POLICY ON SUB-COMMITTEES

(FOR TRANSPARENCY AND ACCOUNTABILITY)

Sabuj Sangha’s Code of Ethics & Business Conduct at Work

SABUJ SANGHA

30/9, Rajdanga Main Road, (East) Kolkata, West Bengal- 700 107
The Organisation has adopted the Code of Ethics & Business Conduct, which lays down the principles and standards that should govern the actions of the Organisation and its employees. The organization has developed a system driven process for its smooth and transparent functioning and for inclusive project implementation. This policy applies to all staff of Sabuj Sangha and those of Partner organizations, as well as Vendors and Vendor organizations who are in a direct relationship with Sabuj Sangha. The recommendations of these sub-committees are expected to be followed in the best possible ways.

With an aim to reinforce the organization’s commitment to its values, the following sub-committees are formed for the purpose:

I. Procurement-cum-Purchase Sub-committee;
II. Finance Sub-committee;
III. Grievance Redressal Sub-committee;
IV. Statutory and Policy Compliance Sub-committee;
V. Project Review Sub-committee

The current names of the sub-committee compositions shall be displayed at the appropriate place in the office for better visibility and operational purposes. The list shall be updated from time-to-time.
I. PROCUREMENT-CUM-PURCHASE SUB-COMMITTEE

Sabuj Sangha has constituted a *Procurement-cum-Purchase Sub-Committee* for the smooth and transparent procurements and purchases. All the procurements for the organization and the projects shall be made in accordance with the decision of the procurement-cum-purchase sub-committee.

The Procurement-cum-Purchase Sub-Committee is responsible for:
- Reviewing the proposal, quotations, and related documents
- Discuss the need of procurement/purchase with reasonable justification, and
- Recommendations.

**Process:**

Procurement up to Rs 10,000 shall be made through documentation and with due justification. Procurements above Rs 10,000 shall be made by the decision of the procurement-cum-purchase sub-committee by obtaining 3 quotations and ranking the same. The following steps will be followed at procurement process:
- Request for Quotation.
- Quotation collection
- Tabulated Comparative Statement for Procurement
- Supply order / Purchase order

The sub-committee shall consist of 5 Persons at organizational level. The advice of the relevant external expert depending on the nature of procurement shall be obtained.

Composition of sub-committee –
1. Secretary/Director – (Head)
2. Head of Programme– (Member)
3. Head of Finance/Accounts Officer– (Member)
4. One member from Senior Management Team – (Member)
5. One Governing Body Representative– (Member)

The proposal for procurement/purchase with related documents will be sent to the sub-committee for review and recommendation. All the recommendations of the sub-committee will be adopted after duly signed by the members and finally approved by the Secretary and Director. The concerned department will further implement it within the stipulated time period.

There will be five region specific sub-committees such as Kolkata, Sundarban, East Midnapur, Peri-urban, and Alipurduar to cater the decentralized region specific requirement.
II. FINANCE SUB-COMMITTEE

Sabuj Sangha has constituted a Finance Sub-Committee for the smooth and transparent financial decisions. The Finance Sub-Committee provides financial analysis, advice, and oversight of the organization’s budget. Their sole responsibility is to ensure the organization is operating with the financial resources it needs to provide programs and services to the community.

The sub-committee shall consist of 8 Persons at organizational level. The advice of the relevant external expert depending on the nature of the requirement shall be obtained. Composition of sub-committee –

1. Secretary/Director – (Head)
2. Treasurer (Member)
3. Head of Finance – (Member)
4. Head of Programme – (Member)
5. Head of External Relations – (Member)
6. Respective Programme Manager having over 10 years of experience (Member)
7. Respective Regional Head (Member)
8. Internal Auditor – (Invitee)

Meeting Schedule

From time-to-time, the sub-committee will convene for planning meetings and training. Sub-committee members will be asked to attend special events and assist in the developing donor base.

Scope of work for the Finance Sub-Committee:

1. Ensure that accurate and complete financial records are maintained:
   - Monitor income and expenditures against projections
   - Review and recommend financial policies to the Governing Body, including ensuring adequate internal controls and maintaining financial records in accordance with standard accounting practices
2. Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the Governing Body:
   - Present monthly financial statements to the Governing Body
3. Oversee budget preparation and financial planning:
   - Propose for Governing Body approval a budget that reflects the organization’s goals
   - Ensure that the budget accurately reflects the needs, expenses, and revenue of the organization
4. Safeguard the organization’s assets:
   - Review proposed new funding for ongoing financial implications, recommending approval or disapproval to the Governing Body
   - Ensure that the organization has the proper risk-management provisions in place
5. Help the full Governing Body understand the organization’s financial affairs:

Policy On Sub-Committees
• Ensure that the Governing Body as a whole is well informed about the organization’s finances
• Educate the Governing Body about financial matters
6. Ensure compliance with the centre, state, and other requirements related to the organization’s finances
• Ensure that organization maintains adequate insurance coverage
• Ensure that the ITR Form, other forms, Provident Funds and employment and other taxes required by government are filed completely, correctly, and on time
III. GRIEVANCE REDRESSAL SUB-COMMITTEE

Sabuj Sangha has constituted a **Grievance Redressal Sub-Committee** that aims to reinforce the organization’s commitment towards providing fair and equitable work opportunities to all employees. The objective of the grievance redressal process is to provide employees with an easily accessible mechanism for the settlement of their individual grievances. It is also meant for the time-bound redressal of any such grievance of employee or other than employee working directly with the organization, recorded officially. The grievance should be made in writing to the sub-committee for further action.

As envisaged in the policy on Grievance Redressal of Sabuj Sangha, it applies to all staff of Sabuj Sangha and those of Partner organizations who are in a relationship with the organization. For the purpose of the policy, Grievances “means individual grievance and includes all matters but excludes the following:

- annual performance appraisal
- grievance pertaining to, or arising out of, disciplinary action or appeal against such actions
- grievance arising out of termination/dismissal

Initially, and till further notice, the sub-committee will comprise of the following four members:

1. Secretary/Director (**Presiding Officer**) 
2. Senior Employee (men for male & women for female) from HR (**Member**) 
3. Head/Manager or any other Senior employee of the location from where the complaint is related (**Member**) 
4. Member from Legal (**Member**) 

The Presiding Officer reserves the right to nominate more members of appropriate seniority and rank in the sub-committee to conduct such enquiries to ensure equal representation of the gender as that of the complainant or for any other valid reason.

The Grievance Sub-Committee is responsible for:

- Investigating every formal written grievance/complaint,
- Taking appropriate remedial measures to address the grievance amicably, and
- If complainant still is not satisfied with the remedial measures taken, this may be referred to the group of senior members of the organization as deems fit.
IV. STATUTORY AND POLICY COMPLIANCE SUB-COMMITTEE

Sabuj Sangha has constituted a **Statutory and Policy Compliance Sub-Committee** for the smooth and timely compliance of statutes and policies. The word statutory means “of or related to statutes”- rules and regulations. Compliance means adherence. Thus, Statutory Compliance means adhering to rules and regulations. Statutory and Policy Compliance refers to the legal framework that an organization should adhere to in dealing with its policies and statutes.

The key role of the sub-committee is:

- Plan strategy for mitigation of risks and increasing awareness about statutory and policy compliance in the organization. With compliance in place, there is a lower risk of an adverse incident and Penal actions and financial losses to the organization.
- Prevent loss of reputation and business integrity
- Prevent Donors’/Funders’ belief and loyalty for the organization to get impacted severely
- Prevent legal troubles as the organization is fully compliant

The sub-committee shall consist of 7 Persons at organizational level. The advice of the relevant external expert depending on the nature of compliance requirements shall be obtained. Composition of sub-committee –

1. Secretary/Director – (Head)
2. President– (Member)
3. Head of Finance/Admin Officer– (Member)
4. Head of Programme– (Member)
5. Head of External Relations– (Member)
6. Respective Regional Head (Member)
7. Internal Auditor/Legal– (Member)

Assessment Report on statutory and policy compliance being followed in the organization with related documents shall be presented to the sub-committee by Head of Finance, Head of External Affairs, and Head of HR/Admin Officer jointly for review and recommendation. All the recommendations of the sub-committee will be adopted after duly signed by the members and finally approved by the Secretary and Director and the Governing Body. The concerned department will further implement it within the stipulated time period.

Also, the sub-committee shall conduct an annual evaluation of its effectiveness. The sub-committee shall review and reassess its policies on a periodic basis and submit any recommended changes to the Governing Body for its consideration. The sub-committee shall perform such other functions and have such other powers as may be necessary or convenient for efficient discharge of its duties.
V. PROJECT REVIEW SUB-COMMITTEE

Sabuj Sangha has constituted a Project Review Sub-Committee for the quality project implementation as per deliverables. It will also review whether all the components of the project have been implemented as per the Terms of Reference (TOR) or not.

The Project Review Sub-Committee is responsible for:

- Reviewing quality implementation of all the components of the project
- Reviewing compliance of the TOR to be observed by Sabuj Sangha
- Review all the reports-project as well as financial, and
- Further suggestions and recommendations to help final project report submission to the donor/funder

The sub-committee shall consist of 5 Persons at organizational level. The advice of the relevant external expert depending on the nature of procurement shall be obtained.

Composition of sub-committee –

1. Secretary/Director – (Head)
2. Head of Programme – (Member)
3. Head of Finance/Accounts Officer – (Member)
4. Head of External Affairs – (Member)
5. Thematic Expert – (Invitee)

All the project related documents will be sent to the sub-committee for review and recommendation. All the recommendations of the sub-committee will be adopted after duly signed by the members and finally approved by the Secretary and Director. The concerned department will further implement it within the stipulated time period and enable Sabuj Sangha to submit the report to the donor/funder.