a car service.	<ul style="list-style-type: none"> ● Md. Sohel Rana Deputy Manager, Administration 01937029379, ext: 222
Logistics	Official equipment purchase, arranging official events, sending office assistants outside the office, procurement, stationery requisition, classroom booking, meeting room booking, First aid box	<ul style="list-style-type: none"> ● Rumin Akter Sr. Logistics officer 01623038820, ext: 206
Communications	Preparing official communication materials, updating short bio for website, business card, circulating of publications, updates, etc.	<ul style="list-style-type: none"> ● Nazia Zebin Manager- Communications 01753790627 ● Mukul Barman Asst. Manager, Graphics Design 01718858667 ● Nuruzzaman Lucky Manager, Graphics Design 01719614185 ● Asif Faisal Asst. Manager, Communications 01717854585
Finance & Accounts	Advance against domestic & international travel, IOUs for domestic travel, project budget-related issues	<ul style="list-style-type: none"> ● Zahid Imtiaz Mannan AGM, F&A 01714040130 ● Abul Kalam Azad Sr. Manager, F&A 01783037282