

Department of Financial Institutions and Markets
Bangladesh Bank
Head Office
Dhaka

DFIM Circular Letter No. 02

Date: 09 January 2012

Chief Executives/Managing Directors
All Financial Institutions in Bangladesh

Dear Sir,

Mainstreaming Corporate Social Responsibility (CSR) in Financial Institutions

For the purpose of monitoring CSR adoption and CSR performance in terms of BB guidance issued in June 2008 ([DOS Circular No. 01 dated 1st June, 2008](#)), Banks and FIs are required to submit certain information regarding CSR initiatives.

To comply with the above, henceforth, FIs are advised to submit a statement on CSR and a report on gender equality related performance indicators as per enclosed format on half-yearly basis. The statement and the report should reach Bangladesh Bank within 30 days of each half-year end. First statement as of 31 December, 2011 is to be submitted within January 31, 2012.

Please acknowledge receipt.

[Enclosure: As stated.](#)

Yours sincerely,

(Md. Sohrawardy)
General Manager
Phone: 7120362

Statement on Corporate Social Responsibility Initiatives

Name of FI:

For the Period.....

A. Organization:

1. Please provide a short description of the initiatives of institutionalizing corporate governance framework for the purpose of safeguarding the interests of shareholders and adding value to customers, shareholders, partners and employees, alike.
2. Provide a short description on the initiatives towards providing a modern, healthy and safe workplace and on the development and improvement of employee's competencies and skills, creating a learning and development environment.
3. Provide a short description of the actions taken to reduce the FI's adverse impact on environment as a result of its operation and business activity.

B. Market Environment:

1. Provide a short description of the engagement with borrowers in scrutiny of the environmental and social impacts of their proposed undertakings and disseminating valuable environmental know-how to customers, associates and suppliers, as well.

C. Financial Inclusion:

Description of Initiatives	Amount of Investment (Taka in crore)	No. of Beneficiaries
i. Self-employment credit and SME lending programs, taken up solo or in association with locally active Micro Finance Institutions (MFIs), designed to create productive new on-farm /off-farm employment.		
ii. Financing programs for installation of biomass processing plants, solar panels in rural households, for waste recycling plants in locations populated by urban poor and for Effluent Treatment Plants (ETPs) in manufacturing establishments.		
iii. Mobile phone based/ local MFI outlet supported programs promptly delivering remittances from migrant workers to recipients in remote rural households; programs for card based/ mobile phone based delivery of financial services to such households;		
iv. Financing programs supporting folk crafts, folk musical and performing arts, aimed at promoting domestic tourism and markets in cultural products/events besides income and employment for the population groups involved.		

D. Social Projects:

Description of Initiatives	Amount of Investment (Taka in crore)	No. of Beneficiaries
Direct social interventions conducted by the FI, both as occasional/remedial measures or sustainable/continuous projects.		
i. Education		
ii. Health		
iii. Disaster Management		
iv. Environment		
v. Sports		
vi. Art & Culture		
vii. Others		

E. Community investment:

Description of Initiatives	Amount of Investment (Taka in crore)	No. of Beneficiaries
Supplementing initiatives of Civil Society Organizations (CSOs), NGOs and institutions involved in social and environmental improvement including:		
i. Education		
ii. Health		
iii. Disaster Management		
iv. Environment		
v. Sports		
vi. Art & Culture		
vii. Others		

Authorized Signature
Name, Designation

CSR Performance Reporting on Gender Equality Issues

Name of the FI
For the period.....

Sl. no.	Issue	Yes/No (where applicable)	Data									
1.	Gender diversity among members of the Board of Directors of the FI		No. of male members No. of female members									
2.	Gender diversity among permanent employees		<table border="1"> <tr> <td rowspan="2">i. entry level</td> <td>No. of male employees</td> </tr> <tr> <td>No. of female employees</td> </tr> <tr> <td rowspan="2">ii. mid level</td> <td>No. of male employees</td> </tr> <tr> <td>No. of female employees</td> </tr> <tr> <td rowspan="2">iii. senior management</td> <td>No. of male employees</td> </tr> <tr> <td>No. of female employees</td> </tr> </table>	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
i. entry level	No. of male employees											
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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		<table border="1"> <tr> <td rowspan="2">i. < 30 years</td> <td>No. of male employees</td> </tr> <tr> <td>No. of female employees</td> </tr> <tr> <td rowspan="2">ii. 30-50 years</td> <td>No. of male employees</td> </tr> <tr> <td>No. of female employees</td> </tr> <tr> <td rowspan="2">iii. > 50 years</td> <td>No. of male employees</td> </tr> <tr> <td>No. of female employees</td> </tr> </table>	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
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 any 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(es)	Y/N	If 'yes' how many in total does your FI have?									
6.	Does the FI provide transportation facility for female employees working beyond usual office hours	Y/N										

Sl. no.	Issue	Yes/No (where applicable)	Data
7.	Is there any separate toilet for female employees in head office/branch?	Y/N	
8.	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
9.	Does the FI 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 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)