

**Department of Off-site Supervision  
Bangladesh Bank  
Head Office  
Dhaka**

**DOS Circular No. 05**

**Date: 01 December, 2011**

**Chief Executive/Managing Director**  
All Scheduled Banks

Dear Sir,

**Corporate Social Responsibility (CSR) performance reporting by banks on gender equality issues**

Please refer to our [DOS Circular letter No. 07](#) dated 15<sup>th</sup> July, 2010 on half yearly reporting of CSR performance, along with [DOS Circular No. 01](#) dated 1<sup>st</sup> June 2008.

Promoting gender equality in the workplace is an important element of CSR obligations both in terms of ensuring basic human rights and as a prerequisite for inclusive socio economic growth. A decision has been taken to include gender equality related performance indicators in the half yearly CSR reporting by banks from December 2011 onward, with a view to monitoring year on year changes for assessing whether performance is improving or otherwise.

To comply with the above decision, henceforth, banks are advised to report gender equality related performance indicators on a half-yearly basis. The report should, at the minimum, provide information related to the gender equality dimensions as per the enclosure.

Please acknowledge receipt.

[Enclosure: As stated.](#)

Yours sincerely,

sd/-

(K. M. Gousuzzaman)  
General Manager  
Phone: 7120376

**Corporate Social Responsibility (CSR) performance reporting on gender equality issues**

Name of the bank

For the period.....

Sl. no.	Issue	Yes/No (if applicable)	Data	
1.	Gender diversity among board members		No. of male members	
			No. of female members	
2.	Gender diversity among permanent employees		i. entry level	No. of male employees
				No. of female employees
			ii. mid level	No. of male employees
				No. of female employees
			iii. senior management	No. of male employees
				No. of female employees
3.	Gender breakdown by age group for permanent employees		i. < 30 years	No. of male employees
				No. of female employees
			ii. 30-50 years	No. of male employees
				No. of female employees
			iii. > 50 years	No. of male employees
				No. of female employees
4.	Is there a maternity leave policy	Y/N	If 'yes' please provide more information as per annexure A	
5.	Is there any day care centre in head office/branch	Y/N	If 'yes' how many in total does your bank have?	
6.	Does the bank provide transportation facility for female employees working beyond usual office hours	Y/N		

Sl. no.	Issue	Yes/No (if applicable)	Data
07.	Is there any separate toilet for female employees in head office/branch?	Y/N	
08.	Employee turnover by gender		ii. No. of permanent male employees leaving employment in the current calendar year
			ii. No. of permanent female employees leaving employment in the current calendar year
09.	Does the bank have any training on gender equality/awareness programs	Y/N	i. No. of male attendees in the current calendar year
			ii. No. of female attendees in the current calendar year
10.	Is there any sexual harassment prevention/ awareness policy in the bank/FI	Y/N	
	Was there any inappropriate sexual harassment complaint made	Y/N	If yes please fill annexure B

-----  
Authorized signature  
Name, Designation

**Annex-A**

1. Maternity leave:
2. How many months maternity leave is the employee allowed?
3. What other provisions does the maternity leave policy include? Please describe below:

**Annex-B**

Complaint Type/nature	Action/s taken against the employee	Comment (if any)