|  | **[COMPANY’S NAME]** |
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**EMPLOYEES’ HANDBOOK: MANUAL AND POLICIES**

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# EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the [COMPANY’S NAME] Employee Handbook.  I understand that it is my continuing responsibility to read and know its contents.  I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long‐term employment.  Therefore, I acknowledge and understand that unless I have a written employment agreement with [COMPANY’S NAME] that provides otherwise, I have the right to resign from my employment with [COMPANY’S NAME] at any time with or without notice and with or without cause, and that [COMPANY’S NAME] has the right to terminate my employment at any time with or without notice and with or without cause.   I have read, understand and agree to all of the above.  I have also read and understand the [COMPANY’S NAME] Employee Handbook.  I agree to return the Employee Handbook upon termination of my employment.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about [COMPANY’S NAME], or its members or donors, as a result of working for [COMPANY’S NAME] that is not otherwise publicly available constitutes confidential information.  Employees may not disclose confidential information to anyone who is not employed by [COMPANY’S NAME] or to other persons employed by [COMPANY’S NAME] who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of [COMPANY’S NAME]’s confidential information is prohibited.  Any employee who discloses confidential [COMPANY’S NAME] information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.   I understand the above policy and pledge not to disclose confidential information.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# INTRODUCTION

This Employee Handbook has been prepared to help you get familiar with the key policies, benefits, regulations and codes of conduct at [COMPANY’S NAME]. We hope this handbook will be useful and will help you plan and enjoy the benefits and opportunities that [COMPANY’S NAME] provides.

This Handbook is confidential and is for internal circulation only. It is subject to change as and when necessary to remain in compliance with appropriate Government regulations and [COMPANY’S NAME] policy. The contents of this Handbook will be modified from time to time and amendments will be issued. Interpretation of the handbook by the management is final. If you need any clarification or further information on any aspect of this Handbook, you can get in touch with the HR department, which will be happy to help you.

Thank you for joining [COMPANY’S NAME], where we strive to *[state mission statement or values]*. We can’t wait to see what you will achieve with us. This employee handbook defines who we are and how we work together. We will do everything possible to create a fair and productive workplace. We’ve created this handbook to guide you. This handbook isn’t a contract or a guarantee of employment. It’s a collection of our expectations, commitments and responsibilities. Please read this employee handbook carefully and consult it whenever you need to.

# GETTING TO KNOW OUR COMPANY

*[PROVIDE A BRIEF HISTORY OF YOUR COMPANY HERE. IF POSSIBLE, USE ILLUSTRATIONS AND CHARTS TO MAKE THIS INFORMATION MEMORABLE. PRESENT YOUR COMPANY’S OVERVIEW, CULTURE, MISSION AND VISION. ALSO, IT’D BE A GOOD IDEA TO INCLUDE QUOTES AND PICTURES OF YOUR COMPANY’S FOUNDERS, CEO OR OTHER EXECUTIVES TO MAKE THIS INTRODUCTION MORE PERSONABLE]*

# TERMS OF EMPLOYMENT

All employees will be issued employment agreements at the time of joining.

## Probation

Employees may be placed on probation for a period of six months, depending on a written contract of employment between the employee and the employer. Alternately, the employees will be treated as confirmed employees.

At the end of 6 months for the employees on probation, there will be a Performance Review, based on which the employee will be confirmed.

In case, the Performance Review discussion indicates a less than satisfactory performance, the same will be communicated to the employee and his / her Probation period may be extended by another 3 months or the employment terminated depending upon the Review.

If the performance is unsatisfactory even after the extension of the probation period, his / her employment with the company is liable to be terminated.

At all times, employees are expected to perform and deliver their duties/responsibilities as per their designated role to the satisfaction of the management.

# GENERAL EMPLOYEMENT POLICIES AND PRACTICES

## Types of Employment

[*HERE A DETAILED DESCRIPTION OF THE TYPES OF EMPLOYMENT THE COMPANY IS OFFERING IS CRUCIAL]*

## Equal Employment Opportunity

Company’s name] is an equal opportunity employer. We don’t tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status.) We want all employees (including executives and HR) to treat others with respect and professionalism. In practice, this means that we:

■ Hire and promote people based on skills, experience or potential and try to reduce bias in every process (e.g. through structured interviews.)

■ Make accommodations to help people with disabilities move about safely on our premises and use our products, services and equipment.

■ Use inclusive, diversity-sensitive language in all official documents, signs and job advertisements

■ Conduct diversity and communication training.

Apart from those actions, we commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to HR. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

[COMPANY NAME] will not tolerate any form of unlawful discrimination.  All employees are expected to cooperate fully in implementing this policy.  In particular, any employee who believes that any other employee of [COMPANY NAME] may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If [COMPANY NAME] determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.  Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.  Upon completion of the investigation, [COMPANY NAME] will inform the employee who made the complaint of the results of the investigation.

## Relationship with the Company

This Employee Handbook is not a contract**.** It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration, nor does the Handbook obligate you to continue your employment for a specific period of time.

## Recruitment and Selection Process

Our hiring steps might vary across roles, but we always aim for a process that is fair and effective in hiring great people. The following steps are the basics on our hiring process:

1. Identify the need for a new job opening.
2. Decide whether to hire externally or internally.
3. Review job descriptions and write a job ad.
4. Get approval for your job ad.
5. Select appropriate sources (external or internal) to post your job opening.
6. Decide on hiring stages and possible timeframes.
7. Review resumes in our company database/ATS.
8. Source passive candidates
9. Shortlist applicants.
10. Screen and interview candidates.
11. Run background checks and check references.
12. Select the most suitable candidate.
13. Make an official offer.

**[*PLEASE NOTE: Steps may overlap, so skip steps when appropriate.*]**

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted. The manager of the department with the opening will arrange interviews with employees who apply.

We encourage current employees to recruit new talent for our Company

## Background checks

We use the HR Department to run background checks on candidates. We always abide by privacy laws when doing these checks to ensure candidates understand our intentions. As a general rule, we only commission background checks for finalists only.

## Orientation and Training

To help you become familiar with the Company and our way of doing things, the Company will provide an orientation and training session within the first few days after you begin work. Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, the Company may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

## Attendance and Punctuality

We expect you to be present during your scheduled working hours. If you face an emergency that prevents you from coming to work one day, contact your manager/supervisor as soon as possible. We will excuse unreported absences in cases of [serious accidents, acute medical emergencies etc.] But, whenever possible, we should know when you won’t be coming in.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

You are expected to be at your workstation at the beginning of each business day. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager. Regular delays in reporting to work will result in disciplinary action up to and including discharge.

## Hours of Work

The workweek is generally from [*Monday through Friday*], with normal operating hours from [*8:30 a.m. to 5:30 p.m.*], with one hour for lunch.

[C***an be varied as per the company wishes***]

## Overtime

Because of the nature of our business, your job may periodically require overtime work. If the Company requires that you work overtime, we will give you as much advance notice as possible. You should not work overtime hours without prior approval by your immediate supervisor or the designated manager.

Note that overtime hours will be compensated accordingly as per Part 6 of this Handbook on compensation, benefits and reimbursements

## Solicitation

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on [COMPANY NAME] property during work time, especially those of a partisan or political nature.

Persons who are not employed by [COMPANY NAME] may not solicit or distribute literature on [COMPANY NAME]’s premises at any time for any reason. Employees are prohibited from distributing, circulating or posting literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee

## Employee Code of Conduct

As an employee, all company policies mentioned herein apply to you. We have some additional expectations about your behavior at work, which we outline here. We can’t cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

## Dress Code and Public Image

As an employee of the Company, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner.

The current Company dress code is [*business-casual*]. Please keep in mind, however, that the Company is a professional business office, where clients and others often visit. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire. As always, please use common sense in your choice of business attire.

## Workspace

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Company’s overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized and free of items that are not required to perform your job.

## Office Equipment

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of the Company and cannot be removed from the office without prior approval from your supervisor. The Company expects that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

## Personnel Records

It is important that the Company maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the Human Resources Department of any change in name, home address, telephone number, immigration status, or any other pertinent information.

## Performance Reviews, Salary Reviews

You will have your first performance review at the end of your first [*three (3) months*] of employment with the Company. Thereafter, performance reviews will normally be conducted annually on or about your anniversary date. All performance reviews will be completed in writing by your supervisor or manager on the form designated by the Company, and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, co-operation, compliance with Company employment policies, any disciplinary actions, and year-to-year improvement in overall performance.

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance. The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate [COMPANY NAME] ʹs needs in the coming year.

The purpose of the review is to encourage the exchange of ideas in order to create positive change within [COMPANY NAME].  To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee’s performance.  It is further incumbent upon the supervisor to clearly communicate the needs of [COMPANY NAME] and what is expected of the employee in contributing to the success of {[COMPANY NAME] the coming year. Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year.  This having been done, both parties should sign the performance review form, which will be kept as part of the employeeʹs personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Executive Director reviews the work of all supervisors.  Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director.

Compensation increases are given by the Company at its discretion in consideration of various factors, including your performance review.

## Smoking

In order to provide a safe and comfortable working environment for all employees, smoking is strictly prohibited at all times inside any Company building.

## Drug-Free Workplace

The Company takes the problem of drug and alcohol abuse seriously, and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. The Company has adopted a formal policy related to substance abuse.

## Substance Abuse

The Company recognizes alcohol and drug abuse as potential health, safety and security problems. The Company expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Company premises or at any time and any place during working hours.

While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, designated manager, or Human Resources for assistance in seeking help to address substance abuse.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

## Safety and Accident Rules

Safety is a joint venture at the Company. We strive to provide a clean, hazard-free, healthy, safe environment in which to work, and we make every effort to comply with all the health and safety laws, including the Kenyan Occupational Safety and Health Act.

As an employee, you have a duty to comply with the safety rules of the Company, and you are expected to take an active part in maintaining this hazard-free environment. You must observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required.

Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor. In addition, if you become ill or get injured while at work, you must notify your manager immediately.

Failure to abide by the Company’s safety and accident rules may result in disciplinary action, up to and including termination.

## Workplace Violence Prevention Policy

As stated above, the Company is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff, and clients.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

## Promotions and Transfers

Most job openings that are intended to be filled from within the Company will be communicated to the employees. You are eligible to be considered for promotions upon completion of [*six (6) months*] of satisfactory performance in your current job. Your eligibility is also dependent, of course, on your having the needed skills, education, experience and other qualifications that are required for the job.

# Anti-Discrimination & Harassment

## Discrimination Is Prohibited

The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable laws related to discrimination and will not tolerate the interference with the ability of any of the Company’s employees to perform their job duties.

The Company makes decisions concerning employment based strictly on an individual’s qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual’s past performance within the organization.

If you believe that an employment decision has been made that does not conform with management’s commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor, designated manager, or Human Resources. Your complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

## Workplace Harassment

The Company is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, the Company has adopted a policy of “zero tolerance” with regard to employee harassment.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. The Company will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated, and resolved appropriately. The Company will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

#### Supervisors’ Responsibilities

All managers are expected to ensure that the work environment is free from sexual and other harassment. They are responsible for the application and communication of this policy within their work areas. Managers and supervisors should:

* Encourage employees to report any violations of this policy *before* the harassment becomes severe or pervasive.
* Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
* Create a work environment where sexual and other harassment is not permitted.

#### Procedures for Reporting and Investigating Harassment

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor, or client, should promptly notify their immediate supervisor, designated manager, or Human Resources. If the employee’s immediate supervisor is involved in the incident, the employee should report the incident to the Human Resources Department. The Company takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by the Company.

The Company prohibits retaliation against any employee who files or pursues a harassment claim. To the extent possible, all complaints and related information will remain confidential, except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the alleged “harasser” will be informed of the determination. Where appropriate, the “harasser” and the “victim” may be offered mediation or counseling.

#### Penalties for Violation of Anti-Harassment Policy

If it is determined that inappropriate conduct has occurred, the Company will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action (such as, for example, suspension), as the Company deems appropriate under the circumstances and in accordance with applicable law.

# COMPENSATION, BENEFITS AND REIMBURSEMENTS

## Payroll Practices

The salary of each employee is credited to his/her bank account by \_\_\_\_ [indicate suitable date] of Next month.

## Salary Deductions and Withholding

The Basic salary is the primary element in the compensation package and is fully taxable.

The Company will withhold the following from your paycheck:

### Taxes

PAYE and all other relevant legal taxes will be deducted

### Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs will be deducted

### Other Deductions

Other deductions which you authorize will be deducted

## Direct Deposit

You may have your paycheck deposited directly into your bank account. You will be given the authorization form for deposit by your immediate supervisor, designated manager, or Human Resources.

## Benefits

[**INDICATE WHETHER THERE ARE ANY BENEFITS AND ALLOWANCES THE COMPNAY WILL OFFER THE EMPLOYEES**]

## Reimbursements

Employees can claim reimbursements for expenses done for official purposes by filling up the expense statements as provided by the company.

Reimbursements will be as per the expense approval matrix.

For every expense, approval from the department head is required.

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities.  Mileage or transportation, parking fees, business telephone calls etc. are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for [COMPANY’S NAME] at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees.  When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates.

Employees may also request a travel advance to cover anticipated expenses approved travel.  Expenses for these purposes can be paid by [COMPANY’S NAME], if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours.  Transportation costs are paid by [COMPANY’S NAME] for work outside normal work hours if the employee is on official business for [COMPANY’S NAME]. Employees authorized to use their personal cars for [COMPANY’S NAME] business are reimbursed at a pre-approved rate.

Forms are provided by [COMPANY’S NAME] to request reimbursement for actual expenses and advance payment for travel.  Receipts must be provided for all expenditures made in order to claim reimbursement.

# SALARY ADVANCE POLICY

“Salary advance” refers to employees receiving a portion of their pay before their next normal payday. This doesn’t include any money paid to the employee for relocation or work-related expenses.

Our company isn’t obliged to pay employees in advance. We may choose to do so if employees have legitimate reasons.

## 7.1 Conditions for requesting a payroll advance

Employees can ask for a pay advance if they:

* Have completed their probation period.
* Have not taken any other company-sponsored loan.
* Have not asked for a pay advance in the past [*six months*.]
* *[Any other condition the Company may deem fit to include*]

These conditions apply to all eligible employees without discrimination against protected characteristics, rank or position.

Employees should have a legitimate reason to ask for advance pay, usually an unexpected or unavoidable occurrence. *Examples of such reasons are:*

* [*Family or personal emergencies (e.g. being victims of a robbery or fire, having to pay funeral fees)*]
* [*Hospital bills not covered by medical insurance*]
* [*Car repairs not covered by insurance*]

All the reasons for advance salary must be legitimate. *Examples of non-legitimate reasons are:*

* [*Taking a planned vacation*]
* [*Entertainment expenses*]
* [*Gambling*]
* [*Fines*]
* [*A company can include any other reasons deemed not legitimate]*

## 7.2 Payroll advance terms

The minimum advance pay is (*half of employees’ monthly net pay*] and cannot exceed [*80% of employees’ monthly net pay*.)[**COMPANY CAN VARY THIS CONDITION ACCORDINGLY].** If employees find themselves in need of more frequent or larger pay advances than they are allowed, they should discuss the situation with their [*Department and HR Director*.] Management may decide to make exceptions on a case-by-case basis.

We will deduct the amount of the advance pay from an employee’s future paychecks. This may mean:

* Deducting the full amount from their next paycheck.
* Repaying the amount in small installments out of a number of future paychecks.
* *[THE MODES OF DEDUCTIONS CAN BE VARIED BASED ON THE COMPANY]*

The repayment terms must be in writing and signed by employees. Repayment terms will comply with the law if it places restrictions on the deductible amount or if it prohibits paycheck deductions altogether.

We will not charge any administrative fees or interest.

If an employee resigns or is terminated before they repay their payroll advance, HR is responsible for reaching a new agreement with the employee or deducting the entire remaining amount from the final paycheck. Any relevant legal requirements (whether national or local) must be followed.

## 7.3 Payroll advance agreements

Employees who want to request a payroll advance should ask for HR for an official form. They must: [*Add any other suitable term below*]

* Indicate their reasons for filing the form.
* State the amount of money they want to receive in advance.
* Sign to accept this policy’s terms.

## 7.4 Procedure to be followed

1. Employees should submit the form to their Department Head (or HR if their Department Head is unavailable.)
2. The Department Head should first review the form. If they approve, they must sign the form and submit it to HR and [*Finance Director*.]
3. HR and the [*Finance Director*] must also review the form and decide whether to grant the employee’s request within [*two days*] of receiving the form. If they approve, HR must create an agreement form on pay advance and repayment terms taking any applicable taxes into account. This agreement must be signed by HR, the [*Finance Director*] and the employee and include relevant dates.
4. HR must forward the signed agreement to the accounting department. The accounting department must give employees their advanced pay through check, cash or bank transfer within [two days] since receiving the form.

If the request is denied, the [*manager/HR*] must inform that employee within one business day.

**[PLEASE NOTE THAT THE COMPNAY CAN VARY THE ABOVE PROCEDURE ACCRODINGLY]**

# LEAVE AND HOLIDAYS

This section includes [COMPANY NAME] policies on Leave, which are categorised as:

* Annual Leave
* Sick Leave
* Maternity Leave
* Paternity Leave
* Holidays
* [***any other leave designated by the company like bereavement leave, personal leave etc.*]**

During probation, an employee is not eligible for any leave and thus any leave taken will be considered as unpaid leave. During the first year of service, the leave that an employee can avail of is based on the number of months after confirmation; therefore leave for the probation period is lost.

If a person on probation avails of 15 days or more of unpaid leave, his / her probation period will be extended by the same number of days.

## 8.1 Leave Accounting Year

The leave accounting year is the financial year *[indicate Company’s Financial Year*]. Pro rata adjustments will be made to bring entitlements in line with this.

## Sanctioning Authority

The CEO will sanction leave for the Directors, Directors will sanction leave for all Managers/Department Heads and the Department Heads will sanction leave for all in their department.

[can be amended to the suitable company’s procedure]

## 8.3 Leave Application

Employees are requested to make applications for leave using a Leave Application form provided by the Company. This must be approved by the Leave Sanctioning Authority and forwarded to the HR Department once approved. Employees are advised to keep their immediate supervisor informed at the earliest. In case of leave for emergencies, the employee is required to fill the Leave Application and get his / her immediate supervisor’s approval, once he / she resumes work.

## 8.4 Extensions of Leaves

Employees are not encouraged extensions of leave. They will be considered only if the employee communicates such an intention in writing.

When extensions are requested on medical grounds, a medical certificate should be submitted as soon as possible.

## Sick Leave

Sick Leave is permitted when an employee is unable to attend work for medical reasons. When an employee is ill and is unable to come to work him / she must call the office and notify his / her supervisor of their absence.

The Employee who falls sick and is unable to carry out his/her duties by reason of illness for which he is not in any way at fault shall be entitled after two consecutive months of service with the Employer, to sick leave of seven (7) days with full pay, and thereafter to sick leave of seven (7) days with half pay in each period of twelve months of consecutive service, subject to production of a certificate of incapacity to work signed by a duly registered medical practitioner. An Employee is not entitled to claim for any extra payment as a result of not using up his sick leave.

## Maternity Leave

Maternity Leave will be available to all female employees for the purpose of confinement and recuperation thereafter.

Female employees must notify [COMPANY NAME] in writing and produce a Medical Certificate confirming the pregnancy and detailing the expected date of birth and the date on which Maternity Leave is to commence.

Female employees shall be entitled to a three month paid maternity Leave.

In case of miscarriage or medical termination of pregnancy, the employee on production of a medical certificate will be entitled to leave with wages for a maximum period of \_\_\_\_\_ [*indicate time*] weeks immediately following the day of her miscarriage or medical termination of pregnancy.

An employee will be paid their full salary for the period that they are on Maternity Leave.

## Paternity Leave

A male Employee shall be entitled to two (2) weeks paternity leave with full pay.

## Holidays

[COMPANY NAME] will decide and announce the list of Public Holidays at the beginning of Calendar year based on local practice.

Similarly, [COMPANY NAME] has the discretion to declare an additional holiday, if a public holiday falls on a Sunday, to declare an additional holiday.

Similarly, [COMPANY NAME] has the discretion to designate a holiday as a working day, to compensate for working days lost due to natural calamities, civil disturbances or other unforeseen circumstances.

# REWARDS AND RECOGNITION POLICY

Rewards and Recognition Policy is designed to encourage employees particularly field staff whose performance is outstanding either individually or through team that contribute to the overall objectives of the Company. It is an initiative intended to foster high performance culture covering individuals and work teams. The Spotlight awards cover both monetary and non-monetary recognition based on the significance of the contribution.

## 9.1 Objectives

The objectives of Awards are:

* To recognize significant and outstanding value-added contributions of the employees while performing the duties in spite of various constraints.
* to recognize and promote positive behaviours that support individual, work group, unit, team, department, organizational mission and business goals and objectives
* To create “role models” for others to emulate and surpass.
* To set standards of high performance and to encourage a team-oriented work culture.
* To provide timely recognition to employees to improve employee productivity and quality of work;

## 9.2 Eligibility

Each Award recipient must satisfy at a minimum the following eligibility:

* S/He should be a regular staff member;
* Should have been in service at the Company for at least six months.
* No formal disciplinary action on file within 12 months of date of award;
* Written documentation of outstanding performance meriting an award from his/her reporting officer.
* [**Any other condition set by the company]**

## 9.3 Criterion and Categories

**[THE COMPANY SHOULD INDICATE THE CATEGORIES OF PERSONS TO RECEIVE THE AWARDS/RECOGNITION NOT FAILING TO MENTION THE QUALIFICATIONS REQUIRED TO BE MET]**

## 9.4 Nomination and Selection Process:

Nominations shall be open process as a possible opportunity for recognition of individual outstanding performance; however, selection shall be primarily the responsibility of the reporting officer, to ensure adherence to the criteria of outstanding performance documented in the policy.

Nominations for the following categories will be submitted by Supervisors, Senior Managers and CEO

**Note:**

Nominations may be submitted within the stipulated time in the prescribed format by the respective reporting officer to the Corporate HR Department.

Selection processes within each category will be based on

1) the size and composition of the Company,

2) the number of nominations received but shall in all circumstances provide the appropriate opportunity for a fair evaluation of the nominee(s).

Reasons for selection/non-selection shall be appropriately documented and maintained on record by the HR department in their respective personnel files.

## 9.5 Non-monetary Awards

Non-monetary recognition awards will be given to those nominees who did not make to final list but deserve thanks. These include an appreciation letter or a complimentary gift.

## 9.6 Monetary Awards

Based on the Criterion the monetary awards will be decided before the announcement of the process. Wherever it’s a team-based award the monetary amount will be distributed equally among all the members of the team /branch.

Monetary awards shall not be added to an employee's Gross Pay.

## 9.7 Documentation:

When the selection for an award is made, the copy of the Nomination/Approval form shall be filed by the Corporate HR in the employee’s personnel file and appropriate recognition and announcement of the employee, i.e., through the HR Newsletter and/emails.

# EMPLOYEE PROMOTION POLICY

Our employee promotion policy presents our guidelines for advancing and promoting employees from within our company. We want to invest in our employees and reward those who perform well. This policy includes processes that managers must follow when promoting employees.

This policy applies to all employees who qualify for promotion. Employees may be promoted only after [six months] period working for the company and if they aren’t under any performance improvement plan.

“Promotion” may be a move to a position of higher rank, responsibility and salary. Often, employees advance to positions that don’t come with higher managerial authority. Instead, these advancements may be a career or role change that helps employees develop and grow.

Employees may be promoted within the same or another department or branch.

## Promotion Conditions

We will promote employees based on their performance and workplace conduct. Acceptable criteria for promotion are:

* Experience in the job or tenure
* High performance level in [two] recent review cycles
* Skillset that marches the minimum requirements of the new role
* Personal motivation and willingness for a change in responsibilities
* [Any other condition the Company may deem fit]

The foregoing criteria reflect the bigger picture of an employee’s work. Managers should avoid making decisions for promotions based on recent or insignificant events. They should keep logs with important incidents that they might want to consider when it’s time to promote one of their team members

Accordingly, the company will not accept and or tolerate promotions based on:

* Manager’s subjective opinions unsupported by performance evaluations or metrics
* Discrimination
* Fraternization
* Favoritism
* Nepotism
* [any other basis deemed fit by the company to fall under this]

To avoid such incidents, managers must keep good records of their promotion evaluation process.

## Avenues for Promotion

Promotions may occur when:

* A job opening is advertised internally as well as externally
* A position opens unexpectedly and our company wants to fill it from within
* An employee has consistently good performance evaluations and their manager deems them ready for the next step in their career
* [Any other promotion avenue as created by the company]

## Process for Standard Promotion

Our company will establish a promotion review process every \_\_\_\_\_ [indicate the time period]. During this process, managers may consider selecting employees to move to a higher-level position, or a position that better matches their skills and aspirations. Spontaneous promotions may also occur if need arises.

Managers should follow the following standard process, with any alterations made by the company:

* Meet with the employees to talk about their career goals and/or aspirations for a promotion. Managers should create career plans for their team members
* Identify opportunities to promote one or more team members, if applicable by either filling vacancies or creating new jobs or enhancing job titles
* Discuss the promotion with [*HR/Direct Supervisor/department head*] to receive approval. Managers should also ask HR about the new position’s salary range and any new benefits they should present to their team member.
* Arrange a meeting with the employee to determine whether they’d be happy with the career move.

Managers must keep detailed records of the process to support their decisions to promote employees. These records may come in handy if other employees find the decision unfair or sue the company

## Internal Job Posting

Hiring teams may post the job internally for a period of time before posting externally or post the job opening internally and externally contemporaneously. Internal candidates may be given priority in the hiring process since they’re already familiar with tour culture and expectations.

Managers and HR who post job internally should:

* Consider all applications equally, based on their pre-determined requirements
* Determine whether an internal candidate has the skills to perform the job.
* Examine recent performance evaluations of internal candidates
* Interview qualified internal candidates if necessary
* Inform candidates whether they were selected for promotion. After the employee has accepted the job, hiring managers should inform HR and the employee’s current supervisor, if appropriate.
* Keep records of the application review process and note the criteria with which they rejected/hired an internal candidate.

# CONFLICT OF INTEREST

## 11.1 General Conflict of Interest

Conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our company’s best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

Employees must promptly disclose to the Company material information regarding any relationship, ownership or business interest (other than non-controlling investments in publicly-traded corporations), whether direct or indirect, that the employee or a member of his/her immediate family has with any person, or in any business or enterprise, that:

* competes with the Company; or
* purchases or sells, or seeks to purchase or sell, goods or services to or from the Company.

Protective Steps: Upon disclosure of the information described above, the Company will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:

* requiring the employee to refrain from being involved in any decisions made by the Company regarding its dealings with such person, business or enterprise; or
* requiring the employee to refrain from being involved in any dealings on behalf of the Company with such person, business or enterprise; or
* requiring the employee to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the Company’s employ.

## 11.2 Harm to Business or Reputation

Employees must refrain from engaging in conduct that could adversely affect the Company’s business or reputation. Such conduct includes, but is not limited to:

* publicly criticizing the Company, its management or its employees; or
* engaging in criminal conduct or other behavior that could harm the Company’s business or reputation.

## 11.3 Gifts or 'Kickbacks'

Employees must never accept any 'kickbacks', loans, gifts of other than nominal value, or personal payments of any kind, from any person or business enterprise that:

* competes with the Company; or
* purchases or sells, or seeks to purchase or sell, goods or services to, or from, the Company.

# SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

This policy shall apply to all employees of [COMPANY NAME], excepting those who have been authorized in writing by the company to blog / communicate on its behalf.

Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author’s alone and do not represent the views of the company. Be clear and write in first person. Your writing should clearly indicate that you are speaking for yourself and not on behalf of the company.

Information published on your blog(s) should comply with the company’s confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.

Be respectful to the company, other employees, customers, partners, and competitors.

Social media and social networking should be on the employees’ own time and such activities should not interfere with work commitments.

Social networking sites, including but not limited to groups and fan clubs cannot be formed on behalf of the company, except by authorized department and individuals.

Your online presence reflects on the company. Be aware that your actions captured via images, posts, or comments can reflect as our company’s.

Do not reference or cite company clients, partners, or customer without their express consent. In all cases, do not publish any information regarding a client.

Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Company’s Logos and Trademarks cannot be used without written consent.

# EMPLOYER ASSET POLICY

The purpose of this policy is to ensure that all property maintained by [COMPANY NAME] is kept in the best possible working condition and to ensure proper use of such property and [COMPANY NAME] networks.

No [COMPANY NAME] employee should expect any privacy on [COMPANY NAME] premises or when using [COMPANY NAME] property or networks, except that which is required by law.

## 13.1 General Guidelines on the Use of Company Assets

All [COMPANY NAME] employees must maintain their work environment in an orderly manner and follow all [COMPANY NAME] rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused [COMPANY NAME] assets will be subject to disciplinary action up to and including termination. If an employee’s misuse of [COMPANY NAME] property damages the property, [COMPANY NAME] reserves the right to require the employee to pay all, or part of the cost to repair or replace the property. Misappropriation of [COMPANY NAME] assets is grounds for immediate termination and possible criminal action.

[COMPANY NAME] property including computers, pagers, telephones, cellphones, copiers, fax machines, internet services and printer is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. [COMPANY NAME] reserves the right to discipline employees for excessive personal use of company property.

## 13.2 Monitoring of Network Communications

[COMPANY NAME] reserves the right to monitor at any time any communications that use [COMPANY NAME] networks in any way, including data, voice mail, telephone logs, internet use and network traffic, to determine proper use

[COMPANY NAME] will review network communications activity and will analyze use patterns. [COMPANY NAME] may choose to publish these data to ensure that company resources in these areas are being used according to this policy

No employee may knowingly disable any network software or system identified as a monitoring tool.

# BRING YOUR OWN ASSET/DEVICE TO WORK POLICY

This policy establishes [COMPANY NAME] guidelines for employee use of personally owned electronic devices for work-related purposes.

Employees of [COMPANY NAME] may have the opportunity to use their personal electronic devices for work purposes when authorized in writing, in advance, by the employee and management. Personal electronic devices include personally owned cellphones, smartphones, tablets, laptops and computers.

The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. Contact the human resource (HR) department for more details.

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed by IT upon termination of employment.

## **14.1** Device protocols

To ensure the security of [COMPANY NAME] information, authorized employees are required to have anti-virus and mobile device management (MDM) software installed on their personal mobile devices. This MDM software will store all company-related information, including calendars, e-mails and other applications in one area that is password-protected and secure. [COMPANY NAME]’s IT department must install this software prior to using the personal device for work purposes.

Employees may store company-related information only in this area. Employees may not use cloud-based apps or backup that allows company-related data to be transferred to unsecure parties. Due to security issues, personal devices may not be synchronized with other devices in employees’ homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. Employees may not use unsecure Internet sites.

All employees must use a preset ringtone and alert for company-related messages and calls. Personal devices should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

## 14.2 Restrictions on authorized use

Employees whose personal devices have camera, video or recording capability are restricted from using those functions anywhere in the building or on company property at any time unless authorized in advance by management.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. [COMPANY NAME] policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management. Managers reserve the right to request employees’ cellphone bills and use reports for calls and messaging made during working hours to determine if use is excessive.

Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management. [COMPANY NAME] reserves the right to deactivate the company’s application and access on the employee’s personal device during periods of unpaid leave.

Family and friends should not use personal devices that are used for company purposes.

## 14.3 Privacy/company access

No employee using his or her personal device should expect any privacy except that which is governed by law. [COMPANY NAME] has the right, at any time, to monitor and preserve any communications that use the [COMPANY NAME]’s networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze use patterns and may choose to publicize these data to ensure that [[COMPANY NAME]’s resources in these areas are being use according to this policy. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

## 14.4 Lost, stolen, hacked or damaged equipment

Employees are expected to protect personal devices used for work-related purposes from loss, damage or theft.

In an effort to secure sensitive company data, employees are required to have “remote-wipe” software installed on their personal devices by the IT department prior to using the devices for work purposes. This software allows the company-related data to be erased remotely in the event the device is lost or stolen.

[COMPANY NAME] will not be responsible for loss or damage of personal applications or data resulting from the use of company applications or the wiping of company information. Employees must immediately notify management in the event their personal device is lost, stolen or damaged. If IT is unable to repair the device, the employee will be responsible for the cost of replacement.

Employees may receive disciplinary action up to and including termination of employment for damage to personal devices caused willfully by the employee.

## 14.4 Violations of policy

Employees who have not received authorization in writing from [COMPANY NAME] management and who have not provided written consent will not be permitted to use personal devices for work purposes. Failure to follow [COMPANY NAME] policies and procedures may result in disciplinary action, up to and including termination of employment.

# EMPLOYEE PROGRESSIVE DISCIPLINARY POLICY

Our disciplinary process has six steps of increasing strictness. These steps are:

1. Verbal warning
2. Informal meeting with supervisor
3. Formal reprimand
4. Formal disciplinary meeting
5. Penalties
6. Termination

**[THE FOREGOING PROCESS CAN BE VARIED BY THE COMPANY]**

All these processes are official and managers should document them. HR must also keep records of the process from step 3 (formal reprimand) onwards.

Each step may be repeated instead of moving forward to the next step at the Company’s discretion. Managers can make the decision to repeat a step if they:

* Feel that the step was not properly executed the first time
* See signs of improvement in their employee and want to help them further
* Believe conditions or parameters change enough to make repeating the step necessary
* Any other justifiable reason in all reasonability

## Verbal Warning

When a manager or HR issues a verbal warning to an employee, they should do so privately. When appropriate, they should provide that employee with a copy of the company policy they violated and explain the progressive discipline steps. Supervisors should provide employees with any coaching or advice they need.

Employees have \_\_\_\_\_ weeks [*indicate the time*] to correct their behaviour before the next step takes effect.

## Informal Meeting with the Supervisor

A manager or HR if appropriate discusses corrective actions with an employee. Employees should receive actionable feedback on how to deal with an unintentional violation. They can review coaching or mentoring methods.

Employees have \_\_\_\_\_\_\_ month(s) [*indicate the time period*] to correct their behavior before step 3 (Formal Reprimand) takes effect.

## 15.3 Formal Reprimand

Employees receive a formal written reprimand. HR should inform them that if they do not correct their behavior within \_\_\_\_\_\_\_\_ [*indicate the time period*], step 4 (Formal Disciplinary Meeting) will take place.

## 15.4 Formal Disciplinary Meeting

Employees will be called in for a formal disciplinary meeting with HR, their Department Head and /or their supervisor. They will have the chance to explain their side and the HR is obliged to investigate. HR must clarify that this is the final step before an employee is penalized

Employees must correct their behavior immediately, or step 5 (Penalties) ensues.

## 15.5 Penalties

This step encompasses any penalties that employees will receive. This usually includes detraction of certain perks and benefits (as long as they are not mandatory by law). It may also include suspension without pay or demotion for serious offences.

We will apply this step uniformly and fairly. It will not result in adverse impact for protected groups

Employees must correct their behavior within \_\_\_\_ month [*indicate the time period*] before step 6 (Termination) ensues.

## 15.6 Termination

Employees who continue to violate our policies, either voluntary or involuntary, by this stage will be terminated. This step will follow an official investigation by the HR (or legal authorities when appropriate) to ensure that terminating an employee is fair.

A termination for cause will refer to employees who were guilty of severe violations or felonies.

## 15.7 Invocation of Progressive Discipline Steps

The progressive discipline steps may begin from a different step, according to the severity of an employee’s misconduct:

#### Performance issues

Procedure starts at stage 1(Verbal Warning). Examples can be:

* Absenteeism
* Disregarding deadlines
* Lack of knowledge of Health and safety standards
* [Any other reasons deemed to fall into this category by the company]

#### Minor Offences (one-time)

Procedure starts at stage 1(Verbal Warning). Examples are:

* On-the-job minor mistakes
* Breach of dress code or smoking policy
* [Any other reasons deemed to fall into this category by the company]

#### Serious Misconduct/Repetition of an offense over

Procedure starts at stage 3 (Formal Reprimand). Examples are:

* On the job major mistakes
* Rudeness to customers or partners and colleagues
* Unwillingness to follow important policies
* [Any other reasons deemed to fall into this category by the company]

#### Severe Violations

Procedure starts at stage 5 (Penalties). Examples are:

* Substance abuse
* Offensive behaviour
* Retaliation/violence against an employee
* [Any other reasons deemed to fall into this category by the company]

#### Illegal Behaviour

Procedure starts at step 6 (Termination). Examples are:

* Corruption/Bribery
* Sexual Harassment
* Workplace Violence
* Embezzlement/Fraud
* [Any other reasons deemed to fall into this category by the company]

HR/Department heads can skip any of the steps if they believe they are obsolete. This policy only provides a general guideline. The company reserves the right to treat circumstances in a different way from that described in this policy. But we are always obliged to act fairly and lawfully document every stage of the progressive discipline process

## 15.7 Right to Appeal

Employees who were terminated without cause or were not found guilty for illegal behaviour may file an appeal to the HR. HR will evaluate each situation and even organize hearing.

# MISCELLANEOUS

## 16.1 Employee relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

## 16.2 Fraternization

Fraternization refers to dating or being friends with your colleagues. In this policy, “dating” equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

## 16.3 Dating colleagues

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace. You are also obliged to respect your colleagues who date each other. We won’t tolerate sexual jokes, malicious gossip and improper comments. If you witness this kind of behavior, please report it to HR.

## 16.4 Dating managers

To avoid accusations of favoritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. This restriction extends to every manager above an employee. Also, if you act as a hiring manager, you aren’t allowed to hire your partner to your team. You can refer them for employment to other teams or departments where you don’t have any managerial or hiring authority.

## 16.5 Friendships at work

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of our workplace.

## 16.6 Employment of relatives

Everyone in our company should be hired, recognized or promoted because of their skills, character and work ethic. We would not like to see phenomena of nepotism, favoritism or conflicts of interest, so we will place some restrictions on hiring employees’ relatives. To our company, a “relative” is someone who is related by blood or marriage within the third degree to an employee. This includes: parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children. As an employee, you can refer your relatives to work with our company. Here are our only restrictions:

* [You must not be involved in a supervisory/reporting relationship with a relative.]
* [You cannot be transferred, promoted or hired inside a reporting relationship with a relative.]
* [You cannot be part of a hiring committee, when your relative is interviewed for that position.]
* [ANY OTHER CONDITION SET BY THE COMPANY]

## 16.7 Workplace visitors

If you want to invite a visitor to our offices, please ask for permission from our [HR Manager/ Security Officer/ Office Manager] first. Also, inform our [reception/ gate/ front-office] of your visitor’s arrival. Visitors should sign in and show identification. They will receive passes and will be asked to return them to [reception/ gate/ front-office] once their visit is complete.

When you have office visitors, you also have responsibilities. You should:

* Always tend to your visitors (especially when they are underage.)
* Keep your visitors away from areas where there are dangerous machines, hazards, confidential records or sensitive equipment.
* Prevent your visitors from proselytizing your colleagues, gathering donations or requesting participation in activities while on our premises.

Anyone who delivers orders, mail or packages for employees should remain at our building’s reception or gate. If you are expecting a delivery, [front office employees/ security guards] will notify you so you may collect it.

# RESIGNATION

An Employee may resign when s/he voluntarily informs HR manager that they will stop working for the company. We also consider that an employee has resigned if they don’t come to work for \_\_\_\_\_ [*indicate number of days*] consecutive days without notice.

For efficiency’s sake, and to make sure our workplace runs smoothly, an employee must give the company at least a 28 days’ notice [*indicate number of days*] of his/her intention to leave the company.

The resignation notice must be in writing for our HR records and for convenience and certainty. We will reply with an acceptance of resignation letter within \_\_\_\_\_ days [indicate number of days].

Whether you want to announce your resignation to your team is up to you, but we encourage you to be open.

Forced resignation is prohibited. One can resign at any time at his/her own volition. Nobody should force another to resign from the company, impliedly or expressly. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won’t tolerate it. Specifically, we prohibit employees from:

* Creating a hostile or unpleasant environment.
* Demanding or coaxing an employee to resign.
* Victimizing, harassing or retaliating against an employee.
* Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload).
* [Any other reason the Company considers being the root of a forced resignation]

# TERMINATION

## 18.1 Termination of services

During the probation period, the employee or the organisation shall be entitled to terminating the employment at any time by one party giving to the other two weeks’ notice in writing or two weeks’ salary in lieu of notice. [*Indicate the suitable amount of time]*

After confirmation, your employment may be terminated at any time by either party giving to the other one a 28 days’ written notice or one month’s salary in lieu of notice. *Indicate the suitable amount of time]*

The organisation can terminate your employment without notice or salary in lieu of notice on the happening of one or more of the following events:

* If any declaration given or information furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material information;
* On your being convicted of any felony or being in the opinion of the company, guilty of conduct which constitutes a failure to conscientiously attend to your employment or insubordination or disobedience of lawful instructions;
* On your failure to attend for duty at all reasonable times;
* On your failing to comply with any of the provisions of your contract of employment

## 18.2 Exit Interview

The HR Department will conduct an exit interview in order to get the employees’ reasons for leaving, feedback as well as other inputs or suggestions on the organisation.

## General Policy

Before leaving the company, the employee must ensure that the following formalities are completed:

* Give a letter a resignation specifying the notice period. The letter must be given to the supervisor;
* Return all the Company’s Property including this manual etc.
* Get certificate from Accounts that no dues are pending.
* Give letter to HR surrendering the Company insurance policies.
* All dues will be settled within 30 days of the date of cessation of employment in the [COMPANY NAME]

## Gratuity

For an employee who has been with the organisation for a minimum of \_\_\_\_ [*indicate the number of years*] years, gratuity has to be paid at the time of his/her leaving the company. Gratuity is calculated as 15 days of basic salary for every completed year of service, based on the last salary. [**THE COMPANY CAN REPLACE THIS PROVISION WITH ANY METHOD USED TO CALCULATE THE GRATUITY ACCORDING TO THEIR POLICIES]**

## Service Certificate

Service Certificates will be issued to a resigning employee at the discretion of the HR department. This must be issued within 30 days of cessation of employment. All dues must have been settled. Service certificates will be issued only to employees having completed a minimum of \_\_\_ [*indicate the time period]* year of employment with [COMPANY NAME].

If you have any questions regarding any of the handbook and policy guidelines listed above, please contact your supervisor, Manager, the Executive Director, or the HR Department.

[DATE]

Approved by the Executive Committee of the [COMPANY NAME]