**Associates’ Experience Committee (AEC)**

1. **Purpose:**

**1.a. Employee Engagement**: To facilitate networking, exchange ideas and suggest ways to enhance staff satisfaction and work effectiveness.

**1.b. Safeguarding:**

* Ensure UCC is a safe place to work.
* Ensure that a gender and social inclusion responsive approach is adopted and monitored in the organizations to improve the access of Women, Disadvantaged Groups to resources, opportunities and benefits from the programs/ projects.
* Ensure issues are addressed inside the institution.

1. **Objective:**

AEC aims to increase productivity. enhance wellbeing, improve workplace environment and understand employee attitudes.

It also aims to increase the sense of belongingness towards the company.

1. **Responsibilities of AEC members:**

The role and responsibilities will revolve around the below area:

**3.a. Employee Engagements:**

* Identify the need of training, events, recreational activities etc. department wise
* Set yearly event calendar
* Prepare proper budget plan and get it approved by the management through reviewer party
* Conduct monthly meeting to discuss ideas and strategies regarding Employee Engagements
* Take feedback and analyze the events outcome post every event
* Handle grievances of the employees for concerns related to employees or third party’s behavioral misconducts and any other grievances not included in company’s code of conduct

**3.b. Safeguarding:**

* To ensure implementation of UCC safeguarding protocol, monitor the effectiveness and impact of the protocol both internally and externally and recommend and implement improvements where needed;
* To ensure that the training programs are in place to enable UCC staff to fulfil their duties and responsibilities in relation to safeguarding;
* Provide strategic oversight for all aspects of safeguarding work across the organization and ensure our policies and procedures are up to date and effective in protecting people who use services from potential or actual harm.

1. **Committee**

**Nominated Associates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **Associates** | **Position** | **Department** |
|  | Sandhya Basnet | Specialist-  Human Resources | HR/ POM |
|  | Archana Panthi | Sr. Specialist-Logistics | Logistics |
|  | Sadikshya Upreti | Assistant Lead- Commercial | Commercial |
|  | Kushas Khadka | Lead-  Technology and Development | IT |
|  | Sophiya Shrestha | Assistant Lead-Operations | Operations |
|  | Rosha Tamrakar | Lead -Trip Management | Trip Management |
|  | Laxman Bista | Assistant Lead- Accounts and Finance | Accounts and Finance |
|  | Sambridha Shrestha | Specialist- Commercial | Research and Product Development Associate |

Note: The committee should meet once every month to fulfill the above mentioned responsibilities.

**Reviewer:**

1. Melisha Rajopadhyaya

**Approval Bodies:**

1. Suman Rayamajhi
2. Ranjeev Shrestha