

Trinamul Unnayan Sangstha

Do No Harm (DNH) Policy

Background

Organizations under Local Capacities for Peace (LCP) South Asia Network who are engaged in mainstreaming Do No Harm (DNH) in their systems, started with orienting the staff members and executive committee members. In most cases, the mainstreaming process was confined in self propelled actions taken by staff. For institutionalizing the process and to ensure the use of the tool in more visible, effective and regular manner, need was felt for a policy document. The policy will comply with Trinamul Unnayan Sangstha (TUS) vision and mission statement and demonstrate organizational commitment for the approach.

Policy Aims and Objectives

This policy ('TUS DNH Policy') applies to TUS staffs, volunteers and governing body members. Through this policy, TUS aims to take the formal step in the process of DNH mainstreaming in the organization. It aims to make just decisions that will eradicate harmful actions taken in organizational practices. It will specifically fulfill the following objectives:

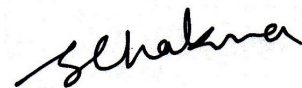
- 1) to ensure that all staff have an understanding of DNH that is reflected in their work;
- 2) to promote just and effective decisions taken at the level of planning, monitoring, implementation and evaluation;
- 3) to create space for the DNH monitoring committee of the organization to verify actions and decisions taken by the organization ;
- 4) to promote the organizational culture of reviewing all actions and help generate better options;

TUS recognizes that DNH mainstreaming should take place at organizational and programmatic levels in order to ensure that DNH crosscuts all aspects of an organization and its activities.

Policy: Organizational Level

1) Awareness and Understanding: TUS believes that all of its staff should have an understanding of DNH, and be given regular opportunities to furnish their understanding.

- All current staff will participate in orientation workshops on DNH, to ensure that everyone has an understanding of DNH in their work.
- New staff joining TUS will undergo a needs assessment to assess their understanding of DNH, and will participate in DNH orientation workshops as required.
- All current and new staff will be given opportunities to refresh their understanding on DNH through Refresher trainings or backstopping meetings.



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- Regular discussions on DNH will be encouraged by TUS leadership, for example through reports in staff coordination meetings by the DNH monitoring Committee and TUS representatives in DNH-LCP network.

2) Meetings: TUS creates a democratic environment where all staff can raise voice regarding decisions and issues. It holds meetings at regular intervals to review the activities and impacts thereof and make decisions.

- At all meetings including TUS monthly staff coordination meeting and senior management meeting, all decisions will be screened using DNH tools. DNH based IMPACT ASSESSMENT FOR DECISIONS TAKEN will be a regular and compulsory activity. For this end, DNH will be kept as common agenda in meetings.
- If any meeting takes on agenda regarding program impacts, DNH framework will be used as an assessment tool.

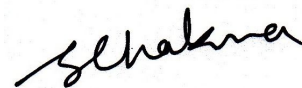
3) Planning: TUS believes that all staff should be able to participate in planning process. Staff should share their views on the context and options for decisions.

- During any planning process TUS will encourage context analysis in light of DNH. Issues Connectors and Dividers should be taken into consideration during planning.
- All planning questions will have to be discussed in detail considering the effects and implicit Ethical Messages.
- During the development of project proposal and setting strategies for implementation, Resource Transfer (RT) and Implicit Ethical Messages (IEM) effects have to be considered.

4) Implementation & monitoring: TUS believes that the process of implementation should be closely monitored to get quick updates and prompt decisions.

- All monitoring process should not only consider the program indicators, but also carefully check every detail of activities performed in light of Resource Transfer (RT) and Implicit Ethical Messages (IEM) effects.
- Each monitoring report will, ideally, contain a part entitled effects to address the findings against points mentioned above.
- If any negative effect is found, suggested options will be mentioned in recommendation part of the monitoring report.

5) Coordination with other policies: TUS is committed to ensuring that all policies are in a harmony and do not overlap or supersede. So, DNH policy should comply with other policy arrangements of TUS.



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- All other policies should be screened time to time using DNH tools to find out whether the policies are responsible for any adverse effect.
- In every meeting of policy review e.g. Annual General Meeting, there will be a session for effect analysis.

6) Project review and evaluation: TUS is committed to review and evaluate all its projects and program at the end of project period and whenever necessary. In the process it will consider DNH as a tool for analyzing the context, impacts and determining future course of action.

- During the evaluation process, TUS will check all details of the decisions, plans and strategies set in line with DNH.
- The evaluation will consider analysis of all options adopted for reaching the goal and meeting objectives.
- Evaluation will consider what effect the goal, objective, strategies and selection of stakeholders of a project have on the actors of a given context.
- Evaluation will consider whether the project was efficient in finding out and addressing the changes in the context.

Policy Dissemination

TUS will ensure that this policy is disseminated and accessible to all staff, including new staff. Sessions on the content of this policy will be included in gender orientation workshops and refreshers will be provided in follow-up staff development activities.

Policy Implementation, Monitoring and Review

In order to ensure the implementation, monitoring and review of this policy, TUS will form a DNH Monitoring Committee. The committee will be responsible for:

- monitoring the implementation and effectiveness of this policy, in conjunction with TUS management and governing bodies;
- undertaking regular reviews of TUS policies and practices from DNH perspective to ensure they are consistent with the principles and statements outlined in this policy, including the introduction of new organizational policies;
- undertaking an annual assessment of TUS from DNH perspective;
- providing updates on its work to TUS management, governing bodies and staff, including through reports at staff coordination meetings;

