

**Safeguard Policy  
of  
Organization of Development Services for Distressed (ODSD)**

Date of Approval: 16.03.2023

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# 1. About Organization of Development Services for Distressed (ODSD)

## 1.1 Background:

Organization of Development Services for Distressed (ODSD) is a national-level not-for-profit development organization that works to assist distressed people to build resilient livelihoods, resilient agriculture, resilient food production, and resilient emergency response systems.

## 1.2 Mission:

The mission of ODSD is the human and institutional development of the focus target people through capacity building with updated information, technologies, and other relevant support so that they are able to change their condition and position.

## 1.3 Vision:

The vision of ODSD is to contribute to bringing smiles and prosperity to the lives of the destitute irrespective of religion, caste, creed, and political identity without harming the social and natural environment.

## 1.4 Objective:

- Improve the livelihood conditions of extremely poor and destitute people.
- Empower the excluded, poor, and women socially and economically.
- Promote human rights and dignity.
- Reduce environmental degradation.

## 1.5 LEGAL STATUS and ADDRESS

Sl.	Authority	Registration Number and Date
1.	Department of Social Service	Gai/sadar/1171/07, Date: 01.02.2022 (Revised)
2.	NGO Affairs Bureau of Bangladesh	No. 3472, Date: 03.06.2025, Renewed up to 02.06.2035

### Address:

Registered office: Dhanghora, Palashbari Road, Gaibandha-5700

Dhaka Office: 5th floor, Plot 15, Road-2, Block-H, Aftabnagar, Badda, Dhaka

## Safeguard Policy

**Our promise-**

We believe that God created man in his own image; we should use our power, skills, and resources for God's sake. All people are equal in God's eyes - this is the principle of protection of ODSD. ODSD is committed to ensuring a safe and trusting environment for every person working with it.

The purpose of this policy is to ensure that no one is harmed by being associated with or associated with ODSD, especially our beneficiaries, staff, volunteers, partner organizations, consultants, contractors and trustees (our community).

ODSD follows the principle of zero tolerance for serious misconduct. ODSD will not tolerate any acts of violence, harassment, harassment or exploitation by any of its staff, trustees, volunteers, counselors, affiliates, or any representative involved in the work of ODSD or its affiliates.

### **Personal responsibility**

It is the responsibility of each and every one of us to prevent and report physical, sexual or mental abuse, neglect, etc. of any member of our community. The welfare of every member of the community should be given utmost importance. That member has the right to protection from persecution, regardless of gender, race, disability, sexuality or belief. In this case, there is no chance to think of any exception.

As a member of the ODSD family, if you have any concerns or concerns, it is your responsibility to raise them in accordance with the organization's policies. Whether incidents of violence, harassment or exploitation have occurred at all; or it is not your responsibility to determine if the safety policy has been violated in that case. This is the responsibility of the security manager.

### **Policy development**

This policy applies to patient, contracted, commissioned patients to work with or on behalf of ODSD at any level. ODSD wants every partner and consortium member to have their own code of conduct or similar measures to minimize such behavior so that no worker can be subjected to exploitation, harassment or other discriminatory practices. ODSD will work with all of its partners in policy formulation, development and other related initiatives. ODSD will also ensure that stakeholders, especially affiliates, are aware of and adhere to the code of conduct. ODSD hopes that each partner organization will have appropriate safety policies and procedures. ODSD will also provide them with its own policies and procedures.

All ODSD staff or volunteers need to know what the requirements of this policy are. Moreover, if you have any concerns, you should have a clear idea of what to do.

#### **1. Perimeter**

1.1 It is a global organizational policy which can be adjusted as required by the local laws of the country concerned. BD law must be adopted if it offers something of better quality than this policy. The safety manager can be consulted at any time.

1.2 Although this is an internal policy, we hope that all our partners and all others working for ODSD will follow the motto of this policy. Moreover, everyone will abide by the provisions of the relevant agreement specifically on security issues.

## **2. Principles of the policy**

The principles of the policy are derived from major international and regional charters, standards such as international standards on child protection, UN Charter on the Rights of the Child, IASC Minimum Operating Standards for PSEA and The Core Humanitarian Standards.

ODSD is committed to the following:

- \* ODSD will maintain the unity of all its beneficiaries, staff, volunteers and all others involved in the work of the organization, ensuring their welfare. Ensure equal rights for all to be protected from any harm.
- \* Ensure that concerns or grievances have been taken seriously, properly investigated and acted upon.
- \* Ensure that all ODSD staff, trustees, volunteers, contractors, associates or any representative are familiar with this policy and are aware of their responsibilities under it.
- \* Ensure that our partners are aware of their responsibilities regarding the minimum requirements for safety standards and that ODSD will assist them in achieving these.
- \* All staff, trustees, volunteers will take security training.
- \* Ensure that all measures are taken to protect the person at risk in his / her best interests.
- \* Ensure that the person rescued from persecution has received all necessary assistance and the accused offender has been held accountable.
- \* Ensure that our recruitment process is robust enough to ensure that no one with obvious symptoms can be hired.
- \* Ensure that the person accused of harassment is being treated appropriately in accordance with local law.
- \* If any crime has been committed, the concerned statutory body should be informed about it.
- \* All incidents of sexual harassment and harassment must be reported to the ODSD Head Office, Gaibandha.
- \* Concerned donors should also be informed about these matters.
- \* Safe for all and 'do no harm to anyone' (ODSD program will be formulated based on this principle and it will be provided to others).

Ensure that beneficiaries and supporters are fully aware of what kind of behavior they can expect from ODSD staff, volunteers, trustees, mentors and associates.

## **3. Definition**

### 3.1 Helplessness

According to the definition of The Core Humanitarian Standard, people can be helpless due to personal reasons like age (especially very young and very old) disability, illness etc. Or you may be helpless to take care of another helpless person.

Various social and relevant issues play a role in leaving people helpless. These include inequality and marginalization (e.g., inferiority of women and girls in some cases), social exclusion (including lack of access to information), environmental hazards (such as land degradation or deforestation), climate change, Poverty, fragile state of land, poor governance, ethnicity, class, community and religious or political affiliation.

### 3.2 Children

All human beings under the age of 18 are defined as children, regardless of the local definition.

### 3.3 Adults at risk

Adults at risk are sometimes called adults. Adult at risk refers to a person who needs care due to age or illness, mental or other disability, but cannot take care of himself / herself. Those who cannot protect themselves from major harm or abuse can also be called weak adults.

### 3.4 Persecution

A person can be persecuted by harming others. Even if we can't prevent any damage, it will mean our participation in the work. To protect everyone in our community, we adhere to the principles set forth in the UN Charter of the Rights of the Child, and we consider the definition of abuse in Article 19 as our first step. Article 19 states;

\* Responsible for protecting the child from all forms of physical or mental violence, injury or abuse, negligence or carelessness, sexual abuse, abuse or exploitation, all appropriate legal, administrative, social and educational measures must be taken by parents to take care of the child. Legal guardian, or any other person in charge.

\* There should be an opportunity to take appropriate action on such immunizations to provide adequate support to those in charge of child care. It should also be done for other means of prevention such as identification, reporting, referrals, investigations, etc. Moreover the core incidents of child abuse should be properly followed up for judicial action.

It should also be done for the adults mentioned in the UN Universal Declaration of Human Rights, especially as stated in Article 5.

### **Paragraph 5 states:**

No one can be tortured. Or no one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

The following may include harassment (but not the only ones):

Physical abuse means knowingly beating, kicking, throwing, and so on. And if there is a reasonable suspicion or evidence that no one saw such an event happen or deliberately avoided it, then the person who avoided it is guilty of almost the same crime.

Mental harassment refers to one or more serious mental abuses, neglect, harsh punishment, intimidation, inadequate care, etc., which have a negative impact on the behavioral and mental development of the person.

Sexual harassment refers to the rape or incest of a person (sexual intercourse between religiously forbidden relatives or blood relatives), or the engagement of a variety of sexual activities, including pornography. Receiving sexual favors from someone with no benefit or advantage; obtaining sexual favors with such products, food or money is also subject to persecution.

Negligence means not meeting a person's basic needs such as food, warmth and medical care. Or if proper measures are not taken to protect a person from danger and as a result his development is stunted if he suffers serious physical harm, it will also be considered as negligence.

Sexual harassment refers to unwanted sexual behavior that degrades a person, pushes the person into a frightening, abusive or degrading position, or creates an unfavorable or degrading environment for the person.

You don't have to worry about anyone's behavior before it can be considered undesirable.

The following may include sexual harassment:

- \* Sexual comments or jokes
- \* Physical behavior including unwanted sexual behavior, spasms and various types of sexual assault
- \* Sexual pictures, photographs or drawing displays.
- \* Writing or sending emails about sex.

#### 4. Reporting

##### 4.1 What to do if you suspect harassment:

The actual, probable or suspicious incident of harassment must be reported immediately. You will report to your line manager or AHR representative where appropriate. They will report the matter to the security manager immediately. The security manager will then ensure proper investigation of the matter. (Alternative reporting process is mentioned below)

##### **The following reporting is required:**

- \* If any harassment is noticed, or any such suspicion
- \* If someone raises allegations of co-harassment.
- \* If someone reveals the incident of harassment.

No representative of ODSD should question his position. They will stand by ODSD, reporting possible persecution.

4.1.2 It is important to note that in cases where it is important for the delegates to report, it is their responsibility to report the incident in a timely manner. It is not their job to decide what happened to them. Care must be taken to protect privacy and to provide information to appropriate people.

4.1.3 If anyone raises a concern, a report should be made as soon as possible with the information obtained (within 24 hours if possible). Any written records received must be kept securely in a locked place or in a confidential electronic folder.

Under no circumstances should a worker go to deal with direct harassment. An investigation team should be formed with the help of the Executive Director.

#### 4.2 Executive Director

ODSD Protection Responsible is:

Probir Chakraborty

Gaibandha

Bangladesh

[ODSD@gmail.com](mailto:ODSD@gmail.com)

You can express confidential security concerns by following these steps:

Raise security concerns.

Otherwise, if you want to raise concerns via email, use the following email address:

[sadeq256@gmail.com](mailto:sadeq256@gmail.com)

The Chairperson monitors full organization.

#### 4.3 Security transit

If the person expressing concern about security feels that an unresolved issue remains or that there is an unreasonable delay in responding to the concern or taking the necessary action; Or he can contact ODSD's chief security trustee if he wants to raise a complaint of concern against the Executive Director or a senior management.

Sadequl Islam- [sadeq256@gmail.com](mailto:sadeq256@gmail.com)

#### 4.4 Alternatively you can send a confidential report using Speaking Up (Whistle Blowing) e-mail:

Email: [ODSD@gmail.com](mailto:ODSD@gmail.com)

The Head of Organization and The Head of People and monitor the workflow form and e-mail address. Alternatively you can send a confidential report to any of the people mentioned in the Speaking Up (Whistle Blowing) Policy:

4.5 The privacy of your information will be protected. You do not need to provide personal details. However, such information will help us to take appropriate action on your concerns and inform you of the consequences. If you want to keep your identity secret, it will not be disclosed without your consent. However, such information will help us to take appropriate action on your concerns and inform you of the consequences. If you wish to keep your identity secret, it will not be disclosed without your consent, unless a legal requirement arises.

4.6 If you would like to express your concerns outside of ODSD, you can call +8801718-738461 (Option 2) or e-mail ODSD2007@gmail.com (thirty: eight) to get advice from Thatiwan: Eight.

## 5. Our response / activity process

5.1 ODSD may and may take appropriate disciplinary action against any worker, or any other person found to be in breach of ODSD's Code of Conduct and Protection Policy.

In the event of such an incident, the disciplinary policy of ODSD will be applied.

5.2 It may also be observed that the conduct of an employee is in violation of the Code of Conduct, whereas it is not considered criminal conduct under BD law or local law of the country concerned. In such cases, Christian may consider providing other assistance to the aid worker. Can give him training and counseling, for example; Put him in extra care or transfer him to another job. This will make the beneficiary community, staff and volunteers aware of the existing risks and we will always be aware of our mistakes. It may be that while the conduct of an employee is not criminal, the dismissal of the ODSD for the conduct of an employee may be considered appropriate. Examples include serious violations of the Code of Conduct.

5.3 The identification of information about security should be shared only on the basis of the 'need to know' principle. If someone in good faith comes to report an incident of concern, the worker concerned with serious misconduct should be given the utmost protection so that he or she is not harmed or subjected to any other harmful behavior. Deliberate making false allegations will be considered a serious punitive offense and will be investigated by ODSD.

5.4. The Safeguard Responsible will ensure that the report is sent to the ODSD, the concerned donor community and the applicable statutory authority.

## 5.5 Provide assistance to victims of oppression

ODSD is committed to providing psychological support and assistance to any person associated with or in contact with ODSD who has been harmed as a result of the harassment. The People Function provides various assistance in this regard.

## . Recruitment

6.1 It is our policy that no person may work in ODSD if he:

\* Has been convicted of a crime against a child or children or has been formally alerted by the police; or

- \* Has been convicted of sexual offenses against an adult or has been formally alerted by the police; or
- \* Former employers on security issues give us a red signal / dangerous idea about it.

6.2 ODSD will ensure that all staff are recruited, trained and assisted, and supervised in compliance with government guidelines for safe recruitment. The following things need to be ensured in this process:

- \* A person who is going to be appointed to a post has a detailed description of what he has to do.
- \* The applicant is filling out an application form with a security commitment.
- \* Interviews for shortlisted candidates
- \* Safety issues are discussed during interviews with applicants for positions that will work with children, adults at risk or the beneficiary community.
- \* Two references have been taken from the applicant including the latest recruiter.
- \* Applicant has completed DBS examination (where possible and applicable) or local equivalent examination.
- \* Eligibility has been verified where applicable.
- \* Appropriate training programs have been adopted for successful applicants.
- \* The training period of the applicant has been completed.
- \* The applicant has been given a copy of the organization's safety policy and knows how to report or report concerns.
- \* Successful applicants must participate in online training on ODSD Code of Conduct signing and recruitment.

### 6.3 Code of Conduct and Responsibilities

All ODSD staff, trustees, mentors, volunteers and representatives must adhere to the Code of Conduct. Note the following on security issues:

As a representative of ODSD I must;

3. We will ensure the highest quality personal and professional conduct that is consistent with ODSD's beliefs, values and goals.

3.1 I will treat everyone impartially and with respect and dignity. And will accept the professional opinion of others.

3.8 I want to make sure that my personal conduct does not undermine the values of Christian Aid, and does not interfere with the work for which officer has been assigned.

3.9 I will not say or do anything that will tarnish ODSD's reputation or bring disrepute to charity work.

3.12 As a ODSD Representative, I will not abuse my position to take core personal services or favors from anyone in return for any assistance from this organization.

3.13 I will not engage in commercial sex transactions. According to the values of this Code of Conduct, a transaction refers to the exchange of money, goods, services or a favor with a person.

3.14 I will not have sexual relations with the beneficiaries. I will be wary of the misuse of my positional power over them. I would believe that such behavior could tarnish the integrity and credibility of ODSD's work.

3.15 I will not give money, job opportunities, job products or services to anyone in exchange for sex or sexual favors. Do not be abusive, abusive, or abusive to anyone who has sex or receives sexual favors.

3.16 I will not have sex with children (defined as under 18).

3.17 I will make sure that my conduct and relationships are not exploitative, abusive or corrupt.

3.18 I will respect the rights of all people, including children's rights. With a person, him or her, regardless of age, will not be sexually harassed or exploited. I will treat all delegates and guests working at ODSD Guest House appropriately.

5.1 If I find out about any illegal activities related to ODSD, its representative or any of its beneficiaries, or if I find out anything that poses a security risk, I must report it to the Head of Region.

5.3 I will adhere to ODSD's protection policy and will not engage in inappropriate or sexual behavior with children under the age of 18.

5.4 I will not abuse or exploit children under the age of 18 in any way, and will report my line management if I see this type of behavior among others.

. I will refrain from any form of harassment, discrimination, physical or verbal harassment, intimidation and exploitation of anyone in and out of the workplace.

6.3 I will not have sex with any beneficiary. Because it doesn't happen unless I abuse my positional power on the beneficiary. It tarnishes the credibility and integrity of ODSD's work.

6.4 I will not sexually harass any of my colleagues.

Responsibilities for children and adults at risk;

ODSD representatives must not do the following;

- \* Physical assault, injury or torture of at-risk children or adults.

- \* Establish physical / sexual contact with at-risk children or adults.

- \* Establishing relationships with at-risk children or adults that may be considered abusive or exploitative in one way or another.

- \* Do not do anything or be in a position that could lead to allegations of sexual harassment against a child, young person or adult at risk. Such as hugging or touching a child, young person or adult in a manner that may be considered abusive in the manner described in this Code of Conduct.

- \* Spending time alone with at-risk children or adults. Activities need to be planned in such a way that more than one person is present in the workplace. Or the workplace is at least within the sight and hearing of other people. In all possible cases, it is important to ensure that another adult is supervising the workplace activity.
- \* Taking children / adults at risk alone in a car, even with very little travel.
- \* Treat children or adults at risk who are considered abusive or who put them at risk of abuse.
- \* Use, hint or advice inappropriate, abusive and abusive language.
- \* To offer food, clothing, money, jobs, favors, etc. in return for sexual favors.
- \* To show bias towards any person in return for getting sexual favors.
- \* Doing anything to embarrass, humiliate, insult or belittle children or adults at risk. Or mental harassment in any other way.

Each delegate must:

- \* Treat everyone with respect, recognize their right to privacy.
- \* Be aware of the situations that may pose risks and deal with them.
- \* Plan and arrange any program in such a way as to reduce the risk.
- \* Avoid uncontrollable behavior such as outbursts of anger, breakage, etc.
- \* When planning a residential event, make sure that adults and children sleep separately. Don't sleep with a child or an adult who is at risk.
- \* Remember, someone else may misunderstand your intentions, no matter how good your intentions are.
- \* Adults should be aware of the fact that they do not have to be in a questionable position. If a child tempts an adult, the adult will always be held responsible.

## **7. Programming, collaborators and consortium members**

7.1 ODSD works in many countries and in a wide range. Differences in security can be difficult to translate due to differences in context and culture. Legal and cultural structures may vary, but ODSD's commitment to human protection remains intact.

6.2 ODSD is committed to formulating and implementing safe programs for the people. ODSD will ensure that the programs and projects they have adopted on the question of human safety, security, dignity and rights pass the risk-assessment test.

6.3 ODSD is also firmly committed to safety issues when working with partners. ODSD will challenge / question those organizations through its representatives to ensure the safety of new and existing

collaborators and consortium members within themselves and in the community in which they operate. Where the protection work is not already being done, ODSD will help them. All ODSD affiliates have to present the evidence of a consortium member (including an application from The Core Humanitarian Standard or CHS) about the measures they have taken to protect people at risk from persecution.

6.4 International staff (with appropriate skill enhancement and resources) should be assisted in the efforts of partner organizations to increase awareness, knowledge and skills on safety issues.

6.5 In the absence of a written policy on the protection of any partner organization working abroad, the concerned international organizations should ask adequate security questions to the concerned organization before approving the grant in favor of any project or program under that organization. The organization should also make a commitment to formulate and implement clear security policies. In any case, the protection policy of ODSD will be provided to the partner organizations and consortium members. Associates and consortium members will be committed to reporting any matter to ODSD.

7.8 Safety concerns can be exacerbated in emergencies, especially if people are separated from their families, or if their families are under extreme pressure.

It is hoped that ODSD representatives will take extra precautions to adhere to the Code of Conduct, ensure the implementation of reporting strategies and assist partners to ensure that people are protected from harm.

. Fundraising and other interpersonal work

6.1 'Support Fundraising refers to the activities of individuals, churches, communities and private trusts and foundations in spontaneous support for the work of ODSD worldwide. ODSD has promising policies for fundraising; Such as fundraising and response for the needy and the 'support fundraising' policy.

6.2 In addition to adequate training on safety issues, training is also given to all concerned staff and volunteers on these policies.

## 9. Governance and surveillance

9.1 The Audit and Risk Committee oversees the safety policy on behalf of the Board. This committee receives confidential reports on various incidents. The Committee also approves separate reporting to the Charity Commission under the 'Critical Incident Reporting Policy' where applicable.

9.2 Safeguarding Governance Group ensures that ODSD meets its legal requirements. Moreover, they oversee the implementation of the plan to further consolidate policies in all areas of ODSD work.