

THE SEDOO INITIATIVE FOR CHILDREN WITH SPECIAL NEEDS



EMPLOYMENT POLICY

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1. Introduction

Employee recruitment is the process of hiring staff to carry out various activities in an organization. The Sedoo Initiative for Children with Special Needs- SECHILD's employment policy governs all aspects of recruitment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Recruitment relies on predetermined criteria to select candidates at all stages of the process. Staff recruitment is mostly determined by the availability of ongoing projects and how they have been budgeted.

2. The Policy

The Employment policy provides clear guidelines and procedures to the organization's recruitment ensuring an open and clear process for consistent, quality, fairness practices and equal participation. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resource Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in discrimination will be subject to disciplinary action, including termination of employment.

3. Definitions of Employee Status

Employee" of SECHILD is a person who regularly works for the organization on income or salary basis. "Employees" may include full-time and temporary persons, and others employed with the organization that are subject to her control and direction in the performance of their duties. Full-Time Employees who have completed the 180 days probationary period and who are regularly scheduled to work 35 or more hours per week are eligible for the organization's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Adhoc staff are employees who are hired to assist in the completion of a specific project or task on a short term basis. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they

are notified of a change. They are not eligible for any of the organization's benefit programs. Probationary Period for New Employees is a period when a new employee's performance is evaluated to determine if his/her appointment will be confirmed. The probationary period for full-time employees lasts up to 180 working days from date of appointment.

Upon completion of the probationary period, the new employee will be appraised for confirmation and issued a letter either confirming or terminating his/her appointment.

4. Recruitment

The organization recruits either internally (through referrals or inventories) or externally (through open job advertisements or employment agencies). In both cases, the employment policy in place manages these processes.

5. Vacancies

All vacancies within the organization are clearly categorized under the following:

a. National vacancy: These are vacancies from offices within countries. Here, applications will be received only from the nationals and residents where the vacancy exists.

b. Regional Vacancy:

These are vacancies from offices within regions. Here, applications will be received only from the nationals and residents of countries within the region where the vacancy exists.

c. International Vacancy: Applications here will be received from any national resident in any country of the world. Vacant positions will be filled through head hunting, announcement via emails, websites and other media platforms.

6. Recruitment Process

Non-Discrimination: In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SECHILD will be based on merit, qualifications, and abilities. The organization will not discriminate in employment opportunities or practices because of race, color, religion, sex, nationality, ethnicity,

health status, age or disability. SECHILD will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.

7. Developing a case for recruitment

This will be conducted by Human Resources Department when a decision is made to fill a vacant position or create a new position in the program, project or unit. The position's supervisor determines the job specifications for the position, which includes job description, designated grade, posting, type of contract and budget for the position. The process progresses through the following steps:

- Job Description: The position or job to be performed is defined based upon a suitable job analysis methodology including job context, purpose, duties/responsibilities, accountability and supervisory details.
- Position Specification: The content of the job description and matters pertaining to the candidate's fit within the organization and unit in which the vacancy exists are considered. From this review, required or desired skills, experience, competencies, knowledge and other attributes are detailed.
- Person Profile: Manageable specification of what is required for this particular recruitment will be given. The position is reviewed, specification and job description against other considerations including current staffing levels and future staffing changes over the next few years determine priority requirements.

This process involves all relevant management to ensure adequate buy-in and authorization for the recruitment in all relevant offices.

The line manager will consult with the Technical and Operational Manager/direction to ensure quality and consistency with job design as a matter of priority. The Human Resource Department will provide guidance as required by the recruiting office in developing a job description, person specification, the optimal profile/ fit, and the position grading. All relevant details will be entered into the recruitment requisition form.

8. Verification

The requesting unit/project Director will submit a recruitment requisition form to Human Resources. HR should review the needed information contained in the form for:

- Proper authorization from the program/unit/corporate level
- Clear designation of job title, job description and designated grade
- Financial clearance on funding availability for the recruitment, establishment and cost of employment.

For positions with middle management responsibility or higher, members of the Senior Management Team associated with the hiring unit/corporate level should be involved to provide final approval for the recruitment.

8.1 Candidate Search: With key input from line management, HR will facilitate and execute the candidate search phase.

Setting Recruitment Strategy: The organization considers possible sources for potential applicants, identifies the sources to be tapped, and considers where an investment of time and resources should most likely gather the best results. A plan of activity will be set for the recruitment campaign including:

- Internal search – search through in-house roster
- Internal advertising – the staff announcement will be issued simultaneously with the external advertisement
- External advertising – Advertising on various specified daily newspapers, journals, associations, education facilities and various Internet sites, conducting selective searches through recruitment agencies and network circulations.

Adequate time will be given to the process depending on the search modalities and type of recruitment.

Human Resources receives and/or retrieves all applications and will compile them in a file, which is handed over to the recruiter, following the designated search period. HR will assist the program/unit by conducting a pre-screen of all applications received to ensure that the applicants meet minimum requirements specified in the job description and vacancy announcement. This will be executed at request and according to time availability.

8.2 Short Listing Applicants: Human Resources will be in charge of facilitating the selection process in collaboration with the recruiter. The recruitment panel will be composed of a maximum of five (5) and a minimum of three (3) people, including the supervisor of vacant position, the next senior level of management, a person outside the concerned office who may be a stakeholder in the position and HR representative. The panel will be technically competent and able to assess the skills needed for the position, and will be represented by staff/units who will collaborate with the hired individual. The panel or a selection of the panel would establish criteria for short listing, and an individual will review applications to shortlist three to six candidates to be interviewed, based on the criteria established by the panel.

8.3 Scheduling Interviews: Human Resources will schedule interviews and manage communications with short listed candidates on all matters, and will also coordinate with panel members. HR will also prepare relevant interview materials at this time, based on input from the recruitment panel.

8.4 Interview, Evaluation and Selection: The following issues would be considered during the selection phase:

- **Assessment Strategy:** The panel would use the person profile and compares applicants and assessment modes available against the profile. Assessment modes include application and CV, work samples, tests, interviews, and oral presentation as appropriate. The panel would identify the most suitable methods to assess each requirement and plan accordingly. The recruiter, in collaboration with the facilitating HR officer, will conduct reference checks on all candidates recommended for the job.

- **Interviews:** The interview will identify and evaluate how the candidate matches the requirements of the position, what the candidate's capabilities are, how the position is likely to suit the candidate, how the candidate is likely to perform, and how the candidate will fit within the organization and unit. Additionally, the interview provides the candidate with sufficient information about the job, and enable interviewers to project an attractive and accurate image of the organization.

- **Analysis of Data and Decision-making:** Data derived from the process will be analyzed and decisions would be based on objective

criteria, and not unduly influenced by subjective impressions. The Human Resources representation on the recruitment panel acts as secretary for panel discussions. The decision on the selected candidate is based on consensus, however, priority is given to the supervisor's opinion, in case of close distinction between acceptable candidates. Candidates are considered eligible for employment after successfully undergoing written, oral and due diligence processes and satisfied stipulated conditions. Following interviews, Human Resources will compile the minutes of the process, the panel recommendation and follow up on reference checks for recommended candidates among other actions.

9: Offer and Acceptance of Employment

An offer of employment is processed for the most suitable candidate by Human Resources. After acceptance of an offer, a contract is prepared and the file is closed for active recruitment.

Depending on interview results, the selection panel may recommend that potential/promising candidates be listed on the roster, which Human Resources maintains, for future opportunities.

Candidates who do not move past the interview process are notified through a regret letter processed by HR.

Once a candidate accepts an offer, the process allows for a period of one month for the candidate to serve notice to former employer/s, before joining the organization and three months for senior positions.

9.1 References: Successful candidates will be required to fill a referee's form supplying the SECHILD with three referees, one of which must be a previous employer from whom the organization will request for confidential information about the employee. SECHILD will provide the employee with feedback about the process. Human Resources will facilitate contract preparations and initiate pay and benefits instructions per contract. HR will execute this process within the policy guidelines and in conjunction with the line management.

10. New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the organization, and prepared for the employed position. HR will set up

an orientation program for all new staff to supporting settling at duty station and ensuring sufficient information on the mission, strategy, history, goals, objectives, core values, structure and policies of the organization. In addition, the new employee will be given an overview of benefits and other necessary documentation. The organization relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data should result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

11. Employee Privacy Policy

SECHILD Employee Privacy Policy describes the data the organization collects from employee, how the data is stored and the measures put in place to ensure the security of employee's data. When an employee is hired, certain personal and sensitive information are collected. Therefore, this policy will ensure the protection of these information. The organization outlines the various forms of personal information and data that are collected and communicates how it will be processed and protected. Personal information or data is any information that identifies the employee, which includes the employee's contact details, date of birth, marital status, gender, account details. However, sensitive information is information about an employee's criminal record, religious or political beliefs and ideology, medical record, certificate, and others.

Although employers are permitted by law to collect this information regarding their employees for the processing of their employment and use during employment, The Sedoo Initiative for Children with Special Needs has put measures in place to ensure the security of the information collected.

12. Protecting and Safeguarding Employee's Data

SECHILD has in place how the data is used and stored, the rights of employees regarding their data, how employees' data are protected from a data breach and how employees can make complaints

regarding data breaches (if any). Also, if the data can be shared with related entities and third parties. In safeguarding the personal data of her employees, this document will be used anytime SECHILD hires a new employee along with an Offer of Employment and Agreement. The employees' privacy policy will also be included in SECHILD's Employee Handbook. An employee's personal data must be accurate and current at all times.

12.1. Personnel Data Changes: It is the responsibility of each employee to promptly notify the Human Resource Department of any changes in their personal data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Marital Status · Bank Details
- Next of Kin/Individuals to be contacted in the event of an emergency etc.

13. Applicable laws

The Constitution of the Federal Republic of Nigeria, 1999 guarantees the privacy rights of every Nigerian citizen. Although Nigeria is yet to have any robust law on personal data protection, the National Data Protection Regulation, 2019, which was issued by the National Information Technology Development Agency is applicable to this document. The Nigerian Labour Act 2004 is the primary legislation that regulates employment matters in Nigeria.

Other laws that are applicable to this document are as follows:

The Employee Compensation Act 2010, regulates the compensation of employees who suffer any disease or injuries arising from accidents in their workplace; The Pension Reform Act 2014, mandates all employers in the private sector with 15 or more employees, to make contributions (of at least 8% of the employee's salary) to the pension scheme for the payment of their employees' retirement benefits; The Personal Income Tax Act 2004, regulates the taxation of employees' remuneration;

The Immigration Act 2015, regulates the employment of foreign employees; The National Health Insurance Scheme 2004, regulates national health insurance scheme; The Trade Union Act 2004,

regulates the formation and activities of trade unions; The HIV and AIDS Anti-discrimination Act 2014, prohibits the discrimination of employees on the basis of their HIV/AIDS status; and the Constitution of the Federal Republic of Nigeria 1999 (as amended) prohibits any form of discrimination against persons.

14. Disclosure/Confidentiality

The protection of confidential organization's information and secrets is vital to the interests and success of the organization. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Fundraising strategies
- Pending projects and proposals
- Personnel/Payroll records
- SECHILD's security measures
- Any other sensitive official information

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose the organization's secrets or confidential strategic information should be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

15. Office Hours

SECHILD's office is open for business 24 hours a day, 7 days a week for care givers. Other office staff work from 8.00am to 5.00pm Monday to Fridays, except for public holidays. The standard working hours a week is 40hours. Employees are allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 12:00noon and 2:00pm on a schedule that a staff must be in the office at any given period during working hours. If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Time off from scheduled work due to personal emergencies will be unpaid for all employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

16. Personnel Files

Employee files include the following: Job application letter, resume, salary history, records of disciplinary action, job description, records of participation in training events and documents related to employee performance reviews. Personnel files are the property of the organization and access to the information by non-management staff is restricted. Management personnel of SECHILD who have a legitimate reason to access these files are allowed to do so.

17. Employee Performance Evaluation

Performance evaluations are designed for the supervisor and the employee to discuss your current job tasks, encourage and recognize contributions and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor may discuss ways in which the employee can accomplish goals or learn new skills. They are also designed for the employee and supervisor to set and agree on new goals, skills, and areas for improvement. The Heads of Department should conduct quarterly performance evaluations with all employees using the organization's online performance evaluation form. Staff promotion and commendations should be based on their performance. Staff who consistently score below average for three out of four quarters should be issued a warning letter, if the poor performance continues for another quarter the staff should be relieved of their positions.

18. Corrective Action

The Sedoo Initiative for Children with Special Needs should hold each of her employees to certain work rules and standards of conduct as contained in the staff handbook. When an employee deviates from these rules and standards, the organization expects the employee's supervisor to take corrective action. Corrective action at SECHILD is progressive and taken in response to a rule infraction or violation of standards. The usual sequence of corrective action includes verbal

warning, a written query, a written caution, a written warning, suspension, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. Though committed to a progressive approach to corrective action, the organization considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: fraud, theft in any form, falsification of information, sexual abuse, fighting, insubordination, vandalism or destruction of organization's property, the use of organizations equipment and assets without prior authorization by the Management. Other offenses include deceit about personal work history, skills, or training, divulging organizations business practices, and misrepresentations of SECHILD to the general public and any other that may be determined from time to time by the Management and or contrary to the laws of the country.

19. Disengagement

Disengagement is an inevitable part of personnel activity within any organization, and many of the reasons for disengagement are routine. Below are a few examples of some of the most common circumstances under which an employee can be disengaged.

19.1 Resignation: Voluntary disengagement initiated by an employee. Notice of resignation must be given one (1) month prior to the effective date of resignation or one month's salary in lieu of notice.

19.2 Termination: This means involuntary disengagement initiated by the organization. Compliance to the Nigerian Labour law should apply when an employee's appointment is terminated. The following could lead to termination of appointment; consistent low performance, misconduct and others as listed above

19.3 Noncompliance to corrective actions: Upon termination the employee should surrender all properties in his/her possession to the management and vacate the accommodation allotted within one month of termination of employment.

19.4 End of Contract: Involuntary disengagement initiated by the organization as a result of completion of project cycle and employees' contract.

19.5 Downsizing: Involuntary disengagement initiated by the organization as a result of insufficient funds.

19.6 Liquidity: Involuntary disengagement initiated by the SECHILD when the organization faces liquidity crisis and is winding off. Since employment with the organization is based on mutual consent, both the employee and SECHILD have the right to disengage at will, with and or without cause during the Introductory/Probationary Period for New Employees. Any employee who disengages from SECHILD should return all files, records, keys, and any other materials that are property of the organization. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to the organization will also be deducted from the employee's final check.

19.7 Health-Related Issues: Employees, who become aware of any health-related issue, including pregnancy, should notify their supervisor and the Human Resource Manager of their health status. This policy has been instituted strictly to protect the employee. A written "permission to work" from the employee's Doctor is required at the time or shortly after notice has been given. The Doctor's note should specify whether the employee is able to perform regular duties as outlined in the job description or how many days of rest required. A leave of absence may be granted on a case-by-case basis. If the need arises, employees should notify the Human Resource Manager through their Line Manager.

20. Visitors in the Workplace

To provide for the safety and security of employees, visitors, and the facilities at SECHILD, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. A visitor's book should be provided to keep track of the visitors to the organization.

21. Work Conduct

The work rules and standards of conduct for the organization are important, and the SECHILD regards them committedly. All employees are expected to become familiar with these rules and standards. In addition, employees are expected to comply with the rules and standards faithfully in doing their own jobs and conducting the organization's business.

Please note that any employee who deviates from these rules and standards should be subject to corrective action, up to and including termination of employment. Whilst not intended to list all the forms of behavior that are considered unacceptable in the organization, the following are examples of rule infractions or misconduct that should result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage or that would tarnish the organizations image.
- Insubordination or other disrespectful conduct;
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using organizations equipment for purposes other than business (i.e. playing games on computers or typing personal documents);
- Unauthorized disclosure of organizations "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.
- And any other that may be determined from time to time by the Management.

22. Service, Benefits, Wage and Salary Policies

SECHILD is an equal employer, considers wage or salary increases and would want the best for her staff, however as it is with all non- profit organizations, SECHILD can only guarantee the salaries of her staff

when the organization has on-going projects or when it has funds to do so. Therefore, adherence to organizations policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals should be of outmost importance to every employee.

22.1 Vacation -Annual Leave: Paid vacation is available to full-time employees following their confirmation of employment with the organization depending on the category of staff. The number of leave days a staff is entitled to is not less than 21 working days and not more than 24 working days.

22.2 Maternity Leave: Employees should be entitled to maternity leave days and such leave days should be taken 6 weeks before delivery and 6 weeks after delivery. The employee should be paid half salaries for the period on maternity leave.

22.3 Paternity Leave: An employee should be entitled to paternity leave of 14 days without pay effective the date of notification of delivery.

e. Casual Leave: A maximum of 10 days casual leave will be granted to employees during the year. Employees should be granted not more than 3days casual leave at a time. However where an employee exceeds the number of casual leave days he/she is entitled to, the applied number of days will be deducted from the annual leave days. Requests for casual leave must be in writing at least three days (3) days prior to the beginning of the requested casual leave period.

22.4 Public Holidays: The organization observes the following holidays per year for all employees: New Year's Day, Independence Day, Labor Day, Easter Holidays, Christmas Day and Any other so declared by the government. In the event that a public holiday is declared by the Government on a certain day without prior notice, SECHILD staff cannot consider it a holiday until and unless notified by the President or the Board. All public holidays are subject to the approval of the President or the Board of Trustees. Employees who are required to work on public holidays are entitled to compensatory day off. SECHILD will keep records of number of hours/days worked by her employees on public holidays. Request for compensatory leave should be substantiated with this record and approved in advance by the President/Executive Director. The Human Resources Department will

prepare a calendar of public holidays at the beginning of each fiscal year and circulate it to all staff.

22.5 Leave without Pay: Leave without pay may be granted to employees up to 36 days per year. Leave without pay that is taken for a month or more should not be counted as time worked, hence no benefits should accrue to the employees during such period. Employees on probation are not entitled to leave with or without pay but can accrue such leave during the probationary period. Leave without pay is applicable when the employee has exhausted all his annual and sick leave

22.6 Training and Professional Development: SECHILD recognizes that the skills and knowledge of her employees are critical to the success of the organization and therefore offers assistance in terms of making information available for 15 programs/educational opportunities to encourage personal development, improve job-related skills and enhance an employee's capacity to respond to the future challenges. The organization recognizes the value of professional development and personal growth for employees. Therefore, SECHILD encourages her employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses. In the event that the organization nominates or sponsors a staff for any training either locally or internationally, the staff must sign a Memorandum of Understanding (MoU) to work in SECHILD for a period of not less than 36 months before moving to another organization if she /he so wishes. In the case that this is violated, the staff should pay back to the organization, the full cost of training.

22.7 Internal Training: All staff that have attended any training must also organize an in house training on same training for the benefit of all other staff.

22.8 Reporting: It is mandatory that all staff must write a comprehensive report on all programmes/activities and submit to the Management.

22.9 Meetings - Trustees Meetings: Should be held once every year to provide policy direction, approve programs, plans and budgets.

22.10 Management Performance Meetings: Should be held once every month to plan operational strategies, grant approvals, implement board's decisions and carry out appraisals.

22.11 Monthly Staff Meetings: Should be held on a monthly basis across SECHILD's offices. Staff should be informed on management decisions and reports of project activities and the organizations participation at various events received.

22.12 Annual staff meeting/retreat: Should be held at the beginning of each year to review programs and projects of the previous year and plan for the New Year. This meeting will comprise Trustees, management and staff of the organization.

22.13 Emergency Meetings: Should be held as the need arises to address issues that need urgent attention.

22.14. Transfer: In order to develop the leadership qualities of all staff as well as create an avenue for skills and knowledge sharing in the workplace, the organization reserves the right to change or re-assign a particular staff to any other branch. Assignments and transfers will be according to project needs, any employee can be transferred temporarily or permanently to any location where the organization conducts her 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 should result in a contract renewal. In addition, the employee concerned should be notified one month in advance of his change in situation.

22.15 Attendance/Punctuality: The organization expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness places a burden on other employees and on the organization. If an employee is unable to report to work for any reason, such an employee must inform the supervisor before regular starting time. An employee is responsible for speaking directly with his/her supervisor about being absent. It is not acceptable to leave a message for a supervisor except in extreme emergencies. Should undue tardiness become apparent, disciplinary action may be required.

22.16 Absence: An employee who is unable to come to the office or unable to work owing to illness or an accident, he/she should notify the supervisor. This will allow the organization to arrange for temporary coverage of such an employee's absence from duties, and helps other employees to continue work in the meantime. However if there is no communications from the employee, the following procedures should apply:

- i. An employee that has been absent for two consecutive working days without notice nor explanation should be personally sought of by the Head Human Resources. He/she should be asked to put in writing the reason(s) for his/her absence.
- ii. If, after five (5) consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.
- iii. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Human Resources Manager, the employee may be subjected to disciplinary action.

23. Harassment

The organization is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, disability, challenge, age, religion, or any other legally protected characteristic should not be tolerated. Any staff who believes has been the victim of harassment, or knows of another employee who has, must report it immediately to the Human Resource Manager. Employees can raise concerns and make reports without fear of reprisal. Any employee who becomes aware of possible harassment must promptly report to their supervisor or the Executive Director who will handle the matter in a timely and confidential manner. Whenever cases of sexual harassment are reported, depending on the weight of the allegation the Management may set up a panel to investigate and recommend necessary actions. The organization should not tolerate romantic relationships within the work place.

24. Telephone Use

SECHILD's telephones are intended for the use of conducting the organization's business. Personal usage during business hours is discouraged. Employees are allowed to receive only personal telephone calls and such calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be deviating from this policy, he/she should be subject to disciplinary action.

25. Internet Use

SECHILD's employees should be allowed use of the Internet and e-mail when necessary to conduct the organization's business. Employees are responsible for using the Internet in a manner that is ethical and lawful. Internet messages are public and not private and therefore SECHILD reserves the right to access and monitor all files and messages on her systems.

26. Public Image

A professional appearance is important anytime during working hours. Employees should be well groomed and dressed appropriately for the organization's business.

27. Special Assignments /Appointment

SECHILD should have the prerogatives to appoint /assign an employee to a special project or specific assignments to other organizations and all benefits accrued including financials to such appointments/assignments are due to SECHILD. An employee has the duty to constantly submit progress written report to the organization for information and decision-making. Any violation of this may cause the employee job termination from the organization.

The Sedoo Initiative for Children with Special Needs Employee Handbook/staff manual provides general principles and expectations that apply to all employees of the organization. The handbook

outlines policies and procedures for a new employee with the vision and mission, objectives, culture, rules and regulations of the organization they are working for and provides classification of employees, economic benefits, holidays, leaves, procedure for handling and resolving disputes, disciplinary measures and termination of employment.

The Sedoo Initiative for Children with Special Needs -SECHILD has her employment and workplace policies in writing. The employee will fill this document and provide all the necessary information relating to the organization's policies. After completing this document, the document will be printed and kept in SECHILD's record. A copy will be given to every new recruited employee. Information contained in the policy document applies to all employees of the organization. The policy is a major consideration in SECHILD's staff engagement. Staff are responsible for reading, understanding, and complying with the provisions of the Policy. The policy acquaints staff with information about working conditions, benefits, and procedures affecting employment with the organization. It creates a work environment that supports both personal and professional growth and supersedes any memo that may contradict any subject addressed by it. The organization reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of this policy at any time, however all employees will be duly notified of these changes at least 60 days before implementation. No staff has the authority to change any part of this policy at any time. When in doubt, such a staff should seek clarification from the Human Resource Department.

**THE SEDOO INITIATIVE FOR CHILDREN WITH SPECIAL NEEDS
(SECHILD)**

ENGAGEMENT AGREEMENT FORM

Name of Employee: I _____
having read the employment policy of SECHILD and
understood the contents, I have agreed to abide by the
terms and conditions stated therein

Signature:_____

Address_____

Date:_____

Witness:_____

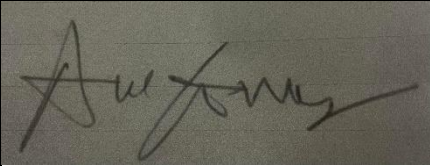
Signature:_____

Staff: please return this form to the Human Resources Department

The Employment Policy should be reviewed and updated annually

| Version | Date | Author | Summary |
|---------|---------------------------|---|--|
| 1.0 | June 5 th 2022 | The Sedoo Initiative for Children with Special Needs- SECHILD | Employee recruitment is the process of hiring staff to carry out various activities in an organization. The Sedoo Initiative for Children with Special Needs- SECHILD's employment policy governs all aspects of recruitment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Recruitment relies on predetermined criteria to select candidates at all stages of the process. Staff recruitment is mostly determined by the availability of ongoing projects and how they have been budgeted. The Employment policy provides clear guidelines and procedures to the organization's recruitment ensuring an open and clear process for consistent, quality, fairness practices and equal participation. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resource Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in discrimination will be subject to disciplinary action, including termination of employment. |

Document Approval

| Version | Date | Approved by SECHILD Board of Trustees |
|---------|---------------------------|---|
| 1.0 | June 5 th 2022 | The Sedoo Initiative for Children with Special Needs-SECHILD |
| | |  |
| | | Barr. Aver Gavar-Chairperson |

