

pranian

Green Policy

Approved : June 6, 2021

Participatory Research Action Network- PRAAN
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Section 01 : About Participatory Research Action Network- PRAAN

Evolution: Participatory Research Action network- PRAAN is a non-profit and non-political organization that has been working for strengthening people's initiative to promote and ensure human rights, economic rights, gender equality, promotion of a culture of peace and non-violence, climate resilience, governance, trade justice, rural livelihood global citizenship, and appreciation of cultural diversity for sustainable development in the local level.

Legal Entity: PRAAN registered under the Registrar of Joint Stock Companies and Firms (RJSC) and Ministry of Social Welfare of the Government of Bangladesh.

Beneficiaries: The organization works intensively with youth, women, poor, marginal, and underprivileged biodiversity dependent people i.e. forest people, indigenous communities, marginal farmers, fisher communities, and climate-vulnerable people.

Vision: PRAAN envisions a poverty-free pluralist society based on knowledge and technology where everyone's basic needs, rights, and information are ensured.

Mission: Work to fight poverty through participatory action research activities followed by social actions to eradicate poverty, lack of knowledge, and Injustice.

General Committee: The General Committee of 21 members is the supreme authority of PRAAN. This Committee elects the Executive Committee.

Executive Committee: PRAAN Executive Committee consists of 7 members who are elected by the General Committee. The Executive Committee members meet at a regular interval to oversee organizational performance.

Working Area: PRAAN works in Noakhali and Laksmipur for piloting projects and laboratory works, and the whole of the country for advocacy and campaign activities.

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Sharmin Neelormi
Chairperson, PRAN


Nurul Alam Masud
Chief Executive, PRAN

Section 02 : Introduction to the 'Green Policy'

2.1 Definition: The 'Green Policy' is a documented strategy of PRAAN in terms of its actions relating to the environment and approach to compliance with regulations.

2.2 Objectives of the Policy

- PRAAN believes in sustainable development. These policies are created to uphold the endeavor of reducing the Carbon Footprint in the atmosphere.
- To reduce the cost of Organization by following Probable recycling system and ensuring quality use of resources.
- To practice sustainable and environment friendly notions among all the colleagues of PRAAN.

2.3 Development Process of the Policy

PRAAN reviewed different organizations' Environmental related policy, practice and procedure and drafted this policy. It received feedback from beneficiaries and staffs and included them later on into this policy.

2.4 Effective Date of the Policy

This Policy shall be effective from the day following the day of approval given on it by the Executive Committee of PRAAN and the employees of PRAAN shall be notified of the exact effective date of this policy.

2.5 Review of this Policy

This policy can be reviewed with the significant changes made in the national and international laws, policies on Environment.


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Chief Executive, PRAN


Md. Nazim Neelormi
Chairperson, PRAN

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2.2 Objectives of the Policy

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- To reduce the cost of Organization importance should be given to Probable recycling system and proper use of resources
- All the fellow workers of the Organization should practice durability and environment friendly notions.

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Section 03 : The Policy

3.1 Transportation

- a. The transportation system of the employees should be affordable.
- b. While working in Noakhali City, employees shouldn't use any office vehicles. Within 2 kilometers area from the branch office employees can't use fuel-based vehicles. For banking section, it can be exceptional.
- c. Organizations particular Meetings should be arranged in any convenient venue where number of the participants are higher than anywhere else and are more likely to reach there on feet rather using fuel-based vehicles.

3.2 Accommodation

- a. While traveling, an employee must use such Guest House/accommodation which maintains eco-friendly policies.

3.3 Report/Circular Printing

- a. Budget, administration system, donor report, salary sheet, bank transfer, external audit report of the organization and except the collection sheet of the association, no documents can be printed. In addition, if it is needed to print on any other subject one must take direct approval from the CEO.
- b. Official circular, policies, electronic copy of manual these should be kept in desktop, laptop, pen drive. Moreover, these should also be kept on the PRAAN's website.
- c. All prints and photocopies must be taken on both pages.
- d. The front size of the text should not be above "11". In any case for printing anything for the Organization's official use, the font Callibri must be used for English; RinkyMJ/SutonyMJ for Bengali (Bijoy) and Hind Siliguri for Bengali (Unicode). In every case single line space must be used. At the top, bottom, right and left of the pages, 0.5 inches of space should be left blank. However, in the case of donor agencies, front size and margin should be kept as per their instructions.

3.4 Electricity, Gas and Water Saving

- a. Daylight must be used first. Unnecessary light must be avoided in the room. Fan, light, AC etc. must be switched off before going out of room and the unnecessary use of them should strongly be avoided.
- b. The printer, Desktop computer, laptop screen, IT machinery etc. must keep switched off while not being used.
- c. After using the bathroom, the light must be switched off. If there is enough daylight in the bathroom, use of electric light is highly discouraged.
- d. AC cannot be used from October to March if not essentially needed.
- e. No more than one light and one fan can be used in any room while the generator/IPS/external power supply is running.
- f. Kitchen gas stoves cannot be kept burning unnecessarily.
- g. The water tap should be ran as much as needed and tap should be closed as usually at the end of the need. One must not do other works keeping the tap on run.
- h. Engine should be stopped when vehicle is stuck in traffic jam same for waiting before a long signal. (if relevant)


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- i. Even if lift or accelerator is used while going up to the building, the stairs must be used while going down. (if relevant)

3.5 Recycling

- a. For drafting any topic, one- side used papers should be given priority.
- b. For printing any draft, one- side used papers should be given priority.
- c. Office room garbage, kitchen garbage, used bottle, can, packet, pen should be kept in dustbin so that the garbage collecting van can easily pick them up.

3.6 Other Conditions

- a. Plastic bottles can't be used in office. In any meeting, training or other day-long program, using/purchasing plastic bottles of water is highly discouraged.
- b. Polybags can't be carried in office compound and no one can use polybag either. Employees can carry bags made of cloth.
- c. Every employee must use his/her own glass and plates and s/he must keep glass jar or bottles in his/her collection. Besides, s/he must ensure the cleanliness of his/her utensils.
- d. Employees should be encouraged to use local products. Buying extra food or goods must be avoided. Having organic food avoid wasting food is highly encouraged.

Approved by : This policy has been approved unanimously in the Executive Committee meeting held June 06, 2021.


Nurul Alam Masud
Chief Executive, PRAN


Sharmind Neelormi
Chairperson, PRAN