

Anti-Terrorism and Extremism Policy

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RISDA-Bangladesh

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1. Policy Statement:

RISDA-Bangladesh (“the Organization”) rejects all forms of terrorism and extremism in its all spheres of operations and practices. As the Organization firmly believes that terrorist and extremist activities deny human rights and democratic values, it is firmly and undoubtedly committed not to support, tolerate or encourage terrorism and extremism. The Organization categorically declares that any individual embracing any sort of extremist and terrorist activities in the forms of participation and/or financing, holds no right to participate in operations and practices owned or sponsored by it. Complying with United Nations’ -terrorism resolutions, the Organization is firmly committed to the international fight against terrorism and extremism. At the same time, the Organization operating in Bangladesh as a national NGO, places its commitment to abide by Bangladesh-originated -terrorism acts and rules namely - Terrorism Act 2009, among others. The Organization’s explicitly declared policy is that it would not use, directly or indirectly, own or donor funds to support both individuals and entities associated with terrorism and extremism. The Organization recognizes the -terrorist and counter-extremist regulations by which donor countries followed.

It is the policy of the Organization to take a zero-tolerance approach to terrorism and extremism and to implement and enforce effective systems to anti-terrorism and extremism.

2. Purpose:

The Organization recognizes the importance of protecting its reputation as a national NGO guided by tolerant and peaceful democratic and spiritual values. At the same time, the Organization recognizes the reputation of the donors committed to standing by the poor and the marginalized people in Bangladesh. So, the Organization believes that the Policy will guide the Organization’s operations and practices in a tolerant and peaceful manner.

The policy has been prepared to protect the Organization from abuse by anyone engaged in terrorism or extremist activities and to ensure the activities or views of the Organization cannot be misinterpreted and do not place the Organization’s funds, assets, or reputation at undue risk. So, the purposes of this policy are to:

- identify the risks to the Organization derived from terrorism and extremism and provide practical tools to mitigate such risks.
- provide information and guidance to EC and those working for the Organization on how to recognize and deal with terrorism and extremism.

3. Definitions of the Terms:

3.1 Terrorism: Definition of terrorism is usually complex and controversial as all - rightist, leftist, nationalist, revolutionist, and religious groups - have their own definition. In this policy, terrorism means the definition stated in Bangladesh’s -Terrorism Act (ATA), 2009. In the ATA, 2009, definition of ‘Terrorism’ has not given. But in the Schedule – 6 of the ATA, 2009, definition of ‘Terrorist Activities’ has been stated out. This policy will utilize the definition of ‘Terrorist Activities’ to understand the definition of Terrorism’. Please see **Annex-1: Definition of ‘Terrorist Activities’**.

3.2 Entity: Entity means any organization consisting of one or more persons, including any legal entity, statutory body, commercial or non-commercial enterprise, group, partnership business, cooperative society.

3.3 Extremism: At present extremism does not have a statutory definition in Bangladesh. The would-be definition of extremism by Bangladesh laws will be applicable to this policy. The general definition of extremism is given below:

- Extremism refers to holding ultra/extreme views that are opposite to that of mainstream society.
- Political extremism and religious extremism are two destructive forces on society. Extremism helps to create an environment conducive to terrorism. It is harmful to social cohesion and socio-economic development.

3.4. Risk Scenarios: One of the major potential risks is fund diversion for terrorist activities. The terrorist(s) or terrorist outfit(s) can also target the Organization's image, reputation, and non-financial resources to flourish. Those risks make the organization vulnerable to abuse. Some common risk scenarios that can be materialized by the terrorist and extremist elements are listed below:

3.4.1 The worker(s) misappropriating the Organization's fund to be perpetrated for terrorist and extremist activities. Those perpetrator(s) diverting funds for terrorist financing.

3.4.1 Inside or outside speakers supporting/propagating extremist and terrorist views at events organized by or on behalf of the Organization.

3.4.2 A worker or partner Organization exploits the Organization as a vehicle to express extremist views.

3.4.3 The Organization's premises are being used by someone to promote extremist ideology.

3.4.4 The Organization funding or receives funds from Organizations that are (or are linked to) extremist Organizations.

3.4.5 An event in which the Organization is involved (as a sponsor or beneficiary of donations) being used as a platform for extremist views.

4. Compliance Mechanism to fight and mitigate Terrorist and Extremist Activities:

The mechanism encompasses three aspects- **approach** to the mechanism, **enforcement** of the mechanism and **reporting** of the terrorist and extremist activities.

4.1. Approach:

The Organization follows the formula of "prevention before happening, early detection of emerging terrorist incident(s) and quick response to real-time terrorist incident(s)" to minimize the risk of terrorist and extremist activities in its all spheres of operations. The Organization applies approach comprising the following overarching and interrelated ingredients:

4.1.1 Regular Risk Analysis: The organization will identify terrorism and extremism related risks by the means of real-time risk analysis. The analysis will include scrutiny of stipulations on project financing and regulations on terrorist activities of the development partners and the governments (donor government, transit government and host government). The analysis will scrutinize the multiple dimensions of ever-changing terrorism and extremism that comprise armed groups, state and non-state actors.

4.1.2 Enforcement of Code of Conduct: The Organization will impose a strictly imperative code of conduct for all workers.

4.1.3 Comprehensive Financial Record Check: The Organization will check all finance and accounts documents regularly with a special focus on fund diversion and its use in terrorist activities. If any incident is detected, the SMT will come up with a quick response. The Organization will publish detailed annual financial statements.

4.1.4 Conducting Annual External Audit: Annual external audits of all incomes and expenses will be conducted with a special focus on terrorism- and extremism-related stipulations and requirements of different stakeholders such as the Organization itself, the development partners and the state authorities. The **internal audit department** will be trained and equipped to keep eye on any incidents of terrorist financing.

4.1.5 Reference and Background Check: The Organization will enforce a reference check mechanism to detect linkage to and involvement in terrorist and extremist activities of any person and organization. The organization will develop a technology-driven standard screening mechanism. Please see **Annex-2: Procedures of Individual's Background Check along with related Tool** and **Annex-3: Procedures of Organization's Background Check along with related Tool**. The Organization will check all details of the suppliers before being into contracts of any sort.

4.1.6 Capacity Building on Terrorist Aspects: The Organization will train and orient the staff on terrorist aspects especially on -diversion policies, procedures and practices including financing.

4.2 Enforcement of the Procedures:

The Organization will enforce the mechanism through the active involvement of all concerned departments in a coordinated manner.

4.2.1 The Executive Director is Responsible for:

- ensuring that the policy complies with the Organization's legal obligations and confirming that all under the Organization's control comply with the policy.
- periodically reviewing and evaluating the policy and its schedules and the effectiveness and implementation,
- taking advice from external specialist advisers where appropriate.

4.2.2 SMT and Project Heads are responsible for:

- complying with all relevant legislation, and policies including the Code of Conduct.
- ensuring the compliance of all partner organizations and contractors implementing projects funded by or through the Organization to comply with all relevant legislation and policies.
- getting the Executive Director (ED) informed of any breaches of this policy.
- informing the government relevant agencies, in consultation with the Executive Director, for investigation followed by legal action if any worker is suspected of terrorist or extremist incidents.
- helping the Executive Director to take appropriate steps if a worker makes inappropriate comments in a personal capacity, including on social media.

4.2.3 All employees, volunteers are responsible for:

- applying this policy and other relevant legislations in works.
- knowing both individuals and Organizations to deal with, maintaining records of those relationships and getting the management informed of any unwanted development of those relationships.

4.2.4 Human Resources (HR) Department is responsible for:

- recruiting employees, volunteers through background check. If needed, applying third-

party reference check.

- ensuring that each staff abides by Code of Conduct of the Organization.
- Introducing individuals recruited to the Organization's history, mission & vision, culture, code of conduct, this policy.

4.2.5 Finance and Accounts Department is responsible for:

- maintaining financial records and tracking all expenses and incomes by the means of accounting software.
- controlling the use of funds through internal control mechanism as outlined in Finance manual and procedures.
- selecting banks/financial institutions following a due diligence check, including third party reference check.
- managing bank and cash through carrying out financial operations (segregation of duties, signatures, monthly cash checking, monthly bank reconciliations) that gives clear picture on fund use including misuse, if happens.
- Money transactions-related:
 - overseeing payment: No payment will be given without approval of and prior validation check by the concerned authorities and person(s) with responsibility respectively.
 - bank transfer of payment will be preferred to cash delivery. If unavoidable situation pushes to pay cash, a specific procedure will to be followed with identity check of the person having cash payment. A confirmation of the receipt of funds will be systematically ensured.
 - donations can only be accepted only after scrutiny of source and provider of money.
 - assisting the Executive Director to ensure that money is not laundered through the Organization's channels.

4.2.6 Procurement Department is responsible for:

- procure goods, materials, services etc. through background check of the contractor/supplier and following procurement policy.
- Controlling the use of assets and resources applying internal control mechanism as outlined in the Procurement Policy.

4.2.7 Program Department is responsible for:

- using 'due diligence' in program planning, delivery, monitoring mechanism.
- building program persons' knowledge and skills on terrorist and extremist activities with the help of the above-mentioned departments.

4.2.8 Risk Management Officer is Responsible for:

- Overseeing the compliance aspects in regard to terrorist and extremist incidents to extend safeguard to the Organization.
- using a wide range of media including printed and electronic media, social media, television and radio to promote the Organization's activities. Ensuring literature, messages, content are consistent with the Organization's purposes.
- getting approval for Internal literature, messages, content for media.
- Scrutinizing external literature, content, messages prior to being disseminated/uploaded online.
- undertaking probable speaker(s)' background check in response to check his/her connection or involvement in terrorist activities. Informing the senior management to block the speaker(s) from attending event if connection or involvement is detected. Applying SMT-approved guideline in delivering speech by the speaker(s) if no misdoings are detected.
- securing the Organization's hiring agreement incorporating the key principles of this policy and including a clause reserving a right for the Organization to attend and monitor or to stop or prevent an event taking place on the premises of the Organization.
- informing the SMT if any worker appears to support, condone or encourage terrorist activities. Securing measures guided by the SMT.
- dealing with media complaints on terrorist and extremist incidents.

- informing the senior management to take prompt measures if the Organization's website, Facebook page, LinkedIn page, YouTube page are hacked and extremist contents are added.
- taking professional or expert advice, guided and supported by the SMT, if the Organization faces any unexpected incident.

4.3. Reporting of the Terrorist and Extremist Activities: In case of terrorist and violent extremist activity happens, the Organization will:

- encourage stakeholders to report suspected activity. The organization will establish mechanism that guarantee the informer with confidentiality and safeguard.
- investigate quickly applying all tools and resources. All applicable policies include -Fraud, Bribery and -Corruption Policy, Information Disclosure Policy etc.
- getting the development partners informed without delay.

4.3 Applying Due Diligence:

To consolidate the fight against terrorist and extremist incidents, the Organization will adopt a due diligence mechanism. The due diligence mechanism will apply in all three areas of approach, enforcement and reporting. To enforce the due diligence mechanism, the Organization will appoint a Risk Management Officer or delegate the compliance responsibilities upon a worker (employee), allocate sufficient technical & financial resources and quality time. Due diligence will be embedded in all aspects of the Organization.

5. The Scope of the Policy:

The policy applies to the following individuals and entities:

5.1 Every authorized person acting for, or on behalf of, the Organization is responsible for maintaining the highest standards of conduct, which includes compliance with this policy.

5.2 This policy applies to all individuals working at all levels and grades, including senior managers, officers, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Organization, or any of the Organization's subsidiaries, wherever located (collectively referred to as **workers**¹ in this policy).

5.3 This policy applies to all programs and projects. The Organization will offer relief to the poor and marginalized in particular amongst those affected by natural disasters or by wars and any other conflicts. This offering is governed by the provision of financial or other assistance including medicines, hospitals, shelter and food. The Organization will implement education program amongst those in need anywhere in Bangladesh with particular regard to orphans. The above programs and projects will help the Organization fight terrorist activities for its existence in Bangladesh. At the same time, those will help Government of Bangladesh to address the root causes of terrorism and extremism.

5.4 Any breach of this policy could constitute a serious disciplinary, contractual and/or criminal matter for the individual concerned and may cause serious damage to the reputation and standing of the Organization.

¹ For the avoidance of doubt, use of the term 'worker' does not imply any particular employment status.

5.5 The policy has been adopted by the Organization and is to be communicated to all current and future workers to ensure their commitment to it. All workers are required to familiarise themselves and comply with this policy, including any future updates that may be issued from time to time by the Organization. Training on compliance with this policy will be provided to all workers of the Organization.

6. Compliance with the Laws and Regulations:

The policy will comply with the universal and Bangladeshi laws pertaining to terrorism and extremism. The universal laws include United Nations Security Council (UNSC) resolutions, including S/RES/1269 (1999), S/RES/1368 (2001), and S/RES/1373 (2001). The Bangladesh law includes The -Terrorism Law (ATA), 2009.

This policy will be considered together with relevant policies of the Organization such as -Fraud, -Bribery and -Corruption Policy, Code of Conduct, Information Disclosure Policy, Financial Management Policy, Safeguard Policy, Data Protection Policy, Risk Management Policy and Equal Opportunity Policy.

7. Annexes:

Annex-1: Definition of "Terrorist Activities"

Terrorist activities. – (1) If any person, entity or foreigner-

- a) for the purposes of threatening the unity, integration, public security or sovereignty of Bangladesh by creating panic among the public or a section of the public with a view to compelling the Government or any entity or any person to do any act or preventing them from doing any act-
- b) kills, causes grievous hurt, confines or kidnaps any person or attempts to do the same, or damages or attempts to damage any property of any person, entity or the State;
- c) abets or instigates any person to murder, injure seriously, confine or kidnap any person, or abets or instigates to damage any property of any person or entity or the State; or
- d) damages or tries to damage the property of any other person, entity or the state; or
- e) conspires or abets or instigates to damage the property of any other person, entity or the state; or
- f) uses or keeps in possession any explosive substance, inflammable substance and arms for the purposes of sub-clauses (i), (ii), (iii) and (iv);
- g) with an intent to disrupt the security of or to cause damage to the property of any foreign State, commits or attempts to commit or instigates or conspires or abets an offense mentioned under section 6(1) (a) sub-section (i), (ii), (iii), (iv) or (v);
- h) for creating panic among the public or a section of the public with a view to compelling any international organization to do any act or preventing them from doing any act, commit or attempts to commit or instigates or conspires or abets to commit an offense mentioned under section 6(1) (a) sub-section (i), (ii) & (iii);
- i) knowingly uses or possesses any terrorist property;
- j) abets, instigates, conspires to do or commits or attempts to commit an offense described in the UN conventions included in the Schedule-1 of this Act;
- k) commits any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in the hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

Annex-2: Procedures of Individual's Background Check along with related Tool:

The Organization shall conduct background checks on individuals who may expose the Organization to risks associated with extremism. Background checks on individuals will include the following:

- Checking the individual's name in the list of proscribed persons under the ATA, 2009.
- Reviewing the individual's previous publications, internet-based activities in blogs, forums, social media and YouTube for links to terrorism, extremism or controversial views.
- To decide whether or not a view is controversial or extreme, the following should be considered:
 - whether the content is or may be offensive to some people (such as intolerance of other cultures, religions, ethnic groups and age, sexuality or gender equality).
 - whether the content promotes views that are illegal in Bangladesh and/or is intended to radicalise and/or raises concerns about inappropriate political activity or public benefit issues. or
 - whether the content might be misinterpreted or have different meanings to different audiences. and how the general public might react.

The checklist for individual's background check is placed below:

SL. No.	Questions/Checking Aspects	Remarks having Details of Risks identified	Action	Status of the Action (Completed or Not)
1	Has the individual's name in the list of proscribed persons under the ATA, 2009?			
2	Had the Organization work with this individual before?			
3	How did this individual come into contact with the Organization? If through an individual, has the Organization obtained a reference?			
4	What organizations is this individual associated with?			
5	What are the review results of the individual?			
(a)	In YouTube?			
(b)	In Facebook?			
(c)	In Twitter?			
6	What are the review results of any publication of the individual			
7	Is the individual from outside of Bangladesh? Is s/he under any international sanction and watch list?			

Annex-3: Procedures of other Organization's Background Check along with related Tool:

The Organization shall conduct background checks on other organization that may expose the Organization to risks associated with extremism. Background checks on other organizations will include the following:

- the Organization's name in the list of proscribed organizations under the ATA, 2009.
- reviewing the Organization's previous publications, internet-based activities in blogs, forums, social media and YouTube.
- the Organization's governing documents, annual reports, audited accounts, directors, patrons,
- sister or parent Organizations;
- whether this is an established Organization: i) the history of the Organization and any negative references to the Organization on the internet, ii) the identity and reputation of the key individuals or Organization associated with the Organization and iii) whether the Organization has worked with the Organization before.

The checklist for organization's background check is placed below:

SL. No.	Questions/Checking Aspects	Remarks having Details of Risks identified	Action	Status of the Action (Completed or Not)
1	Has the organization's name in the list of proscribed organizations under the ATA, 2009?			
2	Had the Organization work with this organization before?			
3	How did this organization come into contact with the Organization? If through an individual, has the Organization obtained a reference?			
4	What organizations is this organization associated with?			
5	What are the review results of the organization?			
(a)	In YouTube?			
(b)	In Facebook?			
(c)	In Twitter?			
6	What are the review results of any publication of the organization			
7	Is the organization from outside of Bangladesh? Is the organization under any international sanction and watch list?			
8	What is the identity of the EC members of the organization?			
9	When the organization was established?			
10	What is the organization's review results on governing documents, last annual report and			
11	Has the Organization ever been subject to an investigation by a regulator or reported a serious incident to its regulator?			
12	Who is the Organization affiliated to? Does it have a sister or parent Organization? If so, carry out steps [1-11] above in relation to the sister/parent Organization.			

