

SUSTAINABLE HUB FOR POLICY INITIATIVES



HUMAN RESOURCE POLICY

SUSTAINABLE HUB FOR POLICY INITIATIVES
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MUSOMA

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CHAPTER ONE

INTRODUCTION

This policy details the general terms and conditions of employment with the SUSTAINABLE HUB FOR POLICY INITIATIVES (SHPI). The board of directors may however revise the contents of this document from time to time to meet the requirements.

SUSTAINABLE HUB FOR POLICY INITIATIVES is a non governmental organization, registered in 2013, aiming at promoting and protecting human rights by training and giving information on good governance with the support from development partners, the organization is addressing problems and challenges focusing on economic, social and cultural developments.

CHAPTER TWO

2.0 RECRUITMENT AND SELECTION

2.1 Recruitment procedures

The executive Committee is responsible for the appointment of organization personnel. Appointments will be done after a recruitment process.

(i) Purpose

The main goal of recruitment is to appoint the most suitable person for the task identified through transparent and professional recruitment procedures.

(ii) Vacancy announcement

When a vacancy occurs in any position, the concerned organization area head will forward the job description and the person specifications to the organization executive director. The organization executive director will inform the board of directors. The board of directors will then discuss the necessity of the position with the executive director before an advert is made.

After the board of director's approval, the vacancy shall be advertised internally and externally. The vacancy advert will clearly state the person specifications, the qualifications, experience, other job related particulars and the closing date for receiving applications. Suitable candidates will be short listed and taken through an interview.

(iii) Interview

The executive director will invite short-listed applicants for the interview one week prior to the interview date through a written notification.

A panel of 5 interviewers will conduct the oral interviews. The panel will consist of a representative from Private Sector, a member of the organization management committee, the organization area head, the executive director and an additional member with expertise in the area in which the interviewee is to work.

(iii) Appointment

The successful candidates will be appointed and the offer of appointment will be communicated to them in writing.

(ii) No person will be considered for appointment unless he/she has submitted an application for the post in the manner specified in

the advertisement and, has been interviewed and recommended for appointment by the appropriate panel.

2.2 Letter of Appointment

On appointment, each employee will receive a letter of appointment and a copy of his/her contract of employment. The employment contract will indicate the immediate supervisor to whom the employee will be accountable on a day to day basis in fulfillment of his/her terms of reference which will also be clearly stated in the contract.

A copy of employment contract signed by the employee will be placed in his/her personal file. Signature of the employment contract by the employee indicates acceptance of both the appointment and the conditions of service.

2.3 Orientation

At the time of joining the service of the organization, the employee shall be taken through an orientation organization by his/her immediate supervisor and the executive director. The new employee will receive basic information regarding the mission and objectives of the organization.

2.4 Probation

(i) All newly recruited staff will be required to serve a probation period of three months. During the probationary period, the employee's immediate supervisor will assess his/her performance and suitability for continued employment. Where there is reasonable doubt, the immediate supervisor may extend the probationary period by an extra month for further assessment. The employee shall be notified in writing of the extension and shall be informed of the areas of concern. A copy of the extension shall be forwarded to the executive director for inclusion in the employee's personal file.

(ii) Before the end of this period, the employee will receive a written notification of whether he/she has successfully passed the probation. This will be written by the organization executive director after consultation with the employee's immediate supervisor who will be required to submit a report on a standard form (See Appendix C). Employees who do not meet the requirements of the job or the organization's employment conditions will have their appointments terminated within this period. For those employees who pass probation, employment with the organization will subsequently be regarded as having begun with the first day of the probation period and leave thereafter will be calculated from this date.

(iii) No annual leave may be taken during the probation period and no payment in lieu of leave accrued will be made if the employee leaves or is dismissed from employment during the probation period.

(iv) The employee will, during the probation period receive the full basic salary for the job for which he/she is on probation.

(v) During the probation period, either the Organization or the employee may give a month's written notice before termination of employment.

2.5 Types of Appointments

(i) Full-time appointment

This is applicable to employees who are required to give 100% of their working hours to organization work. Employees will be required to sign a one year renewable contract on appointment.

(ii) Part-time appointment

This is applicable to employees who are full-time employees of another organisation but offer their services to the organization for a fraction of their working hours.

2.6 Staff Performance Appraisal/Performance review

The Organization's performance appraisal system aims to create a workplace in which employees are enabled to perform to the best of their abilities.

The appraisal system is based on a performance cycle which involves planning performance, supporting performance and finally reviewing the performance.

The aims of the Appraisal include:

- Evaluate overall performance of the employee
- Set objectives/goals for the coming year
- Let employees know what is expected of them
- Solve job-related problems
- Create a positive, pro-active and challenging organisation

Performance appraisal will be carried out annually. The Administrator will distribute the forms (see Appendix C) which will be used by employee's immediate supervisors during the appraisal process. Copies of filled appraisal forms will be filed in the employee's file.

CHAPTER THREE

3.0 RENUMERATION

3.1 Salary

(i) Salaries shall be paid to each employee according to the terms and conditions of service set out in each employee's appointment letter and their employment contract. Monthly salary payments will be effected by the 28th day of every month. Where this cannot be effected, due notice shall be given by that date.

(ii) The organization will effect deductions of all statutory payments i.e. Pay as You Earn tax (PAYE) and the National Social Security Fund Contributions (NSSF)

For purposes of the above statutory payments, all employees will provide their TIN and NSSF numbers to the organization accountant. Those who do not have such numbers will be required to communicate this to the accountant who will get the appropriate application forms for them.

3.2 Allowances

3.2.1 Subsistence allowance (Per Diem)

This will be paid to employees who for official reasons have to spend a night out of their normal stations. The subsistence allowances will be for meeting the costs of their upkeep (accommodation, meals, local travel and any other miscellaneous costs) that would not have been incurred if one were operating at his/her normal station. Subsistence allowances will be based on the number of nights to be spent out of the station. See Appendix D for schedule of allowances.

3.2.2 Transport allowance

This will be paid to employees traveling by public means from their work stations. This will be calculated based on the ruling public transport rates and will be paid at the concerned employee's station of origin. See Appendix D for schedule of allowances.

3.2.3 Travel outside the country

If an employee is required to perform official duties outside the country, a per diem will be paid. Unless otherwise arranged, the per diem will cover meals, local travel within the foreign country and accommodation. Once tickets are issued, boarding passes will serve as confirmation of the trip made and should be submitted to the accountant on return. See Appendix D for schedule of allowances.

CHAPTER FOUR

4.0 LEAVE

4.1 Annual Leave

On successful completion of the probationary period, all full-time employees of the organization are entitled to an annual leave of 30 calendar days per calendar year with full pay under the following conditions:

- i. Scheduling of dates of leave should be discussed with the employee's immediate supervisor who will forward the request a least one month in advance of the actual time when an employee would like to take leave to the executive director.
- ii. All due leave should be taken in the year in which it was earned unless the concerned employee cannot take leave due to work volume and gets permission from his/her immediate supervisor.
- iii. The immediate supervisor of an employee may for good reason recall an employee from leave. In such instance the balance of leave is deferred.
- iv. An employee who fails to return on expiry of his/her leave is deemed to be absent from duty without permission.
- v. Prior to the departure for leave an employee shall fill in a leave form (see Appendix E) which will be obtained from the organization human resource and will be approved by both the employee's immediate supervisor and the executive director.
- vi. Proper hand-over of duties should be done before leave is taken.

4.2 Sick leave

If a person cannot work due to sickness, he/she will be granted sick leave on presentation of a doctor's recommendation.

Sick leave is not counted as part of annual leave. However, sick leave is not normally expected to exceed a total of 22 working days over the course of a year. If sick leave accumulates beyond 22 consecutive working days in a year, the Management Committee will at its discretion consider the individual circumstances of the concerned employees' health status, job responsibilities and determine the fate of his/her contract.

The organization will pay up to one month's salary when an employee is on sick leave in any one year. In case one goes beyond the allowed 22 days, the annual leave will be reduced by the extra days taken on presenting a doctor's note. Any sick leave in excess of three months will be restricted to half pay. However, the organization may at its own discretion decide to recruit a permanent replacement for the affected position. See Appendix E for the leave application form.

4.3 Maternity leave

Maternity leave: 45 calendar days will be granted to female employees when circumstances warrant it. Any additional days taken shall be regarded as part of annual or sick leave for which permission must be obtained from one's immediate supervisor. See Appendix E for the Leave application form.

4.4 Compassionate leave

Compassionate leave may be granted to an employee by the organization executive director in compelling circumstances such as death of a spouse, child, sibling or parent. Compassionate leave will be granted for a period not exceeding 5 working days.

In cases where it is justifiably not possible to seek approval for compassionate leave, the concerned employee will call his/her immediate supervisor prior to taking the leave. Any leave taken without prior approval or notification will be treated as unauthorized absence for which the employee will not be paid and other disciplinary action may be taken. See Appendix E for the leave application form.

CHAPTER FIVE

5.0 code of conduct

5.1 General Conduct

- i. An employee shall be required to perform his/her duties with due diligence and loyalty; to obey all the reasonable directives of his/her superiors; and to treat the public and his/her colleagues with civility and courtesy and maintain high moral standards. All employees will refrain from such practices and acts that might undermine the promotion of a good working environment within the Organization.
- ii. An employee in a position of authority is expected to use such authority as entrusted, and by influence and example, to maintain a high standard of duty and conduct.
- iii. Every employee is required to have a detailed knowledge of these regulations as ignorance of their content is not acceptable as an excuse for non-compliance therewith.

5.2 Key Principles

The 11 key principles outlined in this manual provide a summary of SHPI code of Conduct. This shortened version should be attached to appointment letters, employee contracts, consultant's contracts and other relevant documents.

5.2.1 Commitment

The employee has a duty to act in the interest of SHPI and in accordance with its primary objectives and core business.

5.2.2 Service

The employee has a duty to take decisions solely in terms of SHPI's interests. You must not act in order to gain financial or other benefits for yourself, family, friends or other inappropriate interests.

5.2.3 Integrity

The employee must not place yourself under any financial or other obligation to any individual or organization that might reasonably be thought to influence the performance of your duties as a Director, Grants or other committee appointee, employee or consultant.

5.2.4 Objectivity

The employee must make decisions solely on merit when carrying out SHPI's business.

5.2.5 Accountability and Stewardship

The employee is accountable for his/her decisions and actions to SHPI's executive director. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that SHPI uses its resources prudently and in accordance with the law.

5.2.6 Openness

The employee has a duty to be as open as possible about his/her decisions and actions, giving reasons for your decisions and restricting information only when required by employee confidentiality and the wider interests of SHPI.

5.2.7 Honesty

The employee has a duty to act honestly. The employee must declare any private interests relating to your duties as a Director, Grants or other committee appointee, employee or consultant and must take steps to resolve any conflicts of interest arising in a way that protects 's TYS interests.

5.2.8 Duty to Report

The employee has a duty to report to the relevant organization officer if you have reasonable grounds to suspect or have evidence that a Director, or other committee appointee, employee or consultant is behaving improperly, acting in an intimidating and abusive manner or is involved in the improper use of SHPI's resources.

5.2.9 Respect

The employee must respect fellow Directors, or other committee appointees, employees and others acting on behalf of SHPI and the roles they play, treating them with courtesy at all times.

5.3 Leadership

The employee has a duty to promote and support these principles by leadership and example thereby maintaining and strengthening trust and confidence in the integrity of SHPI and its operations.

5.3.1 Sharing

You will require committing yourself to SHPI's vision and actively championing it

5.3.2 Confidentiality

An employee shall be expected to observe the strictest confidence regarding official information acquired in the course of his/her duties. He/She shall not therefore, communicate or cause to be communicated for any reason whatsoever any information made

available to him/her in his/her official capacity, whether such information relates directly or indirectly to the affairs of the organization, without the permission of the organization executive director. In this connection, management will call upon any employee likely to come into contact with organization confidential information to sign an Employee Confidentiality Agreement. (See Appendix F)

5.3.4 Holding of other jobs

An employee shall not seek any other active official employment while in the service of the organization without the approval of the organization executive director.

5.3.5 Publication

An employee shall not without the express permission of the executive director contribute articles to any newspaper, presentation, journal or magazine on any matter the subject of which concerns the activities of the organization.

5.3.6 Acceptance of fees/bribes/commissions

An employee shall not demand or accept in respect of a service rendered in his/her official capacity, any fee or bribe or commission whatsoever from any person.

5.3.7 Erasures/Alterations

An employee shall not make any erasures in any documents of the organization. Alterations that do not lead to erasures may be made. In case of alterations in electronic records, such alterations shall be preceded by a signed authorization of the immediate supervisor and the executive director.

5.3.8 Reporting malpractices

It shall be the duty of an employee, knowing or suspecting any unfaithfulness, fraud or any concealed practice against the interests and smooth operation of the organization on the part of any person whatsoever, to give such information thereof to the Immediate supervisor.

5.3.9 Evidence in Court

An employee shall not knowingly give an opinion on the affairs or policy of the organization to any person desiring to use such opinion in evidence in a court of law or elsewhere without first obtaining permission from the organization executive director.

5.4.1 Disclosure of personal Interest

If, in the course of duty, an employee is called upon to deal with a matter in which he/she may have personal interest, such interest must immediately be disclosed to the organization executive director.

5.4.2 Official working hours

The official working hours are 8:00am – 5:00pm, Monday to Friday. All employees will be required to strictly observe these hours of work.

5.4.3 Public Holidays

Days gazetted for observance, as public holidays throughout Tanzania shall be free for the employees. However, an employee may be called upon to work on any public holiday.

5.4.4 Communication channels

- i. The procedure for communication shall be according to the organizational structure in Appendix A. All communication to development partner on behalf of the organization will go through the organization executive director or a person acting in this position.
- ii. All employee queries regarding organization activities will be addressed to or through the employee's immediate supervisor.

5.4.5 Dress Code

All employees are cautioned to dress decently and smartly in order to preserve the good image of the organization.

CHAPTER SIX

6.0 DISCIPLINARY SYSTEM AND GRIEVANCE HANDLING PROCEDURES

6.1 Disciplinary action

Any breach by an employee of the organization regulations or any conduct prejudicial to the organization interest, whether within or without the organization, shall render such an employee liable to disciplinary action, which may include dismissal. The decision of the Management Committee as to what constitutes conduct prejudicial to the organization interest shall be final.

6.2 Disciplinary procedure

If an employee commits an offence or does not meet the set performance standards, disciplinary action will follow the following steps;

(i) Step 1 - Verbal Warning

This is an initial indication by the immediate supervisor to the employee that the employee is not fulfilling the responsibilities of the position to which he/she is assigned or that the employee has committed an offence. All reasonable steps should be taken to afford the opportunity for the employee to correct a deficiency or improve performance. The employee's immediate supervisor shall meet with the employee to discuss the performance or the issue and identify specific corrective actions. The organization executive director shall note the discussion and retain a written record of the meeting. The employee is not expected to sign anything at this stage. If the issue is resolved or in cases involving job performance, if performance has improved and been sustained for six months, the employee's immediate supervisor will be required to destroy the note.

(ii) Step 2 - Written Warning

The organization executive director will become involved in the disciplinary procedure at this and subsequent stages and will ensure fairness and that all written warnings are appropriate.

If the initial discussion does not correct the problem, the immediate supervisor shall meet with the employee to review the issue, listen to the employee's views, advise the problem must be corrected and document the issue. A written warning shall be prepared, with assistance from the organization executive director, which will outline the problem to be corrected, specify a time period to correct the issue and include a statement that further disciplinary action will occur if not

corrected or where job performance is the problem, that improvement must occur and be sustained. The immediate supervisor will sign the letter.

The written warning should be signed by the employee to acknowledge they have received a copy and that it will be retained on file for a period of one year. A copy should be sent to the organization executive director.

(iii) Step 3 - Final Written Warning

If the written warning fails to produce the desired results or if the seriousness of the misconduct warrants, a final written warning is the next step. Again the organization human resource shall discuss the issue, give the employee the opportunity to discuss, and provide time to correct the problem (the amount of time can be as short as immediate or to a maximum of 3 months).

Final written warnings are issued and retained for a period of two to five years depending on the seriousness of the matter. For example, a final written warning for lateness could be issued for three years but one for insubordination may be issued for five years. Copies of final written warnings will be held in the employee's file in Human Resources.

6.3 Termination

If corrective action fails to bring about the desired results, termination may result. The immediate supervisor's dismissal recommendation is to be sent to the organization executive director. It should include all the corrective action letters.

Where termination is the recommended course of action, the Organization Management Committee must be involved before a final decision is reached.

In cases of gross misconduct, the employee will either be suspended or dismissed. The Organization Management Committee will be responsible for handling cases of gross misconduct.

Gross Misconduct involves misbehaviour that causes a loss of confidence in an employee's honesty and integrity and may include:

- (i) Theft or fraud
- (ii) Conflicts of interest
- (iii) Harassment
- (iv) Sexual harassment
- (v) Serious forms of insubordination
- (vi) Gross negligence

6.4 Grievance handling procedure

- i. An employee will lodge his/her complaint with his/her immediate supervisor. They will discuss the issue. However, if the employee feels that his/her complaint has not been appropriately dealt with, he/she may present his/her grievance to the organization Human Resource. If the employee still feels aggrieved, then he/she may seek an audience with the organization executive director; and if still aggrieved the employee may seek audience with the board committee chaired by board chairperson . The Board Chairperson will be the final person in the grievance handling procedure and his/her decision will be final.
- ii. At all levels of the grievance handling procedure, the accused person should be given an opportunity to present their defence before a decision is made.

CHAPTER SEVEN

7.0 Termination of employment

Either party may terminate the contract of employment between an employees or the organization by giving the other party one month's written notice of the intention to terminate the contract or by payment of one month's gross salary in lieu of notice.

The original notice of resignation from the employee, or a copy of the notice of termination delivered to the employee will be forwarded to the organization executive director for processing and filing in the employee's personnel file.

7.1 Causes of termination of employment

(i) Resignation

An employee may resign from the organization. The employee will be required to give a month's written notice or pay a month's gross salary in lieu of notice. Where an employee breaches this provision, the organization shall seek legal redress against him/her. If a month's notice is given, the employee will be paid all money owed to him/her by the organization.

(ii) Expiry of a term of contract

An employee's contract may not be renewed on its expiry. The employee will be entitled to all money owed to him/her by the organization.

(iii) Position redundancy

This results from organization restructuring. If a position becomes redundant after restructuring, an employee will be given a month's notice or paid a month's gross salary in lieu of notice.

(iv) Breach of Staff Regulations/Serious misconduct

The employee may be dismissed as a result of misconduct e.g. theft, insubordination etc. In cases of theft, the employee's benefits may be withheld.

(v) Failure to satisfactorily complete the probationary period

The employee may be dismissed as a result of failure to carry out the position responsibilities. The employee will be paid his/her salary due if any up to the date of termination.

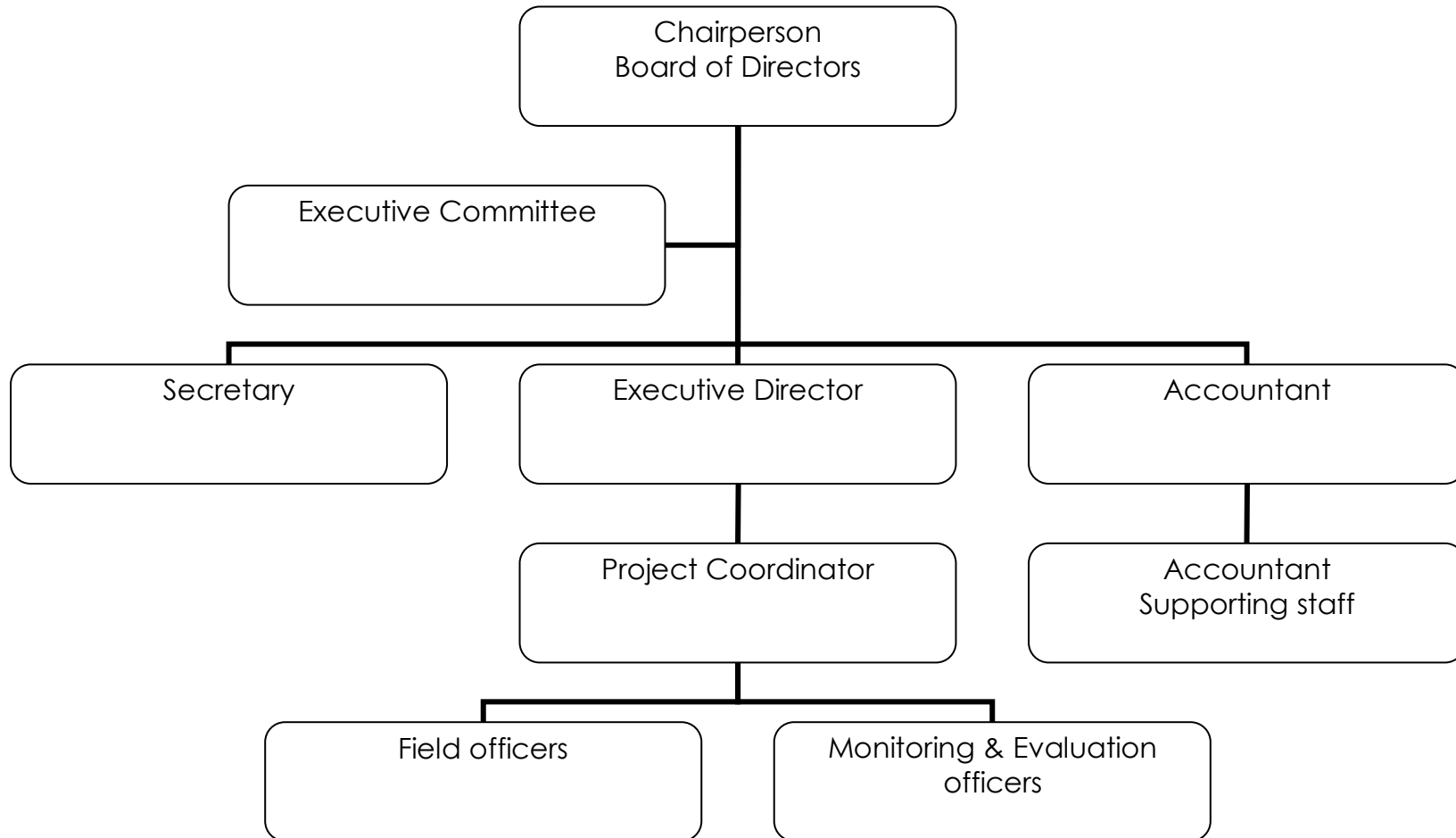
(vi) Desertion

If an employee does not report for work for fourteen consecutive days without the approval of his/her immediate supervisor, he/she shall be regarded as a deserter & shall be dismissed from the services of the Organization.

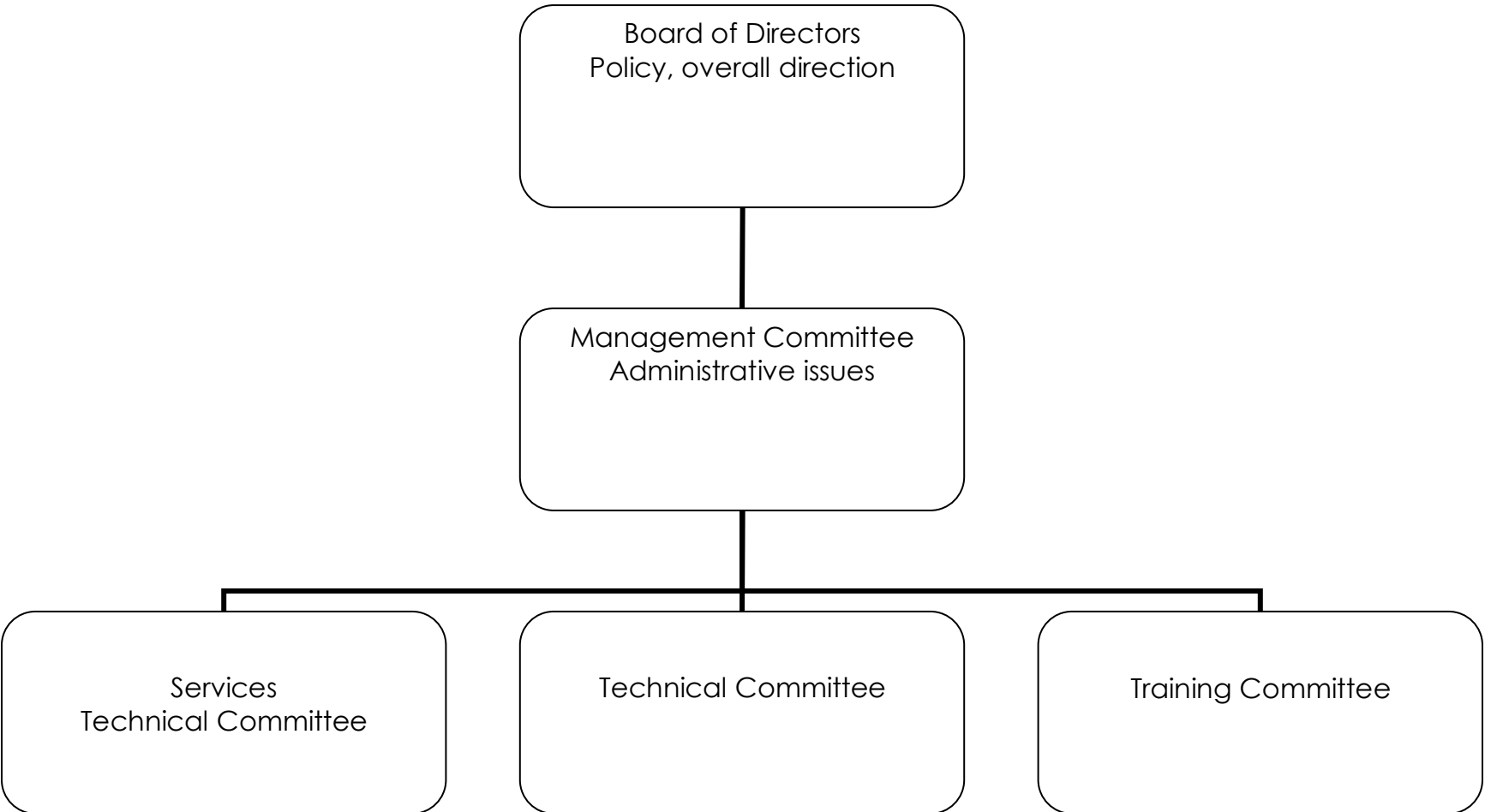
APPENDIX A

SUSTAINABLE HUB FOR POLICY INITIATIVES

ADMINISTRATIVE STRUCTURE



ORGANIZATION IMPLEMENTATION COMMITTEES



APPENDIX B
SUSTAINABLEHUB FOR POLICY INITIATIVES

BOARD OF DIRECTORS

Members

- i. It should comprise executive director and;
- ii. Five elected members from the AGM

Meetings: It should meet quarterly

Mandate

- i. Review progress and advise on overall direction of organization activities
- ii. Monitoring and evaluation of organization activities
- iii. Formulation of policies

EXECUTIVE COMMITTEE

Members;

- (i) Executive Director
- (ii) Project coordinator
- (iii) Accountant

Meetings: As scheduled by executive director

Mandate;

- (i) Handle personnel and administrative issues
- (ii) Handle disciplinary issues
- (iii) Review of day to day organization activities
- (iv) Offer advice on policy matters

ROUTINE TRAINING COMMITTEE

THIS WILL FORMED BY EXECUTIVE DIRECTOR

- i. Review protocols of the training Organization
- ii. Review progress and advise on direction of training Organizations
- iii. Offer technical direction to the training Organizations in terms of implementation, quality assurance and monitoring and evaluation

APPENDIX C

SUSTAINABLE HUB FOR POLICY INITIATIVES

Performance Appraisal Form

NAME OF STAFF MEMBER:

NAME OF SUPERVISOR:

PERIOD UNDER REVIEW:

POSITION:

ORGANIZATION AREA:

INSTRUCTIONS:

Step 1 – The immediate supervisor fills in Sections 1-7 and makes relevant comments.

Step 2 – The immediate supervisor calls a meeting of the executive director and any other supervisor, if any, to come up with a consensus rating for Section 8 (Overall Performance).

Step 3 – The staff member being appraised fills in Section 9.

Step 4 – The form is discussed and then signed in this order: the staff member being appraised, the immediate supervisor and the executive director

Step 5 – The immediate supervisor forwards the form to the executive director for his final comments and any necessary decisions or action to take.

Please use the following rating scale to assess how the staff member applied each of the performance factors listed below in performing his/her assignments, objectives and overall duties and responsibilities.

RATING SCALE: The following ratings should be used to describe a level of performance by the Staff Member throughout the entire reporting period:

- 7 - in every instance, continuously and substantially exceeded expectations
- 6 - frequently exceeded expectations
- 5 - fully met, and occasionally exceeded expectations
- 4 - consistently met expectations
- 3 - met most expectations, however, there is room for improvement
- 2 - frequently did not meet expectations
- 1 - continuously did not meet expectations

PERFORMANCE FACTOR	RATING Use only whole numbers from 1 to 7	COMMENTS
1. PROFESSIONAL COMPETENCE: (Understanding and creativity in applying technical and professional knowledge, skills and expertise required for the job.)		

<p>2. QUALITY OF WORK: (Productivity in terms of accuracy, attention to detail, efficiency, effectiveness.)</p>		
<p>3. QUANTITY OF WORK: (Productivity in terms of the amount of work completed, speed of work and ability to meet deadlines).</p>		
<p>4. SUPERVISORY SKILLS (only for a Supervisor): (Ability to plan, organize and delegate work; to lead, motivate, guide and develop staff; communicate, build a team, and maintain a harmonious working environment. Indicate the number persons supervised and their level.)</p>		
<p>5. OTHER FACTORS Identify factors that have hindered or enhanced performance for the period under review. (No rating required.)</p>		
<p>6. HOW TO IMPROVE PERFORMANCE Identify how performance could be improved during the next appraisal period. (No rating required.)</p>		
<p>7. OVERALL PERFORMANCE Rate the employee on his or her overall performance. Briefly explain the reasons for your rating.</p>		

8. AGREEMENT WITH RATINGS
– Staff Member to fill

YES

NO

- (a) Do you agree with the ratings and comments above? Check one box.
- (b) If you check "Yes", you may make comments if you wish.
- (c) If you do not agree with the assessment above, please identify the ratings/comments with which you disagree and briefly explain why. If necessary, attach a continuation sheet.

Staff member's Signature and Date:

Supervisor's Signature and Date:

Executive Director's Signature and Date:

Executive Director's comments:

Signature and Date:

APPENDIX D

SCHEDULE OF SHPI ALLOWANCES

Allowance Type	Amount Payable (TZS.Shs.)
Subsistence allowance (Per Diem)	50,000/-
Transport allowance	Based on the ruling public transport rates
Out of station allowance	15,000/-
Travel outside the country	Per diem will depend on the country being visited. CDC rates will apply.

The Management committee will review the SHPI allowances from time to time based on the prevailing standard of living.

APPENDIX E

SUSTAINABLE HUB FOR POLICY INITIATIVES LEAVE APPLICATION FORM

Name of the employee:	
	Applicable to leave type with specified number of days.
First day of leave:	Leave days due in a year:
Last day of leave:	Less leave days taken:
	Less leave days requested:
	Balance
Type of leave	Please tick the appropriate box
Annual	
Sick	
Maternity	
Compassionate State reason:	
Contact address & telephone number during leave	
Signature of applicant:	Date:
Immediate Supervisor's Approval: Organization Manager's Approval:	Date:

Note: This form must be approved before leave is commences.

APPENDIX F

CONFIDENTIALITY AGREEMENT

BETWEEN:

SUSTAINABLE HUB FOR POLICY INITIATIVES (of the first part)

- AND -

A person who at the time of the making of this agreement or hereafter provides services to the organization as an employee (hereinafter referred to as “the Employee”), of the second part.

AGREEMENT RESPECTING CONFIDENTIAL INFORMATION

WHEREAS the Organization carries on (Specify activities.....) and Training for clients/staff in (.....areas)

AND WHEREAS persons employed or engaged by the Organization are given access to information, data, reports, analyses, charts, drawings, correspondences and other documents prepared by or for the use of the Organization or clients of the Organization (all of which are hereinafter collectively referred to as “confidential information”) owned by or exclusively reserved for the use of the various persons who from time to time engage the services and facilities of the Organization, or who are from time to time engaged by the Organization;

AND WHEREAS it is necessary and desirable for the protection of the Organization and of its clients and of its employees, that the security, integrity and confidentiality of confidential information be preserved and remain always vested in the Organization or its clients as the case may be;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. That the Employee acknowledges and agrees that the making and execution of this Agreement is a condition preceding the commencement or continuation of his or her employment or engagement and that this Agreement has been entered into voluntarily and with full awareness and understanding of the purpose and consequence thereof.
2. The Employee acknowledges having received adequate and valuable consideration for the making of this Agreement and that it is binding upon

him or her during the continuation of employment or engagement by the Organization and thereafter during a period of sixty (60) months following completion or termination of employment or engagement.

3. The Employee acknowledges and agrees that he or she is in receipt of confidential information disclosed or supplied by the Organization or its clients and that such confidential information given, disclosed or supplied is, in fact, confidential and undertakes and agrees to preserve the confidentiality thereof.

4. The Organization and the Employee mutually agree that this agreement is entered into for the mutual benefit of the Organization, of the employees of the Organization, and the clients and for the protection and preservation of confidential information given, disclosed or supplied to the Organization or to the Employee by clients of the Organization, or otherwise acquired by the Organization or the Employee in the course of carrying on its activities, and that the making of this Agreement is essential to and in the best interest of the Organization and of the employees and of the clients of the Organization.

5. The Employee further undertakes and agrees to execute and deliver additional confidentiality, agreements and undertakings as the Organization may require, where the same are requested or required by a client of the Organization by whom confidential information is to be disclosed.

6. This agreement will be construed and interpreted in accordance with the laws of Tanzania and shall take effect upon the date of execution and remain in full force and effect during the continuation of the employment of the employee and for sixty (60) months thereafter.

IN WITNESS WHEREOF the Organization has executed this Agreement by the signature of its proper officer and the Employee has executed the same by his/her signature, this _____ day of _____ 20__

SUSTAINABLE HUB FOR POLICY INITIATIVES

Employee

Executive Director

APPENDIX G

EMPLOYMENT AGREEMENT

This Employment agreement, is made this the day of, byand between, a Non- Governmental, Non Profit making and Non religious organization, registered under With Registration of P.O. Box, Musoma(hereinafter called "NGO" or "SHPI") and Mr/Mrs /Miss., (hereinafter called the "the employee") of P.O.Box....., evidences the agreement of the parties hereto as follows, given that:

SHPI wishes to employ on contract (permanent) term basis and the employee wishes to accept employment on contract (a permanent) term basis with SHPI, and SHPI and the employee desire to establish the terms and conditions of such contract of employment under a written contract.

Therefore, the parties hereto agree as follows:

1. Employment: SHPI hereby employs the employee, upon the terms and conditions herein contained, to perform such duties as and other duties as assigned by The employee shall perform the said duties in efficient and effective manner.
2. Terms of employment: The starting date of employment is..... The first six (6) months of employment constitute a probationary period, during which time SHPI will review the employee's performance. After this probationary period, the permanent term of employment will continues in respect to the policy and regulations of SHPI.
3. Job Site: The employee's Job site shall be at SHPI head office in, Tanzania. Office hours are from 8:30 a.m. until 4.30 p.m., Monday to Fridays. The Employee will be expected to work overtime, as assigned at the discretion of SHPI, with no additional compensation.
4. Job Description: This employment Agreement covers the job of a..... The job description is found in full as attached Appendix A to this Employment Agreement. Additional duties may be assigned at the discretion of the executive director of SHPI.
5. Supervision: The employee reports to and will serve under the direction of executive director of SHPI
6. Basic Salary: The employee shall be paid for his services to SHPI at the rate of Tsh. = per month, payable the last working day of each month, in Tanzanian shillings.

7. Benefits and Allowances: The employee is entitled to receive the following benefits and allowances from SHPI:
 - (a) Medical: Usual rights and privileges in effect under the SHPI medical plan coverage.
 - (b) NSSF Contribution: The employer will contribute 15% of basic salary and the employee will contribute 5% of the basic salary, all to be remitted to National Social Security Fund.
8. Annual Leave: The employee is entitled to 28 days of annual leave for every twelve- (12) months of service. Leave allowance based on actual cost of travel to place of domicile will be paid to the employee, spouse and up to four dependent children.
9. Sick Leave: The Employee is entitled to ten (10) days of sick leave for every twelve (12) months of service. No payment will be made for unused Sick Leave at the time of the Employee's termination.
10. Leave of Absence: The employee is entitled paid leave of absence, only if, is attending short or long term training, which will be useful to the organization (hereinafter called " SHPI") in future. Here the Employee will fill a guarantee form that, he will continue to the service of SHPI after the said training or studies.
11. Holiday Leave: The Employee is entitled to all Tanzanian public holidays that are observed by SHPI
12. Termination:
 - a) The Employee may terminate his employment with SHPI by giving thirty (30) days written notice to the SHPI or payment of the sum of one month salary in lieu thereof.
 - b) SHPI reserves the right to terminate this Agreement for cause at any time. Cause for such termination may include, but not limited to, the following: gross misconduct, neglect of duties; non- compliance with the terms of this agreement; non-compliance with the regulations, policies and procedures of SHPI; carelessness; failure or refusal to work. Any determination by SHPI that the employee should be terminated pursuant to this paragraph is binding on the employee.
 - c) Termination shall be effective immediately in those instances in which SHPI deems the employee's behavior or actions to be gross misconduct. In instances where the behavior or actions are not deemed by SHPI to be gross misconduct, SHPI shall give the employee thirty (30) days notice of termination or sum of one month salary in lieu thereof.

13. Entire Agreement: The Employee represents that he has read and understands all the terms and conditions set forth herein. The Agreement constitutes the entire and complete agreement between SHPI and the Employee, and no promises or understandings have been made other than as set forth in the agreement. This Agreement shall be subject to modification only in writing signed by both parties.

14. This contract shall be construed in accordance with Tanzanian Laws as amended from time to time.

IN WITNESS WHEREOF: the parties hereto have executed this Agreement on This Agreement has been executed at, Tanzania

For SHPI

By

Name..... Signature.....Date.....

1.0 EXECUTIVE DIRECTOR- SHPI

Witness:

Name Signature.....Date.....

2.0 ACCOUNTANT - SHPI

For the Employee

By:

Name:..... Signature..... Date.....

Position:

Policy approval

This policy was formulated by the board of directors to be adopted by all employees in sustainable hub for policy initiatives landscape. It was approved by the board of directors to be exercised on December,2015.

Name	position	signature
1. SINDA MANJI	BOARD MEMBER
2. TIBEZUKA FUNDISHA	BOARD MEMBER
3. NEEMA TENGERSAS	BOARD MEMBER
4. TANGANYIKA MHOJA	BOARD MEMBER