

**PAUL WAMPANA** **FOUNDATION**

ORGANIZATIONAL POLICY AND STANDARD OPERATING PROCEDURES

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**ORGANIZAtionAL Policy**

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**Organizational Background**

The Paul Wampana Foundation is a non-governmental and not for profit organization established with the aim of transforming the lives of especially youths, orphan and vulnerable children in the society.

The Foundation’s mission is to provide and strengthen the socio-economic prestige of youths and raise public awareness on HIV/AIDS in order to change the attitude of the populations towards a positive health seeking one, through awareness creation, counseling support, promotion of food security to the Orphan and Vulnerable Children (OVC), capacity building, advocacy and networking.

The organization is registered under The Companies and Allied Matters Act CAP C20 LFN 2004 in 2022 and is not affiliated to any international organization.

The organization’s structure comprises of a strong fifteen (15) Board of Trustees (BOT) that include professionals from relevant walks of life who advise and guide the organization in its projects.

### Vision

The Foundation visages a community where almost all youths are skillfully empowered to fend for themselves and catered for the Orphan and Vulnerable Children to be right thinking members of the society and not a public nuisance.

### Mission

The Foundation’s mission is to provide and strengthen the socio-economic prestige of youths and raise public awareness on HIV/AIDS in order to change the attitude of the populations towards a positive health seeking one, through awareness creation, counseling support, promotion of food security to the Orphan and Vulnerable Children, capacity building, advocacy and networking.

**STRATEGIES/APPROACHES**

**YOUTHS ECONOMIC EMPOWERMENT:**

1. To improve the livelihood of youths through developing their skills and capacity building
2. To give opportunity for those who do were not privileged to have formal education to be empowered for sustainable livelihood

**ADVOCACY VISIT*S:***

1. To pay Advocacy Visits to relevant stakeholders in order to seek for supports in all phases of project implementation
2. To have access into the communities for positive intervention based on the need assessment of the beneficiaries

**ORPHAN AND VULNERABLE CHILDREN SUPPORTS**:

1. To lead in the campaign against child age inappropriate labors especially amongst Orphan and Vulnerable Children
2. To provide basic needs to the vulnerable children

**AWARENESS CREATION ON PUBLIC HEALTH:**

1. To improve awareness on HIV/AIDS that will lead to the zero point prevalence of the infection
2. To raise public awareness on health seeking attitudes

**PROMOTION OF FOOD SECURITY*:***

1. To improve the quality and access to balanced diet by the Orphan and Vulnerable Children
2. To enlighten the society on the importance of food security as it relate to general wellbeing

**FOUNDATION’S CORE VALUES**

Empowerment

Care

Diversity

Networking

Teamwork

Respect and Reliability

Social Inclusion

The Paul Wampana Foundation as an organized institution therefore delivers services; manage staff personnel; oversee administration and manage funds. As a recipient of grants from various sources and project holders of welfare activities, it is required to uphold the principles of accountability and transparency. One of the strong indicators of these principles is keeping policies and manuals in place, based on which the day-to-day operations of the foundation are to be carried out.

1. **Purpose and Categories of Personnel**
   1. **Purpose**

The purpose of this policy is to set down the policies, conditions, rights and obligations of the Foundation and its staff subject to perform their duties and responsibilities respectively.

From the time of recruitment, each staff will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification proposed by staff or board Members of the Wampana’s as deem necessary. In such cases, staff will be fully informed of the changes made.

* 1. **Categories of Personnel**

All personnel working in the Paul Wampana Foundation are classified into the following types:

* + 1. **Employees**

Staff designates salaried individuals [who, after a probationary period] are given assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments and availability of funds. They will have the responsibility for the day – to – day functioning and/or in any one or more ongoing/ prospective projects of the Foundation.

All staff of the Paul Wampana are classified into the following categories.

* + 1. **Management Category**
       - 1. Executive Director
         2. Project Manager
         3. Office Manager
       1. **Professional Category**
          1. Program Officer
          2. Researcher
          3. Finance Officer
       2. **Support Category**
          1. Administrative Assistant
          2. Office Cleaner
          3. Security

**4.2.2 Volunteers**

Volunteers are individuals who offer their services without expectation of payment. They can assign at the own choice or have been deputed at the Foundation by other [organizations](https://www2.fundsforngos.org/tag/organisations/). They will be assigned tasks from time to time as deemed necessary by the Foundation. The Foundation will not provide any compensation except under special conditions. They will not be considered as employees of the Foundation. However, they will be provided with transport, feeding or subsistence allowance if the Foundation employs their services.

**4.2.3 Consultants**

Consultants are experts hired by the Foundation on short-term basis for the completion of specific tasks and assignments related to the Foundation. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment and agreement. They are not employees of the organization.

**5. Personnel Recruitment**

**5.1 Recruitment**

The Foundation believes in equal [employment](https://www2.fundsforngos.org/category/livelihood/) opportunity to each individual, regardless of race, colour, [gender](https://www2.fundsforngos.org/tag/women/), [religion](https://www2.fundsforngos.org/category/religion/),

age, sexual orientation, national or ethnic origin, [disability](https://www2.fundsforngos.org/category/disability/), marital status, veteran status. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for [training](https://www2.fundsforngos.org/tag/training/); and the provision of any other human resources service.

**5.2 Notice of Vacant or New Position**

It is the responsibility of the Board Members to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Board must make sure that the positions can be filled under the organizational [budget](https://www2.fundsforngos.org/cat/develop-budget-project-proposal/).

For all new positions, a job description shall be established and include the following elements:

* + 1. Position summary
    2. Description of duties and responsibilities
    3. Conditions of work
    4. Qualifications

Notice of a new or vacant position must be approved by the Board before it is released publicly.

Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through newspapers if they are regular positions, or if there is a limited tendering process for consultation.

**5.3 Interview and Selection**

As a general rule, a selection committee comprising of, at least three members shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate’s application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

**5.4 Appointment Letter**

Any personnel employed by the Centre will be issued an appointment letter. The appointment letter will officially indicate his/her position within the [organization](https://www2.fundsforngos.org/tag/organisations/), the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee’s job description, terms of reference, salary and benefits and other relevant terms of employment.

**5.5 Probationary Period**

A probation period of six months shall apply to all new staff from the date of hire. Exceptionally, the probation period may be extended to another six months. In case, a new staff fails to perform in accordance to expectations the Foundation has a right to terminating the contract at the end of the probation period.

**5.6 Staff Orientation**

All new staff will get an orientation about the organization’s mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc. copies of all necessary documents will be made available.

**6. Remuneration**

The Paul Wampana Foundation believes in attracting and retaining qualified and effective workforce through a system of payment that is both appealing and fair. All staff of the Foundation are entitled to a basic salary, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter.

**6.1 Salary Increment**

Salary increment will be based upon staff’s position and performance. Increment will be provided to staff on annual basis after their performance evaluation.

Salary increment is calculated on the basis of basic salary of the staff.

**6.2 Salary Benefits**

**6.2.1 Bonus**

All staff that has performed well shall receive an annual bonus equal to one month’s basic salary. Bonus will be included in the monthly salary payment of the month preceding the festival.

However, new staff will not receive any annual bonus until the completion of the six-month probationary period.

**6.2.2 Compulsory Saving Scheme**

All regular staff is expected to set aside 10% of monthly pay to his/her saving scheme. The Foundation will contribute the same amount on monthly basis. Both the staff’s and Foundation’s contributions are deposited in a savings account under the staff’s name. The saving scheme can only be withdrawn upon the staff’s resignation from the Foundation.

**7. Compensation against Accident of staff during Service**

In the event that the staff has an accident while working for the Foundation, i.e. on official assignment or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month salary of the individual to cover the medical expenses.

**8. Working Days and Hours**

**8.1 Working Days**

The Paul Wampana Foundation will have a 5 – day in a week working schedule from Monday to Friday. Saturdays and Sundays are considered non-working days.

**8.2 Office Hours**

The office shall open from 08.a.m to 04. p.m. in the evening. All staff are expected to complete 8 working hours daily. There will be 30 minutes lunch-break. Late coming with reasonable explanations must be compensated for that day i.e. if a staff is late by 30 minutes or so will now close at 4:30 poratha.

**Travel Rules & Regulations**

**9.1 Travel**

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted by the Paul Wampana Foundation applies to all staff regardless of job category or status.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached. Eligible expenses include: -

**9.1.1 Per Diem**

All staff and volunteers are provided per diem of N5, 000 outside the state to cover the cost of food for each night spent outside the city as approved by the Foundation.

**9.1.2 Accommodation**

All staff and volunteers staying overnight are entitled to claim expenses incurred for accommodation for official trips outside Yola. Maximum claims shall not exceed N5, 000 per night or as deemed necessary within the ability of the Foundation. Claim for accommodation will be reimbursed upon submission of bills/receipts.

**9.1.3 Mode of Transport**

The Paul Wampana Foundation will pay surface transport as far as possible, i.e. road but where it becomes absolutely necessary air transport can be reimbursed. If any individual is using personal vehicle for the Foundation related work, they can be reimbursed the actual fuel cost based upon the mileage. However, the private transport must be shared by more than one staff member or volunteer.

**10. Leave and Holidays**

**10.1 Leave**

All staff are entitled to the following leave with pay.

**10.1.1 Annual Leave**

All staff of the Foundation are entitled to 21 working days off as paid leave per annum. This leave is accrued monthly at the rate of working days. Weekends are exclusive.

**10.1.2 Sick Leave**

Staff are entitled to 12 working days of sick leave with pay per calendar year. Sick leave is accumulated at the rate of 1 day for every full month raked.

Staff have to present a medical report/certificate to substantiate claims for sick leave with pay for absences exceeding two successive days.

**10.1.3 Maternity Leave**

All female staff are entitled to maternity leave of 90 working day.

**10.1.4 Compassionate Leave**

In case of death of a parent, [child](https://www2.fundsforngos.org/category/children/) or spouse, staff are given compassionate leave of seven working days.

**10.2 Public Holidays**

All staff are entitled to all public holidays announced by the Government.

Unless otherwise specified, the Foundation will observe the same public holidays as those prescribed by the Government.

* 1. **Leave without Pay**
     1. Leave without pay may be granted to staff upon discussion with the Executive Director.
     2. Leave without pay means no benefits shall accrue to the staff during such period.
     3. Staff on probation are not entitled to leave with or without pay but can accrue such leave during the probationary period. Bereavement exclusive.
     4. Leave without pay is applicable when the staff has exhausted all his/her annual and sick leave.

**11. Absence**

* 1. A staff who is unable to come to the office is required to notify the office of the reason for his/her absence.
  2. Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:
  3. If, after seven consecutive days of absence, the staff to fail to give any explanation of the cause of his/her absence, the staff will be considered to have resigned from his/her position.
  4. In cases where the staff cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Executive Director, the staff may be subjected to disciplinary action.

**12. Staff Movement**

**12.1 Assignments and Transfers**

According to project needs, any staff can be transferred temporarily or permanently to any location where the Foundation conducts its activities. The transfer may be the result of a promotion, a change in role due to service requirements or other reasons.

A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal. In addition, the staff concerned shall be notified one month in advance of his/her change in situation.

**13. Interim positions and promotions**

A staff may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, the Foundation shall reclassify the staff in the category of the new job or return him/her to his/her former duties.

A staff who receives a promotion can be required to complete a trial period in the new position. If the trial period is successful, the staff will be reclassified in the new job category and at a salary scale level higher than his/her former position. If the trial period is not satisfactory, the staff will be reinstated in a position at the same level as former position.

**14. Employee Termination Rules**

**14.1 Prohibition on Outside** [**Employment**](https://www2.fundsforngos.org/category/livelihood/) **and/or Engagement**

Full-time regular staff of the Foundation is not allowed to undertake outside employment.

**14.2 Termination of Employment**

**14.2.1 Conditions for Termination**

Staff shall lose his/her job under any of the following conditions:

**14.2.2. Voluntary Resignation**

* + - 1. Personnel wishing to resign from post may do so by giving a resignation letter to the Office Manager stating the reasons for resignation and effective date of the same. One month prior notice is required for such resignations.
      2. The date in which the resignation letter is received at the Foundation is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

**14.2.3 Redundancy of the Position**

Depending on the nature and volume of its operation, the Foundation may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from the Foundation with proper notice. While doing so, the Foundation will give at least 2 months notice in advance.

**14.2.4Termination with Cause Grounds**

* + - 1. Continuing inefficiency and gross negligence of duty.
      2. Fund embezzlement or theft.
      3. Misuse of office equipment, and other properties.
      4. Repeated unauthorized absences and leaves
      5. Intoxication while on official business or within office premises
      6. Unauthorized disclosure of official information

11.2.4.7 Criminal charge

**14.2.5 Retirement**

When a staff reaches the age of retirement, according to the Nigeria’s law, the employment relationship comes to an end. The Foundation shall notify the staff by letter, stating the date the employment terminates.

The retiring staff shall receive salary up the date of departure and other allowances such as the compulsory saving fund, as specified in his/her agreement.

**14.2.6 Death**

When a staff dies, his/her salary and benefits will automatically be paid to his/her legal heirs through a specified channel.

* 1. **Procedures for Disciplinary Action and/or Termination**

14.3.1 The Paul Wampana Foundation will ask the staff for a written explanation to the offences deemed committed by the staff concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.

* + 1. The staff is given 3 working days to submit his/her explanations in writing.
    2. Based on the written explanations submitted by the staff concerned and the

strength of evidence presented, the Foundation may choose to decide on the charges or pursue further investigation of the case.

14.3.4 The Foundation can, shall as it feels necessary, suspend the staff in question from duty during the period of investigation subject to the following conditions

* + 1. Should the staff be in a position to tamper with the evidence against him/her

14.3.6 Should the staff’s continuing presence in the Foundation be deemed inimical to the interest of the Foundation

**15. Conflict Management**

**15.1 Conflict Resolution**

Whenever a dispute arises among Foundation staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Staff who feels unfairly treated or who have complaints about a situation or about working conditions should notify the Executive Director immediately.

**15.2 Staff Behavior**

The Foundation expects its staff to adopt attitudes and behavior that maintain the good image of the [organization](https://www2.fundsforngos.org/tag/organisations/). Centre staff shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good staff needs to follow (respect, courtesy, punctuality), there are particular procedures of conduct for members of the organization which must be observed.

**15.2.1 Political Activities**

Since the Foundation is a non-political organization, staff shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the organization’s materials for these purposes.

**15.2.2 Discrimination and Harassment**

Under the principles established by the Foundation no staff, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work. Violations may attract disciplinary actions.

**15.2.3 Conflict of Interest**

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by the Foundation, staff shall respect the following guidelines:

* + - 1. It is prohibited to use Foundation property for illegal or unauthorized purposes.
      2. It is prohibited for any Foundation staff having confidential information to disclose it without express authorization beforehand.
      3. Full time Staff cannot at any time accept a job from another employer.
      4. Staff shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
      5. Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

**16. Settling Grievance**

**16.1 Grievances**

If a staff feels unfairly treated by circumstances that infringe on his/her rights or change his/her [employment](https://www2.fundsforngos.org/category/livelihood/) conditions, he/she should discuss the situation with his/her immediate supervisor. If, after the matter has been discussed and corrective measures taken, an employee feels it has not been satisfactorily settled, he/she can submit a grievance to the Executive Director, who will discuss and provide appropriate solution. All grievances shall be handled internally because there is no recourse to external mediation or arbitration.

**17. Performance Evaluation and Skill** [**Training**](https://www2.fundsforngos.org/tag/training/)

**17.1 Performance Evaluation System**

The performance evaluation system is a means by which [the](https://www2.fundsforngos.org/tag/ngos/) Foundation can increase its efficiency and that of its staff. The purpose of the system is for the [organization](https://www2.fundsforngos.org/tag/organisations/) to fulfill its mission by attaining its objectives and for staff to grow and feel fulfilled through proactive performance supervision.

The system enables, among other things, the harmonizing of individual staff objectives with those of the organization, the measuring of staff potential and work performance and the support of staff improvement by working with them on their development needs.

The annual performance evaluation seeks specifically to:

* + 1. Promote communication between staff and their supervisors
    2. Clarify expectations concerning objectives and performance
    3. Improve staff performance through on-going monitoring and feedback
    4. Assess and reward individual performance
    5. Allow staff to express their career aspirations

The performance evaluation focuses on the individual staff in relation to the tasks and responsibilities assigned to him/her. It is not necessarily a comparison of one staff’s performance with that of another. Thus, the staff’s work performance is to be assessed in relation to absolute procedures, that is, according to the evaluator’s performance criteria and not according to relative procedures.

The performance evaluation also allows the Foundation to assess the quality of human resources in the department or organization, note important information concerning expectations and needs and clarify decisions concerning transfers or work assignments.

**17.2 Elements of the Performance Evaluation System**

A performance evaluation system is composed of three main stages that generally take place over a period of a year:

**17.2.1 Performance planning**

The performance planning stage enables employees and supervisors to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are used to facilitate this stage:

**17.2.1.1 Job description or list of duties**

Each staff must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

**17.2.1.2 Setting of objectives**

For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned.

**17.2.1.3 Individual action plan**

The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

**17.3 Performance Monitoring and Management**

Staff performance and productivity should be managed on an on-going basis throughout the year. The following elements, among others, are involved:

**17.3.1 On-going Supervision**

This means taking the time to observe, examine sources of difficulty and seek solutions.

**17.3.2 Regular Communication**

This involves regular exchanges so that staff can receive feedback about their performance and receive the necessary supervision.

**17.3.3 Periodic Evaluation**

This involves formal, scheduled meetings between a staff and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives, if necessary. A minimum of one meeting every six months is suggested to ensure satisfactory results.

**17.4 Annual Performance Evaluation**

The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of a staff’s work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the staff continues to grow and develop.

The performance evaluation form should include all the sections needed for the evaluation. This includes a section relating to performance evaluation in relation to the objectives established at the outset and in relation to the responsibilities of the position, a section that specifies or targets what is needed for the staff’s development and finally a section allowing the staff and the evaluator to express their comments and affix their respective signatures. The form should also include a performance level classification and a definition of each of these levels.

The annual performance evaluation does not have any financial impact on salaries. It is first and foremost a tool to evaluate the staff’s performance and take remedial action if necessary.

Staff of the Foundation should also be given the opportunity to evaluate management.

**18. Skill** [**Training**](https://www2.fundsforngos.org/tag/training/) **and Professional Development**

Depending on available funds, [the](https://www2.fundsforngos.org/tag/ngos/) Foundation should foster the professional development of its staff in order to be as effective as possible in its activities. The training programs chosen should address the actual needs identified and expressed during performance evaluation sessions.

**18.1 Bond**

As part of the staff and [organizational development](https://www2.fundsforngos.org/tag/organizational-development/) activities, the Foundation may at times decide to send a designated staff person for trainings and/or further studies both abroad as well as at local level. The Foundation will bear the full/partial costs of the trainings/studies for this. However, the designated staff sponsored for the trainings/studies is required to sign a bond with the Foundation as requirement to complete the full tenure of working with the [organization](https://www2.fundsforngos.org/tag/organisations/).

# 19. Communications Policy for Office Management

**19.1. Purpose**

The purpose of this policy is to control and reduce the communication cost in an effective way. Telephones are the most convenient and fastest mode of communication but for long distance communication, they are expensive.

There are other modes for fast communication such as courier, fax or e-mail. And out of these, e-mail is fast and more affordable. [The](https://www2.fundsforngos.org/tag/ngos/) Foundation prefers to use e-mail for out of station correspondence to reduce the communication costs. Telephones can be used for local calls and in emergency for national & international long distance calls.

Internet service at the office can be used to download and send email and to conduct work-related research **but not** on explicit activities.

**19.2 Guidelines**

The Foundation provides the following guidelines to its staff to control telephone use.

* + 1. Telephone users are requested to keep their conversations short in order to keep

the cost down and to keep the lines open for other people in and outside the office that need to use the telephone.

* + 1. In general, staff should avoid using phones for non-official calls and are advised

to use STD/ISD facilities available outside the office. However, the non-official calls will be billed to staff at prevailing rates. To keep track of such calls, a record sheet is provided to each staff working in the office in order to make it easier to remember to record the long distance calls (STD / ISD). All long distance calls should be recorded on this sheet along with all required information and submit to the finance division each month.

* + 1. In order to minimize communication costs as much as possible, email should be

used rather than direct long distance calls.

* + 1. Copies of all in-coming and out-going official communications (letters sent or

received) should be filed. The staff sending / receiving important e-mails should be responsible to print and file such e-mails. A copy should go in the central file system.

* + 1. Regarding international phone calls, the need for official call should be discussed

verbally with the Executive Director, unless exceptional circumstances make this impractical.

# 20. Computer Policy for Office Management

**20.1 Purpose**

The Foundation seeks to effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Staff are responsible for ensuring that the procedures and policies suggested here are followed.

**20.2 Use**

Using computer equipment requires particular care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to Foundation staff only. Those staff who are unable to handle commonly-used software will be given an orientation by the senior staff on request. At least one staff will be trained in handling minor maintenance of computers and accessories at the office.

* 1. **Security**

20.3.1 In order to safeguard the computers against viruses, the external drives (CDs/DVDs/floppies/pen drives) that are at office are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with latest anti-virus software.

20.3.2 In order to safeguard computers from viruses, antivirus software must be installed in the computers. The virus list for programs should be updated on a regular basis. It is the duty of the staff who has been assigned a computer to update the virus list on her / his computer.

20.3.3 There should be at least two backups of all important documents. One copy should be on the hard disk of the computer assigned to the concerned staff and a second copy on a CD/DVD kept in the office.

20.3.4 The computers of the Foundation should normally be used by the staff. Consultants and volunteers should seek prior permission before using his/her computer in the office

**20.4 Saving documents in the Computers**

In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each staff should have a c:/my documents directory in his/her computer. This directory should be broken down into sub-directories to facilitate retrieval of important documents. Each staff will include a copy of all their important documents to be backed up on a directory titled backup.

**20.5 Back-ups of Documents**

In order to safeguard important documents and other work done by the staff, the back-up directory of the staff shall be done on CD/DVD once every week (every Friday) and the CD/DVD stored by the staff.

# 21 Procurement Policy

**21.1 Purpose**

The purchase of goods and services is necessary for the smooth operation of the Foundation. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the [budget](https://www2.fundsforngos.org/cat/develop-budget-project-proposal/) provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

**21.2 Methodology**

The Foundation shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. The Foundation shall specify in the purchase file the reasons the lowest bid was not chosen.

* + 1. For purchases under N100,000 a price survey by telephone of three suppliers will

be sufficient for determining the supplier.

* + 1. For purchases above N100,000 a quotation/invoice shall be obtained from three local suppliers.

21.2.3 Purchases from a sole source shall be explained in the purchase file.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

**21.3 Purchases**

Staff making purchases as part of the project activity or organizational work must adhere to the following mechanisms:

* + 1. Requisition form – the staff requesting a purchase fills this form, has it checked by Office Manager, approved by the Executive Director and sends it to finance Officer.
    2. Order form – the Finance Officer issues the order form, after it is signed by the Executive Director.
    3. Receipt – After the purchase has been made, a receipt slip will be issued by the Store Officer/Finance Officer for the supplier, who will sign it and give it back to the Store Officer/Finance Officer.

# 22. Fixed Assets Policy

**22.1 Purpose**

To carry out its activities, [the](https://www2.fundsforngos.org/tag/ngos/) Foundation needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include tables, chairs, shelves, computers and related accessories. The Fixed Assets Policy will aim for:

22.1.1 Precise identification of goods that are part of the asset base

* + 1. Sensible use of goods
    2. Periodic taking of physical inventory
    3. Effective maintenance of goods

19.1.5 Replenishment of goods when required.

**22.2 Procedures**

At Foundation, the management of material resources is the responsibility of the Finance staff. The procedures involved in managing these resources are:

* + 1. Receiving and recording goods
    2. Using goods properly
    3. Maintaining goods
    4. Taking inventory of goods

19.2.5 Disposing of goods

Material resources are managed by means of records or files.

**22.3 Asset Inventory**

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.

Inventory is usually done quarterly and is the responsibility of the finance division.

**22.4 Inventory Procedures**

The inventory procedure is composed of the following steps:

* + 1. Creation of record cards on which is found:
    2. Type of item
    3. Description of item
    4. Identification code
    5. Service user or name of manager
    6. Assigned location
    7. Previous placement of item
    8. Notes on condition of item
    9. Record updates
    10. Minutes of physical inventory
    11. Final removal of an item
    12. Replacement of an item

19.4.4 List of annual needs

**22.5 Removal of items**

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

* + 1. Steep rise in operating or maintenance expenses
    2. Excessive cost of repair
    3. Any other objective reason

The Executive Director should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

# 23. Finance Policy

**23.1 Fund Receipt**

**23.1.1 Sources of Funds**

[The](https://www2.fundsforngos.org/tag/ngos/) Foundation receives funds from the following sources

* + - 1. Foreign Currency supported project fund
      2. Membership fees
      3. Income from short term professional services and consultancy assignments undertaken by the Foundation
      4. [Grant](https://www2.fundsforngos.org/tag/grants/) Donations received from philanthropic [organizations](https://www2.fundsforngos.org/tag/organisations/) and individuals both within the Country and outside.

**23.2 Signatories to Cheque Books, Mandates and other Financial Instruments.**

The Executive Director, Project Manager and Office Manager will be signatory to the Foundation’s cheque /accounts etc. Money can be released by the signatures of any two signatories.

**23.3 Types of Accounts**

The following three types of accounts will be maintained by the Foundation:

**23.3.1 Main Account**

All income accrued to the Foundation will be deposited in the Central Account. The Executive Director, Project Manager and Office Manager are authorized to operate the bank account. Two signatures of any of these officials will be required for fund movement.

**23.3.2 Savings Account**

The Foundation will keep fixed deposit savings account for its trust fund and compulsory staff savings.

**23.3.3 Petty Cash Fund**

A petty cash fund of N200,000 is budgeted and the sum of N10,000 kept. The Finance Officer will handle this account and is to be liquidated every month.

The Executive Director will ensure proper handling of the petty cash fund through surprise checks from time to time.