

KOL HUMAN RESOURCE POLICY MANUAL



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HUMAN RESOURCE POLICY MANUAL.

PRE-AMBLE:

The Kids of Light –Uganda wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibilities to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all Managers and staff therefore to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- Encourage growth and development of employees by helping them achieve their personal goals at the KOL and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding.

As an institution, this policy manual shall provide the yardsticks upon which decisions shall be made for effective Management and Administration of the organization.



THE GLOSSARY OF KEY DEFINITIONS:

Regular Employees

"Regular" employees are staff positions that are full-time.

Exempt Staff

"Exempt" staff are executive, administrative, or professional employees of the KOL paid on a salary basis for work performed and are not eligible for paid overtime.

Non-Exempt Staff

"Non-exempt" staff are employees paid an hourly wage for work performed and are eligible for paid overtime.

Temporary Employees

"Temporary" employees are hired on a temporary basis for a specific period of time (e.g., for projects or interim assignment)

Volunteers *individuals who aspire to do something without asking for monetary payment from the authorities.*

Active Employees

"Active" employees are working on regularly assigned or scheduled days.

Harassment

Creating an intimidation environment that undermine or reduces somebody's self-esteem.

Workplace Violence

An act of aggression that can result into physical or psychological pain

Dispute Resolution

Solving Misunderstanding between two parties.

Air Quality

Designing the building in such a way that ventilations and open windows are wide and good enough for the air to go inside the house.

Professional Development

This involves studying and doing things that enhance one's career. For example, undertaking refresher courses or pursuing a new course to enhance performance.

Performance Appraisals

Are set of instructions and standard used to measure and evaluate works of employees in an organization.

Professionalism

Showing high level of how to do things, where to do them and with who to do those things.

Discipline

Ability to show respect without cost or level

Smoke Free Environment

A place where smoking Cigarettes is not accepted and outlawed.

Scents

State of being allergic to certain things like perfumes and food.

Pets

Opposite Sex showing a romantic attraction.

Bereaved Leave

Permission given to an employee for burial of close relatives.

Jury Duty

Having time to settle issues pending in the courts of law

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I.0 INTRODUCTION

This employee policy manual is a summary of policies, procedures and practices related to human resource management at the Kids of Light-Uganda.

The Executive Director is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. Managers are responsible for human resource management within their own staff teams and should reference this manual to ensure organizational consistency in the application of these practices.

The Project Administrator is responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

The Kids of Light's benefits package, including the insurance and health plan and the group saving, is coordinated through the welfare department to be handled by the project Administrator. Kids of Light-Uganda reserves the right to modify any provisions in the Manual, or to discontinue all or a part of this Manual, at any time.

I.1 Who We Are

We are a performance based non for profit Child Development Organization providing health and Education services to Orphaned Vulnerable Children in a child centered environment. Kids of Light-Uganda embraces genuine principles of effective child nurturing and empowerment underpinned in this policy:

I.2 Vision

"A child nurtured and empowered to live, Love and Serve Communities"

I.3 Mission

To identify vulnerable children, equip them in the word of God, protect and develop their potentials to Live, Love and Serve communities.

I.4 Scope

This policy applies to all current and future workers whether on payroll and/or volunteer, who will have the responsibility of supervising the activities of children/youth of Kids of Light- Uganda. This policy applies to all terms and conditions of employment, including, but not limited to, hiring,

placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits, and training.

2.0 RECRUITMENT AND APPOINTMENT

Kids of Light-Uganda follows recruiting policies and procedures consistent with its commitment to diversify its position as an equal opportunity employer. We are smoke free and not any part of a red carpet that entertains bribery to solicit for a job in the organization.

2.1 Requisition Process

When a new or existing position remains vacant, the hiring Administrator consults the ED on the proposal. Prior to sanctioning, ED will review the position to ensure proper classification. The hiring Administrator shall consult ED for advice on establishing the position before completing a requisition under the following circumstances:

- If the position is new (not replacing an incumbent, or a replacement ;)
- If the structure of the organization has changed; or,
- If the duties and/or the qualifications of the position has changed significantly.

2.2 Advertising Process

The Executive Director works with the hiring Project Administrator to prepare advertisement and coordinate recruitment efforts in appropriate media, such as newspapers, professional journals, websites, and regional and/or national Publications.

ED will authorize payment for the cost of advertising. It is the practice of KOL to post the advert for at least seven calendar days before hiring a candidate to fill the position.

2.3 Applications/Resumes

Project Administrator receives all applications and supporting documents via E-mail and or through Hand delivery at the office. No application materials are accepted via other methods. For most positions, Project Administrator and a constituted professional Team reviews all applications and resumes and evaluates them to ensure the minimum qualifications are met as specified in positions announced.

The Team at an appropriate time shall conduct interviews and select the best candidates based on excellence and the relevant experiences for the Job advertised.

2.4 Internal Promotion and Transfer

In case of internal adverts, the necessary job requirements will be clearly prescribed and posted on the organization notice board and or circulated through e -system to the right target group. In this case, priority will be given to the internal staff who have shown significant

performance level and would want to change job tasks. However, external applicants may also be encouraged to apply as well.

All interested employees who meet a position's minimum qualifications are encouraged to apply. Selection is based on departmental needs and candidates' qualifications and performance. KOL fills all job vacancies with the individual it deems most qualified for the position, and reserves the right to select candidates from outside the organization.

2.5 Interviews

The hiring Administrator or his designee selects those to be interviewed from the pool of qualified applicants and should use a consistent set of interview questions for all candidates. Hiring Administrator shall prepare guidelines in recruiting and interviewing for a position.

2.6 Employment and Reference Checks

The hiring manager or his designee will check the employment history and references of the final candidate(s) under consideration.

2.7 Background Checks

Prior to hire, criminal history background checks are conducted on candidates for all staff positions, including temporary employees and Department volunteers. Conditional job offers may be made before a background check is returned with approval from ED.

Persons applying to any staff position must complete a criminal history background check and authorization form. A third-party vendor on contract with the KOL too shall go through the criminal history background checks. Candidates have the right to request a copy of their background check results from the Executive Director.

2.8 Pre-Employment Tests

Any pre-employment screening tests will comply with legal standards for job-relatedness, statistical reliability and validity. All tests must be approved by the Search Committee Chairperson.

Certain positions, including all Administrative Assistant Positions, require candidates to complete a pre-employment computer skills assessment. Computer skills assessment results will be used as an indicator of a person's ability to meet job qualifications. Project Administrator may discuss test results with the ED.

2.9 Search Committees

A hiring Administrator or her/his designee may choose to form a search committee to help in the selection process for professional and managerial level jobs. The membership of the search committee generally will consist of five to seven people who can provide appropriate input for the level and nature of the position.

Replacement of a staff or Positions less than two candidates may not require a search

committee to be appointed. Search committees shall be appointed to handle multiple Job advertisements and in this case, ED shall act as an advisor to the hiring Administrator or the Chairperson of the Search Committee to ensure compliance with KOL policies and procedures.

2.10 Resources

Hiring Administrator shall provide guidelines for Recruitment, Interviewing and recommendation from the search Committee.

2.11 Awarding of the Employment Opportunity. The hiring Administrator shall call successful Candidates on their private cell phones and determine the dates and days for orientation and induction of the new staff.

2.12 Salary Setting/Extending a Job Offer

The hiring manager shall consult with ED after the search has been completed before to ensure adherence to applicable KOL policies and salary practices are observed.

ED coordinates the job offer with the hiring Administrator or his designee, arranges a start date, and presents an overview of benefits and other related employment items. ED advises the hiring administrator or his designee of the appropriate pay for the selected candidate. The salary Project Administrator proposes will take into account the candidate's skills and qualifications and will reflect the external market and internal relationships as well as the budgeted salary shillings for the position.

2.13 Process for Hiring Temporary Staff Members

Temporary employees may be engaged to work with KOL either through a Temporary Staffing memo or by entering into a Short-Term Temporary Employment Agreement with the organization.

ED will work with the hiring Administrator to identify Candidates for temporary positions which may include advertising. All offers of employment to temporary staff members must be confirmed in writing, using a Letter of Agreement form, available on KOL website at www.kidsoflight.org

2.14 Employee Classifications

Each position at KOL shall be classified as either Administrative or Management in nature, as determined by the Executive Director. This decision will be based on the duties assigned and qualifications required for each position. It should be noted that Management positions are

not covered by the period of work and Overtime provisions of the Employment Standards Policy.

2.15 Employee Duties

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and after.

If an employee is unsure of its contents, they should not hesitate to ask for clarification.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by management.

3.0 MANAGERIAL PROCEDURES.

3.1 Orientation

All new employees to Kids of Light-Uganda shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees new to either a position or work place, an opportunity to learn the performance expectations that management has with regard to the position in question. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also be made aware of policies such as, Code of Ethics, and asked to sign off on their adherence to the same.

3.2 Personnel File

Kids of Light- Uganda management will collect all personal information of Candidates for inclusion in personnel files. This information is available to the employee, the Executive Director and the project Administrator. This information is kept in a secure location, and is not shared with members of the Board or with our funders.

Information which is contained in an employee's personnel file includes the following: résumé, letter of offer with a commitment sheet showing that the employee will uphold the rights of children, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

3.3 Probation

The first (3) months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern.

During the first ninety (90) days of the probationary period, or employment may be terminated by either party for any reason whatsoever, with or without cause, and without

notice or payment with notice, except as may be minimally prescribed by the *Employment Standards Act* of Uganda, as may be amended from time to time.

Upon satisfaction of the requirements, as amended, the Employer shall have satisfied any and or all obligations to the employee, as amended, or at common law. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of the three things will occur:

- i. Probation will end
- ii. Probation may be extended for an additional three months
- iii. Employment will end
- iv. Confirmation made

3.4 Salary Determination.

Salaries shall be determined by the Executive Director, based on budget considerations and should be commensurate with the experience of the successful candidate. The organization shall pay employees on a monthly basis and may administer other deductions payable in accordance with the Employer's standard payroll practices.

Through the Bank, KOL shall accordingly deduct all the statutory requirements (NSSF and Pay as you earn) for those whose salaries are above the threshold of a non-tax regime in line with Uganda tax obligation policies and guidelines. These payroll practices may be changed from time to time at the Employer's sole discretion. Currently, payday occurs every last week of the Month.

3.5 Payroll Advances

Employees with financial hardship, or whose paycheck would be issued during a scheduled vacation, can occasionally request an advance on their pay Cheque. The employee is eligible to request an advance equal only to the actual number of days worked in the current pay period. Payroll advances are limited to two times per year. Forms are available with ED.

3.6 Relocation Expenses.

Staff relocation expenses are coordinated and funded through the ED's Office. Relocation reimbursement benefits are limited to positions in pay for key Administrative positions. Actual expenses will be reimbursed up to 10% of salary, not to exceed \$2,000.

3.7 Reporting Absence from Work.

Regular and reliable attendance at work is an essential requirement of employment at the Kids of Light-Uganda. Employees are expected to notify their supervisor within thirty (30) minutes of their start time if they are to be absent from work. An employee who fails to report to work for three (3)

consecutive days without notifying his /her supervisor may be considered to have voluntarily resigned employment with the Kids of Light-Uganda.

Planned absences are to be scheduled in advance and in coordination with the supervisor. Approval of vacation scheduling is based on the needs of a department.

3.8 Performance Appraisals

The performance review document will be a living document for each employee. Each employee will be responsible for setting up the annual performance goal and developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary.

At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews for all employees will occur near the end of June and annually thereafter. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year.

This would also be the opportunity for either the party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

3.9 Overtime

All overtime must be authorized by the Executive Director for advances being worked for. Employees will be provided with time off for the overtime pay at straight time for all hours worked between thirty and thirty one days in a period of one month. Employees shall accumulate time off for the overtime pay at the rate of time and one-half (1.5) the regular non-overtime rate of pay.

Overtime pay must be taken in the twelve (12) months provided that it's being earned and it must be scheduled with the agreement of the Employer based on its operational requirements. Overtime, accumulated should be used in ½ day increments. Pursuant to KOL HR Policy, employees in a Managerial or Supervisory roles are exempted from the overtime provisions of the Employment Standards Policy.

Business travel for conferences, meetings, e.t.c, which cause an employee to depart or arrive home on a non-work day does not constitute overtime. If travel is part of the employee's job, or could be reasonably expected to occur in the course of performing one's duties, it is

merely an inconvenience. Some travel which may be exceptional to the employee's normal duties may qualify as overtime at the discretion of the Executive Director.

Any overtime worked and not taken up will be paid out in the event that the employee leaves Kids of Light-Uganda for any reason.

3.10 Vacation Time and Vacation Pay

Vacation will accumulate on the basis of 1.25 days per month to a maximum of fifteen (15) days per calendar year and will be paid on the basis of six percent (6%) of wages earned in the previous twelve (12) month period during which vacation time is earned.

3.11 Sick Leave

Employees will be entitled to two weeks (14) days of sick leave per calendar year accumulated on the basis of 3 days per month. A maximum of (14) days of sick leave may be carried forward to the next calendar year so that an employee shall have no more than twenty (28) sick days in any one calendar year.

Any additional sick leave accumulated will be forfeited. Moreover, regardless of the amount of sick leave accumulated, sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason.

Furthermore, since Sick Leave has no cash value, employees may not use more than they have accumulated without the express written permission of the Executive Director. Employees working less than full time will have their rate of accumulation adjusted accordingly.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists.

The Employer reserves the right to request information with respect to limitations, restrictions and prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also reserves the right to request a doctor's note for absences of three (3) days or longer.

3.12 Bereaved Leave

Kids of Light-Uganda will grant up to three (3) working days per event on the occasion of a death in the staff member's immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse, step child or the staff member, father-in-law or mother-in-law etc.

Additional compassionate leave may be granted at the discretion of the Executive Director for reasons not covered elsewhere in this manual. These requests should be discussed in person with the ED and followed by a written submission.

3.13 Jury Duty

Employees will be allowed up to two (2) weeks paid time off for jury duty. After that, employees will be asked to continue jury duty without pay. Any compensation beyond the first two (2) weeks received from the court system shall be shared with the Organization. A copy of the notice to serve should be provided for inclusion in the employee's personnel file.

3.14 Disability Leave

Currently, Kids of Light's benefit package does not provide for Short Term Disability. The organization does coverage for Long Term Disability with proper medical record showing the kind of disability that may demand support from the organization. To access this coverage, please contact the Administration. For short term disability, employees have the option to apply for Advance Benefits for medical reasons.

3.15 Maternity, Parental and Adoptive Leave

All Leave shall conform to the provisions of Standard Policy of KOL. The full period of the leave is granted with pay but not exceeding 60 working days. Kids of Light will issue a Record of Employment on commencement of leave which allows the employees to make claim for leave Benefits.

When the employee returns to work, employment is guaranteed in a similar position at the same salary level.

During the full period of leave, vacation and sick leave shall continue to accumulate. During the period of leave, the employee may retain coverage under the Group Medical, dental and extended Health plans and the full premium costs of all benefits will be paid by Kids of Light - Uganda.

Employer contributions to such individuals will only be made after evidence of an employee contribution to the said plan. Every attempt will be made to return employees to a position of equal responsibility on return from leave status but with Administrative review.

3.16 BENEFITS

3.16.1 Medical, Dental, and other complications.

KOL offers its employees group benefits provided by the Project Administrator. These benefits are 20% paid by the employer, with the exception of Long Term Disability benefits. After three months of employment, employees are enrolled in the plan and may select Single or Family coverage as required.

Employees are required to pay the premiums for their share of LTD premiums on a monthly basis, although the premium is paid upfront by the organization. Currently, this is done by way of Payroll deduction. The plan also includes a component for Life Insurance, Accidental Death and Dismemberment and Vision care. Dependant life is also included.

3.16.2 Group

Employees begin participation in the plan after completion of three (3) months of employment. The contribution by each employee is at least five percent (5%) of their gross salary which is deducted from their paycheque. This is matched by the employer to a maximum of five percent (5%).

Employees may **not** elect to place these contributions with another investment broker / agent while employed by Kids of Light-Uganda. Withdrawals from the Group plan are restricted for the duration of employment with the organization, unless permission is granted by the Executive Director and is received in writing. Participation in sponsored programs such as Home Buying Plan and the Life Long Learning Plan are allowed but also requires the written approval of the Executive Director.

3.17 MEDICAL INSURANCE

A. Coverage Commencement

For regular benefits, employees' coverage eligibility begins from the first (1st) day of the first (1st) full month of employment.

B. Insurance Coverage Applications

To obtain coverage under health care insurance plans, an eligible employee must complete the enrollment application within thirty (30) days of the start date of regular employment.

Employees who fail to submit enrollment applications within thirty (30) days of eligibility will be enrolled in default levels of coverage. Applications are also accepted annually during the KOL's benefits open enrollment period and in the event of a qualifying status change (e.g., marriage, birth of a child). E.t.c.

No person acquires any right to services and benefits under any health care insurance plans until the application is accepted.

C. Dependent Coverage

An enrolling employee may also enroll any of the following persons during the first (1st) 30 days of benefits eligible employment:

A legal spouse or Legally Domiciled Adult (LDA), and
Children under the age of 26 (natural children, stepchildren, foster children, adopted children, children for whom you are the court appointed guardian, children of LDA when your LDA is also covered). Children over 26 years of age may be covered if disabled prior to reaching the limiting age.

Employees can make dependent coverage changes:

- annually during open enrollment, or
- When a qualifying status change occurs.

Employees must complete a status change request within 31 days. Addition of a dependent child birth, adoption or placement for adoption must be made within 60 days and changes due to coverage under Medicaid or a KOL child health plan.

D. Option to Waive Coverage

Employees covered under another medical or dental plan may waive their medical and/or dental benefits if they provide proof of coverage on an annual basis.

The following benefits are provided to eligible employees by the KOL and may not be waived: Basic Life Insurance, Basic Accidental Death and Dismemberment Insurance, and Long-Term Disability Insurance

3.18 Professional Development

Directly to the refresher training upon evidence of successful admission. KOL will initially pay up to 50% of the required tuition per semester/term and the employee will be required to pay the balance. However, upon evidence of successful completion, the organization will reimburse the remaining 50% to the employee after validation of the receipts from the institution.

If Kids of Light –Uganda sponsors a course or courses and the employee departs from the organization within a year of completion, the course fees will become repayable in full.

At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Executive Director, then Kids of Light-Uganda will cover the cost of registration, course materials and some travel expenses.

4.0 MANAGING KOL ETHICS AND INTEGRITY ETIQUETTES.

4.1 Professionalism

When representing Kids of Light-Uganda, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of vulgarity is neither professional nor respectful to co-workers and will not be tolerated.

4.2 Discipline

Discipline at KOL shall be progressive depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty. In all cases, documentation should be included in the employees personnel file.

4.3 Hours of Work

The regular office hours for KOL are from 8 a.m. to 4:30 p.m. Monday through Friday (excluding holidays), with core operational hours being 9 a.m. to 3:30 p.m. During core hours, it is expected that most staff will be available. All employees are expected to work 7.5 hours per day, which include those hours indicated as core, exclusive of an unpaid eating break of at least thirty (30) minutes. Employees may also be expected to work such other hours as may be requested or required from time to time. Employees hired on a part time basis will have schedules determined on a case by case basis.

Employees are required to notify their supervisor in advance of planned days away from the office. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected. At the discretion of the Executive Director, depending on circumstances, employees may be allowed to work from home for specific periods of time. As a courtesy, the Project Administrator should also be notified of absences.

4.4 Calendar Holidays

Uganda has many public holidays and other days for which staff will be paid. They are:

| | |
|--------------------------|-------------------|
| New Year's Day | Civic Holiday |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Independence Day | Commemoration Day |
| Labor Day | Celebration Day |
| Hero's day | Celebration Day |
| Uganda Martyrs Day | Commemoration Day |
| International Women' day | Celebration Day |
| African Child day | Commemoration Day |
| International Youth Day | Celebration Day |

In the spirit of family, the Executive Director reserves the right to close the office between Christmas and New Year to enable employees spend time with their families. This will be reviewed annually and will depend on operational requirements.

4.5 Nepotism

Personal relationships with other employees or members of the Kids of Light –Uganda’s Board of Directors or Committees of the organization should be disclosed prior to accepting any offer from the employer. Failure to disclose this information would be considered contradictory to the Code of Ethics policy.

4.6 DEPARTURE

4.6.1 Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment with notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or carelessness, negligence or documented poor work performance.

4.6.2 Termination without Cause

An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead and severance pay if applicable, as is minimally required by this policy, as amended from time to time. In addition to notice, and pursuant to the KOL, the employee shall be entitled to an additional one (1) week’s notice or payment with a notice for every year of completed service (severance pay) with the Employer to a maximum of sixteen (16) weeks’ notice inclusive of the notice requirements under the KOL.

The notice as described in this paragraph is inclusive of all procedures and common law entitlements to notice or payment in accordance with notice. Upon satisfaction of the requirements under this paragraph, the Employer shall have satisfied any and all obligations to the employee, whether under the KOL HR Policy, as amended, or at common law. The notice requirement contained in this clause constitutes a material inducement to the Employer to enter this agreement.

4.6.3 Resignation

After completion of the three months probationary period, or several months under full functional service, an employee may give the Employer two (2) weeks’ notice of resignation. The employer upon receipt of the resignation notice shall make a formal response by announcing to other staff members for purposes of continuous flow of the organization activities.

The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived to plan for immediate replacement.

4.6.4 Layoff

Operation requirements are subject to changes based on workload and the funding levels received on an annual basis. All efforts will be made to keep staff in a position similar, in scope and salary to that they have become accustomed to. If the organization is unable to do this, then employees will receive one (1) week notice for each year of service as required by the KOL HR Policy. For employees who have a minimum of six years of service, this amount will be augmented by one (1) week of severance pay (or equivalent notice) for each year of service.

4.6.5 Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Executive Director, in good condition, promptly and without being requested to do so.

5.0 INFORMATION, PROPERTY AND WORK PLACE MANAGEMENT

5.1 Confidential Information

From time to time, employees of Kids of Light may come into contact with confidential information, including but not limited to information about organization's members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them as confidential.

Furthermore, any such confidential information, obtained through employment with Kids of Light, must not be used by an employee for personal gain or to further an outside enterprise.

5.2 Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Kids of Light shall be the property of the Organization and the employee is deemed to have waived all rights in favour of Kids of Light. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

5.3 IT. Information Storage and Security

Any storage devices (CD's, USB's, and Floppy Discs) used by employees at Kids of Light-Uganda, located at organization's address and their contents are the property of KOL. Furthermore, it should be understood by employees that company equipment should be used

for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to the said equipment and should not be done.

5.4 Health and Safety

Kids of Light-Uganda along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Act of Uganda and the Ministry of Health.

Employees who have health and safety concerns or identify potential hazards should contact the Project Administrator.

Alcohol consumption or illegal drug use is not permitted during work hours on the premises. From time to time with the Executive Director's permission, alcohol may be used to celebrate an occasion/event.

5.4.1 Air Quality

Indoor air quality can lead to many health issues. Kids of Light-Uganda recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be reported to the Administration.

5.4.2 Smoke Free Environment

Kids of Light-Uganda has banned smoking in the workplace. As such, smoking in the offices of KOL is not permitted at any time. An 'enclosed workplace' is defined as the inside of any place, building or structure or conveyance or a part of any of them that is covered by a roof or b) employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and c) is not primarily a private dwelling

5.4.3 Scents

Kids of Light-Uganda is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and / or chemical smells. As a result, we discourage the overuse of these products.

5.4.4. Pets

The offices of Kids of Light-Uganda are a place of nurturing and empowerment of children and as such, pets are not welcome during normal working hours. All staff must observe good moral conduct in a manner that does not send wrong examples to the kids being raised by the organization.

5.4.5 Renovations

Renovations will be scheduled to have a minimum impact on employees. This may include renovating during non-work hours (evenings & weekends) and ensuring direct ventilation to control fumes. Carpets should be installed and cloth furniture unwrapped late in the day so emissions may occur during non-working hours.

KOL will treat as a priority the annual renovation of its offices and business premises.

5.4.6 Harassment

Kids of Light-Uganda wants to provide a harassment-free environment for its employees and volunteers. Mutual respect along with cooperation and understanding must be the basis of interaction between members and staff. Kids of Light will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, tribal harassment is defined as any unwelcome comments, tribal statements, slurs, jokes, literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

5.4.7 Workplace Violence

Workplace violence can be defined as a threat or an act of aggression resulting into physical or psychological damage, pain or injury to a worker which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Kids of Light-Uganda has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to disciplinary action which may include termination of employment, removal from Boards or committees and possibly criminal charges.

5.4.8 Dispute Resolution

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient yet in a fair manner, Kids of Light-Uganda recommends the following process for conflict or dispute resolution.

- Parties involved to speak to individuals they are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications between two or more people.
- If speaking to the individual does not work, speak to the Project Administrator. The PA will arrange a meeting between those involved in the dispute, to determine a resolution.
- Such report will be documented and submitted to the ED's office for advice, wherefore, another forum can be organized to meet the aggrieved parties.
- If the ED is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party including the Board Members. The resolution of the mediator is binding on both parties of the dispute.

6.0 CONFLICT OF INTEREST POLICY

Article 1 – Purpose

The purpose of the conflict of interest policy is to protect Kids of Light-Uganda organization's interest when it is contemplating entering into a contract, transaction or arrangement that might benefit the private interest of an employee, independent contractor, officer or director of the Organization, or might result in a possible excess benefit transaction under the Internal Revenue Code. This policy is intended to supplement but not replace any applicable state laws or regulations governing conflicts of interest applicable to non-profit and charitable organizations.

Article 2 - Definitions

1. Interested Person

Any employee, independent contractor, director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has directly or indirectly, through business, profession, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a contract, transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a contract, transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a contract, transaction or arrangement.

3. Compensation

Compensation includes direct and indirect remuneration as well as gifts or favors that are agreed upon by the Board

4. Conflict of Interest

A conflict of interest exists when the interests of an interested person has the potential to be at odds with the best interests of the Organization. The interested person's interests may be personal (for example, the consideration of a family member for employment such as affiliation with a potential supplier to the association. Under Article 4, Section 3, a person who has a financial interest may have a conflict of interest only if the appropriate governing board, committee or decision maker decides that a conflict of interest exists.

Article 3 - General Principles

I. Interests in conflict

Interested persons may have interests in conflict with those of the Organization. The duty of loyalty requires that a director, officer or employee be conscious of the potential for such conflicts at all times and act with candor and care in dealing with such situations.

Conflicts of interest involving an interested person are not inherently illegal, nor are they to be regarded as a reflection on the integrity of the interested person, Board of Directors, or the Organization. It is the manner in which the interested person, and those making decisions for the Organization, deal with a disclosed conflict that determines the propriety of the transaction.

2. Awareness and disclosure

An interested person should be sensitive to any interest he or she may have on any decision to be made and as far as possible, recognize such interest prior to the discussion or presentation of such a matter before the Board of Directors or other decision making entity or person.

When an interested person has an interest in a transaction being considered, the interested person should disclose the conflict at the earliest time practical before a decision is made on the matter. Upon disclosure by the interested person, the decision making entity or person should provide a disinterested review of the matter as described in this policy.

3. Insider transactions

Sometimes, the Organization may decide to choose to deal with an inside supplier of goods or services (i.e., involving an interested person) because of familiarity with the supplier's reliability or for another reason. Although such association with an interested person or their business or family in providing services may result in extra benefits for the Organization, the record of the decision must show that the best interests of the Organization were the overriding consideration in deciding to use such a supplier.

Article 4 - Applicability and Procedures

1. Applicability

In the case of interested persons who are employees or independent contractors, it is the interested person's supervisor or the Executive Director to whom disclosure must be made, and who must deal with the disclosed conflict, not the directors and members of committees with governing board delegated powers. The person's supervisor or the Executive Director, as appropriate, shall then make such disclosures of the conflict that are proper to the directors and members of committees.

2. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement. The officer presiding over the meeting has a duty and is expected to make inquiry if any such conflict appears to exist and the affected board member has not made it known.

3. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the

Determination of a conflict of interest is discussed and voted upon.

The remaining board or committee members shall first decide if a conflict of interest exists, and if one does exist, the rest of this article applies. If a conflict does not exist, the interested person shall resume normal participation in the meeting.

4. Procedures for Addressing the Conflict of Interest

The remaining board or committee members shall follow the following procedures if a conflict of interest exists:

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall

determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

If a member of the Board of Directors or committee suspects a violations of the Conflicts of Interest Policy, he or she must bring the matter to the attention of the board or committee, which shall deal with it as follows:

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article 5 - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action

taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article 6 - Compensation

The following policies apply to compensation-related matters:

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article 7 - Annual Disclosure Statements

Each employee, independent contractor, director, principal officer and member of a committee with governing board delegated powers shall annually sign and any potential director before election shall sign a statement that affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its tax exemption it

must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board of Directors or its designee(s) shall conduct periodic reviews. The periodic reviews shall take place at least annually, and, at a minimum, include the following subjects:

Article 8 - Periodic Reviews

a. Whether all compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether disclosure statements are being properly used; partnerships, joint ventures, and financial arrangements with interested persons conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or an excess benefit transaction.

Article 9 - Use of Outside Experts

When conducting the periodic reviews as provided for in Article 8, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

7.0 WHISTLEBLOWER

It is the policy of the Kids of Light –Uganda to abide by all applicable state and local laws, rules and regulations, and to have all of its employees do the same.

7.1 Procedure

In accordance with this policy and applicable laws, an employee will be protected from discrimination and retaliation if the employee reports to the Executive Director any good faith concern regarding KOL practices or conditions which the employee has reasonable cause to believe are in violation of any state or local law, rules or regulation, or which the employee has reasonable cause to believe risk the health or safety of that employee or any other individual. KOL will promptly investigate each complaint to determine its merits and the appropriate action to be taken. Confidentiality will be maintained to extend practical and appropriate action under the circumstances.

If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge. KOL will not discharge, threaten, discriminate or otherwise retaliate against an employee who submits a good faith complaint to KOL-Uganda, participate in any investigation or legal proceeding arising from any such complaint, or on the basis of any other lawful actions of such employee in submitting a good faith report relating to real or perceived unlawful conduct. This statement applies even if an investigation proves that there has been no unlawful activity involving KOL or any of its employees.

In order to receive the protections under the Whistleblowers' Protection Policy, the employee who has reported or caused to be reported a violation or unsafe condition or practice to a public body must first bring the alleged violation, condition or practice to the attention of the Executive Director and must allow KOL a reasonable opportunity to correct that violation, condition or practice, unless the employee has specific reasons to believe that a report to KOL will not result in a prompt

correction of the violation, condition or practice. Any action considered to be discriminatory or retaliatory should be reported immediately to the Executive Director.

KOL will not tolerate discrimination or retaliation against the complainant by any employee and will subject such employee to discipline, up to and including suspension or discharge from employment.

Employees who are not themselves complainants, but who assist in an investigation relating to unlawful activity, will also be protected from discrimination and retaliation.

During investigations and giving out of results, management shall not disclose the source of the information. All investigation shall take immediate response and answers provided there and then to avoid the spread of such an information.