



**THE HUMAN RESOURCES POLICY
OF
THE COMMUNITY INITIATIVE FOR PARTNERSHIP AND
DEVELOPMENT (CIPAD)**

**REVISED BY:
CIPAD MANAGEMENT TEAM IN AWEIL,
April 2024**



**APPROVED BY:
CIPAD BOARD OF DIRECTORS IN AWEIL,**

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1. Introduction

The Community Initiative for Partnership and Development (CIPAD) is a national, community-driven, non-governmental organization (NGO) rooted in the belief that the most sustainable peace, humanitarian action, and development are those led and shaped by the communities most affected.

Founded in 2010 in South Sudan as a Community-Based Organization (CBO) by a diverse group of committed youth, women, and professionals, CIPAD emerged in direct response to the long-standing impacts of armed conflict, extreme poverty, and social exclusion that had destabilized South Sudanese communities for decades. These founders, many of whom were personally affected by the consequences of Sudan war, were united by a common vision of empowerment and community resilience.

After operating for seven years at the grassroots level, CIPAD transitioned into a fully registered national NGO in 2017, under the Relief and Rehabilitation Commission (RRC Reg. No. 902). Since then, CIPAD has evolved into a respected national actor known for delivering effective, inclusive, and community-centered programming across various sectors and geographic areas in South Sudan.

CIPAD envisions “a just, peaceful, and resilient society where all people live with dignity, self-reliance, and well-being.” This vision is the foundation of our mission, which is “to advance sustainable development, deliver humanitarian assistance, and advocate for inclusive policies by empowering communities and fostering equitable partnerships.”

Our work is organized around eight interlinked strategic focus areas:

1. Sustainable livelihoods and food security
2. Child protection, mental health and psychosocial support
3. Peacebuilding, social cohesion, and conflict transformation
4. Humanitarian response and community resilience
5. Gender equality and prevention of gender-based violence (GBV)
6. Water, sanitation and hygiene (WASH), health, education, and nutrition
7. Human rights, civic education, and inclusive governance
8. Climate change adaptation and environmental sustainability



CIPAD employs a community-driven, trauma-informed, rights-based, gender & conflict-sensitive, and inclusive approach to all of its programs. We are particularly committed to empowering marginalized populations, including women, youth, children, and people with disabilities, and work to strengthen the capacity of local institutions to lead their own development. We also collaborate closely with international organizations, UN agencies, civil society actors, and donors who share our commitment to transformative change and locally led development in South Sudan.

As an organization that places people at the center of its mission, CIPAD understands that its success depends on the strength, integrity, professionalism, and well-being of its staff. Therefore, the Human Resources Policy Manual is a critical tool to promote fairness, accountability, and a healthy work environment. This document sets out the standards, procedures, and expectations for

all employees and outlines CIPAD's commitment to staff welfare, ethical conduct, gender equality, safeguarding, and protection from exploitation and abuse.

It is a living document, subject to continuous improvement, that seeks to ensure CIPAD remains a values-driven, accountable, and high-performing organization, delivering quality services and advocating for justice, peace, and development across South Sudan.

2. Purpose of the HR Policy

The purpose of this Human Resources Policy Manual is to provide a comprehensive framework that governs the recruitment, management, development, and welfare of staff within the Community Initiative for Partnership and Development (CIPAD).

As a values-driven national NGO committed to justice, peace, and community empowerment, CIPAD recognizes that its success and sustainability depend on the quality, integrity, motivation, and professionalism of its personnel. This policy manual reflects CIPAD's commitment to the highest standards of human resource management in line with:

- South Sudan national labor laws
- International labor standards
- Core Humanitarian Standard (CHS) on Quality and Accountability
- Inter-Agency Standing Committee (IASC) principles
- UN System HR frameworks, including PSEA, Code of Conduct, gender equity, and safeguarding



The HR Policy Manual seeks to:

- Provide clear, consistent, and transparent guidance on all matters related to employment and staff management
- Promote fairness, non-discrimination, and equal opportunity in all HR practices
- Foster a safe, inclusive, and productive work environment
- Encourage performance, professional growth, and staff well-being
- Ensure organizational accountability and compliance with donor requirements and global HR standards
- Institutionalize a culture of integrity, accountability, and respect for human rights within all aspects of CIPAD's work

This policy applies to all CIPAD personnel and shall guide the HR Department, managers, and staff in making sound and ethical decisions that reflect the organization's vision and mission.

3. Scope

This Human Resources Policy Manual applies to all individuals engaged by CIPAD, regardless of their role, location, or contractual arrangement. These include:

- Full-time and part-time employees
- Interns and volunteers
- National and international consultants
- Short-term or project-based contract staff
- Board members (for applicable sections related to conduct and safeguarding)

The policy also extends to partners, affiliates, and third-party service providers, especially where they interact with or serve program participants. All personnel working with CIPAD are expected to act in accordance with the standards and principles outlined in this document, including those related to Protection from Sexual Exploitation and Abuse (PSEA), Child Safeguarding, Whistleblowing, and the Code of Conduct.

While this manual provides standard guidance, specific policies or procedures may apply in emergency contexts or field locations, provided they comply with the overarching principles herein.

This policy will be reviewed annually or as needed to ensure it remains responsive to changes in national labor law, donor requirements, and international best practices.

4. Guiding Principles

CIPAD's HR management system is grounded in a set of core principles that reflect both our organizational values and international standards. These principles are central to creating a positive, ethical, and inclusive workplace.



4.1. Human Rights and Dignity

All CIPAD personnel are entitled to work in an environment that respects their fundamental rights and promotes dignity, equality, and mutual respect. Discrimination, harassment, or abuse of any kind is strictly prohibited.

4.2. Equality, Inclusion, and Non-Discrimination

CIPAD is committed to being an equal opportunity employer. We actively promote inclusion of underrepresented and marginalized groups, including women, youth, persons with disabilities, and ethnic minorities. Employment and advancement decisions are made based on merit, qualifications, and organizational needs.

4.3. Transparency and Accountability

All HR decisions and processes must be transparent, well-documented, and consistent. Managers and supervisors are accountable for fair implementation of HR policies and equitable treatment of all staff.

4.4. Zero Tolerance for Misconduct

CIPAD adopts a zero-tolerance policy toward fraud, corruption, sexual exploitation and abuse (SEA), harassment, abuse of power, and any form of misconduct. All staff are required to uphold the highest standards of ethical behavior, integrity, and professional conduct.

4.5. Duty of Care and Staff Well-Being

CIPAD recognizes its duty of care to all personnel. This includes providing a safe, healthy, and secure working environment, access to support services (e.g., psychosocial support), and measures to prevent burnout or workplace stress.

4.6. Local Leadership and Capacity Development

Aligned with our community-driven model, CIPAD prioritizes local leadership and talent development. We invest in building the skills and capacity of national staff to take on leadership roles and drive sustainable change within their communities.

5. Recruitment and Selection

CIPAD's recruitment process is designed to attract and retain individuals who embody the organization's mission and values, and who possess the required competencies to deliver quality programming and accountable services to the communities we serve.

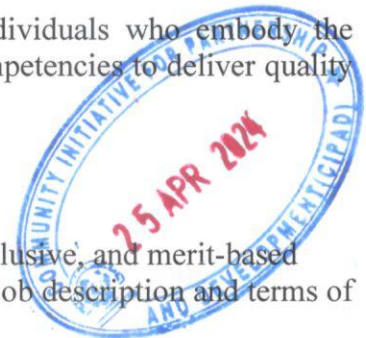
5.1. General Principles

- Recruitment must be transparent, competitive, inclusive, and merit-based
- All vacancies must be supported by an approved job description and terms of reference
- No position shall be filled without a formal, documented selection process

5.2. Equal Opportunity and Gender Equality

- Women, persons with disabilities, and underrepresented groups are strongly encouraged to apply
- Gender balance is considered at all stages of recruitment
- Gender-sensitive language shall be used in all vacancy announcements

5.3. Advertisement and Outreach



- All positions are advertised publicly, including through local networks, national platforms, and international NGO forums when necessary for a period of 2 weeks, more or less depending on the donor requirements and timing.
- Outreach efforts are made to ensure diversity in applicant pools

5.4. Selection and Interviewing

- Interview panels shall be gender-balanced and trained in bias reduction and safeguarding
- Selection criteria are clearly defined and applied consistently
- Reference checks, background verification, and safeguarding screening are mandatory prior to hiring

5.5. Induction and Onboarding

All new staff will undergo an orientation program that includes:

- Introduction to CIPAD's vision, mission, structure, and programs
- Familiarization with key policies, including Code of Conduct, PSEA, and Safeguarding etc.
- Security, health, and workplace safety protocols
- Role-specific expectations and performance standards

6. Equal Opportunity and Non-Discrimination

CIPAD is committed to fostering an organizational culture that respects diversity and ensures equal opportunities for all individuals regardless of:

- Gender or gender identity
- Age
- Ethnicity, race, or nationality
- Religion or belief
- Disability or medical condition
- Marital or family status
- Sexual orientation
- Political opinion or social origin



6.1. Anti-Discrimination Measures

- Discrimination and harassment, whether direct, indirect, or systemic are not tolerated under any circumstances
- CIPAD will take immediate and appropriate action in response to any allegation or incident of discrimination

6.2. Gender Equity

- CIPAD promotes gender-responsive hiring, career progression, and workplace practices
- Workplace policies support work-life balance, maternity and paternity rights, and protection against sexual harassment
- Gender audits and assessments may be conducted to evaluate HR practices

6.3. Reasonable Accommodation

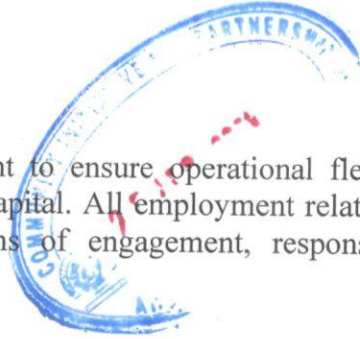
CIPAD will make reasonable accommodations to support the participation and inclusion of persons with disabilities, including in hiring, access to facilities, and job responsibilities.

6.4. Diversity and Inclusion Initiatives

- Diversity is considered a strength and integral to our organizational resilience
- Inclusion is embedded in training, leadership development, and team collaboration efforts
- Annual reviews will assess progress toward diversity and inclusion benchmarks

7. Employment Categories

CIPAD recognizes various categories of employment to ensure operational flexibility, legal compliance, and appropriate management of human capital. All employment relationships must be supported by a written contract outlining terms of engagement, responsibilities, and entitlements.



7.1. Categories of Employment

Employment Category	Description
Regular/Full-Time Employee	Staff employed on an ongoing basis, typically working 40 hours per week, with full benefits.
Part-Time Employee	Staff employed for less than 40 hours per week with prorated benefits.
Fixed-Term/Project-Based Employee	Hired for a defined duration, usually linked to project funding or timelines.
Temporary Staff	Engaged for short-term needs such as surge support, maternity cover, or special events.
Interns and Volunteers	Non-paid or stipend-based individuals who contribute under supervision, often for professional development.
Consultants and Contractors	External experts contracted for specific deliverables, usually short-term and task-based.

7.2. Classification Criteria

Each category is determined based on:

- Nature and duration of work
- Funding source
- Level of responsibility
- Applicable labor laws

All staff, regardless of employment type, are subject to CIPAD's Code of Conduct, PSEA, and Safeguarding policies.

8. Employee Onboarding and Orientation

Effective onboarding is essential to ensure that new hires understand their role, responsibilities, and the organizational culture of CIPAD.

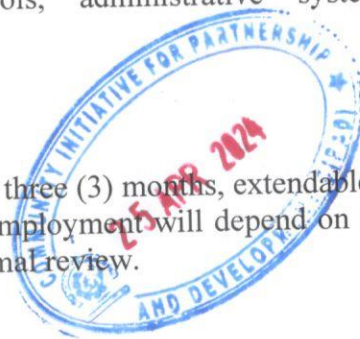
8.1. Orientation Process

All new personnel must undergo a comprehensive orientation program within the first two weeks of employment. This includes:

- Overview of CIPAD's mission, strategic focus areas, and organizational values
- Introduction to key policies: HR, Code of Conduct, PSEA, Safeguarding, Security, Whistleblowing, Finance, Procurement, Safeguarding, etc.
- Review of job description, reporting lines, and performance expectations
- Familiarization with operational tools, administrative systems, and communication protocols

8.2. Probation Period

New employees will be placed on a probationary period of three (3) months, extendable up to six (6) months depending on performance. Confirmation of employment will depend on successful completion of the probation period, assessed through a formal review.



9. Working Hours and Attendance

CIPAD aims to balance operational effectiveness with staff well-being and compliance with South Sudan labor laws.

9.1. Standard Working Hours

- Working week: Monday to Friday

- Official hours: 8:30 AM to 5:00 PM, including a 1-hour lunch break
- Total hours: 40 hours per week

9.2. Flexibility and Adjustments

- *Flexibility in working hours may be granted in specific circumstances with supervisor approval*
- Remote work or telecommuting may be considered based on role suitability and security conditions

9.3. Attendance Monitoring

- Attendance will be monitored through sign-in sheets, time logs, or biometric systems (where applicable)
- Frequent or unexcused absenteeism may result in disciplinary action

10. Compensation and Benefits

CIPAD offers fair and competitive compensation aligned with internal salary scales, donor agreements, and market conditions. Compensation reflects roles, responsibilities, and qualifications and aims to attract and retain skilled professionals.

10.1. Salary Structure

- Salaries are determined by grade, job classification, and experience
- Salary reviews are conducted annually or as determined by funding and performance

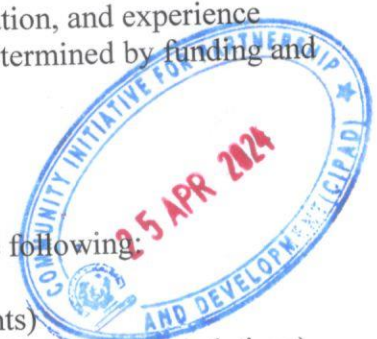
10.2. Benefits

Subject to employment type and contract, CIPAD may provide the following:

- Medical insurance (staff and eligible dependents)
- Social security contributions (in compliance with national regulations)
- Severance and gratuity pay (as per labor law)
- Relocation support (for staff deployed in hard-to-reach or conflict areas)
- Communication and transportation allowances (where applicable)

10.3. Payroll Procedures

- Salaries are paid monthly, on or before the last working day of each month
- All statutory deductions will be applied as required by law



11. Leave Entitlements

CIPAD provides leave entitlements that reflect a commitment to staff health, family responsibilities, and work-life balance.

Type of Leave	Entitlement	Notes
Annual Leave	21 working days/year	Accrued monthly. Leave plans to be approved in advance.
Sick Leave	15 working days/year	Medical certificate required after 3 consecutive days.
Maternity Leave	90 calendar days	Paid leave; may be extended based on medical need.
Paternity Leave	10 working days	Non-transferable and granted around childbirth.
Compassionate Leave	Up to 5 working days	For death/illness of immediate family members.
Public Holidays	As declared by the Government of South Sudan	Observed across all offices.
Unpaid Leave	Case-by-case basis	Must be approved by HR and the supervisor.

Unused annual leave may be carried forward up to 30 days and must be used within the following calendar year.

12. Performance Management

CIPAD is committed to cultivating a performance-oriented culture where employees are supported to achieve both personal and organizational goals.



12.1. Performance Planning

Each employee shall set Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) objectives in collaboration with their supervisor at the beginning of each performance cycle.

12.2. Mid-Year and Annual Reviews

- Performance reviews are conducted mid-year and annually
- Reviews assess achievement of objectives, competencies, behavior, and alignment with CIPAD values
- Feedback is two-way, with staff also able to evaluate supervisory support

12.3. Performance Improvement Plan (PIP)

Staff not meeting performance expectations may be placed on a Performance Improvement Plan with clear targets, timelines, and support mechanisms.

13. Staff Development and Training

CIPAD recognizes that ongoing capacity development is vital to staff motivation, quality programming, and organizational growth.

13.1. Learning and Development Strategy

- Annual training needs assessments will inform the organizational capacity development plan
- Internal and external training opportunities are supported where possible, including e-learning, workshops, mentoring, and secondments.

13.2. Career Progression

- Internal promotions are encouraged where merit and opportunity align
- Succession planning is used to strengthen leadership pathways, especially for national staff

13.3. Mandatory Trainings

All staff must complete mandatory trainings on:

- Code of Conduct
- PSEA and Safeguarding
- Whistleblowing
- Anti-Fraud and Corruption Policy
- Security and First Aid (where applicable)
- Other policies and guidelines as required by the position



14. Code of Conduct

The CIPAD Code of Conduct outlines the expected behaviors and responsibilities of all staff, regardless of position or location. It is rooted in the values of integrity, respect, accountability, neutrality, and professionalism.

14.1. Core Conduct Standards

All staff must:

- Respect the rights and dignity of all individuals, especially those we serve
- Comply with all organizational policies and procedures
- Uphold high standards of integrity, honesty, and professionalism.

- Treat all people with respect, regardless of race, gender, age, religion, ethnicity, nationality, disability, or status.
- Avoid all forms of harassment, exploitation, abuse, or discrimination.
- Safeguard the well-being of children, youth, women, and vulnerable individuals.
- Prevent and report any form of corruption, fraud, or misuse of resources.
- Avoid any real or perceived conflict of interest.
- Use CIPAD assets, information, and resources responsibly and for authorized purposes only.
- Maintain impartiality and refrain from political or sectarian behavior
- Uphold confidentiality, especially regarding sensitive beneficiary and program information.
- Promote and maintain a safe, inclusive, and supportive work environment.
- Report any misconduct, wrongdoing, or policy violation promptly and in good faith.

14.2. Prohibited Behaviors

- Sexual exploitation, harassment, or abuse
- Physical or verbal abuse
- Corruption, fraud, theft, or misuse of funds
- Use of drugs or alcohol while on duty
- Possession or use of weapons in the workplace



Breaches of the Code may result in disciplinary action, including termination and referral to legal authorities if appropriate.

15. Protection from Sexual Exploitation and Abuse (PSEA)

CIPAD is committed to creating a safe and respectful environment for all staff, partners, and program participants. We adopt a zero-tolerance policy on sexual exploitation and abuse in line with UN standards, IASC principles, and donor compliance frameworks.

15.1. Definitions

- Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes
- Sexual Abuse: Actual or threatened physical intrusion of a sexual nature

15.2. Core Commitments

- Sexual activity with beneficiaries is strictly prohibited, regardless of consent
- Sexual relationships with persons under 18 are strictly prohibited and considered statutory rape

- Staff must not exchange money, jobs, goods, or services for sex

15.3. Mandatory Reporting

- All staff are obliged to report any suspected SEA incidents or violations of PSEA policy
- Anonymous and confidential reporting channels are available
- Retaliation against whistleblowers is strictly forbidden

15.4. Investigations and Consequences

- SEA reports are investigated confidentially and impartially
- Proven violations result in immediate termination, reporting to authorities, and/or criminal prosecution

15.5. Training and Awareness

- All staff must undergo PSEA training upon onboarding and annually thereafter
- PSEA principles must be integrated into all program activities and partnerships

16. Safeguarding Policy

CIPAD is committed to safeguarding the rights, dignity, and well-being of all individuals especially children, women, persons with disabilities, and other vulnerable groups, who come into contact with our programs and staff. We adopt a zero-tolerance approach to all forms of abuse, exploitation, neglect, or harm.

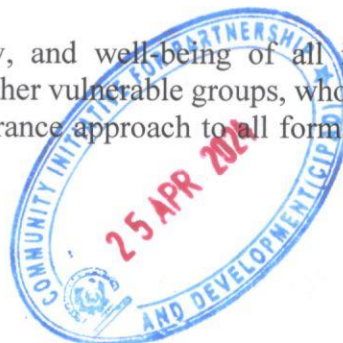
16.1. Scope

The Safeguarding Policy applies to:

- All CIPAD employees, consultants, volunteers, interns, and board members
- Contractors, implementing partners, and third-party service providers

16.2. Key Safeguarding Principles

- Do No Harm: All actions must prioritize the safety and dignity of those we serve.
- Best Interest of the Child: In all interactions involving children, their best interests must come first.
- Empowerment of Vulnerable Populations: Those most at risk must be included in decision-making affecting their lives.
- Accountability to Affected Populations (AAP): Communities must have access to safe feedback and complaints mechanisms.



16.3. Prohibited Conduct

- Any form of physical, emotional, sexual abuse or exploitation
- Neglect of basic needs, especially of children or persons with disabilities
- Inappropriate or unsafe behavior in person or online

16.4. Mandatory Reporting

All staff are required to report any suspicion or allegation of safeguarding violations immediately. CIPAD ensures:

- Confidentiality of reports
- Non-retaliation for whistleblowers
- Swift and impartial investigation procedures

16.5. Safer Recruitment and Training

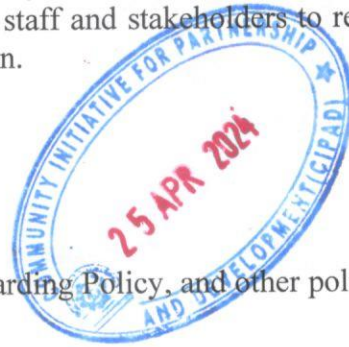
- Background checks are mandatory for all roles with access to vulnerable populations
- All personnel must sign the Safeguarding Code of Conduct
- Regular training on safeguarding is mandatory for all staff and partners

17. Whistleblowing Policy

CIPAD is committed to a culture of transparency, integrity, and accountability. The Whistleblowing Policy provides a safe and confidential way for staff and stakeholders to report unethical, illegal, or dangerous activities without fear of retaliation.

17.1. What to Report

- Fraud, corruption, or misuse of resources
- Sexual exploitation or abuse
- Violations of the Code of Conduct or Safeguarding Policy, and other policies
- Serious breaches of health and safety
- Retaliation against whistleblowers



17.2. Reporting Channels

Whistleblowing reports may be made through:

- Confidential email: psea@cipadsouthsudan.org or safeguarding@cipadsouthsudan.org
- Anonymous suggestion box
- Verbal or written reports to the HR Officer or Executive Director
- CIPAD's designated Whistleblowing Focal Point

17.3. Protection for Whistleblowers

- No retaliation or disciplinary action will be taken against whistleblowers who act in good faith
- Malicious or knowingly false allegations may result in disciplinary action
- All reports are treated with strict confidentiality and acted upon promptly

18. Disciplinary Procedures

CIPAD upholds a fair and transparent system to manage misconduct and ensure accountability. Disciplinary measures aim to correct behavior, maintain professional standards, and protect the organization's reputation.

18.1. Types of Misconduct

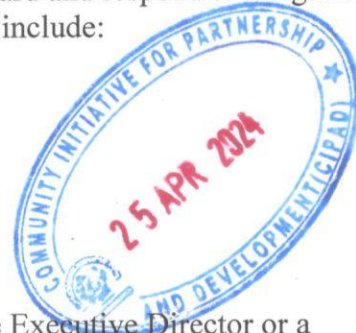
- Minor Misconduct: e.g., repeated tardiness, unprofessional language
- Major Misconduct: e.g., fraud, harassment, violation of PSEA or Safeguarding policies, and many other policies

18.2. Disciplinary Process

1. Investigation: Conducted fairly, confidentially, and without bias
2. Hearing: The employee has the right to be heard and respond to allegations
3. Outcome: Based on evidence, sanctions may include:
 - Verbal Warning
 - Written Warning
 - Suspension
 - Termination

18.3. Appeals

Employees have the right to appeal disciplinary decisions to the Executive Director or a designated appeal committee within 10 working days of notification.



19. Grievance Procedures

CIPAD encourages a workplace culture where employees can raise concerns openly. This policy outlines a formal mechanism for resolving grievances related to employment, treatment by others, or work conditions.

19.1. Grievance Process

1. Informal Resolution: Encourage direct discussion with supervisor
2. Formal Complaint: Written grievance submitted to HR
3. Investigation: HR investigates and provides findings

4. *Resolution and Feedback: Action taken and feedback given*

19.2. Timelines

All grievances will be addressed within 14 working days, unless exceptional circumstances apply.

19.3. Confidentiality and Non-Retaliation

- All grievances are handled discreetly
- Staff will not face retaliation for raising concerns in good faith

20. Health, Safety, and Security

CIPAD is committed to protecting the health, safety, and security of its personnel and the communities it serves, in all its operations across South Sudan.

20.1. Duty of Care

CIPAD will:

- Conduct risk assessments before field deployments
- Provide necessary security briefings and safety equipment
- Maintain up-to-date emergency evacuation plans
- Train staff on first aid, fire safety, and personal security

20.2. Staff Responsibilities

All staff must:

- Comply with organizational safety protocols
- Report security incidents, injuries, or unsafe conditions
- Avoid high-risk behavior and substance abuse



20.3. Occupational Health

Where feasible, CIPAD will provide access to:

- Mental health and psychosocial support (MHPSS)
- Medical checkups and referrals
- Health insurance for eligible staff where appropriate or possible

21. Termination of Employment

Employment with CIPAD may be terminated for various reasons, each governed by clear procedures to ensure legality and fairness.

21.1. Grounds for Termination

- Resignation by the employee (with notice)
- Non-renewal or end of fixed-term contract
- Redundancy due to restructuring or budget limitations
- Disciplinary action following gross misconduct
- Mutual agreement

21.2. Notice Periods

Unless otherwise stated in the contract:

- Employee-initiated resignation requires 30 days' notice
- CIPAD may terminate with notice

21.3. Exit Process

- Exit interviews are conducted to gather feedback
- All organizational assets must be returned
- Final payments and certificate of service issued within 30 days

22. Confidentiality and Data Protection

CIPAD is committed to protecting the confidentiality and integrity of all organizational and personal data it holds.

22.1. Confidential Information

Staff must not disclose:

- Beneficiary data
- Personnel records
- Donor reports or financial information
- Internal communications not intended for public dissemination



22.2. Data Handling

- Data must be stored securely (digitally or physically)
- Personal data must only be accessed on a need-to-know basis
- Breaches must be reported to management immediately

22.3. Upon Termination

Obligations regarding confidentiality continue after employment ends.

23. Conflict of Interest

CIPAD requires all staff to act in the best interest of the organization and avoid situations where personal interests could improperly influence professional duties.

23.1. Declaration of Interests

All staff must:

- Declare any potential conflict (e.g., business interests, family relations with vendors)
- Refrain from involvement in decisions where conflicts exist

23.2. Prohibited Practices

- Using one's position for personal gain
- Favoring relatives or friends in hiring or procurement decisions
- Accepting gifts, favors, or hospitality from vendors or partners

Violations may result in disciplinary action or termination.

24. Use of Organization Property

All resources provided by CIPAD are to be used solely for official purposes and managed with care and responsibility.

24.1. Asset Use

Staff may be issued:

- Computers, phones, office equipment
- Vehicles, motorbikes, and fuel cards (field staff)
- Identification cards and branded materials



24.2. Staff Responsibilities

- Maintain and protect property from damage or theft
- Use organizational equipment only for authorized work
- Report loss or damage immediately

Misuse of assets may lead to disciplinary measures and financial restitution.

25. Review and Amendment of HR Policy

CIPAD recognizes the need for HR policies to remain current, compliant, and responsive to changes in labor law, donor requirements, and organizational growth.

25.1. Review Frequency

This HR Manual shall be reviewed:

- Annually, or
- As needed in response to major legal, regulatory, or operational changes

25.2. Responsibility

The Human Resources Department is responsible for:

- Coordinating the policy review process
- Consulting staff, managers, and legal advisors
- Submitting proposed changes to Senior Management or the Board for approval

25.3. Policy Dissemination

Once approved, all staff will be:

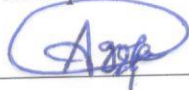
- Notified of updates
- Given access to the updated manual
- Required to sign acknowledgment of receipt and understanding

Signed on behalf the Board of Director by:

Name: Asunta Aguak Akuei

Title: Board Chairperson

Signature: _____



Date: 25th April 2024

