

# Business Continuity Plan

9 October 2024

## Naripokkho

Nilu Square (5<sup>th</sup> Floor), House No 75, Road No 5/A  
Satmasjid Road, Dhanmondi, Dhaka-1209.

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## 1. Overview

Naripokkho is a membership-based women's organization that has been working to establish women's rights by building resistance against discrimination and all forms of violence against women. As such it conducts various kinds of activities that are primarily movement based and that take the form of discussions, meetings, protests, observing relevant international days, etc. It also undertakes programmes and projects which address key themes that Naripokkho identifies as its main areas of work. Thus, Naripokkho's activities are not just limited to the office but also extends to public spaces for example streets.

This Business Continuity Plan document provides a framework and guidance that will enable Naripokkho to support continuing its activities and/or rapidly restoring them in the event of a disruption to normal activities. This ensures that Naripokkho is able to continue or immediately resume performing critical activities, which are the functions that support the organization's mission, comply with legal requirements, and support life safety, under all circumstances. This includes natural, technological, and man-made incidents.

## 2. Aim

The aim of Naripokkho's Business Continuity Plan is to facilitate the resumption of critical activities including movements in a timely and organized manner to ensure a viable and stable organization. In doing this it is critical to ensure the safety and well-being of employees and members.

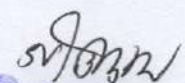
This plan will provide an agreed framework within which people can work in a concerted manner to solve problems caused by an emergency/incident. The plan will also help to identify actions that could be taken in advance of an emergency or incident to reduce the risk of it happening.

This is a living document so that the Plan can be revised based on experience or changes in reality.

## 3. Key Staff and Responsibilities

All employees will be responsible for identifying and reporting potential risks to the appropriate level of management. The Executive Committee will be responsible for overseeing the risk management process and ensuring that appropriate resources are allocated to manage risk effectively. The Deputy Director Finance & Administration, Ms. Sayema Hasnin is responsible to execute the procedure in the case of an emergency with the help of a member of Naripokkho, Ms. Samia Afrin.

Staff name	Mobile phone	Personal email	Role in an emergency
Sayema Hasnin	01819240068	sayemahasnin@yahoo.com	Responsible for the execution of the Business Continuity Plan
Samia Afrin	01819216744	safrin83@gmail.com	To assist Sayema Hasnin in ensuring the functioning of the Business Continuity Plan.

  
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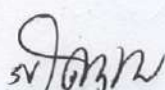
This policy and underlying principles will be reviewed annually by the Executive Committee to ensure its continued application and relevance.

#### 4. Risks, Potential Impact on Activities, Risk Reduction Actions and Contingency Plan

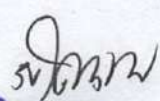
As an organization that leads women's movement, the following risks exist against Naripokkho's activities in the context of Bangladesh.

- I. The religious, socio-cultural and political environment of Bangladesh
- II. Global economic recession poses additional risk to funding of women's organizations
- III. Weather/climate change related
- IV. Theft or vandalism
- V. Fire or building damage
- VI. IT system failure

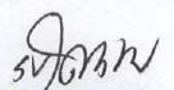
Description of risk	Impact	Likelihood	Risk reduction actions	Contingency plan
The political, socio-cultural and religious situation in the country	Depending on the severity of the situation, Naripokkho's Vision, Mission and Values may be questioned and threatened which may lead to disruption of activities in the field, in outdoor activities such as protests, and also in the office. Work may need to be halted during the unrest.	Medium to high	To ensure safety of staff, staff may work from home. Working online will be advised. Conducting protests/demonstrations will be determined based on circumstances.	If the situation is severe, then all field activities, meetings and workshops will be postponed to a later date when the situation normalises. In case of donor funded projects, the donor will be informed and approval for postponement will be obtained. Other activities will be carried out online. Demonstrations/protests will be held only after discussion among all members and the organisation will proceed based on a consensus decision.
Funding crunch	Fewer projects will be carried out by Naripokkho and the number of staff will be reduced. As project staff are also engaged in Naripokkho's core	Low	Actively seek new funding sources and donations from well-wishers of Naripokkho. Members' contribution may be enhanced.	Members of Naripokkho provide <i>pro bono</i> services to Naripokkho. Members will rally and ensure that some core activities that are

  
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	movements such as protests/demonstrations, observation of key international days, discussions around issues related to women's rights, continuing these core activities will be hampered.			essential to the organization will continue.
Weather/climate change related	With increase in summer and monsoon heat and humidity Naripokkho's office becomes unbearably hot. This negatively affects productivity and some staff also fall ill.	Medium	The interior of the office has been renovated to allow for increased air circulation with the help of architects. Some areas are being air conditioned. This will be further enhanced depending on availability of funds.	Air conditioning has been approved in two areas of the office – the meeting room and the section housing administration and finance staff. When the weather becomes unbearable, those staff who work in areas that are not air conditioned may work in the meeting room when the room is free. Otherwise, they can work from home.
Theft or vandalism	Loss of equipment such as computers, printers, etc. due to theft or damage, can cause loss of valuable information if information is not backed up regularly. Replacement of such equipment may be difficult especially with limited funds. Thefts involving individual mobile devices, cash, etc can create a sense of insecurity.	Low	The building that houses the Naripokkho office has several floors occupied by a clinic and bank and the offices of the original owner of the land and the overall building maintenance and security is handled by a security company. A Building Owners Association where all entities are represented is in place. This Association holds regular meetings to discuss all issues pertaining to security and maintenance of the building. Naripokkho is a member of this Association and actively raises issues and participates in all	Naripokkho is unable to invest in insurance due to expensive premium costs. Therefore, the approach is to ensure safety and as the building association is active, Naripokkho regularly discusses issues on safety and security and to ensure that guards at the entrance are alert. Security CCTV cameras are in place in the common areas of the building. IA CCTV camera will be installed within Naripokkho office premises.

  
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			decisions taken. All staff have been provided with hard disks for computer back up and also been given access to cloud for storage of information.	
Fire or building damage	Fires may originate from any of the floors in the building housing Naripokkho's office and this may spread to all floors. This can lead to loss/damage of the property. And more importantly can lead to serious injuries and even loss of lives.	Medium	Fire extinguishers have been installed within the office premises and the building also has these in place in the common areas. Personnel from the Bangladesh Fire Service and Civil Defence have provided an orientation on fire safety to all staff of Naripokkho and fire drills have been undertaken twice in the last year. Based on the suggestions of the Bangladesh Fire Service and Civil Defence, false ceilings have been removed and electric lines have been changed and upgraded.	Fire drills will be held regularly at 6 month intervals. In case of fire and/or damage to property, staff and members can work from alternative sites usually a member's home. If there are injuries to Naripokkho personnel, they can immediately be treated at the nearest public hospital or, depending on the severity, taken to the National Burn Institute in Dhaka Medical College Hospital. Extent of damage from the incident will be ascertained and source of funds to repair the damage will be sought. Naripokkho is unable to invest in insurance due to expensive premium costs.
IT system failure	This may lead to internet shutdown which can severely hamper work. Loss of data/information is also possible if regular back-up is not conducted.	Low	All work done in computers are saved onto external hard drives and cloud, and for finance this is done daily at the end of the day. During internet disruption, activities that are conducted in the field, protests, meeting/workshops can continue by making a few adjustments.	External hard drives have been given to all staff as well as access to cloud to enable storage. Everyone encouraged to save their information daily as back up. Assistance to be sought from the IT company or other IT specialists to restore

  
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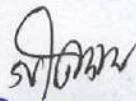
				services and to regain access to lost information.
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### 5. Training and Awareness

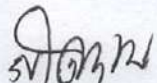
The Deputy Director Finance & Administration, and a member of Naripokkho are responsible for providing training on the Business Continuity Plan to the staff. The training will cover the process and procedures.

### 6. Emergency Preparedness Checklist

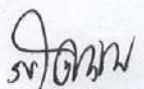
Online work from home/Communication		By date or review on	✓
<b>Online systems</b>	Ensure adequate broadband capacity is available and functioning well to allow for online work	Review every month (IT and Assistant Documentation Officer)	
<b>Contact details for emergency services</b>	Check the contact details of Fire Service, Police Station, hospital and ensure staff have this contact number.	Review every 6 months (Administrative Officer)	
<b>Staff and members</b>	Plan alternative ways to continue communicating with key stakeholders and staff.	Before and during an emergency/incident (Central Coordination Committee)	
<b>Donors and partners</b>	Communicate with donors and partners what has happened and what will happen next	After and during an emergency/incident (Each Coordinator and Propjet Director)	
<b>Phone/internet</b>	Ensure mobile data	Review every month (IT and Assistant Documentation Officer)	
Stock and equipment		By date or review on	✓
<b>First aid kit</b>	Check first aid kit supplies and 'use by' dates, add/replace items as required.	Review every 3 months (Member from Health Team)	

  
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Disaster procedures		By date or review on	✓
<b>Turning off services</b>	Take note of where to turn off electricity, gas and water.	Review every 3 months (Administrative Officer)	
<b>Disaster procedures</b>	Regularly check the buildings and surroundings for safety in preparation for a disaster along with Building Owners Association	Follow-up with caretaker of the building every 3 months (Deputy Director Administration and Finance)	
<b>Fire protection</b>	Install and regularly test fire protection equipment such as alarms and extinguishers within the office.	Review every 3 months (Administrative Officer)	
Records management		By date or review on	✓
<b>Back-up</b>	Regularly back-up all computer records using an automatic process and ensure a copy of the backup is kept offsite	Review every month (IT and Assistant Documentation Officer)	
<b>Copies</b>	Make electronic copies of vital records and store them securely in the cloud.	Random review (IT and Assistant Documentation Officer)	
<b>Critical documents</b>	Store critical documents in a safe locker and/or in the cloud.	Review every 6 months (Deputy Director Administration and Finance)	
Financial		By date or review on	✓
<b>Payments</b>	Determine how rent, wages, and other financial commitments will continue to be paid, and for how long.	Every 3 months or during an emergency/incident (Central Coordination Committee/Executive Committee)	
<b>Cash Flow</b>	Identify ways to access cash reserves or lines of credit to maintain activities.	Every 3 months or during an emergency/incident (Central Coordination Committee/Executive Committee)	

  
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Staff welfare and preparation for emergencies		By date or review on	✓
Key staff and business continuity	Identify key staff and tasks to support business continuity. Make sure staff are familiar with these tasks.	December 2024	
Training to use equipment	Train all staff how to use safety and fire prevention/protection equipment.	January 2025	
Fire warden	Nominate a fire warden	December 2024	
First aid	Nominate a staff member from health team to check first aid box	December 2024	

  
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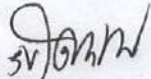
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