

Human Resource Management Policy

1. INTRODUCTION

1.1. Definition of Human Resources and Policy

Human Resources refer to people employed to provide a service or manufacture products in an organization. This Concept Note recognizes humans as productive resource adding value towards enabling an organization attain its goals, objectives, mission and vision. Organizational Policies are rules and regulations established by the management to maximize organizational impact in its operations.

Stichting Bichiok Foundation (hereafter referred to as The Foundation) Human Resource Management (HRM) Policy is therefore a staff code of conduct, translated into an operating system. It regulates how a staff member will join the organization, operate during his or her stay and exit when such time comes. A comprehensive Human Resource Policy will be drafted once the Foundation receives initial funding and starts its operations.

1.1.1. Management Hierarchy

The Management Hierarchy of the Foundation will be worked out once the foundation starts its operations. It will begin with the formation of a Board of Directors, amongst whom will be the Executive Director who will directly manages the day to day operation of the organization. He will be assisted by other sectional and departmental managers. There will be the Chairperson, Secretary and the Treasurer as members of the BoD. The Executive Director will be the Secretary.

The Foundation Human Resource Department

This is the department charged with managing the human resources of the organization. The head of the Human Resource department shall be the Human Resource Officer. In consultation with other departments, the department will publish the vacancy, receives the applications, assists in conducting interviews, and takes on board new staff members. In its duty, the Human Resource department will cooperate with other line managers from other departments to monitor and enforce adherence to the Human Resource Management Policy. This policy comes into effect once the organization has received the first initial funding.

4.3. The Foundation HRM Operating System

The Foundation HRM Operations will start with recruitment of a new member of staff following of a vacancy. It will be divided into five sections:

- Advertising
- Interview
- Recruitment
- Orientation
- Appraisals
- Exit Interview

2. Pay and Compensation

2.1. Remunerations

a) Terms of payments

2.1.1. Board of Directors

Members of the Board of Directors (BoD) including the Executive Director will be composed of volunteers, not receiving any financial reward.

2.1.2. Management and Operation Staff

On receipt of initial funding, the Foundation will engage employees whose salaries will be paid in arrears at the end of each month between 1-5th of subsequent month. The amounts to be paid will depend on approved project proposals, commensurate with prevailing market rates. Employees will need to present their Social Security/ID card to Employment when completing the required forms. Optional forms employees may wish to file are paycheck direct deposit authorization card, union or association dues card, and other deductible employee paid benefits.

3. Other Terms and Conditions

The Foundation will discuss other terms and conditions of engagement with stakeholders depending on availability of funds in respective programmes and projects.

4. Drug and Alcohol Policy

The Foundation recognizes that the misuse of drugs and alcohol impairs employee health and productivity and leads to unsafe working conditions for all employees and partners. The Foundation is committed to providing and maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee found to be involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on work premises or work sites, or working under the influence of such substances, will be counselled and where necessary, subjected to disciplinary action up to and including dismissal and referral for prosecution.

In addition, The Foundation will develop and maintain a comprehensive Drug and Alcohol Policy, which will be made accessible to all employees.

5. Safety Policy

The Foundation is sincerely interested in the safety and well-being of employees. Every effort will be taken to keep the office equipment in excellent condition and in all safety devices operational. In case an employee has an accident or becomes ill on the job, it will be reported to the section head immediately who will ensure the concerned person receives prompt medical attention.

6. Workplace Security Policy

The Foundation is committed to maintain a safe and secure workplace. In order to maintain a secure work environment, employees and visitors will be strictly prohibited from bringing any firearm on Organization property. In addition, all visitors will be asked to check in with the receptionist. Failure to comply with this policy will result in disciplinary action up to and including termination.

7. Dress Code Policy

The Foundation will maintain a business casual working environment. All employees will be notified to use discretion in wearing attire that is appropriate for the office and customer interaction.

8. Smoking Policy.

Non-smoking policy shall be maintained within the work environment. Employees should smoke only in those areas of the building which are smoking designated.

9. Telephone and Computer Use Policy

The Foundation understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit the use of telephone and computer for their personal engagements during office hours. They will be required to talk to their section head to get whatever ample time they will require for personal engagements. Because telephone and e-mail systems are provided by The Foundation at its expense for business use, all messages sent by or received on those systems are Organization documents. The Foundation reserves the right to access and to disclose the messages sent by employees on the voice mail or e-mail systems. Employees should also be aware that “deleted” messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy will be subjected to disciplinary procedures up to and including discharge.