



Green The Environment (GTE)

Employee Handbook for Green The Environment

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Welcome to Green The Environment (GTE)

Welcome to Green The Environment (GTE), a non-sectarian, non-political, non-profit, voluntary organization dedicated to improving the socio-economic conditions of marginalized and disadvantaged groups, particularly in rural and climate-vulnerable areas of Bangladesh. As a part of GTE, you are contributing to meaningful and sustainable development in agriculture, education, health, women's empowerment, and environmental sustainability.

This Employee Handbook will guide you through the key aspects of your role, rights, and responsibilities at GTE. It is designed to foster an environment of cooperation, respect, and mutual growth. This handbook is an essential resource for understanding the expectations of the organization, your benefits, policies, and the values that drive our work.

1. Vision, Mission, and Core Values

Vision

Green The Environment envisions creating a strong, independent society where everyone enjoys equal opportunities, free from discrimination and inequality.

Mission

To foster democratic, equitable living conditions where vulnerable populations, especially women, children, and marginalized communities, have access to education, health, sustainable livelihoods, and essential infrastructure services.

- **Work for and with the people, irrespective of religion, caste, ethnicity, creed, belief, age, or sex.**
- **Implement need-based, results-oriented, and rights-based development programs.**
- **Enhance the capacity of individuals, organizations, and groups involved in development and welfare activities.**
- **Strengthen organizational sustainability to better serve vulnerable communities.**

Core Values

Equity and Equal Opportunity: Promote an environment where everyone is treated equally, regardless of their gender, race, or socio-economic background.

- **Empowerment:** Support the empowerment of women, children, and marginalized communities.
- **Sustainability:** Commit to long -term, sustainable development, focusing on environmental, social, and economic sustainability.
- **Transparency and Accountability:** Maintain openness in operations and ensure accountability to all stakeholders.

2. Organizational Structure

Green The Environment (GTE) operates with a clear and organized structure, ensuring accountability and effective decision -making. Employees will report to respective supervisors who manage specific teams or projects.

- **Executive Management** – Responsible for organizational leadership, vision, and strategic planning.
- **Program Management** – Oversees specific development programs and ensures alignment with GTE’s goals.
- **Finance and Administration** – Manages financial operations, budgeting, and administrative duties.
- **Field Operations** – Works directly in rural, tribal, and vulnerable areas to implement GTE’s projects.
- **Monitoring & Evaluation** – Ensures that projects are monitored and evaluated for effectiveness and impact.

3. Key Policies and Workplace Conduct

Equal Opportunity and Anti-Discrimination

Green The Environment is committed to maintaining an inclusive and non-discriminatory work e nvironment. Discrimination based on age, gender, race, ethnicity, religion, disability, or sexual orientation is prohibited. We encourage diversity and believe that a diverse workforce contributes to better ideas and solutions.

Harassment and Respect in the Workplace

- **Harassment Policy:** Any form of harassment, including sexual harassment, bullying, or discriminatory behavior, will not be tolerated. Employees should immediately report any harassment to their supervisor or HR department.

- **Respect and Collaboration:** All employees are expected to interact respectfully and professionally with colleagues, stakeholders, and community members. This includes understanding and respecting diverse backgrounds, cultures, and perspectives.

Health and Safety

GTE is committed to maintaining a safe and healthy workplace. All employees must adhere to health and safety guidelines and promptly report any safety hazards or incidents. The institution maintains a firstaid kit on-site, and employees should familiarize themselves with emergency procedures and evacuation routes.

Code of Conduct

- **Professionalism:** Employees should perform their duties with integrity and professionalism.
- **Confidentiality:** Employees are expected to maintain confidentiality about sensitive information regarding the organization and its stakeholders.
- **Ethical Standards:** Employees must make decisions based on the organization's values and ethical standards.

4. Employee Rights and Benefits

Compensation and Salary

Green The Environment strives to offer competitive compensation packages based on the role and qualifications. Salary and compensation will be discussed during the hiring process and reviewed annually.

Leave Policy

- **Annual Leave:** Employees are entitled to 15 days of paid leave annually.
- **Sick Leave:** Employees are granted 10 days of sick leave per year.
- **Public Holidays:** GTE observes all national public holidays.
- **Maternity/Paternity Leave:** GTE complies with local laws regarding maternity and paternity leave.

Employees must submit leave requests in advance, except in cases of emergency. The supervisor must approve the leave before it is granted.

Professional Development

GTE encourages employees to engage in professional development activities. This may include attending training programs, workshops, or pursuing additional qualifications. GTE supports learning opportunities relevant to an employee's role.

5. Performance and Evaluation

Performance Reviews

Performance evaluations will be conducted at least annually. These reviews are designed to evaluate an employee's contribution to GTE's goals, their professional development, and areas for improvement.

- **Feedback:** Employees will receive constructive feedback from supervisors to help improve performance.
- **Goal Setting:** Employees and supervisors will set mutually agreed-upon goals for professional growth.

Disciplinary Action

Employees who do not meet the expectations set out in this handbook may be subject to disciplinary action, including verbal warnings, written warnings, suspension, or termination, depending on the nature of the violation.

6. Work Hours and Flexibility

Green The Environment maintains standard working hours, typically from **9:00 AM to 5:00 PM**. However, flexibility may be offered depending on specific program requirements and emergencies.

Employees may also be required to work during evenings or weekends in the event of special projects or emergencies. Any changes to work hours must be approved by a supervisor.

7. Responsibilities of Employees

As part of GTE, employees are expected to:

- **Contribute to Organizational Goals:** Align daily work with the strategic goals of GTE.

Collaboration: Work in partnership with colleagues, partners, and stakeholders to promote the organization's mission.

- **Respect for Communities:** Always maintain respect for the communities we serve. Follow ethical guidelines when engaging with vulnerable populations.
- **Engage in Organizational Activities:** Participate in regular meetings, workshops and events organized by GTE.

8. Organizational Culture and Values

Green The Environment thrives on a culture of:

- **Collaboration and teamwork:** We believe that the best results come from working together toward a common purpose.
- **Respect for Diversity:** We celebrate diversity in all forms and encourage inclusive decision-making.
- **Integrity and Accountability:** Each employee is responsible for their actions and upholding the core values of GTE.
- **Innovation and Creativity:** We value creativity in problem-solving and encourage innovative ideas for organizational development.

9. Reporting and Communication

Effective communication is crucial at GTE. Employees are encouraged to:

- **Report Issues:** Any issues related to work, performance, or personal matters that may impact the workplace should be reported to the supervisor or HR department.
- **Engage with Supervisors:** Regular communication with supervisors is encouraged to ensure employees are meeting expectations and feel supported.

10. Conclusion

Green The Environment is committed to making a lasting difference in the lives of the people we serve. As part of this team, you are helping to create positive change and contribute to a more just and sustainable future. We value your commitment and hard work and are here to support your growth within the organization.

If you have any questions or require further clarification regarding this Employee Handbook, please reach out to your supervisor or the HR department.

Welcome aboard, and thank you for your dedication to Green The Environment's mission!

