



**Uttaran**

# Information Disclosure Policy

**Community Mobilization**

**Poverty Eradication**

**Environmental Justice**

Contact Information:

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Regional Office: Mobarakpur, Tala, Satkhira- 9420

Email: [uttaran.dhaka@gmail.com](mailto:uttaran.dhaka@gmail.com)

Website: [www.uttaran.net](http://www.uttaran.net), Contact no: +880-1711828305, +880255000691

Facebook: [www.facebook.com/org.uttaran](http://www.facebook.com/org.uttaran), Twitter: @Org.Uttaran, Instagram: org.uttaran

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|---|---|-------------------------------------|
| Date: November 2021<br>Approved by on behalf of executive board                   | Shahidul Islam<br>Director                              | Sarder Md. Rezaul Karim<br>Chairman |
| Update - 1<br><br>Date: November 2023<br>Approved by on behalf of executive board | Shahidul Islam<br>Director                              | Sarder Md. Rezaul Karim<br>Chairman |
| Update - 2<br><br>Date: January 2026<br>Approved by on behalf of executive board  | Shahidul Islam<br>Director                              | Sarder Md. Rezaul Karim<br>Chairman |
| Recommended by  | Haridas Malakar<br><br>Coordinator (Accounts & Finance) |                                     |

  
 Chairman  
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## Introduction

Uttaran has been working to uphold the rights of extreme poor communities of Bangladesh since 1985. The organization formed with the aim to build a society free from all sorts of inequalities and where everyone has provided with their basic rights. Our rights-based approach includes assisting the disadvantaged and neglected communities their struggle for human rights and justice, ensuring citizens' rights and effective participation in various spheres of development. Uttaran concentrated on working for the social advancement of the rural poor focused on the landless especially women, outcastes and untouchables who are victims of socio-economic classification, hierarchic caste system and a male-dominated society.

Uttaran promote an empowering process through the establishment of poor people's driven institutions and vertical networking to ensure the realization of potentials, develop alternative leadership, collective social action, self-help development initiatives, and create access to decision making.

Uttaran believes that its staff, volunteers, partners, donors and mostly the community it works with has certain rights over various necessary information about Uttaran's actions. This in return helps Uttaran to be more transparent and accountable to the people it works with. In this regard Uttaran has developed this Information Disclosure policy on 2020 to promote a transparent working environment.

## Principles


1. UTTARAN believes that access to information is indispensable for transparent decision-making, to empower people and institutions to prevent and fight corruption and promote good governance.
2. UTTARAN's work is based on the principles of transparency, accountability, integrity, solidarity, rights, justice and democracy.

Accordingly, UTTARAN is committed to:

- i. be open, honest and accountable in its relationships with everyone it works with and with each other;
- ii. provide accurate and timely reports of its activities to its stakeholders; and
- iii. comply with the Right to Information Act 2009 and Whistleblower Protection Act 2012;
- iv. report, publish and disclose information at its disposal proactively and periodically via its social media platforms, annual reports and website and other possible and practical means meeting best possible national and international standards;
- v. provide information at its disposal to any individual upon request in the due process by relevant and applicable means;
- vi. disclose, publish and report all information subject to specific exceptions as outlined further below in this policy.

3. The Disclosure Policy of UTTARAN (hereinafter disclosure policy) is based on the above principles and relates to UTTARAN public disclosure of information at its disposal.

  
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## Scope & Limitation

4. This Policy covers all information that is held by UTTARAN in its premises and on the servers that it uses, and outlines the criteria and processes determining public disclosure of such information.

5. Information pertaining exclusively to the activities of third parties with whom UTTARAN may cooperate, partner, network and interact in any other manner remains property of those third parties and are not in the jurisdiction of this policy.

## Proactive disclosure

6. UTTARAN is committed to disclosing information including such documents as listed as Annex I. This list will be regularly reviewed. In some cases a document, or a part thereof, otherwise subject to routine publication may fall within the scope of the regime of exceptions.

## Information disclosure on request

### a) Request Process

7. Anyone may request information from UTTARAN in writing with explicit reference to this policy by email ([uttaran.dhaka@gmail.com](mailto:uttaran.dhaka@gmail.com) or [uttaran.head.office@uttaran.net](mailto:uttaran.head.office@uttaran.net)), or by post Flat # B1 (1st Floor), House # 32. Road # 10/A, Dhanmondi, **Dhaka-1209**.

8. Request for information can be sent to: Coordinator, Uttaran, Dhaka, Flat # B1 (1st Floor), House # 32. Road # 10/A, Dhanmondi, **Dhaka-1209**.

9. Information can also be sought to all offices of Uttaran across Bangladesh through handwritten note in the information box of Uttaran's office. Contact details of which are disclosed by website [www.uttaran.net](http://www.uttaran.net). In Special case request can be made in over mobile calls in the given number +8801711-828305.

10. Uttaran believes in inclusion thus for people who are unable to communicate with the above mention methods, they will be able to request for information through our Communication with Community (CWC) volunteers.

11. In case a request is not clear, the Designated Information Officer in here Uttaran's or any other staff member will ask for further clarification and, where necessary, provide assistance to the requester in properly formulating his or her request.

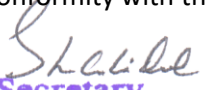
### b) Time limit

10. UTTARAN will respond within 15 working days from the date of the receipt of a request, with a 15 days extension if the regime of exception has to be considered.

### c) Designated Officers

11. Designated Officers are assigned by the Director to ensure due implementation of this Policy. There will always be as many Designated Officers as the number of UTTARAN offices. On the date of adoption of this policy there are 40 Designated Officers in UTTARAN : one in the head office in Dhaka and one each in each of the 40 UTTARAN offices set up in the district and upazila levels. Designated Officers receive requests for information, respond and provide information in conformity with this policy.

  
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12. The Designated Officers will submit to the Director on a yearly basis a report on the implementation of this Policy including a register of formal information requests and UTTARAN 's responses.

Designated Officers may also advise the Director about potential review of the policy.

**d) Forms of communicating information on request**

13. UTTARAN is committed to honour requests for information in any form (usually electronic or print) in Bangla and/or English language in which the information is held in UTTARAN , or can generate such information through an automated process (e.g., printing out from a database or an electronic document).

**e) Information seeker needing special assistance**

14. Where the information seeker needs special assistance including persons with disability, the Designated Officer will make special effort to assist him/her to access the relevant information in relevant and available form.

**f) Process of handling requests**

15. Designated Officer(s) will seek support and cooperation from relevant members of the staff in order to reply to the requester. In case a denial is applicable this should be confirmed by the Executive Director/Deputy Executive Director. Any reply denying disclosure of information shall outline the reasons for denial with reference to this policy. The Designated Officer(s) will keep register(s) of requests for information and of UTTARAN 's responses.

**g) Charges**

16. UTTARAN will not charge any fees to process requests which it will provide via email. No fees will also be charged for upto 30 pages of copied or printed documents. For copying documents of more than 30 pages or other costs like postage/parcel/courier UTTARAN may charge fees to cover actual costs with receipts. If UTTARAN provides a document for sale, the relevant price may be charged. In all cases where charges will be applicable the requester will be informed in advance about any costs.

**Exceptions**

17. In conformity with national and international best practices and standards, UTTARAN 's commitment to the principle of maximum disclosure recognizes the following legitimate grounds for not disclosing information: a) protection of privacy, b) confidentiality, c) legal privilege, d) protection of individuals providing data/information for research and e) UTTARAN 's ability to operate effectively.


**a) Protection of privacy**

18. UTTARAN will not disclose personal information of members of the Board, staff, members, Civil Society organization members, Volunteers, Youth members of Pathok Forum and of any other natural third party involved with UTTARAN which would breach his or her privacy or a legitimate private interest unless that person has consented or the information was provided on the clear understanding that it might be made public.

**b) Confidentiality**

19. UTTARAN will not disclose information in case such disclosure may constitute an actionable breach of confidence or a related commitment or legal obligation, or would put the safety of members of UTTARAN Board, staff, members, Civil Society organization members, Volunteers, Youth members of Pathok Forum and of any other natural third party involved with UTTARAN .

  
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### ***c) Legal privilege***

20. UTTARAN will not disclose information which is privileged from production in legal proceedings unless the person who is entitled to the privilege waives it. UTTARAN will waive its own legal privilege unless to do so would put it at a disadvantage in legal proceedings or breach one of the other exceptions in this policy.

### ***d) Protection of individuals providing data/information for research***

21. In conformity with national and international practice, UTTARAN will not disclose identity of respondents, informants, experts or other individuals or institutions who may provide data, information or opinion in connection with research, surveys or any other type of studies conducted by UTTARAN . UTTARAN will not disclose incomplete or draft research report or documents related to on-going research and raw data of unpublished research.

### ***e) Ability to operate effectively***

22. UTTARAN will not disclose information where to do so would damage its ability to operate effectively, harm its relations with a third party, or inhibit healthy functioning of the organization or put the safety of anyone involved with UTTARAN at risk.

23. In addition, UTTARAN will not respond to vexatious requests. A request may be vexatious if it:

- a) seeks information of a frivolous nature,
- b) is likely to cause distress or irritation without justification; and/or
- c) aims at disrupting UTTARAN 's work or harassing its staff members.

## **Appeals**

24. Anyone who believes that a UTTARAN Designated Officer or any other staff member has failed to properly apply this Policy to their request for information may appeal to the Director. Any such appeal shall be decided within 30 days. If after that appeal, the requester still believes that this policy was not properly applied, the requester can further appeal to the Ombudsman of the UTTARAN Board. Any such appeal shall be decided within 60 working days.


## **Effective Date & Amendment**

25. This Information Disclosure Policy is adopted on January,2026 and shall be in force with immediate effect, provided that the same or any part thereof may be altered, modified, omitted or added to from time to time.

## **Annex:**

The following categories of information and documents will be uploaded in Uttaran's website [www.uttaran.net](http://www.uttaran.net). In the meantime these information can be found on request through email: [uttaran.dhaka@gmail.com](mailto:uttaran.dhaka@gmail.com) or [uttaran.head.office@uttaran.net](mailto:uttaran.head.office@uttaran.net)

  
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| Personnel Management Policy                      |
| Safeguarding and Child Protection Policy         |
| Risk Management Policy                           |
| Financial Manual                                 |
| Procurement Policy & Procedure Manual            |
| Anti Discrimination Policy                       |
| Data Management and Protection Policy            |
| Diversity and Inclusion Policy                   |
| Internal Auditing Guidelines                     |
| Anti-Fraud and Corruption Policy/Whistle Blowing |
| Value for Money Policy                           |
| Conflict of Interest Policy                      |
| Anti Bribery Policy                              |
| Gender and Development Policy                    |
| Savings & Credit Management Policy               |
| Partnership Policy and Strategy                  |
| Policy on Child Protection in Emergencies        |
| Anti Sexual Harassment Policy                    |
| Retaliation And Anti-Harassment Policy           |
| Cost Allocation Policy                           |
| Asset Safeguarding Policy                        |
| Whistle Blower Protection Policy                 |
| Anti Terrorism/ Combating Financing Policy       |
| Anti Money Laundering Policy                     |
| Branding Guideline                               |
| Asset Transfer Guideline                         |
| Monitoring & Evaluation Framework                |
| Primary Organization Policy                      |
| Gono Unnyan Federation (GUF) Policy              |
| Motor Cycle Uses Guideline                       |
| Inventory Management Policy                      |
| Environment Policy                               |
| Food Bank Management Policy                      |
| Training and Staff Development Policy            |
| Disaster Response Contingency of Uttaran         |
| Draft Constitution of Panni Committee            |
| Publication and Reports                          |

  
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