

Report On

**Diversity, Equity and Inclusion (DEI): A close look into the  
organizational safeguarding at PRATAY**

By

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**ID: 21364130**

An internship report submitted to the BRAC Business School in partial  
completion of the criteria for the degree Masters in Business Administration  
(MBA).

BRAC Business School  
BRAC University  
February 2024

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## **Declaration**

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

### **Student's Full Name & Signature:**

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**Md Rakin Zarif Badruddoza**  
**ID: 21364130**

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**Dr. Syed Far Abid Hossain**  
Assistant Professor  
BRAC University

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**Dr. M. Nazmul Islam**  
Assistant Professor  
BRAC University

# Letter of Transmittal

**Dr. Syed Far Abid Hossain**

Assistant Professor

Brac Business School

BRAC University

66 Mohakhali, Dhaka-1212

## **Subject: Submission of Internship Report**

Dear Sir,

I am glad to submit for your evaluation my MBA required reports on internship titled "Diversity, Equity, and Inclusion (DEI): A Close Look into the Organizational Safeguarding at PRATAY". I did my internship with PRATAY, one of Bangladesh's most recognized nonbanking financial firms. Thank you for considering my report.

I worked hard to complete my internship report as per your instructions and the MBA program's criteria. I worked hard to obtain important information, study articles, and extensively investigate PRATAY's organizational safeguards. Additionally, I tried to enhance my report by including the knowledge I gained during my internship. Based on my skills and experience, I believe I was able to translate the fundamental ideas into practical applications.

I am pleased to share my internship report with you, which I believe will provide you with valuable insights. I hope that this report meets your expectations. I'd want to thank you for your willingness to collaborate with me on this exciting issue. I kindly request that you evaluate and comply with this report. Please let me know if you have any queries or need further information.

Yours Sincerely,

---

MD Rakin Zarif Badruddoza

Student ID-21364130

BRAC University

1<sup>st</sup> February, 2024

## **Non-Disclosure Agreement**

BRAC University and I have come up with a plan for my internship. As part of my internship, I was given access to sensitive data and documents regarding the company's business practices. In order to safeguard the company's reputation, I have made the decision to exclude any confidential information from my internship report.

This agreement is between Promotion Research Advocacy Training Action Yard (PRATAY) and a student at BRAC University.... MD Rakin Zarif Badruddoza....

## **Acknowledgement**

I would want to thank each and every one of you for your help with my internship report. I'd want to thank them for always believing in, supporting, and guiding me.

I am incredibly grateful to BRAC Business School for giving me the chance to finish my internship at PRATAY. I'd want to express my heartfelt gratitude to my boss, M. A. Rashid, Director & Project Coordinator, for his great supervision and leadership during the internship. Furthermore, I'd like to thank the PRATAY event management team for their fantastic advice and assistance throughout my internship, which really enhanced my educational experience. I would also want to thank my on-site supervisor, Mahfuz Rahman, for his constant support and intelligent advice.

I would want to convey my deepest thanks to everyone who has graciously offered their time and skills to help me with my academic endeavors. I am also thankful to my family, friends, and coworkers for their constant support and motivation during this journey. This internship wouldn't have occurred without their affection and motivation. I truly cherish all of your assistance and encouragement.

## **Executive Summary**

PRATAY is currently involved in a variety of projects, such as higher education, development and gender equality, rights for humans and justice for all, water and sanitation, microfinance, and day observation. These attempts had highly beneficial outcomes, winning PRATAY a very favorable image among every relevant stakeholder, including the government and authorities. The achievement is the outcome of PRATAY's actual efforts, commitment to development, and dedication to supporting those who need help.

The paper provides an in-depth analysis of PRATAY NGO's organizational framework, highlighting and encouraging Diversity, Equity, and Inclusion while maintaining an integrated approach. The study explores the methods, regulations, and methods used by PRATAY NGO to promote an inclusive working environment and provide fair chances for all. The paper highlights the NGO's dedication to creating a welcoming culture using several methods for qualitative research, evaluations, and organizational assessment tools.

The internship report offers valuable insights into the challenges faced, the achievements made, and the current projects aimed at upholding diversity, equity, and inclusion (DEI) ideals. The findings provide a holistic perspective on how non-governmental organizations (NGOs) can act as role models in promoting social responsibility and equality within their structures. This contributes to the wider discourse on organizational practices that foster DEI.

**Keywords:** Safeguarding, Diversity, Non-Government Organization

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## **List of Acronyms**

**NGO:** Non-Governmental Organization

**CWC:** Child Welfare Committee

**CBO:** Community-Based Organization

**CHS:** Core Humanitarian Standard

**HR:** Human Resources

**MBA:** Masters of Business Administration

## **Chapter 1: Internships Overview at PRATAY**

## **1.1 Information About Student**

**Name:** Md Rakin Zarif Badruddoza

**Student ID:** 21364130

**Department:** MBA

**Major Subject:** Marketing & HRM

This report is being presented as a partial requirement for the BUS 599 course, which is the internship course for BRAC University's Fall 2022 term. My major is Human Resource Management & Marketing. The report covers my internship at PRATAY, which lasted from September 26th to December 25th, 2023.

## **1.2 Information Regarding the Internship**

### **1.2.1 Organization Details**

**Name of the Company:** Promotional Research Advocacy Training Action Yard (PRATAY).

**Address:** 121/ka Shyamoli, Mohammadpur, Dhaka.

**Internship Tenure:** 3 Months

### **1.2.2 Details about the Supervisors**

**Supervisor Name:** M A Rashid Director

**Designation:** Project Coordinator

**Department:** HR

### **1.2.3 Scope of Job PRATAY**

- Overseeing the essential administrative, logistical, procurement, and tender-related aspects of several events and ensuring their smooth implementation.  
Setting up 11 Capacity Building Courses for various NGOs.
- Overseeing correspondence and vendor and company onboarding.
- Coming up with various tactics.
- Making a list of the PRATAY stakeholders
- Identifying obstacles and proposing solutions for them.
- Setting up vendor meetings and supporting the selection of items.
- Calling NGOs to inquire about follow-up.
- Creating worker documentation and attendance checklists.

## **1.3 Outcomes of the Internship**

### **1.3.1 Students Contribution to the PRATAY**

During my internship at PRATAY, I was in charge of handling the administrative and HR aspects of several projects. My main objective was to ensure that all works were executed smoothly. This included organizing capacity-building training sessions for non-governmental organizations, salary payments of employees, attending different types of meetings with governments employees and stakeholders, prepare reports as per management requirements, managing company onboarding and communication procedures. In addition, I participated in organizational discussion groups and identified significant stakeholders in PRATAY. I contributed to problem-solving projects and shared information with suppliers to help them make informed decisions about investments. Additionally, my job involved delivering attendance checklists, maintaining

relationships with non-government organizations, and expediting worker documentation procedures.

I am highly interested in improving operational efficiency and the success of initiatives and activities. During my internship with PRATAY, I gained essential experience and made a significant impact on the organization's operations. This internship report aims to provide insights into PRATAY Business School and its business practices by examining the leadership techniques and execution tactics used in events and workshops. PRATAY's communicative atmosphere has allowed me to research and develop significantly over the past three months.

### **1.3.2 Student Benefits at PRATAY**

During my internship time at PRATAY, I was assigned a wide range of tasks and duties that permitted me to build up a variety of abilities and expertise. These included drafting event terms of reference, planning capacity building training for non-governmental organizations, and supervising vendor and company onboarding and communication procedures. The newly developed abilities and proficiencies are valuable for my next academic and career aspirations.

The internship expanded my awareness of the development sector, especially with regard to events' contribution to social transformation. The experience improved my understanding and competence, especially when combined with the useful skills and information I obtained.

I enjoyed managing the event budget, arranging meetings with other parties, investigating best practices, and actively advocating for and supporting safeguarding protocols. By following the safeguarding reporting procedure in the event of an occurrence, I gained even more insight into organizational processes.



### **1.3.3 Challenges faces during internship at PRATAY**

During my internship, I faced various challenges. As I didn't have any prior work experience, it took me a while to understand how things worked. Moreover, the company was using specialized software, which required a certain level of expertise to operate. However, as an intern, I had not received any training on how to use it, which made it even more challenging for me.

### **1.4 Conclusions**

In conclusion, internships are crucial for business students to complete because they allow them to apply their theoretical knowledge to real-world situations and obtain real-world experience. I had the privileged chance to finish my internship at PRATAY's human resource management division.

### **1.5 Recommendation**

After working at PRATAY for fourteen weeks, I've discovered something really motivating about the organization. On the other hand, based on my observations over the past three months, I would want to bring up anything that could cause them to reconsider.

**Some recommendations, in my opinion, are as follows:**

- The organization provides an internship program, however, it lacks an established framework. The organization must make optimal use of its interns for the lowest possible cost of money.
- A significant problem is time constraints. As newcomers, we need adequate time to learn new skills, strategies, and determining methods, as well as deal with consumers and meetings. We

can't acquire knowledge successfully in an appropriate amount of time if the seniors do not devote enough time and effort. Therefore, it's my opinion that the three months should be expanded.

- For PRATAY's interns, they need to be supply lunch and pool car access.

## **Chapter 2: Part of the organization**

## **2.1 Introduction**

PRATAY is a national non-governmental organization founded in 1991 to help the socioeconomic and cultural development of society's vulnerable and destitute people. The primary goal of PRATAY is to provide access to appropriate resources and services to the weaker members of society, particularly children, young people, and homeless women who reside in urban, suburban, and rural regions. The organization's main responsibility is to protect the rights of these vulnerable groups and ensure that they receive the necessary support to improve their lives ("PRATAY.ORG," 2024).

## **2.2 Overview of the PRATAY**

### **2.2.1 The Details about PRATAY**

PRATAY is a non-governmental and non-political development organization led by a woman. It is a charitable organization that aims to enhance the socioeconomic, environmental, and cultural status of the local population through various program efforts. The organization works with the residents of Chittagong Division and Dhaka, who come from both rural and urban areas and are incredibly vulnerable.

In order to address the community's unmet needs, PRATAY has been developing new projects and submitting them to various donors to generate funds. The organization takes into consideration the requirements and difficulties faced by the underprivileged people of the nation. It is expected that PRATAY will be able to secure funds in a short amount of time to fulfill the long-standing needs of the community.

In order to create a dynamic organization, PRATAY has developed all the required policies, procedures, and manuals, including the financial handbook, the personnel manual (including HR and service rules), the gender policy, and all the program guidelines necessary to strengthen its institutional capacity. The system established by the organization has improved its effectiveness and contributed to the seamless operation of its programs.

PRATAY is a gender-sensitive organization that works to ensure justice and gender parity at every level. Additionally, the organization has been involving all stakeholders in the program implementation process to implement all of its programs in a participatory way (pratay, 2023).

### **2.2.2 Vision of PRATAY**

“To build an equitable society that provides many forms of assistance to the underprivileged and vulnerable”.

### **2.2.3 Mission of PRATAY**

“To constantly educate, mobilize, and organize people to solve issues and accomplish goals via self-sufficiency and cooperation”.

### **2.2.4 The Purpose of PRATAY**

The purpose of PRATAY is:

- Establishing the rights of the impoverished and disadvantaged in the fields of economic, cultural, human, and adolescent rights; women's rights; and child rights.
- In order to improve gender relations at the household and community levels, advocacy campaigns on various human rights and gender issues should be organized.

- To offer underprivileged and disadvantaged women and adolescents technical help for the development of their skills.
- Assisting with income-generating efforts to increase employment and income levels for women and adolescents.

### **2.2.5 Corporate Strategy**

- Affecting how policies are formulated.
- Create opportunity and increase capacity.
- Creating opportunities for revenue-generating

### **2.2.6 Different Programs of PRATAY**

- Health Services and Health Education
- Hygiene and Water
- Solution and Recovery
- Plan for Community Action Appraisal
- Navigation and Protest
- Youth Initiative
- Informal Learning (Non-Formal)
- Training for skill development (SDT)
- A scheme for microcredit

### **2.2.7 Organizational Strategy at PRATAY**

PRATAY's organizational approach is complex, but its main objective is to influence policy creation for promoting constructive social change. The organization acknowledges the importance of regulations in developing social conditions, hence it takes part in advocacy campaigns and interacts with interested parties to influence and aid in the implementation of regulations that correspond with its desired outcomes.

PRATAY's plan includes the development of new possibilities and capabilities, which is an essential aspect of its strategy. The organization aims to boost self-sufficiency through capacity building, which empowers individuals and communities with knowledge and skills. By providing the necessary tools to overcome challenges, PRATAY ensures that participants are equipped to achieve the corporation's objectives.

PRATAY focuses on creating revenue-generating opportunities to enhance economic conditions in communities. The organization implements initiatives and projects to generate cash, which promotes economic stability and independent living among the population it serves. This aligns with the larger goal of achieving long-term prosperity.

The way PRATAY's strategic pillars work together is a prime example of their comprehensive methodology. The organization takes a holistic approach to addressing social issues by influencing policy formulation, providing capacity and opportunity, and encouraging income generation. This approach shows a commitment to long-term positive development by empowering communities through direct interventions and structural improvements that are necessary for long-term success. In essence, PRATAY's organizational structure is a dynamic framework that integrates economic

empowerment, capacity building, and advocacy to bring about positive change in communities for the future.

### **2.2.8 Existing Projects**

- Out of School Children Education Programme
- Vulnerable Group Development (VGD) Program
- Enabling Environment for Child Rights (EECR)
- Water and Sanitation
- Formal Education Programme
- Gender Equality and Good Governance Program
- Enabling Environment for Child Education (EECE) (Pre-Schooling)
- Adolescent Development Program



## 2.3 Management Practices at PRATAY

### 2.3.1 Organogram at PRATAY

Organizational Structure of PRATAY:

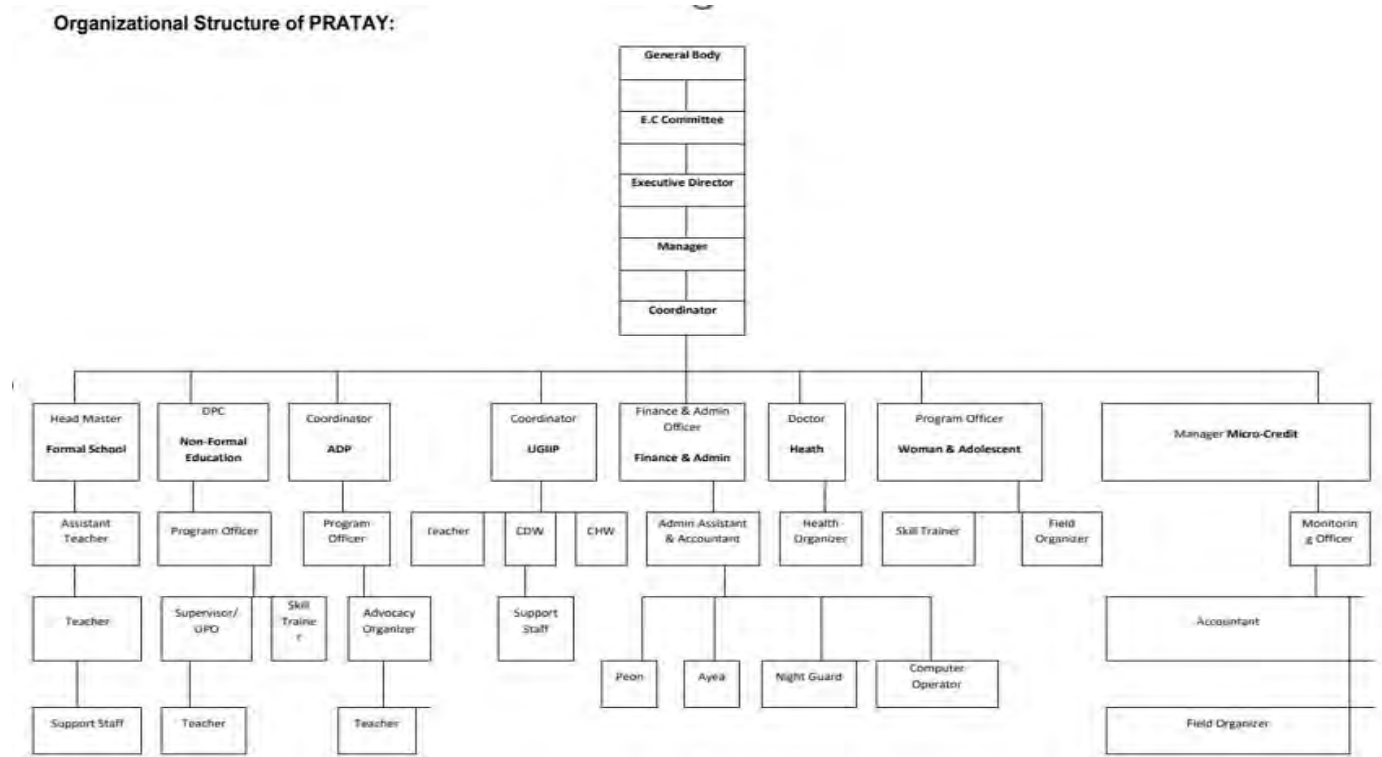


Figure 1: Organogram of PRATAY

### 2.3.2 Total Staff of PRATAY

SL#	Particulars	No. of Employees		
		Male	Female	Total
01	Permanent Professional Staff	13	8	21
02	Field Staff (including School Teachers)	17	15	32
03	Contract staff	120	87	207
03	Volunteer	88	65	153
<b>Total Staff</b>		<b>238</b>	<b>175</b>	<b>413</b>

**Figure 2: Total Staff of PRATAY**

### 2.3.3 Leadership Style

Non-profit organizations often use an active, mission-oriented administration design. Decisions frequently come jointly, with a concentration on dedication and justice. They value adaptation, flexibility, and a commitment to achieving social or environmental goals over revenue generation. Communication is usually kept open, resulting in the mutual understanding of common objectives among team members.

### 2.3.4 PRATAY Committee Members

The PRATAY operates by an Executive Committee of seven members, appointed by the public membership every two years. The executive committee determines and takes subjects for board members to discuss, provides direction, operates the organization, and ensures that every action aligns with the company's goals, vision, and objectives. The Executive Team meets frequently, and the General Body meets twice a year. The Executive Director is the person who reports directly to the Executive Committee.

## 2.4 Marketing Practices at PRATAY

PRATAYs often use several kinds of advertising techniques to generate awareness, recruit those who contribute, and engage the people they serve. This may include social media telling stories, eye-catching imagery, and relationships with individuals or other organizations. Their goal is to effectively deliver their point of view and motivate customers.

PRATAY adopts numerous marketing tactics:

1. **Telling Stories:** Sharing fascinating stories about their beneficiaries, initiatives, or the impact of their work helps to create a connection of emotion with their listeners.
2. **Graphical Content:** They use attractive photos, charts and graphs, and motion pictures to visually convey their goal and make the points they want to keep in mind.
3. **The website Optimizing:** Make sure that the website is simple to operate, beneficial and has simple calls to action to encourage funding, helping others, or other kinds of assistance.
4. **Email Initiatives:** Send focused and customized emails to their audience, informing them about current operations, success stories, and upcoming activities.
5. **Collaborations:** Collaborating with influencers, NGOs, or businesses to expand their reach and their image.
6. **Events and Initiatives:** Organizing donations, campaigns to raise awareness, or programs to interact with the public and get support.
7. **Campaigning:** Utilizing the platform they have for advocacy for environmental or social causes, creating a sense of shared values between the people they serve.

Effective marketing allows PRATAY to establish a strong network of supporters, collect money, and expand its impact.

## 2.5 Financial and Accounting Practices at PRATAY

### 2.5.1 Accounting Policy of PRATAY

PRATAY usually implements accounting principles that encourage openness, accountability, and compliance with regulations. The regulations explain the processes regarding financial keeping records, reporting, and forecasting. NGOs' accounting procedures may include guidelines for revenue recognition, expenditure allocation, asset management, and financial reporting standards like Generally Accepted Accounting Principles, or GAAP, or the International Standards for Financial Reporting (IFRS). NGOs frequently adjust their accounting methods to meet their specific objective, sources of funding, and regulators. needs. In addition, accountability and transparency are often highlighted to keep public trust and cooperation.

PRATAY's balance sheet was created by integrating the accounting records of all the branches and the head office. The balance sheet as at 30 June 2022 is certified by the PRATAY management, brought forwarded the previous balances of the financial year 2022-23 (PRATAY Research Advocacy Training Yard, 2024).

### 2.5.2 Depreciation Calculation of PRATAY

	Amount in BD	
	FY 2021-22	FY 2020-21
Fixed Assets		
At Cost		
Opening Balance	110073	110073
	<b>110073</b>	<b>110073</b>
<b>Depreciation:</b>		

<b>Opening Balance</b>	<b>62228</b>	<b>45154</b>
Depreciation during the year	17073	17073
	<b>79301</b>	<b>62228</b>
Balance on June 30,2022	<b>30772</b>	<b>47845</b>

**Table 1: Annual Audit Report 2022**

### 2.5.3 Doner's Fund Growth Rate

Donor funds can support a wide range of projects across various sectors and causes. These are just a few examples, and donor funds can support a wide range of projects depending on the specific goals, priorities, and focus areas of the donors and the organizations managing the funds.

A variety of project activities are undertaken by PRATAY, including basic and adult education, human rights, the rights of children, adolescents, and women, the development of adolescents' life skills and livelihood skills, healthcare, education, housing, food security, and access to clean water and sanitation facilities, the environment and climate change, arsenic mitigation, comprehensive disaster management, agriculture, protecting and preserving natural resources, biodiversity, and ecosystems, including reforestation, conservation education, sustainable agriculture, and climate change, livestock, and fisheries, various forms of training, and the creation of links to facilitate access to resources and financing.

<b>Calculation of Doner's Fund</b>					
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
<b>Doner's Fund (In BDT)</b>	706.28	740.57	763.9	789.24	2999.99

**Table 2: Doner's Fund Growth Rate**

The table presented above illustrates the composition of funds for PRATAY from 2020 to 2022.

During this period, the total fund grew considerably. In 2022, the total fund amounted to BDT 789.24 million, exhibiting an increase from BDT 706.28 million. This indicates an annual growth rate of 3%-4%.

Employees must entirely understand and comply to PRATAY's Accounting Standards and Financial Management Processes managing the finances of their foreign representatives. They have to maintain an in-depth knowledge of PRATAY's financial systems, especially enterprise resource planning (ERP), Business Objects, and CODA. It is critical to keep a close relationship with foreign delegations' accounting staff while providing them with direction, advice, and support on policies, processes, and systems. PRATAY's offices must respond to demands in an efficient, timely, and professional manner. Internal safeguards ought to be examined and recommendations be provided based on PRATAY's procedures and guidelines. Finally, financial issues confirmation is required for all new funding proposals, agreements, financial agreements, program agreements, and workforce requests.

## **2.6 Operations Management at PRATAY**

Implementing outstanding Diversity, Equity, and Inclusion (DEI) processes could increase productivity, creativity, and happiness at work. Multiple points of view encourage innovation, and inclusive practices create an encouraging work atmosphere, resulting in a more involved and inspired team. Open communication about DEI activities enhances trust and business cohesiveness. For example, if PRATAY supports DEI, it could establish mentoring initiatives to give disadvantaged employees with direction and chances for advancement. Open conversation forums, in which workers share their observations and views, contribute to fostering a more welcoming environment. In addition, diverse hiring processes provide staff with a wide variety of backgrounds, which improves creativity and problem-solving inside the organization. Rokeya Jahan Reba is PRATAY's CEO as well as its Operational Head.

## **2.7 Industry and Competitive Analysis at PRATAY**

### **2.7.1 SWOT Analysis**

#### **Strengths:**

1. One of the Strong and dedicated workforce,
2. Effective community engagement strategies
3. Innovative approaches to development
4. Financial sustainability through diverse funding sources
5. A strong emphasis on research and data-driven decision-making
6. Use of modern technology

#### **Weaknesses:**

1. Adapting quickly to changing socio-economic contexts
2. Potential resistance or skepticism from local communities
3. Field workers' inadequate communication skills
4. Ineffective monitoring group

#### **Opportunities:**

1. Concern about financial stability is growing among people.
2. Women are starting to worry more about becoming self-sufficient.
3. Loan disbursement and repayment are more convenient due to technological advancements.

4. Support from Donor's.

5. Transparency issues.

**Threats:**

1. Potential changes in government policies affecting their operations

2. Dependency on external funding sources

3. Competition with other NGOs for resources

4. The challenge of maintaining public trust

5. External factors like economic downturns or global crises can pose threats to the stability and continuity of PRATAY's initiatives.

## **2.8 Conclusions**

A non-governmental organization called PRATAY is dedicated to empowering underprivileged women in Bangladesh on an economic and social level. It supports recognizing women's capacity to develop into powerful, self-sufficient members of their communities.

I can honestly state that helping out and working on projects during my time at PRATAY has been one of my most fruitful experiences with the organization. I was glad to assist them with a few of their initiatives that they included me in. I picked up a lot of knowledge from them.



## 2.9 Recommendations

1. **Clear Mission and Strategy:** Define a concise and impactful mission, along with a well thought-out strategy to achieve it.
2. **Community Engagement:** Build strong connections with the community, involving them in program development and implementation.
3. **Sustainability:** Explore diverse funding sources to ensure financial stability and reduce dependency on a single donor or revenue stream.
4. **Technology Integration:** Embrace technology for efficient operations, outreach, and data management.
5. **Partnerships:** Collaborate with like-minded organizations, local authorities, and businesses to maximize impact and resources.
6. **Flexibility and Adaptability:** Stay agile to adapt programs based on the evolving needs of the community and changing socio-economic landscapes.
7. **Transparency:** Maintain transparent communication about your goals, activities, and financial matters to build trust with stakeholders.
8. **Capacity Building:** Invest in building the skills and capabilities of your team to enhance program effectiveness and organizational resilience.

## **Chapter 3: The Organizational Safeguarding Part at PRATAY**

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## 3.1 Introduction

The phrase "safeguarding" encompasses the processes and policies that an organization sets in place to protect both its personnel and those with whom it interacts as part of its daily operations. Managing equality, inclusion, and diversity (DEI) is important for PRATAY's growth. It promotes a more representative and supportive atmosphere, allowing the organization to more effectively meet the requirements of the populations that it serves. DEI initiatives should be integrated into organizational policies, hiring practices, and community engagement efforts to create a more just and effective impact.

### 3.1.1 Literature Review

Three distinct words (diversity, equity, and inclusion), they combine to improve success, morale, engagement, productivity, and creativity in the workplace (Verlinden, 2023). According to Lisa Dunn, Diversity, Equity, and Inclusion (DEI) is the symbiotic connection, attitude, and culture of acknowledging, embracing, supporting, and accepting people of various races, sexual orientations, genders, religious beliefs, and socioeconomic origins, among other characteristics (Lisa Dunn, 2020). According to Kathleen Castania, diversity refers to distinctions among people based on age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and other human differences. Equity refers to fairness and justice in both the process and the final results (Li'yang Miao, 2015). Equitable outcomes typically involve differential treatment and resource redistribution in order to provide a level playing field for all individuals and communities.

**Diversity:** Diversity refers to the presence of differences within a group or organization, encompassing various dimensions such as race, ethnicity, gender, sexual orientation, age, socioeconomic status, physical abilities, religious beliefs, political affiliations, and more. It

acknowledges and values the unique perspectives, backgrounds, and experiences that individuals bring to a community or workplace. Embracing diversity involves creating an inclusive environment where all individuals feel respected, supported, and empowered to contribute their talents and perspectives. It is not just about representation but also about fostering equity and inclusion to ensure that everyone has equal opportunities to succeed and thrive.

According to Save the Children, diversity includes factors such as race, ethnicity, nationality, gender, sexual orientation, socioeconomic status, age, physical and cognitive abilities, religious beliefs, cultural practices, language, and educational background. Embracing diversity involves fostering an environment where all individuals are respected, valued, and included, regardless of their differences. Save the Children recognizes the importance of promoting diversity as a means to enhance creativity, innovation, understanding, and collaboration within communities and societies worldwide. They strive to ensure that their programs, policies, and practices reflect and support the diverse needs and perspectives of the children and families they serve. (Save the Children, 2021)

**Equity:** An equitable workplace is one in which all workers, regardless of background, are given equal chances, fair treatment, and the tools they need to thrive in their roles. Equity refers to fairness and justice in both the process and the end outcomes. Equitable achievements usually require separate approaches and allocation of resources to ensure equal opportunity for everyone in the community.

Equity refers to the fair and just treatment of all individuals, with established norms, practices, and regulations to ensure that opportunities and workplace outcomes are not determined by one's identity. Equity is distinct from equality in a crucial way. While equality claims to serve people

equally, equity analyzes each individual's unique circumstances and personalizes treatment effectively, to reach equal outcomes.

The act of treating each person fairly in light of their individual requirements. This might entail treating individuals differently in order to take into consideration social and historical disadvantages. Equality stems from equity (Save the Children, 2021).

**Inclusion:** Every employee should feel welcome, appreciated, and heard in an inclusive workplace, where differences are respected and cared for. Inclusive teams outperform non-inclusive teams by up to 30%, according to a Gartner analysis. Davies P. S. and Vigro defined Inclusion relates to the sensation of belonging, welcoming the right to citizenship, and the capacity to engage and succeed in a particular organization, program, or background information. Inclusion comprises recognizing, reducing, and abolishing barriers to engagement and belonging, which might involve a transformation or rebuilding of such businesses, activities, or circumstances. Inclusion means respecting and accepting every member of our company ("Equity & trusts," 2019).

Eliminating all kinds of challenges to communication and contribution, allowing each person to contribute their own distinctive opinions, and building a positive atmosphere in which everybody remains supported, valued, promoted, and permitted to be their true selves. (save the children, 2021).

### **3.1.2 Objectives**

The organizational safeguarding objective in DEI is akin to building a fortress of fairness. To create opportunities for all individual employees to succeed in our organization (PRATAY), we must first identify and overcome impediments. It's about embedding policies and practices that shield against

biases, ensuring a workplace fortress where diversity is honored, equity is the norm, and inclusion is the air everyone breathes.

### 3.1.3 Significance

There are many significances are given in below:

1. **Multicultural Diversity:** Establish an environment in which people from a variety of nationalities, cultures, and religions feel accepted and appreciated.
2. **Fairness Regulations:** Establish policies that reduce systemic views and ensure equal opportunity in areas such as hiring, advertisements, and compensation.
3. **Being accessible:** Making the place of employment friendly to those with disabilities by considering into account their requirements and making suitable adjustments.
4. **Abuse Early detection:** Take initiatives to prevent and handle discrimination, harassment, and other types of bias, encouraging a safe and respected work environment.
5. **Engagement in the Community:** Take the DEI operations beyond the workplace by establishing relationships with and participating in the larger community, including activities that encourage inclusion and diversity.
6. **Data Collection and Analysis:** Collect and analyze data related to demographics, employee experiences, and other relevant metrics to identify trends, gaps, and areas requiring attention.
7. **Flexibility:** Recognize and accommodate diverse work styles and preferences, promoting flexibility to support work-life balance for all employees.

## **3.2 Method of the Research**

### **3.2.1 Design for research**

The type of research design conduct in this study is “Descriptive Research”. A descriptive research design summarizes and organizes data for easy understanding. The goal of descriptive statistics is to offer an overview of samples. Descriptive statistics do not follow probability theory.

### **3.2.2 Sources of Data Collection**

Generally, two kinds of data are required for completing a research project: both primary and secondary information.

The hypothesis that I will construct will be based on empirical testing study that collects quantitative data from financial accounts, balance sheets of several sub-recipients, and the selected NGO itself. I will concentrate on the qualitative and quantitative aspects of my audit. Because, in most circumstances, auditing focuses on both quantitative and qualitative components of information.

#### **Primary Sources:**

- surveys,
- interviews from employees,
- observations.

#### **Secondary data:**

- websites,
- policies and procedures

- newspaper,
- books,
- journals,
- previous documents record, and
- Annual Audit reports.

### **3.3.3 Research Tool**

The research entitled "Diversity, Equity, and Inclusion (DEI): A Closer Look at Organizational Safeguarding at PRATAY" utilized data analysis in the form of trend analysis. Computer software, such as Microsoft Word and Excel, was also used to analyze and report collected data. This statistical method identified a significant practice for the employee and employer health, wellbeing, and rights in society.

### **3.3.4 The Sample Sizes**

This study used a sample size of 50 Promotional Research Advocacy Training Action Yard personnel (PRATAY).

## **3.3 Findings & Analysis**

### **3.3.1 Analysis of the Topic**

Research is conducted by using some demographic information of employees at PRATAY.

<b>Description</b>		<b>Frequency</b>	<b>Percentage%</b>
Age	28-37	13	26
	38-47	22	44
	48-57	15	30



Gender	Male	15	30
	Female	35	70
Experience	1-2 Years	15	31
	3-up to 7 Years	22	43
	More than 7 Years	13	26

**Table 3: Demographic Information of Employees**

According to the findings of the research, twenty-six percent of the 50 respondents were those between the ages of twenty-eight and thirty-seven, forty-four percent between the ages of thirty-eight and forty-seven, twenty-eight percent, and just thirty percent between the ages of forty-eight and fifty-seven. The survey also suggested that seventy percent of those who participated were female employees and thirty percent were male. Furthermore, thirty percent of the survey respondents had one to two years working experience, forty-three percent had three to seven years, and just twenty-six percent had more than seven years of professional experience.

**3.3.2 Protective Principles of PRATAY**

PRATAY believes that certain principles are essential to its practices for ensuring the safety and well-being of all involved parties. These principles include the following:

- PRATAY are responsible for the care and protection of their participants, staff, and volunteers, even when outside partners are involved in program delivery.
- PRATAY are responsible for protecting those who are at risk of abuse in their communities. • PRATAY must identify categories of vulnerable workers and participants to prevent abuse, and they have a responsibility to minimize additional risks that these groups may face.

- PRATAY must make a duty to prevent abuse from spreading. They ought to prioritize safety in their culture by minimizing existing risks in their programs and working conditions. Secondary security measures must be in place for dangers that cannot be eliminated or reduced through design.
- PRATAY provides multiple safe reporting options for victims and witnesses in cases of abuse. PRATAY is responsible for analyzing abuse complaints and taking disciplinary action. They must also protect whistleblowers from reprisal when investigating illegal conduct.

### **3.3.3 Employment Policy Maintain by PRATAY**

PRATAY's employment regulations usually include the following significant elements:

#### **Recruitment and Hiring:**

- Procedures for screening applicants, conducting interviews, and selecting candidates.
- Criteria for assessing qualifications, experience, and fit with the organization's culture and values.

#### **Employment Contracts:**

- Duration of employment (e.g., permanent, fixed-term, or temporary contracts).
- Any probationary period and conditions for termination during this period.

#### **Hours of work and holiday entitlements:**

- Standard working hours, including any flexibility or arrangements for remote work.

- Policies for requesting and approving leave, including vacation, sick leave, parental leave, and other types of leave.
- Procedures for managing absenteeism, tardiness, and unauthorized absence.

#### **Training and Development:**

- Professional training opportunities, including as certification programs, seminars, forums, and mentorship.
- Funding and compensation regulations for professional development charges.

#### **Grievance and Dispute Resolution:**

- The processes for resolving disputes, grievances, and disputes between employees, management, and third parties.
- The resources for submitting grievances, obtaining settlement or dispute resolution, and challenging decision-making.

### **3.3.4 Workplace Condition at PRATAY**

The working environment at NGOs (Non-Governmental Organizations) might differ widely based on the company, its scope, financing, and the nature of its operations. In general, NGOs focus on offering a positive and encouraging work environment, which is often driven by their aim of improving society. Fair remuneration professional development opportunities, a healthy balance between work and life, and an atmosphere of collaboration are numerous instances of such elements.

### **Calendar Year**

PRATAY follows the traditional calendar year, which begins on January 1st and ends on December 31st. This relates to the normal fiscal year and audit periods for several companies internationally. However, certain non-profit organizations (NGOs) may use a different fiscal calendar, particularly if they are part of a global network or if the funding source demands it. In such instances, organizations may use a financial year that begins and finishes on different dates. Finally, a nongovernmental organization's calendar year will be determined by its unique organizational structure, funding requirements, and reporting duties.

### **Working Hours**

The working hours of NGOs can vary depending on their specific mission, activities, and location. In many cases, NGOs operate during regular business hours, typically from 9 AM to 5 PM, Monday through Friday. However, due to the nature of their work, which often involves responding to emergencies, advocacy campaigns, or community events, employees may sometimes need to work outside of these hours. Additionally, NGOs involved in fieldwork or international projects may have different schedules to accommodate different time zones or local circumstances. It ultimately depends on the specific organization and its operational needs.

### **Staff Attendance**

PRATAY usually manages staff attendance in a similar way that other organizations do. This frequently includes implementing attendance tracking systems or programs, maintaining of employees' work hours, and maintaining attendance guidelines established in the organization's handbook for workers or guidelines.

Overall, maintaining employee attendance at PRATAY is essential for maintaining productivity in operations, finishing project deadlines, and accomplishing company objectives, all while developing a positive work environment and respecting employees' personal and professional lives.

### **3.3.5 Integrating Child Safeguarding into Management Systems and Procedures**

Child safeguarding is implemented into administrative processes and systems through the implementation of procedures, policies, and procedures that emphasize children's safety and wellbeing across the operations of a company. This includes:

- 1. Strategy Development:** Establish detailed policies that outline the organization's dedication to child safety and reporting processes.
- 2. Teaching and Education:** Every employee, acts as a volunteer and stakeholders will get thorough education on safety for kid's concepts, symptoms of abuse, as well as appropriate actions.
- 3. Assessment of Risk:** Conduct periodic risk evaluations to determine potential dangers for children in the organization's operations, activities, and atmosphere.

By establishing safeguarding for children in management procedures and systems, organizations may build an environment of awareness as well as responsibility that emphasizes child safety and reduces the risk of danger.

### **3.3.6 PRATAY's Strict Guidelines**

Safeguarding guidelines are comprehensive papers that identify procedures and standards for ensuring the safety, well-being, and safeguarding of those who work inside an organization, specifically those who are at danger of harm or abuse. PRATAY has particular rules on young

people, and employees, partners, and other kinds of representatives need to adhere to these strict requirements.

**Code of Conduct:** Specifies anticipated attitudes as well as codes of conduct for employees, acts as a volunteer and other stakeholder who engage with youngsters and other vulnerable people.

**Training and Awareness:** Offers training programs and tools to help employees and volunteers identify the signs of abuse, understand their duties, and respond successfully to safeguarding issues.

**Risk evaluation and management:** Identifies possible vulnerabilities and dangers inside the organization and its programs, and develops mitigation strategies to reduce the threat of harm. Safeguarding guidelines provide essential tools for organizations to establish and maintain safe and supportive environments for all persons, particularly those who are most vulnerable, while also maintaining their duty of care and commitment to safeguarding the rights and well-being of those they serve.

### **3.4 Conclusions**

In a nutshell, organizational safeguarding refers to the precautions taken by an organization to protect the well-being, safety, and rights of all those participating in its operations, particularly vulnerable populations such as children, youth, and disadvantaged groups. These measures often involve described regulations, processes, training, and monitoring systems designed for preventing and responding to different kinds of damage, harassment, exploitation, and discrimination. Organizational safeguarding measures attempt to promote a secure, equitable, respectful environment in which employees can report issues or occurrences, and the proper action is taken quickly and efficiently to address them. This makes sure that the organization operates its duty of

care and its commitment to promoting the happiness and rights of everyone it serves and engages with.

### 3.5 Recommendations

1. **Staffing Procedures:** To create a more diverse employee, ensure different representation in hiring processes by taking race, ethnicity, gender, and background into consideration.
2. **Training and Awareness:** Provide common training courses to create awareness about diversity challenges and foster a supportive environment among employees and individuals.
3. **Management Commitment:** Set a standard for the organization through proving commitment to DEI at the highest levels of management.
4. **Participation in Communities:** Incorporate different points of view from the communities served into decision-making processes to better comprehend and address their particular requirements.
5. **Safe Reporting techniques:** Establish secure reporting methods for any kind of harassment or discrimination concerns, establishing a safe environment for individuals to share their experiences.
6. **Cultural competence Training:** Train employees on cultural awareness to boost their comprehension of and adaptability to varied cultural backgrounds.
7. **Collaboration with Stakeholders:** Work with other NGOs and external partners to exchange best practices and learn from each other's experiences in growing DEI.

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