



**Every Woman's Rights and Youth
Organization for Community
Advancement (Ewryoca)
ETHIOPIA**

Human Resources Policies Manual

2023

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1 INTRODUCTION

1. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is a collective founded in 2022 by Siraj Hassen and Mohamed Yusuf, bringing together youth, internally displaced people (IDPs), and refugees. Its structure ensures equal representation: 50% local community, 25% IDPs, and 25% refugees. Of its 8 decision-makers, 50% are from IDP and refugee communities representing areas like Kebribayah, Doloca Ado, Qoloji, and various refugee camps in Somali Regional State. Ewryoca began as an informal group in 2019 and formally registered on September 5, 2022, with the registration number XXGC/50/14. With 365 young members (ages 21-35), each contributing ETB 300 monthly, it champions gender equality, youth empowerment, and community development.

2 Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) VISION

- A world where women and youth enjoy equal rights, participate actively in decision-making, and contribute to sustainable, inclusive development.

2.1 Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Mission

- Contribute to develop, support, implement and steward right-based development, protection and mental fitness status that maximizes life satisfaction

2.2 Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Operating Principles

- **Ethics:** We hold ourselves to the highest standards of transparency, accountability and ethical behavior.
- **Dignity:** We preserve and enhance the dignity of the people we serve.
- **Optimism:** We provide hope for those in need to have a better life.
- **Service:** We use a participatory approach to enhance the delivery of our services that is appropriate and relevant to those we serve.
- **Self-sufficiency:** We enhance the self-sufficiency of the people we serve and empower them to rebuild productive lives.
- **Advocacy:** We advocate for the human needs of the people we serve and inspire the world community to respond to their needs.
- **Stewardship:** We are stewards of the human and financial resources we have been given to ensure they serve those with great need.

2.3 Standards and Values to Guide Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) .

- When we accept funding from **donors**, we will exercise proper stewardship with their money, and will engage them in our work by providing them with program updates. We will ask them to not only provide financial support, but also their moral support in advocating for justice on behalf of refugees and internally displaced persons (IDPs).
- When **employees** work for Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) they will be encouraged to express their views openly. They will

be expected to function as effective team members. They will be given constructive feedback, and encouraged to grow professionally.

- When **board members** serve on Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Board, they will understand that their role in governance is integral to their philanthropic investment and entrepreneurship on behalf of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca). They will assist Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) in widening its circle of supporters while maintaining proper programmatic and financial oversight.

In keeping with the spirit of these standards, Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is committed to a culture that fosters the following values:

As service providers we will:

- Seek to understand and respect the culture and values of those we serve and those who host us;
- Focus on the quality and appropriateness of our services, working with our beneficiaries as colleagues;
- Coordinate and cooperate with all relevant entities;
- Train for the purpose of the transfer of responsibility in addition to the transfer of skills;
 - Seek impartiality and neutrality and be guided by the humanitarian imperative;
- Seek interventions that create connections rather than divisions.

As members of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) we will:

- Be truthful and discuss issues openly, respecting different points of view;
- Celebrate our successes and each of our contributions to that success;
- Learn from our mistakes, without seeking blame, and move on;
- Strive to learn and grow professionally and personally;
- Be flexible, open to change, and creative, yet disciplined, in our decision-making and goalsetting;
- Work together as a team to fulfill Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) mission and equally value all members;
- Strive to inform and mitigate the known risks to our staff and volunteers and value the safety and security of our human resources above all material assets.

As advocates for our beneficiaries we will:

- Listen to people's stories so they will feel they have been heard;
- Seek to provide access to impartial information to enable our beneficiaries to make informed decisions;
- Advocate for their basic human needs, security and protection, representing them with dignity and hope, not exploiting their plight.

The essence of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is to listen and to provide respectful accompaniment in a dynamic work environment, with the support of dedicated Board members, volunteers, employees, and donors. It is an enterprise designed to provide the highest quality service on behalf of, and along with, its beneficiaries who are some of the most vulnerable and poorest on earth.

3 EMPLOYMENT GUIDELINES

3.1 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will be based on merit, qualifications, and abilities. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will provide reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of his/her immediate supervisor or the Director of Human Resources and Administration. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

3.2 Gender Equity and Diversity

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is committed to gender equity, ethnic and racial diversity in programs and organizational policy. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employment policy provides for the equality of opportunity, regardless of race, color, sex, age, religion, national origin, citizenship status, physical or mental disability, or past, present, or future service in the uniformed services. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will not violate any applicable law by showing partiality or granting any specific favors to any employees or group of employees.

3.3 Staff Employment

all recruitment in EWRYOCA is done with a transparent and competitive procedure. as an organization, EAO aims at attractive, identifying, employing and retaining highly qualified and motivates person

National are paid in Ethiopian Birr. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will continue to follow a set of personnel guidelines pertaining to the country of employment in accordance with national labor laws.

Employment with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is for the period stated in the Employment Agreement (Contract). The Employment Agreement may be extended if all of the parties agree and all of the defined conditions are met. Employment with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is subject to availability of funds and to the continuance of the various programs and activities conducted by the Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) .

New National Staff must present the following information to Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) administration before work can begin:

1. CV or resume
2. Photo
3. Identification
4. Blood Type
5. Certificates or other documentation of studies pursued
6. Any other document deemed necessary by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) or applicable governmental authority, such as a copy of the employee's passport.

Each employee who is hired must make his current residence and emergency contact known to the organization administration, and also immediately notify it if the employee changes residence at any time.

If the employee is married, the following information must be given to administration unit of the organization: the full names and ages of the spouse(s), number of children under 18 years of age for whom the employee is legally responsible. The employee must provide similar information to the same unit if there is any future change in the family make-up. Proof of Life: Every employee is required to complete a Proof of Life form.

3.4 Contract of Employment

EWYROCA issues deferent types of employment contracts for its staff in Ethiopia, which we are mostly clearly differentiated by the length of employment period and types of work to be performed. The EWRYOCA head office is responsible for issuing all contracts for local employees

(Area or field Offices cannot issue employment contracts as these are to be signed by the Executive Director(ED). The purpose of this section is to provide a clear framework and outline of the required steps for the recruitment, selection and hiring process for vacancies at EWRYOCA. The following are different staff categories existing within the EWRYOCA.

Casual labour contract: is one of definite period employment contract where an individual hired by the hour or day for the performance of a specific task. Pay is dependent on the work performed. Casual contracts (English and Somali version, must not be for duration of more than one (1) month, and casual laborer's are not eligible for any staff benefits and are subject to pay at an agreed upon rate which is standard for all DRC Ethiopia offices. Casual employees will not be entitled to DRC employee benefits except work place accident insurance coverage. HR Focal points in field offices are required to submit a monthly casual labour contract tracker to the HR Manager in the country office on a monthly basis.

Internship contract: A short-term assignment aimed at people new to the workforce or seeking to change their profession. Internships provide individuals the opportunity to gain insight into the office environment, gain practical experience, and put theoretical learning into practice. Internships may last between three (3) and nine (9) months. Interns shall receive a stipend and eligible for some of the benefits as stated in the Internship Guideline attached as (Annex 18) to this Manual.

Volunteer Contract: are issued for people who would like to work with EWRYOCA on a volunteer basis, who are recommended by an AM, SMT Core Group member, or 13 respective team managers, and approved by ED. Volunteers are not normal employment contracts and must be for duties which are not an existing staff position. The nature of volunteer positions is that they are opportunistic when an external person wishes to volunteer their time for an organization. The assignments shall always be on fixed term (with start and end date) and shall not exceed 6 months. Extensions of assignments are not possible. A certificate of volunteer assignment is to be issued by EWRYOCA at the conclusion of the volunteer assignment. The volunteer will not be entitled to any EWRYOCA C benefits during the volunteer appointment.

Every employee will receive a Contract of Employment that outlines his/her employment details including contract duration, working hours, duties and obligations, salary, benefits, leave time, code of conduct, and related employment provisions. This Contract is signed by the employee and a copy is retained in the employee's personnel file. The organization has types of contractual agreement such as

3.5Orientation

Within the first week of employment, staff will receive an orientation to work as well as an orientation to general information of EWRYOCA. The SELF-DIRECTED ORIENTATION FORM in the Appendices will be your guide for this orientation.

3.6Identification Cards

Each new employee will receive an Identification Card of the organization. Each employee is required to return the ID card to their supervisor upon termination of employment.

3.7Probation Period

Every employee must undergo a period of probation at the beginning of employment. The probationary period is three months for any length of an employment contract. During the probation period, either party has the right to terminate the contract with a one-week notice.

3.8Performance Standards and Evaluations

At the start of an Employment Agreement/Contract, each new employee will meet with their supervisor to review the job description and discuss performance expectations.

Each subsequent performance review should be a positive and interactive process whereby the individual being reviewed receives information about his or her success in meeting the responsibilities of the job, and EWYROCA can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of the organization is to conduct a performance review of each new employee during the first three months of employment and at the end of the calendar year thereafter. Interim performance reviews are done twice a year.

3.9Office Hours

Office hours are from 8:00 am to 5:00 pm. The work week begins on Monday and ends on Friday. During each working day there shall be a one-hour lunch break to be taken as appropriate.

3.10Work Schedule

The supervisor will set the normal work schedule. Hours may vary from site to site and may change as conditions warrant. There are many situations in which local staff employees are requested to work more than their normal weekly hours. Such circumstances include responses to humanitarian emergencies, necessary coverage and supervision of refugee camp operations, need to work on monthly or annual reports, or other logistical or work-related problems.

3.11 Overtime

Employees are on a monthly salary and will not be paid for overtime hours.

3.12 Attendance

Employees are expected to arrive at work before they are scheduled to start and be at their work station productively engaged in Every Woman's Rights and Youth Organization for Community Advancement (EWYROCA) business by the scheduled start time. All time off must be requested in advance and submitted in writing except for sick leave. If an employee is sick, s/he must notify her/his supervisor before the beginning of the scheduled work time.

3.13 Compensation

The employee will receive a rate of pay as determined prior to the employee's date of hire (specified in the employment agreement/contract).

3.14 Timesheets

All employees are to complete timesheets in order to remain in compliance with US government donors and donors' requirement. Copies of all-time sheets are to be kept on file for the duration of employment and will be stored thereafter.

3.15 Work Related Travel

Employees might be required to attend training in other cities. Employees can obtain per diem information from the Finance Office.

3.16 Dress Code

As an employee of EWYROCA, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of the office.

3.17 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

It is the employee's responsibility to notify his/her supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury

to employees or others. The Director can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

3.18 Outside Employment

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing his/her jobs.

If the organization determines that an employee's outside work interferes with performance or the ability to meet the requirements of the organization as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the organization.

4 SALARY, BENEFITS, AND LEAVE TIME

4.1Salary

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) strives to pay competitive salaries that are designed to attract and retain high quality employees. The organization considers internal equity and external comparison to similarly situated organizations and its ability to pay when developing salary guidelines. Each position is evaluated and assigned a grade based on the job responsibilities and qualifications for the position.

4.1.1Payment of Salary

The employee will receive a rate of pay as determined prior to the employee's date of hire (specified in the employment agreement/contract). In addition, all wages shall be subject to deductions as required by local labor law.

Wages shall be paid at the end of each month in US dollars, the currency of Somalia. The employee will receive a pay slip for receiving his/her wage and/or any other dues.

4.1.2Salary Advance

Salary advances will be depended on the agreement between Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) and its donor. However, EAO will considered in some critical cases by the approval of the country director if not make conflict with the contract agreement of the donor.

4.1.3Timesheets

All employees are to complete timesheets in order to remain in compliance with JOF standards. Copies of all time sheets are to be kept on file for the duration of employment and will be stored thereafter.

4.1.4Acting Allowance

When a staff is acting in a senior position for a period of time exceeding one month, he/she is entitled to an acting allowance that is the difference between his/her salary and the salary of the position holder.

Upon completion of the interim assignment, the employee should revert to his/her former position and salary rate.

4.2Benefits

All benefits cease at termination of employment with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) and cannot be redeemed after termination date.

4.2.1Allowances

Every national staff will be eligible to get 15% allowance per month which will be added to the employee's base salary. The allowance will cover medical and communication.

4.2.2Certificate of Service

The Employer shall give the Employee whose service has expired or terminated a certificate containing the name of the Employee, the work he/she was performing and the period he/she spent in her/his service.

4.3Leave Time

Leave time as noted in this section will be prorated for employees who work less than full time.

4.3.1Annual Leave

Full time employees are entitle to 25working days of leave time for every continuous calendar year of continuous service, prorated based on 5 working days a week. A maximum of 80 hours of unused general leave time can be carried over at the end of each calendar year. Unused leave in excess of 80 hours at the end of the calendar year will be forfeited. (This will be prorated for part time employees.)

4.3.2Sick Leave

Upon completion of three (3) months of service, and employee is entitled to 10 working days of sick leave per year. Sick leave is granted upon receipt of a Doctor's certification.

4.3.3Maternity Leave

A female employee is entitled to three months of maternity leave for a pregnancy.

4.3.4Paternity Leave

A male employee is entitled to five (5) working days of leave to be used within 30 days following the birth of his child. Any paternity leave not used within 30 days will be forfeited.

4.3.5Compassionate Leave

Full time employees will be granted up to 10 calendar days of compassionate leave in any rolling 12 month period at the discretion of the Country Director

4.3.6Unpaid Leave

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) may provide leave without salary on a case-by-case basis. Leave without salary must be approved in advance by the Country Director. If unauthorized leave is taken, salary will be deducted on a pro-rated basis for the number of days taken and appropriate disciplinary action will be taken, as appropriate. Annual leave will be suspended during the unpaid leave of over 1 month and will resume upon return to active employment.

4.3.7Application for Leave

To implement a leave process for any kinds of leave but a public holiday, the employee is required to fill in the application for leave form to obtain an approval from their supervisor/director.

4.4Holidays

Employees will be granted paid leave time for official public holidays of Ethiopia. Holiday time will be prorated for employees working less than full time. Where any of the above named holidays fall on a Saturday or Sunday, the next working day will be a holiday.

5 STANDARDS OF CONDUCT

5.1Ethical Conduct

Ethical conduct requires more than knowledge and observance of laws, regulations, and policies. Respecting colleagues and those, with whom employees interact, understanding and practicing the organizations' standards and values as well as policies, are the keys to ethical conduct and decisions made with confidence.

Reporting criminal conduct and unethical behavior is the responsibility and obligation of all employees. An employee suspecting non-compliance with the organizations' policies and procedures, should speak with his/her supervisor. If the supervisor is involved in the misconduct, the employee should speak with his/her next level of supervision. This information will be kept confidential to the extent permitted by law.

5.2 Sexual Misconduct (Harassment, Exploitation, Violence)

The Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) believes strongly in the human dignity of each individual. Therefore, it strongly condemns and prohibits any behavior on the part of the organization's employee which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in the organization's program or activity. Retaliation for reports of sexual misconduct is strictly prohibited and will not be tolerated. Sexual misconduct and/or retaliation of any kind will result in termination of employment. For the purposes of this policy, Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees include international staff, national staff, volunteers, interns, consultants, temporary employees, camp-based staff or temporary contractors. The organization is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic are not acceptable. As an example, sexual conduct (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

5.2.1 Sexual Harassment/Exploitation

Sexual harassment/exploitation includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct or communication of a sexual nature, and sex with prostitutes when:

1. The submission to such sexual conduct or communication is either implicitly or explicitly made a term or condition of an individual's employment; or of a beneficiary's initial or on-going access to the programs, services or materials supplied by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) ; or
2. The submission to or rejection of that sexual conduct or communication is used as a basis for employment decisions affecting the individual's employment or education; or a beneficiary's initial or on-going access to the programs, services or materials supplied by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca); or
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's employment or a beneficiary's access to Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) programs, services or materials supplied by the organization; or
4. The conduct or communication creates an intimidating, hostile, or offensive working environment.

5. The conduct is inappropriate, unprofessional and unethical for humanitarian workers as in the case of sex with commercial sex workers.

Such unacceptable conduct might include but is not limited to:

1. Threatening or taking adverse employment actions or threatening or limiting access to Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) services or programs if sexual favors are not granted.
2. Demanding, requesting or suggesting sex, sexual activities or favors of any kind in exchange for preferential treatment in hiring, evaluations, recommendations, or in exchange for any type of assistance or service provided by any organization's program, such as access to materials, medicine, healthcare, money or other financial resources or any other goods or services provided by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) .
3. Objectionable physical contact, including unwanted physical touching of any kind.
4. Unwanted remarks of a sexual nature, repeated offensive sexual flirtations, unwelcome advances, propositions or invitations;
5. Unsolicited displays of sexually explicit or demeaning materials,
6. Sex with a prostitute or a commercial sex worker.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees who witnesses or receive a report, directly or indirectly, of a violation of this policy, are required to take prompt, appropriate action by immediately reporting the violation to a Project Coordinator, Administrator, or the Country Director. (Refer to section Reporting and Resolution of Sexual Harassment/Exploitation and Misconduct Claims). Violations of this policy by any the organization employee will be cause for immediate termination of employment.

5.2.2 Reporting and Resolution of Sexual Harassment/Exploitation

If any Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employee, client, patient, beneficiary, participant in any organization's program or activity or any other person(s) has been subjected to harassment, exploitation or violence by an Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employee, a report may be made by the victim or another person on his/her behalf. The report may be made in person or in writing and must be submitted to a Project Coordinator, Administrator, or the Country Director. Under no circumstances are victims required to report the incident to the person involved in the misconduct or to a supervisor, whether or not the supervisor is alleged to be responsible for the misconduct. (See attached reporting form).

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will conduct a thorough and confidential investigation in which all employees must cooperate fully.

Employees who are alleged to have engaged in sexual harassment/exploitation and/or sexual misconduct will be suspended with pay pending the outcome of the investigation. If the organization determines that sexual harassment/exploitation or sexual misconduct has occurred, prompt remedial action will be taken, including the employee's termination of employment.

Retaliation of any kind is strictly prohibited and will not be tolerated. Any retaliation committed against a reporting party will result in immediate termination of employment.

All Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees are required to report instances of harassment/exploitation and/or sexual misconduct truthfully and responsibly and to cooperate fully in the investigation. (See attached reporting form).

Intentional false reporting of sexual harassment and misconduct are also prohibited and will result in disciplinary action.

5.2.3 Sexual Violence

Sexual violence is a gross violation of fundamental human rights. Sexual violence is defined as any act of violence or force committed against an individual, without his/her consent, for the purpose of satisfying the actor's sexual or aggressive impulses. Sexual violence in this policy covers all forms of sexual threat, assault, exploitation, rape, and molestation without physical harm or penetration. This includes sexual relations with any minor under the age of eighteen, the age of majority established by the 1989 UN Convention on the Rights of the Child. Any Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employee who engages in any form of sexual violence as defined in this policy will be immediately terminated and will be reported to the proper authorities. Victims of sexual violence will be treated in accordance with the UNHCR Guidelines on Responding to Incidents of Sexual Violence.

5.3 Work Place Harassment

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) expects every employee and person at Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) to be treated with fairness, respect, and dignity. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is committed to maintaining a safe and healthy work environment and takes all appropriate health

and safety precautions consistent with current medical knowledge. Accordingly, employees may not refuse to work with or cooperate with, withhold services from, or otherwise harass, intimidate, demean, or isolate a coworker because of a known or suspected disability or disease, or because of a coworker's association with a person with a disability or disease.

5.4 Work Place Violence

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is committed to providing a safe work environment. Any form of violence, threats of violence, intimidation of others or attempts to instill fear in others will not be tolerated. The possession of a weapon in the workplace, or while conducting company business, menacing behavior or "stalking" are all prohibited actions. Violations of this policy may lead to disciplinary action up to and including termination and the involvement of appropriate law enforcement authorities.

Any person who exhibits threatening behavior or threatens or commits a violent act on property, or on company business or is found or suspected to be carrying a concealed or open weapon on Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) premises may be removed from the work site as quickly as safety permits and may be asked to remain away pending an investigation. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible. It is everyone's responsibility to report situations that may have a risk of violence.

5.5 Consensual Relationships

The purpose of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policy on consensual relationships is to set and enforce boundaries to promote an atmosphere of mutual trust and respect, to prevent serious conflicts of interest, and to protect Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) beneficiaries from exploitation and other harm.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees-international and host country (non-refugee status) and beneficiaries/refugees including returnees:

For purposes of this policy, consensual relationships are defined as close personal relationships that include consensual sexual or romantic relationships. Close personal relationships between Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca)

employees (non-refugee status) and a client, patient, beneficiary (including refugees employed by organization or returnees) or other individual participating in an organization program have the potential to lead to exploitation because of the power differential between the two groups. Voluntary consent by the beneficiary in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other employees and beneficiaries may be affected by such behavior because it places the employee in a position to favor or advance an interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Such situations (and others that cannot be anticipated) may result in the employee facing serious conflicts of interest. Consequently, Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) considers consensual relationships between an organization employee (International and Host Country-non-refugee status) and a client, patient, beneficiary (including refugees employed by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) or other individual participating in an Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) program as unethical and expressly prohibits Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees (non-refugee status) in engaging in these types of relationships. Violations of this policy by any Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employee will be cause for disciplinary action up to and including termination of employment.

5.6 Conflict of Interest

The Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) seeks to avoid potential conflicts of interest posed by close personal relationships between employees and clients, patients, beneficiaries, or other individuals participating in the organization program or activity. As used in this policy, "close personal relationships" include close familial relationships such as spouse, parents, children, siblings, cousins, and other relations; or consensual sexual or romantic relationships. To ensure that close personal relationships between employees and clients, patients, and beneficiaries do not influence decisions with respect to hiring, promotion, education or access to materials, medicine, healthcare, money or other financial resources or any other goods or services provided by the organization, any employee engaged in a close personal relationship with another person as defined in this policy is responsible for disclosing this relationship in writing to his/her Supervisor and Director. Every employee is also responsible for notifying the Supervisor in writing in the event a close personal relationship ends.

Employees are prohibited from providing any assistance or service through any Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) program, such as access to materials, medicine, healthcare, money or other financial resources or any other goods or

services provided by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) , to anyone with whom they have a close personal relationship. Employees are also prohibited from supervising and participating in any hiring, promotion, and evaluation decisions, either directly or indirectly that may affect an individual with whom they have a close personal relationship. When informed of a close personal relationship in accordance with this policy, the Program Coordinator, in conjunction with the Country Director, will recommend steps to eliminate any potential for conflict of interest. In the case of a supervisor-subordinate close personal relationship, a reasonable effort will be made to reassign one of the employees to another position.

Failure to disclose the existence or end of a close personal relationship in accordance with this policy is cause for termination of employment.

Employees may hold outside jobs as long as they meet the performance standards of his/her job with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) All employees will be judged by the same performance standards and will be subject to the organization's scheduling demands, regardless of any existing outside work requirements. Should Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) determine that an employee's outside work interferes with performance or the ability to meet the requirements of organization as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the organization.

Employees who believe this policy is being violated should report the concern to a Supervisor or the Country/Regional Director. In any case, the Country Director must be informed, unless the violation involves the Country Director in which case the Director of Human Resources & Administration must be notified.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca). Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Every Woman's Rights and Youth

Organization for Community Advancement (Ewryoca) as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving with the organization. The activities are strictly prohibited by Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Violations will be cause for immediate termination and, if warranted, legal action.

5.7 Procurement Codes of Conduct

The following words and phrases, when used in this code shall have the meaning as follows:

PERSON: includes individuals, groups organizations, associations, and any form of business entity, whether or not registered or authorized, and any combination of any of the foregoing or any representative, whether actual or apparent, of any of the foregoing.

5.7.1 Prohibited Conduct

Gifts

No person may solicit, offer or accept any gift or thing of value from any other person where there is an actual or potential business relation between such parties.

The following exception applies:

A small token gift that is inexpensive or can be shared with all staff (such as food, flowers, etc.), or an offer to provide a recognition or thank you reception, party, banquet or similar function, provided that such function is within the normal business practice of the situation and is not lavish or excessive and is open to all persons and their staff who provided or made possible the benefit bestowed. The recipient of such an exception must inform their supervisor in writing within 10 days after receipt.

Influence

No person may solicit, offer or accept any offer to exert economic, political or personal pressure of influence on another person for the benefit of any person, in return for a preference, favorable decision, or other advantage in an existing or proposed transaction.

Bid-Rigging

With regard to any bid, request, proposal, or offer of assistance, no person shall agree with another person, who is, or except for such agreement would be, a competitor of such person to eliminate, limit or dilute competition or improperly influence or try to improperly influence, the making of an award, grant, contract or undertaking of any humanitarian organization.

Grant Rotating

No person shall engage in any agreement or collusive scheme to rotate or distribute among selected or predetermined persons the award of grants, contracts, or offers of assistance in contravention of the established policies of any donor humanitarian organization.

Kickbacks

No person shall provide or attempt to provide, solicit, accept or attempt to accept any kickback.

5.7.2 Procurement Conflicts Of Interest**Insider Relations**

It is a conflict of interest and a violation of this code for any person to solicit or enter into any grant, award, contract or offer of assistance without fully disclosing at the onset of the relationship, any of the following situations:

That the person soliciting or being considered for a grant, award, contract or offer of assistance has a business member, family member or a person with whom the person has a close economic relation, working for, in any capacity, the entity making the grant, award, contract or offer of assistance.

5.7.3 Enforcement**Consents**

Contractors dealing with employees of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) in a bidding process will be required to sign a consent statement that they will abide by this Code of Conduct in all dealings with member agencies.

Compliance List

The Country Director shall maintain a list of all contractors, dealing with employees of his/her country program in bidding processes, who have agreed to comply with this Code of Conduct and are in compliance with this Code which will be on file in the country program office.

5.7.4Violations

Violations will be reported directly toEvery Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Country Director in writing with a copy to the Director of Finance, the Director of International Operations, and the Director of Human Resources and Administration.

5.8Confidentiality

As a result of employment at Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees may acquire and have access to confidential information belonging to the organization of a special and unique nature and value, relating to such matters as the organization's personnel and compensation information. As a condition of employment, employees agree that all such information is the exclusive property of the organization, and he/she will not at any time divulge or disclose to anyone, except in the responsible exercise of his/her job, any such information, whether or not it has been designated specifically as "confidential".

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) information and technology resources must also be protected from internal and external threats to information integrity, availability and confidentiality. Compliance with information security policies, standards and procedures is mandatory. This applies to the integrity, availability and confidentiality of information obtained, created, or maintained by employees, third parties and joint ventures with other organizations. This includes paper documents, electronic data formats, and all computer-related activities across computer platforms.

5.9Incident Reporting

All employees are required to report the following activities:

- Fraudulent activities ■ Illegal Activities
- Violations of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Sexual Misconduct Policy ■ Drug & Alcohol Use
- Substantial & specific damage to public health & safety

Avenues for Reporting:

- Inform supervisor ■ Inform Country Director
- Contact HQ Director of Human Resources & Administration or the appropriate VicePresident

- Utilize the confidential reporting system, My Safe Workplace

5.10 Policy

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is committed to the highest possible standards of ethical and legal conduct. Consistent with this commitment, Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) provides an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

Procedure

It is the responsibility of every employee to report concerns relating to suspected misconduct, dishonesty or fraud. If any person knows of or has a suspicion about misconduct, dishonesty or fraud, he/she should inform his/her Department/Country Director. If the alleged wrongdoing concerns the Department/Country Director, or the Department/Country Director fails to take appropriate action, then the President or other officer or director of the organization should be notified instead.

If the Director/Country Director or other officer of the organization receives information about misconduct, dishonesty or fraud, they shall also inform the President. If the alleged wrongdoing concerns the President, the Chair of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Board should be informed.

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policy
- Theft or other misappropriation of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) assets
- Misstatements or other irregularities in Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) records
- Incorrect financial reporting
- Misuse of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) resources
- Illegal activities
- Violations of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Sexual Misconduct Policy
- Forgery or alteration of documents

- Behavior that would damage Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) reputation or image as a humanitarian organization
- Any other form of fraud

Whistleblowers are “reporting parties,” not investigators. They are not to act on their own in conducting any investigative activities, nor do they have a right to participate in any investigative activities other than as requested by investigators.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant’s identity.

Protection of a whistleblower’s identity will be maintained to the extent possible within the legitimate needs the investigation. Should the whistleblower self-disclose his or her identity, there will no longer be an obligation to maintain such confidence.

Anonymous Allegations

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from reliable sources.

Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous whistleblowers, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated, frivolous allegations and any allegations which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Investigating Allegations

Any complaint with supportable and/or documented evidence of wrongdoing will be investigated and corrective and disciplinary actions will be implemented as appropriate.

The President or Board may enlist outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, reasonable efforts will be made to protect the confidentiality and anonymity of the complainant.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

No Retaliation

No director, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes fraud, is a violation of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policy, or is a violation of local or US laws.

5.11 Drug-Free and Alcohol-Free Workplace Policy

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) wishes to provide a drug-free, alcohol-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) premises and while conducting business-related activities off the organization's premises, employees may not manufacture, use, possess, distribute, sell/dispense, or be under the influence of alcohol, Miraa/Khat or illegal drugs and any other chemical substances that may affect an individual's mood, senses, responses, motor functions or alter or affect a person's perception, performance, judgment, reactions or senses. The legal use of prescribed drugs is

permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, employees who perform work for a government contract or grant must notify the Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees must abide by the terms of this statement.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director, Human Resources and Administration without fear of reprisal. The employee will be directed to resources for confidential counseling and support services. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) goal is to support employees who voluntarily seek assistance. Where an employee's performance, attendance or behavior problems are connected with a drug problem and the employee refuses appropriate help, The organization will take corrective action, up to and including dismissal.

An employee who is diagnosed as dependent upon alcohol or other controlled substances may be granted an unpaid leave of absence to undertake rehabilitative treatment. Such an employee will not be permitted to return to work until a medical release from treatment is provided to the Department of Human Resources & Administration certifying the employee is medically able to return to active duty.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will handle all employee inquiries and referrals in strict confidence. Access to information is controlled and will only be made to the organization employees who have a need to know for an appropriate management purpose.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) has a drug-free awareness program whereby employees are given important information on the dangers of drug abuse in the workplace and on our policy on maintaining a drug-free workplace.

Within 30 calendar days of learning about an employee's conviction, Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) will:

- 1) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, **or**
- 2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or another appropriate agency.

*Illegal drugs when used in this policy means "controlled substances" listed in schedules I-V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. §812, and includes, but is not limited to, marijuana, cocaine (including "crack" and other cocaine derivatives) morphine, heroin, amphetamines, and barbiturates.

5.12 Smoke-Free Workplace Policy

In keeping with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca)'s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, including in the organization's vehicles.

This applies equally to all Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) national and expatriate employees, overseas employees, the organization's Headquarter employees, vendors, volunteers, and visitors.

5.13 Technology Acceptable Use Policy

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) owns and operates various computer systems, which are provided for use by employees, consultants, volunteers and contractors in support of the organization's business activities. All users are responsible for seeing that these facilities are used in an effective, ethical and lawful manner.

A user's computer use privileges may be suspended immediately upon discovery of a possible violation of these Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policies

5.13.1 Confidentiality

While reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail, there is no guarantee that your accounts or electronic mail is private. In case of

a request from law enforcement authorities, your e-mail and other data may be made available to the requesting agency. EAST ACTION ORGANIZATION management may also request to view any and all email, data files, computer usage logs, etc. for any users on the Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) network.

5.13.2E-mail & Electronic Communication

All approved users will have an EAST ACTION ORGANIZATION internet e-mail address. This email address will be placed on your business card. There will be no external e-mail addresses on Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) business cards allowed (i.e., no Gmail, Yahoo, MSN, etc addresses) unless this is required for field staff.

Regardless of the circumstances, user's passwords must never be shared or revealed to anyone else besides the authorized user. To do so, exposes the authorized user to responsibility for actions the other party takes with the password.

Users are responsible for the security of their electronic mail account password and any electronic mail that is sent via your account.

If sensitive Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) information is (or is suspected of being) lost or disclosed to unauthorized parties, the Director of Human Resources and Administration must be notified immediately.

5.13.3Privacy and Monitoring

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) is committed to respecting the rights of its users, including their reasonable expectation of privacy.

However, Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) management reserves the right to examine (with or without notice) e-mail, personal file directories, and other information stored on the organization's computers, especially under the following circumstances:

- To investigate complaints of inappropriate conduct or violations of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policy;
- To respond to court orders in matters of litigation; •To enable normal workflow during employees' absences.

Prohibited activities on the organization's email system include:

- The spread of "chain mail" or other frivolous communications.

- The use of language or references that could be viewed as obscene, derogatory or racially offensive to colleagues or outside partnerships.
- The solicitation of merchandise, services or opinions that do not relate to Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) business.
- Copying or transmitting software and/or documents protected by copyrights (such as clips from publications that are protected by copyright laws).

5.13.4 Internet Security

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) management encourages staff to explore the Internet, but if this exploration is for personal purposes, it should be done on personal, not the organization's time. Likewise, news groups, and other non-business activities must be performed on personal, not organization's time.

Use of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) Computing resources for these personal purposes is permissible so long as the incremental cost of the usage is negligible, and so long as no activity is preempted by the personal use.

Users are forbidden from accessing information on the Internet that can be construed as harassment, violence, or sexual harassment. Intentional use of Internet resources to access, transmit, or process obscene material; inappropriate text or graphic files; or files dangerous to the integrity of the network is strictly prohibited.

5.13.5 Public Representations

Blogs, board discussions, chat sessions, and other offerings on the Internet are a convenient way to stay in touch with friends and family while in the field, particularly in remote locations. While Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) does not discourage the use of blogs we would like to highlight the following guidelines for the use of blogs and related internet communication both during and after a position with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) International.

There's no such thing as a "private blog". Because blog posts or comments on message boards are effectively public and blog posts or comments on message boards are effectively permanent, they live on forever as part of the author's permanent record.

While the employees have the right to create and maintain a blog, to write about what they like, or comment on message boards about what the employee likes, there are other people involved when the employee blogs or comments on message boards about the workplace, and they should respect the rights and sensitivities of those individuals they discuss in their blog.

A. Disclaimer of Corporate Responsibility

Bloggers are instructed to state that the opinions expressed in the blog about work-related matters are their own and may not reflect the employer (EWRYOCA). Bloggers should also be instructed to state that they assume full responsibility and liability for any work-related content contained in the blog.

B. Confidential Organization's Information

Bloggers are required to comply and are bound with the organization's policy on confidentiality agreement, which is signed by all employees, interns and volunteers.

C. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca)

Logo:

The employee-blogger may not reproduce the company's identifying marks within the blog without the approval of the Director Development.

D. Respect:

The blog or comments on message boards should not become a vehicle for personal attacks on the organization, its work, its executives, supervisors, coworkers, and other organizations. If you are unsure if the writing is disrespectful, consult with your Country Director.

E. Blogging while in the Field:

Due to security constraints in the field, the neutrality position of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) the sensitivity of the information that requires confidentiality, for the protection of the organization and its employees, no blogging activity talking directly about Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) activities, employees or beneficiaries, the country where the expatriate works, politics, budget, security, donors, partners or headquarters will be allowed without the formal approval of the Country Director.

The employee-blogger may be asked to delete or rephrase part or all of their blog content if it is deemed to have content that could affect the security of EAST ACTION ORGANIZATION personnel.

F. Sanctions:

Failure to abide by these policies may result in termination of service and Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) International reserves the right for legal action.

6 CORRECTIVE ACTION

The Corrective Action procedure is intended to be a guideline for Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) management in addressing concerns about employees' performance or violations of policy. Nothing contained in this section shall be construed to modify the employment-at-will relationship that exists between the organization and its employees.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) has no obligation to use one or more of these forms of discipline prior to discharging a staff member, and the organization reserves its managerial right to discharge a staff member for any reason, at any time, with or without notice.

The Corrective Action procedure is intended to be a guideline for Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) management in addressing concerns about employees' performance or violations of policy.

6.1.1 Informal Discussion

At the first indication of a serious policy or work rule violation or job performance problem, the supervisor should thoroughly discuss the problem with the staff member. The supervisor should explain to the employee the reason for the rule that has been violated or the performance concern, and the specific changes that are required, offer assistance as necessary, and express confidence that the employee will correct the problem and that no further action will be needed. The supervisor makes a note of the conversation and retains the report in his/her file unless additional counseling is needed. If additional counseling is required, the supervisor should forward a copy of the counseling report to the next level of management and keep a copy for the employee's personnel file (see below).

6.1.2 Verbal Counseling

If a private informal discussion with the staff member has not resulted in corrective action within a reasonable period of time, the supervisor will inform the Country Director that the staff member has a disciplinary or performance problem. After a thorough investigation, the supervisor should meet with the staff member and:

- A. Review the problem;
- B. Permit the employee to present his/her views on the problem;
- C. Advise the employee that the problem must be corrected;

- D. Inform the employee that failure to correct the problem will result in further disciplinary action, which may include termination.

6.1.3Written Warning or Reprimand

If satisfactory performance and corrective action are not achieved through the steps above, the supervisor should meet with the employee in private, counsel the employee again as described above, and issue a written warning or reprimand notice to the employee.

6.1.4Suspension from Work Without Pay

The supervisor may choose to suspend the employee for a policy infraction or to investigate a serious allegation against the employee.

6.1.5Termination

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) has no obligation to use one or more of these forms of discipline prior to discharging an employee and Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) reserves its managerial right to discharge an employee for any reason, at any time, with or without notice.

7 END OF EMPLOYMENT

7.1 Termination of Employment

Any violations of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policy and local law may lead to an immediate termination of contract, including all benefits, as addressed in earlier sections.

Conditions for such termination of employment could be based on serious violations of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policy such as the following:

- Partakes in substance abuse; is found intoxicated on the job; partakes in alcohol while on duty, or other violations of the Drug Free and Alcohol Free Workplace;
- Steals or knowingly misappropriates Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) funds or property.
- Lies or falsifies records, including the employment application.
- Commits an illegal or violent act;
- Discloses highly confidential information about Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) or its staff.
- Misses work for three days without justifiable cause and without notifying his/her supervisor.
- Refuses to carry out or delays unreasonably the instructions of the person of authority;
- Violates the Sexual Misconduct, Conflict of Interest, or Consensual Relationship Policies;
- Violates safety and security policies;
- Unauthorized use of an Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) vehicle;
- Willfully holding back, slowing down, or limiting work outcome;
- Negligence or carelessness resulting in personal injury or damage to other employees, or to the employer's property, or to any third parties;
- Soliciting or accepting money, material objects, unwarranted gifts, or inducements from suppliers, dealers, customers, brokers, or competitors; • Fighting, gambling, playing the illegal lottery, or any similar acts;
- Bringing or carrying any weapons onto the employer premises.

Any required notification with the local authorities will be made.

Notification to the funding organization should be made if the Country Director or the Director of International Operations determines it is in the best interest of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca)

Notify the Director of Human Resources and Administration of the discharge.

7.2 Resignation

An employee may resign by submitting a letter of resignation to his/her supervisor and the Country Director at least one month prior to the effective date of resignation, not to include leave time.

7.3 Layoffs

There may be occasions due to program changes, loss of contract, loss of support, etc, when it may be necessary to initiate lay-offs. In such cases, it is the intent of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) to avoid abrupt actions whenever possible and to provide reasonable notice. In this, case the organization will provide the 30 day notice prior to layoffs to comply with Somali Labor law.

7.4 Severance Pay

There will be payments made to national staff as stipulated in the contract at the end of employment period.

The Employee is entitled to one month's basic salary for each year of service and the gratuities are calculated on the last month's basic salary

7.5 Leave Time Pay Out

A maximum of 80 hours of unused leave time may be paid at the time of the employee's termination of employment, provided the employee gave the required 30 day notice of termination. (The pay out will be prorated for part time employees.)

7.6 Departure

7.6.1 Hand-Over Procedures

Employees are requested to document all work in progress and prepare a "Hand-Over" report for their supervisor to help with the transition of program responsibilities to other staff.

7.6.2Return of Property

All employees are responsible for all property, materials, or written information issued to them or in their possession or control. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) employees must return all property immediately upon request or upon termination of employment.

7.6.3Exit Evaluation

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) requests that all national staff leaving the organization complete a written Exit Evaluation. The purpose of the exit evaluation is to gather information from the employee who will benefit the organization's program and management. All information gathered from exit evaluations and interviews will be treated as confidential.

7.7Eligibility for Rehire

Former employees may re-apply for employment with Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) and will be considered for rehire based on position availability and prior record of performance. The former employee will undergo interview process and reference checks as a new employee.

8 VEHICLES

8.1General

Driving is difficult. It is critical that all Employees clearly understand and abide by the rules and regulations established for his/her assigned location. Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) policies have been established by the Region and Country offices to protect Employees and the organization as well from potential serious situations that could arise from a driving incident. Any deviation from these policies will be grounds for immediate termination.

8.2Employee Use of Vehicles

The Admin/Operation Manager is responsible for the proper use, maintenance, acquisition, disposal, and overall management of Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) s vehicles in his/her country. The Country Director will provide information regarding local laws pertaining to the use of vehicles, as well as local policy.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) provides vehicles based on the business-related needs of the assignment at the particular location. The organization's vehicles should be used for official business only. All vehicles will be locked and left secured at the office or other storage place designated by the Country Director during non-business hours.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) does not provide transportation between place of residence and place of employment, unless the vehicle is stored at the Employee's residence or the situation dictates transportation for security reasons.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) vehicles should only be operated by authorized the organization's national drivers who are qualified drivers cognizant of local laws and regulations governing accidents.

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca)'s policy requires that all employees riding motorcycles wear helmets and those driving cars wear a seat belt. Motorcycles are to be operated only when they are the only feasible mode of transportation.

Any exceptions to this policy need to be reviewed and approved by the organization's headquarters.

8.3Volunteers' Use of Vehicles

Volunteers are not authorized to drive Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) vehicles.

8.4Staff Drivers

Staff drivers are needed:

- To perform messenger/delivery services;
- To driveEvery Woman's Rights and Youth Organization for Community Advancement (Ewryoca) personnel on long trips;
- When driving conditions require a professional driver;
- When it is unsafe to drive alone;

Every Woman's Rights and Youth Organization for Community Advancement (Ewryoca) (Ewryoca) national staff drivers may not be used as personal chauffeurs or for personal errands.

8.5 Vehicle Reports and Files

The Executive Director is to see that vehicle logs are kept. Vehicle logs are used to substantiate to project donors that the vehicles are being used for business purposes. The Daily Vehicle Log should include: date, name of driver (s), purpose of use, gasoline consumption, and mileage.

8.6 Vehicle Theft

In the case of vehicle theft, a copy of the theft report submitted to the local authorities is to be sent to the Director of Security, the Director of Finance, the ED of the organization and the Director of Human Resources and Administration for possible insurance coverage.

8.7 Vehicle Accidents

In case of an accident, the Director of Field Operations and the Director of Human Resources and Administration should be notified immediately. The Executive Director and logistic department should take all appropriate steps