

**HUMAN  
RESOURCE POLICY &  
PROCEDURES MANUAL OF  
COMMUNITY INITIATIVE FOR  
PARTNERSHIP AND  
DEVELOPMENT PROGRAM  
(CIPAD)**



**NORTHERN BARH EL GHAZAL STATE,  
AWEIL TOWN,  
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## **PURPOSE**

This document outlines the policies guiding the management of Human Resource at CIPAD. Therefore, all the employees working for CIPAD shall be guided by these policies and procedures. While, we are aware that there are many prototypes and well thought out manuals; we have chosen the path to develop simple and clear policy guidelines that we can revise and upgrade as we work with them.

## **SCOPE**

This human resource policy applies to CIPAD staff who are volunteers, part time and fulltime working staff. It also applies to Consultants, Interns and Visitors working in this context, where applicable.

- The policy takes into consideration the South Sudan Labour Laws.
- To the extent that this policy is inconsistent with the South Sudan Labour Laws on this issue, the South Sudan labour Laws shall prevail. Where the South Sudan Labour Law is inconsistent with this CIPAD HR Policy or is silence, the CIPAD Human Resource Policy shall apply.
- This policy supersedes all earlier versions of the same and any directives, instructions, guidelines, and communications relating to it.

## **PREAMBLE**

The CIPAD staff is its greatest asset and shall be committed to building their capacities to achieve its vision. We shall make efforts to tap from the local human resources as we extend to far areas.

CIPAD shall periodically review its human resource policies and procedures in line with its commitments.

All staff appointed and contracted alongside volunteers shall be guided by this manual. It shall be the primary responsibility of the head of organization to see to it that these policies and procedures are implemented properly.

In many instances, this manual shall be read in conjunction with some other referred documents such as financial, assets, security and administrative manuals.

The Board of Directors and Senior Management team of CIPAD will interpret, amend or change these policies and procedures as may be necessary from time to time. Such changes shall be communicated through noticeboards, memos and emails.

## **VISION, MISSION & OBJECTIVES**

### **Vision:**

A dynamic community base civil society organization influencing policies and actions at all levels to safeguard and promote sustainable development in the community.

### **Mission:**

Provision of services and resources that enhance the capacities of impoverished communities at the grassroots.

### **Objectives:**

- To focus on integrated programme approach towards address challenges facing the communities in Northern Bahr el Ghazal State. Such challenges include grassroots leadership gaps, illiteracy, poverty alleviation, participatory governance, human rights observance, community security, peace building, public health and HIV/Aids among other challenges.
- To strengthen the capacities of community groups organizations in their efforts to realize their specific objectives and aspirations.
- To enhance public awareness regarding the roles and responsibilities of civil society organizations (CSOs).
- To solicit, accept contributions, donations and assistance of any kind towards the fulfilment of our program objectives.
- To mobilized and sub grant to relevant community groups for specific activities
- To launch the awareness program in the field of education, health, sanitation, peace building, civic education, human rights, and gender and children issues.
- To launch appropriate programs in developing the community of women, children, old age, helpless and disables.

### **CIPAD Values for Excellence**

The following are core values and beliefs guiding CIPAD:

- Human dignity and gender equity
- Honesty, integrity, sincerity and transparency
- Concern for Environment
- Capability and Accountability
- Creativity and Innovation
- Discipline

### **Definition of Terms**

CIPAD will ensure that all words and terms mentioned in these policies are consistent with the context meaning of CIPAD as provided for in this guideline. For the purpose of this policy, the following definitions will apply:

**Staff:** Means staff employed by CIPAD

**Employee:** A person who is contracted by employer

**Employer:** the authority of the institution independently employing people

**Working Hours:** Schedule times of CIPAD for working periods

**Organization:** Means CIPAD with its vision, mission, objectives and core values

**Management:** Means the Senior Team of the organization

**Line Manager:** Means the person whom you report to directly

**Line Supervisor:** Means the person who supervise activities of his/her junior staff

**Human Resource:** Means the department responsible with the organization staff

**Staff Leave:** Means a time given to staff to do his/her private things

**Discipline:** Means the correctives measures put in place to control the staff of CIPAD

**Key Results Areas:** Means the performance reviews areas of weakness and strengths of CIPAD

## 1.0 CODE OF CONDUCT

Community Initiative for Partnership and Development (CIPAD) is a nongovernmental organization receiving Donor/Government support to deliver social development support and welfare services. The organization is fully committed to the principles of honesty, integrity and fair play in the delivery of services to the public. All staff shall ensure the affairs of CIPAD, such as application for services, procurements or staff recruitments are dealt with in an open, fair and impartial manner.

This Code of Conduct sets out the basic standards of behaviour expected of all staff and the organisation's policy on matters like acceptance of advantages and declaration of conflict of interest by the staff in connection with their official duties. This code also applies to volunteers, temporary or part time staff employed by CIPAD.

### Procedure

- I. An employee of CIPAD who accepts or solicits favours in connection with his/her work commit an offence. The term "advantage" is defined as almost anything of value, except entertainment, such as money, gift, commission, loan, fee, rewards, office, employment, contract, service or favour.
- II. Any gift offered voluntarily to the staff in their official capacity are regarded as gifts to the CIPAD and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organization's affairs or induce them to act against the interest of CIPAD, or lead to complaints of bias or impropriety
- III. There is however no restriction on the acceptance of favour in the staff's private capacity, from any person who does not have any official dealings with the CIPAD. In case of doubt, the staff should refer to the matter to his/her direct supervisor for advice and instruction
- IV. A conflict of interest arises when the "Private interest" of the staff compete or conflict with the interest of CIPAD. "Private interest" means both the financial and personal interests of the staff or those of their connections including: family and other relations; personal friends; the clubs and societies to which they belong; and any person whom they owe a favour or are obligated in any way.
- V. Staff should avoid using their official positions or any information made available to them in the course of their duties to benefit themselves, their relations or any other person with whom they have personal or social ties.
- VI. Staff who misuse their official positions for personal gains or to favour their relatives or friends are liable to disciplinary actions or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour leaking tender information to his relatives' company with a view to awarding the contract to the latter.
- VII. Staff are not allowed to disclose any classified or proprietary information to anybody without authorization.
- VIII. Staff given access to any property of CIPAD should ensure that it is properly used for the purpose of conducting the CIPAD business. Misappropriation of CIPAD property for personal use or resale is strictly prohibited and punishable.
- IX. A person who disobeyed and or engaged on malpractices in the organization shall be reported to his/her supervisor
- X. It is the personal responsibility of every staff member to understand and comply with the code of conduct.
- XI. All employees of CIPAD shall maintain generally accepted behaviours at all times whether in the office or elsewhere.
- XII. The Authority of the organization is vested on the Executive Director through the Board of Directors (BoD). The authority shall be respected.

## Working Hours

### Policy

All staff of CIPAD will be required to respect and follow the official working hours. CIPAD official working hours will start from 8:00 am to 5:00 pm every Monday to Friday unless public holidays fall on week's days.

### Procedures

- I. All the official working hours should be respected by all the staff.
- II. Volunteers and part time staff shall work on specific days depending on the existing projects and term of contract.
- III. CIPAD will ensure that its entire staff are given public holidays off without conditions.
- IV. CIPAD shall compensate the day off to the assigned staff who may work during public holidays/weekend after acquiring authorization from Executive Director.
- V. The organization will immediately adopt the policies created and circulated by the government of South Sudan concerning public holidays.
- VI. CIPAD will monitor its staff by proving the attendance book for signing in and out.
- VII. CIPAD has different working days and hours due to category of staff which including full-timers, volunteers and part timers.
- VIII. The working hours for volunteers shall base upon request and plan by the organization when needed but the volunteers will comply with the rules and regulations already existing in this organization.
- IX. Any absence during working hours must be approved in advance by immediate supervisor.
- X. Not authorized absence during working hours will have to be compensated by working additional hours, deducted from annual leave days, or by reduction in salaries.

### Public and Religious Holidays

- I. Fulltime employees are entitled to absence from work with full pay during official holidays. The dates of these official holidays will be authorized as per circular from government issued.
- II. The staff shall be informed of all declared public holidays through a circular and a word of mouth depending on the circumstances.

### Organization Stamps

The Executive Director shall keep the organization stamps and strictly regulate their use. The stamps must always be kept in a safe custody under lock and key.

### Manual and Computer Filing System

A standardized filing record shall be kept. All staffs are expected to open main folders and sub-folders for all their work; these should be categorized appropriately for easy access to information. The file name should be related to the work in the document. This should be done as follows:

**Step One:** Open a folder in my document, e.g. Youth Societies

**Step Two:** Open sub-folder in Youth Societies, e.g. registered youth Societies, minutes of youth societies meetings, press statements, terms of references, contracts, proposals etc.

**Step Three:** Create an appropriate file name with all the necessary details to ensure that any user can access the information easily. The file name should have the following features:-

- I. Date: the date when the document was done. **Date/Month/Year/**
- II. Title: Appropriate subject of the document. **E.g. Status of registered youth societies by 12<sup>th</sup> of August 2016.**

The location of the above file should be as follows: my document/registration/societies. If this procedure is followed, anyone who is computer literate can access information from the organization's computers, as long as one has an idea what information he/she needs.

#### **Official Visitors**

All official visitors to the office must report to the reception. A visitor's Book will be used to record all the visitors and it should be efficiently maintained for future reference.

Visitors Book sample

<b>S/No</b>	<b>Name in full</b>	<b>Purpose</b>	<b>Organization</b>	<b>Email</b>	<b>Mobile</b>	<b>Date</b>	<b>Signature</b>

## **2.0 HUMAN RESOURCE RECRUITMENT AND PLACEMENT**

### **Terms of Employment and Appointment**

Staff shall be employed on contract terms; fulltime, part time and voluntarily basis. Consultants and piece meal job employees may also be contracted as and when required. All appointments shall be in accordance with CIPAD policies and respective labour laws where it exists. CIPAD shall ensure that employment and appointment shall be fairly and openly conducted. The best qualified person shall be hired.

#### **Procedure**

- I. With the new project coming up or new positions in the organization, the Director in consultation with the finance officer shall declared these positions available.
- II. Terms of employment whether contract, temporary and volunteers shall be discussed by the Director and Human Resource depending on the available project funds.
- III. Priority shall be given to existing volunteers as long they are qualified, have skills and knowledge and are willing to work under the existing terms and conditions
- IV. On selection of candidate, an appointment offer letter will be issued.
- V. Appointment letter would be issued at the time of joining within a week after a submission of all required documents.
- VI. Offer letter will be signed by the Director/General Manager or Human Resource person
- VII. All appointments have to carry the approval of the Director.
- VIII. Confirmation letter would be signed by the Director.

#### **Probation**

All new employees must initially serve on probationary terms for a period of three (3) months after which he/she is appraised and if his/her performance is satisfactory then he/she will be issued with the letter of confirmation. Those whose performance are below expectations may at the discretion of the management have their probation period extended only ONCE by another three (months) or their service terminated.

#### **Duty Station**

Upon employment, the employee can be posted to serve anywhere within Northern Bahr El Ghazal and other States where CIPAD shall operate in.

### **Recruitment and Selection**

CIPAD shall attract, select and retain the best talent staff and ensure that appointments are made on merit through a fair and equitable selection process. CIPAD gives appointments to qualified South Sudanese nationals and Non-South Sudanese regardless of their sex, tribe, race, nationality or gender.

New staff will only be recruited in accordance with the approved establishment or organizational structure and also subject to availability of funds for the position.

#### **Procedure**

- I. CIPAD shall advertise the new vacancy for interesting and qualified candidate for two weeks for full-time position, one week for part time/ or volunteers.
- II. Before the advertisements, CIPAD has to know the type of categories under which the staff would be recruited (full timer, part timer or volunteer).
- III. A recruitment committee shall be established to serve for two years. This committee will facilitate and conduct the recruitment exercise. This committee shall hand over the successful (recommended) candidates to Director for authorization.
- IV. Short term consultants shall be recruited through referrals by other development CBOs/CSOs and their expressions of understanding of the terms of reference.
- V. The employment applicant will submit his/her application in two weeks' time from the date of posting.
- VI. Priority shall be given to the volunteers who are qualified and already serving in the organization.
- VII. CIPAD shall undertake identification of all necessary documents of the candidates before appointments. Truthfulness of the necessary documents shall be done by the recruitment committee.
- VIII. Unsuccessful candidates after oral interview will be notified after the end of the recruitment processes within two weeks.
- IX. CIPAD shall invite bids from consultancy firms in case of any need for consultant.
- X. A committee led by the Director receive the bids and select the best consultants in consultations with development partners and donors.
- XI. All applicants should photocopy the necessary original documents to avoid losing of the original documents. All applicants should either submit their applications in person or online (email).
- XII. The organization will produce all the necessary documents to be signed by employee before taking over the duty (these documents shall include job description, code of conduct and contract of service among others).
- XIII. The candidates will present their original documents when called for the interview.

### **Orientation and Induction**

CIPAD shall conduct orientation and induction to enable new employee take up a job role competently and to become a loyal and enthusiastic contributor to the organization.

#### **Procedure**

- I. Orientation and induction is a must for all new employees/volunteers upon entering CIPAD. Orientation will commence on the first day of employment
- II. All new employees shall be introduced to colleagues, rules & regulations of the organization and the working environment.
- III. Subsequent to the orientation, employees are required to undergo exposure to the development approaches used in the organization and the communities working with.
- IV. New employees will accompany existing staff to the field during community meetings and services



**EMPLOYEE REQUISITION FORM (E R F)**

The ERF serves the purpose of providing basic information on the nature of vacancy and the reason for the recruitment. Please fill up the form completely so that the right person is recruited.

1. **LOCATION:** \_\_\_\_\_ **Date of initiating the Requisition:** \_\_\_\_\_

2. **DEPARTMENT:** \_\_\_\_\_

3. **DESIGNATION :** \_\_\_\_\_ **COMPENSATION:** \_\_\_\_\_

4. **POSITION** is a

a. *Replacement* (name of person to be replaced):

b. *New one because of new Business/Department*

c. *Additional manpower in existing business division*

d. *For Temporary period* (please mention the no. of months \_\_\_\_\_ )

Specify in detail the reason for the requirement in any of the above case/s: \_\_\_\_\_

5. **JOB PROFILE**

a) **Designation:** \_\_\_\_\_

b) **Specify key responsibilities:** *(Plz mention the key words)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **CANDIDATE PROFILE:** *(Success criteria while searching the profile)*

➤ Basic Educational qualifications: \_\_\_\_\_

➤ Professional Qualification: \_\_\_\_\_

➤ No. of years of Experience: \_\_\_\_\_

**APPROVALS**

**Deptt.Head**

**Functional Head**

**Executive Director**

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date of receiving the ERF \_\_\_\_\_

## CONTRACT OF EMPLOYMENT

**Entered into between:**

Community Initiative for Partnership and Development (CIPAD)  
(herein after referred to as "the employer")

**Address of employer:**

.....  
.....  
.....  
.....

**and**

.....  
(herein after referred to as "the employee")

**1. Commencement**

This contract will begin on ..... and continue until terminated as set out in clause 4.

**2. Place of work**

.....

**3. Job description**

Job Title .....  
(e.g.. *Project Officer, Project Assistant, gardener, etc*)

Duties .....  
.....  
.....

**4. Termination of employment** (See HR POLICY NO: CIPAD/HR 0015-05)

Either party can terminate this agreement with four weeks written notice. In the case where an employee is illiterate notice may be given by that employee verbally.

**5. Wage** (See POLICY NO: CIPAD/HR 0012-05)

5.1	The employees wage shall be paid in cash on the last working day of every month and shall be:	SSP.....
5.2.1	A weekly/monthly transport allowance of	SSP.....

5.4 The employer shall review the employee's salary/wage once a year.

**6. Hours of work** (See Policy No: CIPAD/HR 0009-05)

6.1 Normal working hours will be from ..... a.m. to ..... p.m. on Mondays to Fridays and from .....a.m. to .....p.m. on Saturdays.

**7. Meal Intervals** (See Policy No: CIPAD/HR 0009-05)

The employee agrees to a lunch break of one hour. Lunchtime will be taken from ..... to ..... daily.

**8. Sunday work** (See Policy No: CIPAD/HR 0009-05)

Any work on Sundays will be by agreement between the parties from time to time.

**9. Public Holidays** (See Policy No: CIPAD/HR 0009-05)

The employee will be entitled to all official public holidays on full pay.

If an employee does not work on a public holiday, he/she shall receive normal payment for that day.

**10. Annual Leave** (See Policy No: CIPAD/HR 0009-05)

10.1 The employee is entitled to..... days paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer and the employer may require the employee to take his/her leave at such times as coincide with that of the employer.

**11. Sick leave** (See See Policy No: CIPAD/HR 0009-05)

11.1 During every sick leave cycle of 36 months the employee will be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.

11.2 During the first six months of employment the employee will entitled to one day's paid sick leave for every 26 days worked.

11.3 The employee is to notify the employer as soon as possible in case of his/her absence from work through illness.

**12. Maternity leave** (See Guideline 12)

(Tick the applicable clauses in the space provided).

12.1	The employee will be entitled to ..... days maternity leave without pay; or	
12.2	The employee will be entitled to ..... days maternity leave on ..... pay	

**13. Family responsibility leave** (See Policy No: CIPAD/HR 0009-05)

The employee will be entitled to three days family responsibility leave during each leave cycle.

**14. Deductions from remuneration** (See Policy No: CIPAD/HR 0009-05)

The employer may not deduct any monies from the employee's wage unless the employee has agreed to this in writing on each occasion.

**15. Accommodation**

No accommodation shall be made available to ant staff unless he or she is traveling on a mission given by CIPAD.

**16. Other conditions of employment or benefits**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**18. General**

Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

EMPLOYER

EMPLOYEE

Name:..... Name:..... Title  
:..... Title:..... Address  
:..... Address:.....

**PROBATION REVIEW REPORT ( PRR ) : TO BE FILLED BY IMMEDIATE SUPERIOR**

Name of the Probationer:

Designation :

Function

Unit /Location :

Date of Joining:

Confirmation due on:

No	Tasks Performed during the Probation Period	Rating
	<b>OVERALL RATING</b>	

**Rating : A - Excellent, B - Very Good, C - Good , D - Average , E – Poor**

<b>Personal Attributes ( Pl. tick in appropriate column.)</b>					
Area	Excellent	V.Good	Good	Average	Poor

1	Attendance					
2	Functional Knowledge					
3	Interpersonal Communication					
4	Team Work/ Integration with Team					
5	Initiative					
6	Integrity					
7	Decision Making					
8	Goal/ Task Orientation					
9	Learning & Sharing Ability					
10	Adherence to Org. Culture and Values					

Decision to Confirm : (Pl. Tick )

Confirm / Extend by        Months / Wrong Recruitment

**Reconsider** – Designation, Compensation Location, Function

**Comments on the Probationer’s suitability to the present assignment/job**

Name of the Probationer        :

Signature with Date:

Name of Immediate Superior:

Signature with Date:

Name of the Department Head:

Signature with Date:

Signature and comments of Program Manager

Executive Director’s Signature

### **3.0 STAFF BENEFITS**

#### **3.1. Remunerations**

CIPAD shall ensure that staff payment/allowances, compensation/appreciation is carryout timely in accordance with the various terms of employment and availability of resources. The management with the Board's approval shall determine the financial benefits/token for volunteers (including salary review)

#### **Salary on Appointment**

On appointment, an employee shall be paid a negotiated salary in which he/she is appointed with effect from the date of assumption of duty.

#### **Procedure**

- I. On monthly basis, for fulltime/contract staff, the HR officer shall provide work performance and attendance sheet to accounts officer for salary payments.
- II. Salary calculations shall be done and recommendations made for the Director or Managers for Approval.
- III. Upon approval, the finance officer shall make payments and the salaries are paid before the 5<sup>th</sup> of the following month.
- IV. Volunteers and partners shall be appreciated through token and allowances on piece meal and depending on availability of financial resources. Until such a time that CIPAD shall have funding for its staff.

#### **Performance Review**

CIPAD shall ensure performance review is done fairly and balance to all the staff yearly. The performance review shall be open and participative.

#### **Procedure**

- I. CIPAD shall ensure that every staff knows his/her targets and areas of performance assessment.
- II. The head of the organization shall ensure correct and fair rating of staff performance review according to the targets and performance areas.
- III. Spearheading of performance review of staff shall be the role of human resource person.
- IV. Performance review shall be done annually.
- V. The performance review shall form the basis for merits, promotion and salary increment.
- VI. The performance review shall be confidential and use only for staffing improvement.
- VII. The filled of the performance appraisal forms be in staff files

#### **Staff Motivation**

#### **Procedure**

- I. CIPAD staff shall be giving out the following motivations through employment, salary increments, trainings, promotions, appreciations and gifts.
- II. It shall ensure that motivation is done in the following ways: Formation of motivation committee to carryout the above categories of motivations.
- III. CIPAD shall ensure the effective and efficient coordination of staff motivations throught the heads of departments and direct supervisors.
- IV. CIPAD staff promotion shall be done through the nominated promotion committee which shall ensure that cretaria of performance, qualification, merits, good relations and gender.

- V. CIPAD shall reward the staff base on his/her work well done and shall be done in a fair manner

## **LEAVE**

### **Categories of Leave**

Employees/volunteers will be granted leave in accordance to their contract agreements. The following shall be categories of leave.

- a) Annual Leave
- b) Sick Leave
- c) Maternity Leave
- d) Compassionate Leave

### **3.5. Application for Leave (other than sick leave)**

Application for leave, except for sick and compassionate, should be submitted using the leave application form through the immediate supervisor at least 10 days prior to the date of commencement of leave. The leave become valid, only upon approval. Denial of applied leave shall be communicated within three days (3days) of application.

### **Annual Leave**

Annual leave will be considered once in a year for fulltime staff only when the organization wins a proposal of 12 months or more.

### **Procedure**

- I. Annual Leave will be considered from the date of the contract for the fulltime employees
- II. Annual leave must be earned in advance and spend during the contract period and if an employee require leave before it has been earned, this must be approved by the Director of his/her delegate.
- III. Unspent annual leave days will not be compensated unless the employee has been requested by the Direct Supervisor to postpone leave.
- IV. No annual leave can be taken during the probation period, unless the probation period relates to a promotion for an existing employee.

### **Sick Leave**

The absence from work due to medical conditions shall be communicated and referred to as the sick leave. All the staff are entitled for this leave.

### **Procedure**

- I. Sick leave shall be given to all the staff (volunteers, part time, and fulltime)
- II. Should the staff be absent from work due to medical reasons, they must notify their immediate supervisor as early as possible on the same day. The maximum allowance days will be four (4) days in the given month.
- III. Staff who is 'absent due to illness' and found to be working for another employer during sick leave, will be considered to have deserted duties which will be sufficient ground for summary dismissal.
- IV. Exceptions to these sick leave regulations maybe made only by the Director or his/her delegate.



**Compassionate Leave**

In the event of critical illness, death or similar of an immediate relative, the employee will be granted up to three (3) working days compassionate leave. An immediate relative is defined as a grandparent, parent, spouse, child, sister/brother, or grandchild.

**LEAVE APPLICATION FORM**

**Name of the Employee** \_\_\_\_\_

**Designation** \_\_\_\_\_ **Service Code No.**

**Head quarter** \_\_\_\_\_

**Leave required from**  **to**

**Purpose of leave**

**Address during leave**

<b>Signature of Recommending Authority</b>	<b>Signature of the Applicant</b>
--	-----------------------------------

**For official use only**

**Leave from ..... to ..... sanctioned/not sanctioned with pay/with out pay or as admissible.**

**Sanctioning Authority**

## **DISCIPLINARY MEASURES AND PROCEDURES**

### **Staff Discipline**

CIPAD shall ensure that the code of conduct and all organizational policies are observed. Failure of doing so, shall lead to disciplinary measures. CIPAD shall determine the disciplinary action against its employee depending on the incident status and frequency of indiscipline.

#### **Procedure**

- I. CIPAD shall take disciplinary action when staff or employee committed one of the following major offences:
  - Adultery, sex harassment and raping
  - Drinking alcohol during working hours
  - Intended destruction of organization equipment
  - Stealing organizational assets
  - Use of organizational assets for political purpose
  - Organization's name and positions must not be used for political campaigns
  - Playing movies during working hours such as blue movies
  - Doing private work during working hours
  - Working for another organization while on sick leave.
- II. Any employee or staff who commits one of the above major offences will be terminated.
- III. The disciplinary action will be taken against any employees who committed one of the following minor offences:
  - Fighting, insulting, coming/reporting late and rumours mongering
  - Playing music in the office
- IV. Any employee who commits any of the minor offences mentioned above shall be warned either orally or written base on seriousness and frequency of the offences. The third warning is the final.
- V. CIPAD employees are encourage to share and solve their petty personal grievances among themselves
- VI. CIPAD Human resource and administration offices are responsible for dealing with disciplinary action if any staff fallen into this act.
- VII. CIPAD employees shall respect the ways/system use to handle the problems within the organization, e.g. leave handling, internal conflict dissolution, and higher rate of flexibility shall be required from them

### **ASSETS MANAGEMENT**

CIPAD shall protect and ensure that all organization assets are used for official purpose only by the staff members.

#### **Procedure**

- I. Logistics officer shall make sure that all the assets are coded by serial numbers, tagging and logo attached
- II. Staff given access to any property of the CIPAD should ensure that it is properly used for the purpose of conducting the CIPAD business
- III. When assigning the assets to the staff, there shall be a documentary agreement signed Logistics Officer and Staff concern
- IV. If asset in your hand is damaged through carelessness handling, one shall take the responsibility to repair and maintain it
- V. Disposal of organization assets shall be done through nominated disposal committee

- VI. The disposal committee shall assume the full responsibility of taking the necessary process to dispose the unwanted assets

#### **COMMUNICATION**

CIPAD shall ensure effective use of formal and informal means to pass the information up, down and across the network of Director, Managers and employees in the organization.

#### **Procedure**

- I. Director shall ensure that all the channels of communications are carry out correctly and smoothly from to the bottom and from to the top
- II. Applicable communication modes and means shall be used by the staff
- III. Official email communication shall be follow by the phone call where there is a mobile network
- IV. All the staff shall use the communication skills in an effective and efficient way
- V. Staff shall be polite and avoid abusive languages

#### **CLEARANCE CERTIFICATE**

CIPAD shall ensure that all staff are given clearance form to fill upon exit and issued certificate of clearance.

#### **Procedure**

- I. Human Resource Office shall ensure that all clearance form as well as clearance certificates are issued to the staff leaving the organization
- II. The leaving staff shall take the clearance form to each and every department for clearance by heads of departments.

Annexes