



Rosana Empowerment Foundation (REF)

=Empowering Dreams, Transforming Lives=

Personnel Policy and Procedure Manual

This comprehensive Personnel Policy and Procedure manual for Rosana Empowerment Foundation (REF) involves multiple sections and detailed content. It is a general framework that projects REF's specific needs, culture, and legal requirements. To ensure compliance with local laws and regulations, REF's legal and HR professionals have been consulted before drafting and approval.

Table of Contents:

1. Introduction

- ✓ Mission and Vision of REF
- ✓ Purpose of the Personnel Policy and Procedure Manual
- ✓ Compliance with Laws and Regulations

2. Equal Employment Opportunity

- ✓ Equal Opportunity Statement
- ✓ Non-Discrimination and Anti-Harassment Policy
- ✓ Reasonable Accommodation for Disabilities
- ✓ Diversity and Inclusion Commitment

3. Employment Categories

- ✓ Full-time Employees
- ✓ Part-time Employees
- ✓ Temporary and Contract Employees
- ✓ Interns and Volunteers

4. Recruitment and Hiring

- ✓ Job Posting and Advertisement
- ✓ Application and Selection Process
- ✓ Interviews and Selection Criteria
- ✓ Background Checks and References
- ✓ Employment Offers and Acceptance

5. Employee Benefits

- ✓ Compensation and Payroll
- ✓ Health and Wellness Benefits
- ✓ Retirement Plans
- ✓ Leave Policies (e.g., vacation, sick leave, holidays)
- ✓ Education and Professional Development
- ✓ Employee Assistance Program

6. Employment Conditions

- ✓ Employment Classification
- ✓ Work Hours and Schedules
- ✓ Telecommuting and Remote Work
- ✓ Attendance and Punctuality

- ✓ Performance Expectations and Appraisals

7. Code of Conduct and Ethics

- ✓ Professionalism and Integrity
- ✓ Conflict of Interest
- ✓ Confidentiality and Data Security
- ✓ Use of Company Resources
- ✓ Social Media and Online Presence

8. Employee Relations

- ✓ Communication and Feedback
- ✓ Grievance and Complaint Resolution
- ✓ Whistleblower Policy
- ✓ Employee Recognition and Awards
- ✓ Employee Assistance and Counseling

9. Training and Development

- ✓ Orientation and Onboarding
- ✓ Training and Skills Enhancement
- ✓ Career Development Opportunities
- ✓ Succession Planning

10. Compensation and Benefits Administration

- ✓ Salary Structure and Adjustments
- ✓ Bonus and Incentive Programs
- ✓ Benefits Enrolment and Changes
- ✓ Payroll Deductions and Taxes

11. Leave Policies

- ✓ Vacation and Personal Leave
- ✓ Sick Leave and Family Medical Leave
- ✓ Bereavement Leave
- ✓ Military Leave
- ✓ Jury Duty

12. Health and Safety

- ✓ Workplace Safety Guidelines
- ✓ Reporting Accidents and Incidents
- ✓ Emergency Procedures
- ✓ Occupational Health Programs

13. Termination and Separation

- ✓ Resignation Process
- ✓ Involuntary Termination
- ✓ Exit Interviews
- ✓ Return of Company Property

14. Acknowledgment and Agreement

- ✓ Employee Acknowledgment Form
- ✓ Agreement to Abide by Policies

15. Appendices

- ✓ Forms and Templates (e.g., leave request, grievance form)
- ✓ Legal Compliance Information
- ✓ Glossary of Terms

Introduction to

Personnel Policy and Procedure Manual

This manual serves as a cornerstone of our commitment to fostering a supportive and equitable work environment for our dedicated team of employees and volunteers. It outlines the principles, guidelines, and standards that govern personnel matters within our organization.

At Rosana Empowerment Foundation (REF), we believe that our people are our greatest asset. Our mission is to empower individuals and communities to overcome challenges and realize their full potential. To achieve this mission, we recognize the importance of maintaining clear, fair, and consistent policies and procedures that promote a positive workplace culture. This manual is designed to provide clarity and transparency regarding REF's approach to personnel management. It offers insights into our organization's values, expectations, and opportunities for professional growth. By adhering to the policies and procedures outlined in this manual, we collectively contribute to an environment where all individuals are treated with respect and dignity, where their rights are protected, and where they have the opportunity to thrive both personally and professionally.

What You Can Expect

In the following sections, you will find a comprehensive guide that covers a wide range of personnel-related topics, including but not limited to:

Employment Practices: Information on recruitment, hiring, and onboarding processes that help you start your journey with REF.

Workplace Conduct: Guidelines for maintaining professionalism, respect, and inclusivity in all interactions within the organization.

Employee Benefits: Details about the benefits and resources available to you as part of the REF team, including health and wellness programs, professional development opportunities, and more.

Performance Expectations: Clear expectations for performance evaluations, feedback, and career advancement within the organization.

Conflict Resolution: Procedures for addressing workplace conflicts and grievances in a fair and respectful manner.

Compliance: Information about REF's commitment to legal and ethical compliance, including equal employment opportunity, workplace safety, and privacy.

Mission and Values: A reminder of REF's mission and vision, along with the values that guide our work and interactions.

Your Role in Upholding Our Principles

As a member of the REF team, you play a crucial role in upholding the principles outlined in this manual. We encourage you to familiarize yourself with its contents, seek clarification when needed, and embrace the spirit of collaboration and continuous improvement. By doing so, you contribute not only to your own growth but also to the collective success of our organization and the communities we serve. This Personnel Policy and Procedure Manual is a dynamic document that will evolve as our organization grows and adapts to new challenges and opportunities. We are committed to periodically reviewing and updating its contents to ensure that it remains relevant, effective, and aligned with our mission and values.

Thank you for your dedication to Rosana Empowerment Foundation's mission. We look forward to working together to empower individuals and communities, and we trust that this manual will serve as a valuable resource throughout your journey with REF.

Sincerely,

Rosana Empowerment Foundation

Mission and Vision of REF

Mission Statement: Rosana Empowerment Foundation (REF) is dedicated to empowering individuals and communities to overcome obstacles, achieve their fullest potential, and create lasting positive change. Through our programs and initiatives, we aim to foster a world where every person has access to education, healthcare, and opportunities for personal and professional growth, regardless of their background or circumstances.

Vision Statement: Our vision is a society where all individuals have the tools, knowledge, and support they need to lead healthy, fulfilling lives, and where communities thrive with equity and sustainability. REF envisions a future where poverty, discrimination, and inequality are replaced with opportunities, inclusivity, and social justice.

Purpose of the Personnel Policy and Procedure Manual

The Personnel Policy and Procedure Manual of Rosana Empowerment Foundation (REF) serves as a comprehensive guide to the principles, guidelines, and standards that govern our organization's approach to personnel management. It outlines our commitment to maintaining a fair, respectful, and supportive work environment for all employees, volunteers, and partners associated with REF.

The key purposes of this manual are as follows:

Clarification and Transparency: The manual provides clear and transparent information about REF's personnel policies, procedures, and expectations, ensuring that all individuals within our organization understand their rights and responsibilities.

Consistency: It promotes consistency in decision-making and actions related to personnel matters, ensuring that everyone is treated fairly and equitably.

Legal Compliance: It helps REF adhere to all relevant laws and regulations governing employment and human resources, reducing the risk of legal issues and liabilities.

Professional Growth: The manual outlines opportunities for professional growth and development within REF, fostering a culture of continuous learning and improvement.

Conflict Resolution: It provides a structured framework for addressing conflicts and grievances, promoting a harmonious and productive work environment.

Organizational Values: The manual reinforces REF's commitment to its mission, vision, and core values, ensuring that our personnel align with and uphold these principles in their work.

Compliance with Laws and Regulations

At Rosana Empowerment Foundation (REF), we are dedicated to upholding the highest ethical standards and complying with all applicable laws and regulations. Our commitment to compliance extends to all aspects of personnel management, including but not limited to:

Equal Employment Opportunity: REF does not discriminate on the basis of race, colour, religion, sex, national origin, age, disability, or any other protected status under applicable federal, state, and local laws.

Workplace Safety: REF is committed to providing a safe and healthy work environment in compliance with occupational safety and health laws and regulations.

Wage and Hour Laws: REF adheres to all wage and hour laws, including minimum wage, overtime, and other applicable labour standards.

Employee Rights: We respect and protect the rights of employees, including their rights to organize, bargain collectively, and engage in other protected activities.

Confidentiality: REF maintains strict confidentiality regarding personnel records and sensitive information in accordance with privacy laws.

Harassment and Discrimination: We prohibit harassment and discrimination of any kind, and we have policies and procedures in place to address and prevent such behaviour.

Our commitment to compliance not only ensures legal integrity but also reflects our dedication to creating an inclusive, respectful, and accountable work environment that aligns with our mission and vision.

This Personnel Policy and Procedure Manual is a living document that will be periodically reviewed and updated to reflect changes in laws, regulations, and the evolving needs of our organization. All personnel associated with REF are expected to familiarize themselves with its contents and adhere to its principles.

Equal Employment Opportunity

Equal Opportunity Statement

At Rosana Empowerment Foundation (REF), we are committed to fostering a diverse and inclusive workplace where all individuals are treated with dignity and respect. We believe that diversity and equal opportunity are not only fundamental rights but also essential to achieving our mission. We are dedicated to providing equal employment opportunities to all employees and applicants without regard to race, colour, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law.

Non-Discrimination and Anti-Harassment Policy

REF is firmly committed to maintaining a work environment free from discrimination and harassment of any kind. Discrimination or harassment based on race, colour, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected characteristic is strictly prohibited. Our organization will not tolerate any form of discrimination or harassment, whether it occurs between employees, employees and supervisors, or employees and third parties. This policy applies to all aspects of employment, including recruitment, hiring, training, promotions, compensation, benefits, and termination.

Employees who believe they have experienced or witnessed discrimination or harassment should promptly report the matter to their supervisor, HR department, or any available reporting mechanism provided by the organization. REF will promptly and thoroughly investigate all complaints and take appropriate action, up to and including disciplinary measures against those found to have violated this policy.

Reasonable Accommodation for Disabilities

REF is committed to providing reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their job. We recognize that disabilities can take many forms and are not always visible. Employees who require accommodation should notify their supervisor or the HR department to initiate the interactive accommodation process. Our organization will engage in a good-faith, interactive dialogue with employees to determine suitable accommodations that enable them to perform their job responsibilities effectively. We will consider each request on a case-by-case basis, with the goal of providing reasonable accommodations that do not impose undue hardship on the organization.

Diversity and Inclusion Commitment

REF values diversity as a source of strength and innovation. We are dedicated to fostering an inclusive workplace where every individual feels valued and has an opportunity to contribute their unique perspectives and talents. Our commitment to diversity and inclusion is evident in our recruitment, hiring, and promotion practices, which prioritize equal opportunity for all. We encourage employees to participate in our diversity and inclusion initiatives, as we believe that creating a culture of acceptance and respect enriches the work experience and benefits our organization as a whole. Our leadership is committed to regularly reviewing and improving our diversity and inclusion efforts to ensure they align with our mission and values.

In summary, Rosana Empowerment Foundation is firmly committed to equal employment opportunity, non-discrimination, and the creation of an inclusive workplace. We believe that by valuing diversity and fostering a culture of respect, we can better fulfill our mission and make a positive impact on the lives of the people we serve.

Employment Categories

Rosana Empowerment Foundation (REF) is committed to fostering a diverse and inclusive work environment while ensuring that our organization is staffed by individuals who are dedicated to our mission and values. To maintain a flexible and productive workforce, REF employs individuals in various employment categories. This section outlines the different employment categories at REF.

Full-time Employees

Full-time employees are individuals who work a standard, regularly scheduled workweek, typically 40 hours per week. They are eligible for all employment benefits, including but not limited to health insurance, paid time off, and retirement plans. Full-time employees are integral to the daily operations and long-term sustainability of REF.

Part-time Employees

Part-time employees work fewer hours than full-time employees and are not typically eligible for the same benefits. However, they may still receive some benefits such as prorated paid time off. Part-time employees contribute valuable skills and support to REF while maintaining a flexible work schedule to accommodate other commitments.

Temporary and Contract Employees

Temporary and contract employees are hired for a specific duration or project and may not be considered regular staff members of REF. They may be eligible for limited benefits, depending on the terms of their

contract or temporary employment agreement. These employees provide specialized skills or fill short-term roles, allowing REF to address specific needs efficiently.

Interns and Volunteers

Interns and volunteers are individuals who contribute their time and skills to REF without monetary compensation. Interns are typically students or recent graduates seeking practical experience in their field of study, while volunteers may include community members or professionals offering their time and expertise. REF may provide training and support to ensure interns and volunteers can effectively contribute to our mission.

Classification and Responsibilities

The classification of employees within these categories is determined by their job roles, responsibilities, and the duration of their engagement with REF. It is essential to clarify the terms of employment, benefits, and expectations for each category to ensure a positive working relationship between REF and its workforce.

Conclusion

Rosana Empowerment Foundation recognizes that each employment category serves a unique purpose within our organization. By maintaining a diverse workforce that includes full-time employees, part-time employees, temporary and contract employees, interns, and volunteers, we can adapt to changing needs and continue to make a positive impact on the communities we serve. This approach allows REF to remain agile, innovative, and committed to its mission.

Recruitment and Hiring

Table of Contents

Introduction

Job Posting and Advertisement

Application and Selection Process

Interviews and Selection Criteria

Background Checks and References

Employment Offers and Acceptance

Conclusion

1. Introduction

At Rosana Empowerment Foundation (REF), we are committed to recruiting and hiring the most qualified individuals to join our team. This policy outlines the procedures and guidelines that govern our recruitment and hiring process to ensure that we attract talented candidates who align with our mission, values, and goals. Our aim is to create a diverse, inclusive, and equitable workforce while maintaining a fair and transparent hiring process.

2. Job Posting and Advertisement

2.1 Posting Positions

REF shall make all job openings known internally and externally, as appropriate. Internally, job openings will be communicated to current employees through our internal communication channels. Externally, REF will advertise positions through multiple channels, including but not limited to:

- ✓ Our official website
- ✓ Social media platforms
- ✓ Job boards and online platforms
- ✓ Local newspapers (as required)

2.2 Job Descriptions

All job openings shall be accompanied by detailed job descriptions that include responsibilities, qualifications, and essential skills and competencies required for the position. These descriptions will accurately reflect the responsibilities and expectations of the role.

2.3 Diversity and Inclusion

REF is committed to promoting diversity and inclusion in the workplace. Job postings and advertisements will explicitly state our commitment to diversity, and we encourage candidates from all backgrounds to apply.

3. Application and Selection Process

3.1 Application Submission

Candidates interested in joining REF must submit their applications through the designated application portal. Applications should include a resume/CV, cover letter, and any other requested documents.

3.2 Screening

All applications will undergo an initial screening to ensure that candidates meet the minimum qualifications for the position. Shortlisted candidates will be contacted for further evaluation.

4. Interviews and Selection Criteria

4.1 Interview Process

Interviews will be conducted by a panel of qualified interviewers. REF may use various interview formats, including one-on-one interviews, panel interviews, or video interviews, depending on the position's requirements.

4.2 Selection Criteria

Selection criteria will be based on job-related factors, including qualifications, skills, experience, and alignment with REF's values and mission. Candidates will be evaluated fairly and consistently based on these criteria.

5. Background Checks and References

5.1 Background Checks

As part of the hiring process, REF may conduct background checks on candidates, which may include criminal history checks, educational verification, and other relevant checks. Candidates will be informed in advance if such checks are required.

5.2 References

REF will contact references provided by the candidate to gather additional information about the candidate's qualifications and suitability for the position. All reference checks will be conducted in compliance with applicable laws and regulations.

6. Employment Offers and Acceptance

6.1 Employment Offers

Once a candidate successfully passes all stages of the recruitment process, REF will extend an employment offer. The offer will include

details such as the position, compensation, benefits, start date, and any other relevant terms and conditions of employment.

6.2 Acceptance

Candidates are encouraged to review the offer thoroughly and seek clarification on any aspects if needed. Upon acceptance, candidates are expected to adhere to the terms and conditions outlined in the offer letter.

7. Conclusion

Rosana Empowerment Foundation (REF) is committed to maintaining a fair, transparent, and inclusive recruitment and hiring process. This policy ensures that we attract, select, and hire individuals who contribute to our mission and values while adhering to applicable laws and regulations. REF will continuously review and update these procedures to reflect best practices in recruitment and hiring.

Effective Date: [Insert Date]

Review Date: [Insert Date]

Employee Benefits

At Rosana Empowerment Foundation (REF), we value our employees and are committed to providing a comprehensive package of employee benefits to support their well-being, growth, and job satisfaction. Our employee benefits program is designed to attract, retain, and motivate a talented workforce. This manual outlines the various benefits available to REF employees.

Compensation and Payroll

REF ensures competitive and fair compensation for its employees. Compensation packages are determined based on factors such as job role, experience, and market standards. Our payroll system is efficient and accurate, guaranteeing that employees are paid on time.

Health and Wellness Benefits

We prioritize the health and well-being of our employees and their families. Our health and wellness benefits include:

Medical Insurance: REF offers comprehensive medical coverage, including options for employees and their dependents.

Dental and Vision Insurance: Employees have access to dental and vision care coverage to maintain their oral and visual health.

Wellness Programmes: REF promotes employee well-being through wellness programmes that include fitness memberships, health screenings, and wellness challenges.

Retirement Plans

We support our employees in planning for their future by offering retirement plans, such as 401(k) or equivalent programmes, with employer contributions and options for employee contributions to ensure financial security during retirement.

Leave Policies

REF recognizes the importance of work-life balance and offers the following leave policies:

Vacation Leave: Employees accrue paid vacation days based on their length of service.

Sick Leave: REF provides paid sick leave to support employees during illness or medical appointments.

Holidays: We observe recognized holidays and provide paid time off for these days.

Education and Professional Development

We encourage continuous learning and professional growth through the following benefits:

Tuition Assistance: REF may offer financial assistance to employees pursuing relevant educational courses.

Training and Development: We provide access to training and development programmes to enhance employees' skills and career growth.

Employee Assistance Programme

REF cares about the mental and emotional well-being of its employees. Our Employee Assistance Programme (EAP) offers confidential counseling services, resources, and support to address personal or work-related challenges that may affect an employee's performance or well-being.

In summary, Rosana Empowerment Foundation is dedicated to providing a comprehensive range of employee benefits that support our employees' physical, financial, and emotional well-being. We believe that these benefits not only contribute to the satisfaction and productivity of our employees but also align with our mission to empower and enrich lives. For more detailed information on each benefit and eligibility criteria, please refer to the specific policy documents and consult with the Human Resources department as needed.

Employment Conditions

At Rosana Empowerment Foundation (REF), we are committed to fostering a supportive and inclusive work environment where all employees can thrive. To ensure clarity and consistency in our employment conditions, this section outlines key policies related to employment classification, work hours and schedules, telecommuting and remote work, attendance and punctuality, as well as performance expectations and appraisals.

1. Employment Classification

At REF, employees may fall into one of the following employment classifications:

- a. **Full-Time Employees:** Full-time employees are expected to work a standard 40-hour workweek and are eligible for all benefits provided by REF.
- b. **Part-Time Employees:** Part-time employees work fewer than 40 hours per week and are eligible for certain benefits, as outlined in REF's Benefits Policy.
- c. **Temporary Employees:** Temporary employees are hired for a specific project or period and do not receive the full range of benefits available to full-time employees.
- d. **Independent Contractors:** Independent contractors are not considered employees of REF and are responsible for their own tax withholding and benefits.

2. Work Hours and Schedules

- a. **Standard Workweek:** The standard workweek for full-time employees is 40 hours, typically divided into five 8-hour

workdays, from [start time] to [end time], with [lunch/break] breaks.

- b. **Flexible Schedules:** REF may offer flexible work schedules to accommodate employee needs, subject to approval by the employee's supervisor and in compliance with local labour laws.

3. **Telecommuting and Remote Work**

REF recognizes the value of remote work and may allow employees to telecommute or work remotely when appropriate. The eligibility and terms for telecommuting or remote work arrangements will be determined on a case-by-case basis, considering the nature of the role and job responsibilities.

4. **Attendance and Punctuality**

- a. **Attendance:** All employees are expected to maintain regular attendance. If an employee is unable to work due to illness or other circumstances, they should notify their supervisor or the HR department as soon as possible.
- b. **Punctuality:** Employees are expected to arrive on time for work and meetings. Repeated tardiness may result in disciplinary action, as outlined in the Progressive Discipline Policy.

5. **Performance Expectations and Appraisals**

- a. **Performance Expectations:** REF has high expectations for employee performance. Each employee is expected to meet

or exceed the job-related performance standards and expectations set for their role.

- b. Performance Appraisals:** Employees will receive regular performance appraisals to assess their progress, provide constructive feedback, and identify areas for growth and development. Performance appraisals will be conducted annually, and employees are encouraged to actively participate in the process by discussing their goals and performance with their supervisors.

At REF, we believe that these employment conditions contribute to a positive work environment and the continued success of our organization. All employees are expected to familiarize themselves with and adhere to these policies, as they are subject to periodic review and updates.

For any questions or concerns related to employment conditions, please contact the Human Resources department. Your well-being and success in your role at REF are important to us, and we are committed to supporting your professional growth and development.

Code of Conduct and Ethics

At Rosana Empowerment Foundation (REF) our Code of Conduct and Ethics serves as a guiding framework for our organization and its members. We pledge to act with honesty, transparency, and fairness in all dealings, ensuring the responsible use of resources and funds. We prioritize the well-being and dignity of the individuals we serve, respecting their rights, culture, and diversity. REF promotes a safe, inclusive, and respectful environment for its staff and volunteers, free from discrimination and harassment. We are dedicated to accountability and continuous improvement, fostering trust within our organization and the communities we impact.

Professionalism and Integrity

At Rosana Empowerment Foundation (REF), we are committed to upholding the highest standards of professionalism and integrity in all our actions and interactions. Our reputation and the trust of our stakeholders depend on the ethical conduct of our personnel. To ensure the highest level of professionalism and integrity, we expect all employees to:

Honesty and Truthfulness: Always be honest and truthful in their communications and actions, both within the organization and with external parties.

Respect and Dignity: Treat all individuals with respect and dignity, irrespective of their background, identity, or role within or outside the organization.

Compliance with Laws and Regulations: Adhere to all applicable laws, regulations, and industry standards in the performance of their duties.

Conflict Resolution: Handle conflicts and disagreements professionally and constructively, seeking resolution through open communication and respectful dialogue.

Conflict of Interest

Avoiding conflicts of interest is essential to maintaining the trust of our stakeholders and ensuring the impartiality of our work. All REF personnel are expected to:

Disclosure: Promptly disclose any actual or potential conflicts of interest that may compromise their objectivity, impartiality, or loyalty to the organization.

Recusal: Refrain from participating in any decisions, activities, or transactions in which they have a direct or indirect financial or personal interest that may conflict with the best interests of REF.

Use of Position: Avoid using their position or affiliation with REF for personal gain or the gain of friends, family members, or associates.

Confidentiality and Data Security

Protecting the confidentiality and security of sensitive information is paramount to maintaining the trust of our beneficiaries and partners. To uphold this commitment, all REF personnel must:

Confidentiality: Safeguard all confidential information, including but not limited to beneficiary data, financial records, and proprietary information, and not disclose it to unauthorized individuals or organizations.

Data Security: Follow established data security protocols and guidelines when handling, storing, or transmitting sensitive information, whether in physical or digital form.

Unauthorized Access: Refrain from accessing, using, or sharing any information or data beyond what is required for their job responsibilities.

Use of Company Resources

The responsible and efficient use of company resources ensures that REF can fulfill its mission effectively and sustainably. All employees are expected to:

Resource Allocation: Use company resources, including time, funds, equipment, and facilities, responsibly and for the benefit of REF's mission.

Property and Equipment: Safeguard company property and equipment, using them only for authorized purposes and reporting any loss, damage, or misuse promptly.

Social Media and Online Presence

In today's digital age, our online presence can impact REF's reputation. When using social media and engaging in online activities, all personnel should:

Respectful Engagement: Conduct themselves in a respectful and professional manner in all online interactions, whether personal or related to REF.

Confidentiality: Refrain from sharing confidential or sensitive information about REF or its beneficiaries on personal social media accounts or other online platforms.

Endorsement: Clearly distinguish personal opinions from official positions when discussing REF matters online. Avoid making statements that could be misconstrued as representing REF's views without authorization.

Failure to adhere to these ethical guidelines may result in disciplinary action, up to and including termination of employment, as deemed appropriate by REF's management.

By following this Code of Conduct and Ethics, REF personnel contribute to a culture of trust, respect, and integrity within the organization, ultimately advancing our mission to empower individuals and communities.

Employee Relations

Employee relations are a vital aspect of the Rosana Empowerment Foundation (REF) work culture. We are committed to fostering a positive and productive work environment where employees can thrive, communicate openly, and resolve issues effectively. This section of the "Personnel Policy and Procedure" manual outlines our approach to employee relations, covering areas such as communication, grievance resolution, whistleblower protection, recognition, and support.

1. Communication and Feedback

At REF, we value open and transparent communication. We encourage employees to voice their opinions, share ideas, and provide feedback to improve our organization. To facilitate this:

- a. **Regular Meetings:** Managers will conduct regular team meetings to discuss goals, share updates, and encourage employee input.
- b. **Suggestion Box:** We have a suggestion box where employees can submit anonymous suggestions and concerns.
- c. **Open-Door Policy:** All employees have access to senior management through an open-door policy, ensuring that concerns can be addressed at any level.

2. Grievance and Complaint Resolution

We are committed to resolving employee grievances and complaints fairly and promptly. To address any concerns:

- a. **Grievance Procedure:** We have established a formal grievance procedure. Employees are encouraged to follow this process to seek resolution for workplace issues.

- b. **Mediation:** Mediation services are available to facilitate communication and resolve conflicts amicably.
- c. **Anti-Retaliation:** We have a strict anti-retaliation policy in place to protect employees who raise grievances or complaints from any form of reprisal.

3. Whistleblower Policy

REF maintains a whistleblower policy to protect employees who report unethical or illegal activities within the organization:

- a. **Confidential Reporting:** Employees can report concerns anonymously through a confidential hotline or designated reporting channel.
- b. **Non-Retaliation:** We strictly prohibit retaliation against whistleblowers and ensure their anonymity is maintained throughout the investigation process.
- c. **Investigation:** Reports will be thoroughly investigated, and appropriate actions will be taken in case of substantiated allegations.

4. Employee Recognition and Awards

We recognize and appreciate the hard work and dedication of our employees. To acknowledge outstanding performance:

- a. **Employee of the Month:** We have an Employee of the Month programme to highlight exceptional contributions.
- b. **Annual Awards:** REF conducts an annual awards ceremony to honour long-serving employees and outstanding achievements.

- c. **Incentive Programmes:** We offer incentive programmes that reward exceptional performance and innovative ideas.

5. Employee Assistance and Counseling

We understand that personal challenges can affect job performance. To support our employees:

- a. **Employee Assistance Programme (EAP):** REF offers confidential counseling services to help employees manage personal and work-related challenges.
- b. **Work-Life Balance:** We promote a healthy work-life balance and offer flexible working arrangements when possible.
- c. **Wellness Initiatives:** We organize wellness programmes and activities to promote physical and mental well-being.

At REF, we believe that strong employee relations are essential for achieving our mission and goals. We are committed to creating a workplace where employees feel valued, heard, and supported. This policy and procedure manual serves as a reference guide for maintaining positive employee relations, and we encourage all employees to familiarize themselves with its contents.

Training and Development

Table of Contents

Introduction

Orientation and Onboarding

Training and Skills Enhancement

Career Development Opportunities

Succession Planning

Conclusion

1. Introduction

Training and development are vital components of Rosana Empowerment Foundation's commitment to fostering a skilled and motivated workforce. This section of the Personnel Policy and Procedure Manual outlines REF's approach to orienting, training, and developing employees to ensure their growth and the organization's success.

2. Orientation and Onboarding

2.1 Purpose

Orientation and onboarding at REF aim to welcome and acclimate new employees, helping them integrate smoothly into the organization. It sets the stage for a successful journey at REF.

2.2 Onboarding Process

Welcome: All new hires will be warmly welcomed on their first day at REF. A designated staff member or supervisor will introduce them to the workplace, colleagues, and provide essential information.

Documentation: New employees will complete necessary paperwork, including employment contracts, tax forms, and other administrative requirements.

Training Overview: Employees will receive an overview of the organization's mission, values, and culture during their initial days.

Position-specific Training: Each employee will undergo training specific to their roles. Supervisors will ensure employees receive relevant training to excel in their positions.

3. Training and Skills Enhancement

3.1 Training Needs Assessment

REF will conduct regular training needs assessments to identify skill gaps and development opportunities. These assessments will help in tailoring training programmes effectively.

3.2 Training Programmes

In-House Training: REF will provide in-house training programmes conducted by experienced staff members or external experts. These programmes will cover technical, soft, and leadership skills.

External Training: REF encourages employees to seek external training opportunities, workshops, and seminars that align with their career goals. Financial support may be provided for such initiatives, subject to approval.

E-Learning: The organization will provide access to online learning platforms and resources to support self-paced learning.

Cross-Training: Cross-training opportunities will be explored to broaden employees' skills and knowledge, promoting versatility within the organization.

4. Career Development Opportunities

4.1 Promotion and Advancement

REF values career growth within the organization. Vacancies will be posted internally before external hiring to provide current employees with opportunities for advancement.

4.2 Performance Appraisals

Regular performance appraisals will be conducted to assess employee progress and development needs. These appraisals will serve as a basis for career planning discussions.

4.3 Mentoring and Coaching

REF encourages mentoring and coaching relationships between employees. Experienced employees may mentor newcomers to accelerate their learning curve.

5. Succession Planning

5.1 Purpose

Succession planning at REF ensures that there is a pool of well-prepared employees ready to fill key positions as they become available.

5.2 Identifying High-Potential Employees

Managers will work with the HR department to identify high-potential employees who show promise for leadership roles.

5.3 Development Plans

High-potential employees will have individualized development plans created to prepare them for future leadership positions. These plans may include training, mentoring, and job rotations.

5.4 Monitoring and Evaluation

Progress of high-potential employees will be closely monitored, and their development plans adjusted as necessary to align with changing organizational needs.

6. Conclusion

Training and development are essential components of Rosana Empowerment Foundation's commitment to the growth and success of its employees and the organization as a whole. By providing orientation, training opportunities, career development support, and succession planning, REF aims to empower its workforce and ensure a bright future for all. Employees are encouraged to actively engage in their development, and managers are responsible for facilitating and supporting this growth process within the organization.

Compensation and Benefits Administration

Salary Structure and Adjustments

1.1 Salary Structure

REF is committed to providing competitive and fair compensation to its employees. The salary structure is designed to attract and retain talented individuals while considering the organization's financial capacity. The salary structure includes:

- a. **Base Salary:** Each position within REF has an associated base salary, which is determined based on market research, job responsibilities, and the employee's qualifications.
- b. **Salary Ranges:** Salary ranges are established for each job category, allowing for flexibility in compensation adjustments while ensuring fairness and equity.
- c. **Pay Grades:** Jobs are grouped into pay grades, each with a minimum and maximum salary range. Employees are placed within these grades based on factors such as experience, education, and performance.
- d. **Salary Increases:** REF conducts regular salary reviews to ensure that compensation remains competitive and equitable. Salary increases may be based on performance evaluations, market adjustments, or cost-of-living considerations.

1.2 Salary Adjustments

Salary adjustments at REF may occur for various reasons, including:

- a. **Performance-Based Increases:** Employees may be eligible for merit-based salary increases, contingent on their annual performance evaluations. Performance-based adjustments are intended to reward high-performing employees.
- b. **Cost-of-Living Adjustments (COLA):** In response to economic conditions and inflation, REF may provide COLA adjustments to maintain the real purchasing power of employees' salaries.
- c. **Market Adjustments:** Periodic reviews of the job market may lead to adjustments to ensure that REF remains competitive in attracting and retaining talent.
- d. **Promotion and Transfers:** Employees who are promoted or transferred to a different position may receive a salary adjustment commensurate with their new responsibilities.
- e. **Equity Adjustments:** In cases where pay inequities are identified, REF is committed to addressing these disparities to ensure equal pay for equal work.

Bonus and Incentive Programmes

2.1 Bonus Programmes

REF recognizes the importance of incentivizing and rewarding exceptional performance. To this end, the organization may offer various bonus programmes, including:

- a. **Performance Bonuses:** Performance bonuses are awarded to employees who exceed performance expectations and achieve predetermined goals. Eligibility and bonus amounts are typically determined by the employee's manager in consultation with HR.
- b. **Referral Bonuses:** REF may offer referral bonuses to employees who refer qualified candidates for open positions within the

organization. The amount and terms of referral bonuses will be communicated through separate guidelines.

2.2 Incentive Programmes

To encourage and motivate employees, REF may implement incentive programmes that align with the organization's strategic objectives. Incentive programmes may include profit-sharing, gain-sharing, or other performance-based incentives, subject to management approval.

Benefits Enrolment and Changes

3.1 Benefits Overview

REF provides a comprehensive benefits package to eligible employees, including health insurance, retirement plans, and other voluntary benefits. Details of the benefits offered, including eligibility criteria, are available in the Employee Benefits Handbook.

3.2 Enrolment Process

Employees are responsible for enrolling in benefits within the designated enrolment period upon joining REF or during the annual open enrolment period. New employees may be eligible for benefits upon completion of the probationary period.

3.3 Changes to Benefits

Employees may request changes to their benefit elections during the annual open enrolment period or following qualifying life events, such as

marriage, birth, or adoption of a child. Changes must be made within the stipulated time frame, and supporting documentation may be required.

Payroll Deductions and Taxes

4.1 Payroll Deductions

REF complies with all applicable federal and state laws regarding payroll deductions. Deductions may include taxes, employee contributions to benefit plans, and other authorized deductions. Employees are responsible for ensuring that their payroll information is accurate and up-to-date.

4.2 Taxes

REF withholds federal and state income taxes, Social Security, and Medicare taxes as required by law. Employees are responsible for completing and updating their W-4 forms to ensure accurate tax withholding.

In conclusion, REF is committed to administering compensation and benefits programmes that attract, retain, and reward its employees. This policy outlines the key elements of our salary structure, bonus and incentive programmes, benefits enrolment and changes, and payroll deductions and taxes. For specific details and guidelines, employees should refer to the Employee Handbook and consult with the HR department as needed.

[Signature]

[Name][Title]

[Date]

Leave Policies

At Rosana Empowerment Foundation (REF), we understand the importance of providing our employees with a comprehensive and supportive leave policy that balances their personal and professional lives. Our leave policies are designed to promote a healthy work-life balance and ensure that our employees can take time off when needed. This manual outlines the various types of leave available to our employees.

Vacation and Personal Leave

Vacation Leave: All regular full-time employees of REF are eligible for paid vacation leave. The amount of vacation leave granted is based on the employee's length of service and is as follows:

Less than one year of service: 10 days per year

One to five years of service: 15 days per year

More than five years of service: 20 days per year

Personal Leave: Employees may use personal leave for any personal reasons, such as attending to personal matters or for rest and relaxation. Personal leave is not accrued and is granted at the discretion of the management.

Sick Leave and Family Medical Leave

Sick Leave: All regular full-time employees are eligible for paid sick leave. Sick leave is accrued at a rate of one day per month and can be accumulated up to a maximum of 90 days. Sick leave can be used for the employee's illness or to care for a sick family member.

Family Medical Leave: REF complies with all applicable state and federal laws regarding family medical leave. Employees may be eligible for up to 12 weeks of unpaid family medical leave in a 12-month period for qualifying reasons, such as the birth or adoption of a child, the serious health condition of the employee or a family member, or for military caregiver leave.

Bereavement Leave

REF provides paid bereavement leave to employees who have suffered the loss of an immediate family member (spouse, child, parent, or sibling). Employees may be granted up to five consecutive days of bereavement leave to attend to funeral arrangements and cope with their loss.

Military Leave

Employees who are members of the National Guard or Reserve are entitled to unpaid military leave for training and active duty requirements. REF fully supports employees who fulfill their military obligations and will grant the necessary time off as required by law.

Jury Duty

Employees summoned to serve on a jury are entitled to paid time off to fulfill their civic duty. Employees should provide a copy of the jury summons to their supervisor as soon as they receive it, and REF will ensure that they are not penalized for their absence due to jury duty.

Requesting Leave

To request any type of leave, employees must submit a written request to their supervisor at least [X] days in advance, whenever possible. The request should include the type of leave requested, the dates, and the reason for the leave. REF will make every effort to accommodate reasonable leave requests while ensuring the smooth operation of our organization.

Review and Updates

These leave policies are subject to change, and REF reserves the right to modify them at any time. Employees will be notified of any changes to these policies in a timely manner.

Last updated: [Date]

At REF, we value our employees and their well-being. Our leave policies are designed to support our workforce in achieving a healthy work-life balance while meeting their personal and professional responsibilities. We encourage all employees to review these policies and reach out to the HR department if they have any questions or need further clarification.

Health and Safety

At Rosana Empowerment Foundation (REF), the health and safety of our personnel is of paramount importance. We are committed to creating a safe and healthy work environment for all employees, volunteers, and visitors. This chapter outlines our guidelines and procedures to ensure workplace safety, report accidents and incidents, respond to emergencies, and maintain occupational health programmes.

1. Workplace Safety Guidelines

1.1 General Safety

Responsibility: All employees and volunteers are responsible for their own safety and that of their colleagues. Follow safety protocols and report any unsafe conditions promptly.

Training: REF will provide safety training to all employees and volunteers to ensure they are aware of potential hazards and the proper safety procedures to follow.

Equipment and Tools: Use equipment and tools only for their intended purposes and in accordance with manufacturer guidelines. Report damaged or malfunctioning equipment immediately.

1.2 Hazardous Substances

Chemical Handling: Properly store, label, and dispose of hazardous chemicals according to safety data sheets (SDS) and regulations. Use appropriate personal protective equipment (PPE) when handling chemicals.

Biological Hazards: Follow safety protocols when dealing with biological materials to prevent the spread of diseases and infections.

1.3 Ergonomics

Workspace Setup: Ensure your workstation is ergonomically designed to prevent musculoskeletal disorders. Request adjustments if necessary.

Regular Breaks: Take regular breaks to avoid fatigue and promote physical well-being.

2. Reporting Accidents and Incidents

2.1 Reporting Procedures

Immediate Reporting: Report all accidents, injuries, near misses, and safety incidents to your supervisor or designated safety officer immediately, no matter how minor they may seem.

Accident Forms: Complete an accident or incident report form, providing detailed information about the event, including date, time, location, individuals involved, and witnesses.

2.2 Investigation

Investigation Team: REF will appoint an investigation team to assess the root causes of accidents and incidents, aiming to prevent their recurrence.

Corrective Actions: Based on the investigation findings, corrective actions will be implemented to prevent future accidents and incidents.

3. Emergency Procedures

3.1 Evacuation

Evacuation Plans: Familiarize yourself with the evacuation routes and assembly points. Regular drills will be conducted to ensure everyone is prepared.

Fire Safety: In the event of a fire, use fire extinguishers if safe to do so and evacuate calmly following established procedures.

3.2 Medical Emergencies

First Aid: Trained personnel will provide first aid. Know the location of first aid kits and emergency medical equipment.

Emergency Contacts: Emergency contact information will be posted prominently. Dial emergency services (e.g., 911) as needed.

4. Occupational Health Programmes

4.1 Health Screenings

Regular Check-ups: REF may offer periodic health screenings to employees to detect and address potential health issues.

Vaccinations: Depending on job roles, certain vaccinations may be required for personnel to protect against occupational hazards.

4.2 Mental Health Support

Mental Health Awareness: REF promotes mental health awareness and provides resources for employees and volunteers to seek assistance when needed.

Counseling Services: Confidential counseling services may be available to support mental and emotional well-being.

By adhering to these health and safety guidelines and procedures, REF aims to create a secure and supportive environment for all personnel. Your cooperation and commitment to these policies are essential to maintaining a healthy and safe workplace.

Note: *This chapter of the Personnel Policy and Procedure Manual is subject to regular updates. All personnel are responsible for staying informed of the latest revisions and ensuring compliance with the most current guidelines and procedures.*

Termination and Separation

At Rosana Empowerment Foundation (REF), we value our employees and strive to maintain a positive and respectful work environment. However, there may be circumstances when employment must come to an end. This section outlines the policies and procedures related to termination and separation, ensuring fairness, consistency, and compliance with all relevant laws and regulations.

Resignation Process

Notification: Employees who intend to resign from their positions at REF are encouraged to provide written notice to their immediate supervisors at least two (2) weeks in advance of their intended departure date. This notice should include the last working day and the reason for resignation.

Exit Formalities: Upon resignation, employees are required to complete all pending tasks and responsibilities and to return all company property. They should also schedule an exit interview (see the "Exit Interviews" section below) with the Human Resources department to discuss the termination process and address any outstanding matters.

Involuntary Termination

REF recognizes that there may be situations where involuntary termination is necessary. Involuntary termination may occur due to factors such as poor performance, violation of company policies, or business restructuring.

Due Process: Before any involuntary termination, employees will be provided with a fair and unbiased review process. This may include verbal warnings, written warnings, performance improvement plans, and an opportunity to rectify the issues, unless the circumstances warrant immediate termination.

Notice: In most cases, employees will be provided with written notice of termination or a severance package in accordance with applicable labour laws.

This notice will outline the reasons for termination and any entitlements or benefits due to the departing employee.

Exit Interviews

Exit interviews are an essential part of the termination process at REF. They provide an opportunity for employees to provide feedback about their experience at the organization and for the organization to gather valuable insights for improvement.

Procedure: Employees are required to participate in an exit interview with a representative from the Human Resources department. During this interview, employees can discuss their reasons for leaving, share feedback on their work experience, and ask any questions regarding final pay, benefits, or other termination-related matters.

Return of Company Property

Upon resignation or termination, employees must return all company property, including but not limited to:

1. Laptops, mobile devices, and any other electronic equipment.
2. Access cards, keys, and security badges.
3. Uniforms and safety equipment.
4. Company-issued documents, files, and records.
5. Any other items or materials provided by REF for work-related purposes.

Failure to return company property may result in deductions from the final paycheck or legal action. At REF, we understand that the termination and separation process can be challenging. We are committed to handling these situations with professionalism, empathy, and compliance with all relevant laws and regulations. If you have any questions or concerns about the termination process, please contact the Human Resources department for assistance.

Acknowledgment and Agreement

Employee Acknowledgment Form

I, _____, an employee of Rosana Empowerment Foundation (REF), hereby acknowledge that I have received and reviewed the "Personnel Policy and Procedure" manual provided by REF. I understand that it is my responsibility to read, understand, and comply with the policies outlined in this manual. I have had the opportunity to ask questions and seek clarification regarding any policy contained herein.

I acknowledge that the "Personnel Policy and Procedure" manual is a valuable resource that outlines the expectations, guidelines, and procedures that govern my employment with REF. I understand that these policies are subject to change, and it is my responsibility to stay updated on any revisions made to this manual.

Agreement to Abide by Policies

In consideration of my employment with Rosana Empowerment Foundation (REF), I hereby agree to abide by the policies and procedures outlined in the "Personnel Policy and Procedure" manual. I understand that these policies are designed to ensure a safe, productive, and inclusive work environment for all employees and to maintain the integrity and reputation of REF.

I agree to adhere to the following commitments:

Compliance: I will comply with all federal, state, and local laws, as well as REF's internal policies and procedures.

Professional Conduct: I will conduct myself in a professional and ethical manner at all times while representing REF, whether in the workplace or in any external activities related to my role.

Confidentiality: I will maintain the confidentiality of all proprietary and sensitive information belonging to REF, including but not limited to employee and client data, financial information, and business strategies.

Equal Opportunity: I will treat all individuals with respect and fairness, regardless of their race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

Safety: I will prioritize safety in the workplace and adhere to safety guidelines and procedures to prevent accidents and injuries.

Conflict of Interest: I will disclose any potential conflicts of interest and seek guidance from REF's management in resolving such conflicts to ensure that my actions do not compromise the best interests of REF.

Reporting Violations: I will promptly report any violations of REF's policies or any unethical or illegal conduct to the appropriate supervisor or designated authority.

I understand that any violation of these policies may result in disciplinary action, up to and including termination of employment.

I further acknowledge that my employment with REF is at-will, which means that either I or REF may terminate the employment relationship at any time, for any reason, with or without cause and with or without notice.

By signing below, I acknowledge that I have read, understood, and agreed to comply with the policies and procedures outlined in the "Personnel Policy and Procedure" manual of Rosana Empowerment Foundation.

Employee Name: _____

Employee Signature: _____

Date: _____

[Attach a copy of this signed acknowledgment and agreement to the employee's personnel file.]

Appendices

Forms and Templates

Leave Request Form

This form is used by REF employees to request time off for personal, vacation, or medical reasons. It includes sections for specifying the type of leave, dates, and a brief reason for the request. Supervisors should review and approve leave requests based on REF's leave policy guidelines.

Sample:

ROSANA EMPOWERMENT FOUNDATION (REF)

LEAVE REQUEST FORM

Employee Information:

Name: _____

Employee ID: _____

Department: _____

Position: _____

Email: _____

Phone Number: _____

Leave Details:

Type of Leave:

Annual Leave Sick Leave Unpaid Leave

Other (Specify): _____

Leave Start Date: _____ Leave End Date: _____

Total Number of Days: _____

Reason for Leave: _____

Approval:

I hereby request approval for the above-mentioned leave.

Employee Signature: _____ Date: _____

Supervisor Approval:

I have reviewed and approved the leave request.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

HR Approval (if required):

I have reviewed and approved the leave request.

HR Name: _____ Date: _____

HR Signature: _____

Additional Comments (if any): _____

Please submit this form to your immediate supervisor for approval. If HR approval is required, it will be obtained after your supervisor's approval. Ensure that you submit this form well in advance of your planned leave to allow for proper scheduling and coordination.

For any questions or clarifications, please contact the HR department at [HR Email] or [HR Phone Number].

Grievance Form

The grievance form is provided to employees who wish to formally address workplace concerns, conflicts, or issues. It guides employees through the process of reporting their grievances, including details about the problem, desired outcomes, and any supporting documentation. This form helps facilitate the resolution of workplace disputes in accordance with REF's grievance procedure.

Additional Information:

Have you previously reported this grievance to REF? Yes No

If yes, please provide details of the previous report, including the date and any reference numbers:

Do you have any supporting documents or evidence related to this grievance? Yes No

If yes, please list the documents and attach copies where possible:

Resolution Desired:

What resolution or outcome are you seeking for this grievance?

Witness Information (if applicable):

Were there any witnesses to the incident? Yes No

If yes, please provide their names and contact information:

Declaration:

By submitting this grievance form, I affirm that the information provided is accurate to the best of my knowledge. I understand that REF will review my grievance and take appropriate action as necessary.

Signature: _____ Date: _____

Please submit this completed form to [contact information for Rosana Empowerment Foundation (REF)]. You may also refer to our grievance policy on our website for more information on the grievance resolution process.

Employee Information Update Form

This form allows employees to update their personal information, such as contact details, emergency contacts, and tax-related information. HR uses this form to ensure accurate records and communication within the organization.

Sample:

ROSANA EMPOWERMENT FOUNDATION (REF)

Employee Information Update Form

Employee Details:

Full Name: _____

Employee ID: _____ Department: _____

Position: _____ Date of Hire: _____

Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Emergency Contact:

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Personal Information:

Date of Birth: _____ Social Security Number: _____

Gender: Male Female Other Marital Status: Single Married Other

Bank Information (for Payroll):

Bank Name: _____ Account Number: _____

Routing Number: _____ Bank Address: _____

City: _____ State: _____ Zip Code: _____

Tax Information:

Tax Filing Status: Single Married Head of Household

Federal Allowances: _____ State Allowances: _____

Additional Information:

- Do you have any allergies or medical conditions we should be aware of? Yes No

If yes, please specify: _____

- Are you a U.S. citizen or authorized to work in the United States? Yes No

- Have you had any changes in your legal name recently? Yes No

If yes, please provide the previous legal name: _____

- Do you wish to update your federal income tax withholding?

Yes No

If yes, please complete a new W-4 form and submit it to HR.

- Do you have any updates to your emergency contact information? Yes No

If yes, please provide the updated information.

- Do you have any updates to your bank information for payroll purposes? Yes No

If yes, please provide the updated information.

I hereby certify that the information provided above is accurate and complete to the best of my knowledge. I understand that any false statements or omissions may result in disciplinary action, up to and including termination of employment.

Employee Signature: _____ Date: _____

Human Resources Use Only:

Updated by: _____ Date: _____

Approved by: _____ Date: _____

Please ensure that you have a clear process for employees to submit this form, and that your HR department reviews and updates employee information as needed. Additionally, make sure to comply with applicable data privacy and employment laws when collecting and handling employee data.

Performance Evaluation Template

REF's performance evaluation template outlines the criteria used to assess employee performance. This template serves as a tool for managers and employees to discuss performance, set goals, and document progress.

Sample:

Rosana Empowerment Foundation (REF)

Performance Evaluation Template

Employee Information:

Employee Name: [*Employee Name*]

Position: [*Employee's Position*]

Evaluation Period: [*Date Range*]

Evaluator Information:

Evaluator Name: [*Evaluator's Name*]

Position: [*Evaluator's Position*]

I. Job Responsibilities and Duties:

Please rate the employee's performance on the following job responsibilities and duties on a scale of 1 to 5, where 1 is "Poor" and 5 is "Outstanding."

Completing Assigned Tasks:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

Adhering to Deadlines:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

Quality of Work:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

Problem Solving:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

II. Goal Achievement:

Please provide feedback on the employee's progress toward achieving their goals and objectives set during the previous evaluation period.

Comment on their accomplishments and areas where improvement is needed.

III. Skills and Competencies:

Please rate the employee's skills and competencies relevant to their role on a scale of 1 to 5, where 1 is "Poor" and 5 is "Outstanding."

Communication Skills:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

Leadership Skills (if applicable):

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

Teamwork and Collaboration:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

Technical/ Job-specific Skills:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Poor (1) | <input type="checkbox"/> Fair (2) | <input type="checkbox"/> Satisfactory (3) |
| <input type="checkbox"/> Good (4) | <input type="checkbox"/> Outstanding (5) | |

IV. Professional Development:

Discuss the employee's efforts and achievements related to their professional development, including training, certifications, and skill enhancement.

V. Overall Comments:

Provide any additional comments or feedback on the employee's performance during this evaluation period.

VI. Employee Self-Assessment (Optional):

Employees are encouraged to provide their own assessment of their performance during this evaluation period.

VII. Development Plan:

Outline any areas in which the employee can improve and suggest a development plan to help them grow in their role.

VIII. Evaluator's Recommendations:

Based on the assessment, provide recommendations for the employee's future development and potential promotions or changes in responsibilities.

IX. Signatures:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

This is a general template that can be customized to suit REF's specific needs and performance criteria. Make sure to maintain confidentiality and professionalism throughout the evaluation process, and conduct follow-up discussions with the employee to discuss the evaluation results and development plans.

New Hire Onboarding Checklist

A comprehensive checklist that outlines the steps involved in onboarding new employees. It includes tasks such as completing paperwork, providing orientation, and introducing the new hire to the organization's culture and policies.

Sample:

Rosana Empowerment Foundation (REF)

New Hire Onboarding Checklist

Welcome to REF! We're excited to have you join our team. This checklist will help ensure a smooth onboarding process.

Before Your First Day:

- ✓ Send welcome email to the new hire, including details about their first day, reporting time, and dress code.
- ✓ Prepare the new hire's workspace (desk, computer, phone, supplies, etc.).
- ✓ Order any necessary equipment or access credentials (e.g., ID badges, security access).
- ✓ Assign a mentor or buddy to assist the new hire during their first weeks.
- ✓ Ensure all required paperwork (employment contract, tax forms, NDAs, etc.) is prepared and ready for signing.
- ✓ Schedule a welcome meeting with HR and the new hire's manager to discuss expectations, goals, and the onboarding process.

Day 1: Orientation

7. [] Provide a warm welcome on the first day.

- ✓ Conduct an orientation session covering company culture, values, mission, and policies.
- ✓ Review employee handbook and answer any questions.

- ✓ Provide an office tour, introducing key team members and departments.
- ✓ Set up the new hire's email, computer, and access to necessary software/tools.
- ✓ Review the IT and cybersecurity policies.
- ✓ Explain the organization's communication tools and channels.
- ✓ Discuss the HR and payroll processes, including benefits enrolment.
- ✓ Schedule training sessions on any specific tools or software the new hire will be using.

First Week: Job-Specific Training

16. [] Create a training schedule for the new hire, covering job-specific tasks and responsibilities.

- ✓ Provide access to training materials, manuals, and resources.
- ✓ Schedule meetings with relevant team members to explain their roles and how they collaborate.
- ✓ Review the organization's code of conduct and ethics.
- ✓ Set clear performance expectations and goals for the first 30, 60, and 90 days.

First Month: Integration

21. [] Continue job-specific training and mentorship.

- ✓ Encourage participation in team meetings and projects.
- ✓ Schedule check-in meetings to address any questions or concerns.
- ✓ Discuss opportunities for growth and career development within REF.
- ✓ Introduce the new hire to ongoing projects and clients, if applicable.

- ✓ Collect feedback from the new hire about their onboarding experience.

Ongoing Onboarding:

27. [] Schedule regular check-ins with the new hire to assess progress and address any issues.

- ✓ Encourage participation in company events and activities.
- ✓ Provide resources for continuous learning and development.
- ✓ Review the new hire's performance during their probationary period.

After 3 Months:

31. [] Conduct a formal performance review.

- ✓ Discuss long-term goals and career development plans.
- ✓ Transition the new hire into regular team meetings and workflows.

Throughout Onboarding:

34. [] Ensure the new hire feels welcome and included in the company culture.

- ✓ Address any concerns or questions promptly.
- ✓ Collect feedback from the new hire to improve the onboarding process.

Remember that onboarding is an ongoing process, and the checklist should be adapted to the specific needs and roles of the new hire. It's essential to provide continuous support and mentorship to help them succeed in their role at REF.

Legal Compliance Information

Equal Employment Opportunity (EEO) Compliance

This section provides an overview of REF's commitment to EEO compliance, including anti-discrimination and anti-harassment policies. It also highlights the Equal Employment Opportunity Commission (EEOC) guidelines and the process for reporting and addressing discrimination or harassment issues.

Family and Medical Leave Act (FMLA) Information

An overview of the FMLA, which outlines employees' rights to unpaid, job-protected leave for specific family or medical reasons. It explains eligibility, notice requirements, and the process for requesting FMLA leave.

Fair Labour Standards Act (FLSA) Compliance

This section outlines REF's compliance with the FLSA, including minimum wage, overtime, and recordkeeping requirements. It helps employees understand their rights and entitlements under federal labour laws.

Occupational Safety and Health Administration (OSHA) Compliance

Information regarding REF's commitment to maintaining a safe and healthy work environment in accordance with OSHA regulations. This includes reporting workplace hazards, accident prevention, and emergency procedures.

Glossary of Terms

Terminology

This glossary provides definitions and explanations of key terms, acronyms, and phrases used throughout the Personnel Policy and Procedure Manual. It helps employees understand the language and terminology specific to REF's policies and procedures.

Abbreviations

A list of common abbreviations used in REF's documentation, allowing employees to quickly reference and decode acronyms commonly used within the organization.

These appendices are integral to the Personnel Policy and Procedure Manual, providing employees with essential forms, legal compliance information, and clarification on organizational terminology. They serve as valuable resources to facilitate adherence to REF's policies and procedures while ensuring a transparent and compliant workplace environment.

NOTE: This *Personnel Policy and Procedure Manual* should be reviewed and updated regularly to ensure that it remains in compliance with changing laws and the evolving needs of Rosana Empowerment Foundation (REF). Additionally, effort must be ensured that all employees receive and acknowledge receipt of this manual upon hire and that they understand its contents. Legal counsels and HR professionals should be involved in the subsequent creation and revision of this manual to ensure legal compliance and effectiveness.