

HELLABEEM HUMAN RESOURCE POLICY

This Human Resource Policy is applicable to all applicants and employees at the organization, and does not differentiate between full time staff, part time staff, or volunteer staff. It is written with the aim of ensuring the workplace is as comfortable and welcoming as possible, with clear rules and regulations for staff to refer to and abide by.

PRE EMPLOYMENT

Contracts and Job Descriptions

- Every staff member will be given a job description and a contract in their preferred language and format.
- Where necessary, these will be communicated verbally
- All staff will be asked to discuss their job descriptions in detail before beginning their job and are responsible for asking necessary questions
- All contracts include 3 months compulsory probation period. During this time the contract can be ended with only 2 weeks prior notice by either party.

Interview and Selection policy

- All jobs will be advertised in the print media or online when necessary.
- Experience of applicant will be valued as highly as their qualifications, including direct experience of disability or other points of exclusion.
- All disabled people applying for roles will be guaranteed an interview.
- Where applicants are of equal quality, the applicant from an excluded group would be successful in getting the job.
- All referees will be contacted, and where possible previous employers not cited as referees will also be checked.
- At least 2 people will be present to conduct interviews and will fill in interview forms that can be referred to at a later date if necessary.
- The organization will track all applicants in relation to their gender, ethnicity and disability to identify which groups we need to attract better.

Code of conduct

- see separate code of conduct

DURING EMPLOYMENT

Induction procedures

- An induction period of two weeks will be given to every new staff member.
- During the induction period each employee will be introduced to all staff, will be asked to go through organizational documents given to them, will observe work in the field and will be introduced to all regular activities such as team meetings.
- The induction pack will include details of staff member's roles and their contact numbers and addresses, background to the organization, details of the different projects at the organization, and a description of the procedures at the organization.
- During the induction the new employee will work with their manager to prioritize a work plan for the first month and then work accordingly.

- After one month at the organization a progress meeting will take place between the line manager and the employee to solve any problems and plan the ongoing work.

Benefits

- All staff transport for work related matters is paid for by the organization.
- Field staff have access to mobile phone budgets for their own safety
- Tea twice a day for all staff
- Access to personal development trainings for all staff
- EPF and ETF regular payments
- Gratuity after completion of 5 years' service
- Annual staff team building day
- Trip together with Hellabeem students will be organized annually depend on available budget.

Leave/ Holidays

- The organization provides 21 days paid leave per year
- Annual Leave – Entitlement only after completing one year of the employment and Annual Leave, 14 days, will be compensated during the school holiday period.
- Casual Leave – In the first year of employment, leave is earned at 1 ¼ day for each completed two-month period, which can be availed only after confirmation. (A maximum of 7 days for the period January to December) In the following years, employees are entitled to 7 days casual leave for reasonable cause.
- Sick Leave – Employees must inform the organization if they are absent from work for any reason. Any unauthorized absence must be adequately explained. In particular, employees absent for a period of three or more working days, or three working days in one working week, for any reason, must provide evidence satisfactory to the organization, such as doctor's certificate. The organization may request them to have a medical examination by the doctor of its choice. Employees are entitled for 14 days Sick Leave. In the event of employees being absent from their duty due to sickness or injury, the organization will pay them sick pay, equal to his/her full salary and depending upon his service in the organization.
- Employees are entitled to the following Leave and Holidays, if Hellabeem requires to work during a statutory holiday, an alternative day may be taken in lieu.
- There will be three school holidays per year:
 - 3 to 4 weeks in April covering mercantile holidays
 - 2 to 3 weeks in July/ August covering mercantile holidays
 - 2 to 3 weeks in December covering mercantile holidays

- The exact dates will be determined ample time in advance every calendar year.
- Calculation for these holidays is as follows:
- 26 days saved by working 6 days per week instead of 5 ½ days.
- 14 days annual leave
- The school holiday period will be determined to balance at least these saved holidays.
- Any further time taken as leave will be deducted from the salary of the employee.
- Leave entitlement which has not been utilized at the end of the relevant 12 months period, will qualify for a payment at the rate of 1/30 of the basic monthly salary for each such day of unused leave.
- For security and maintenance workers working on mercantile holidays will be paid compensation at the rate of 1/30 of the basic monthly salary
- Above conditions are valid for full time permanent staff only.

Taxation

Your salary will be subjected to income tax as due and collected by Commissioner for Taxes in Sri Lanka

Insurance

Hellabeem Sri Lanka shall provide you with the “Workmanship Compensation” Insurance policy (Please refer the file for benefit details).

Breaks and lunch

- During the course of the day no more than 60 minutes total should be taken as breaks including lunch

Dress code

- All staff must maintain a good standard of personal hygiene and dress suitable to their role in the organization
- Field workers need not dress smartly, but should be comfortable and culturally appropriate.
- When attending meetings outside of the organization, all staff must present themselves formally.

Confidentiality/ HR records access

- All staff have personal files maintained by the organization.

- All personal files are kept under lock and key and only accessed by top management
- All staff must keep information about the organization confidential, and must ask permission before discussing organizational issues with anyone else.
- Employee agrees and undertake to keep strictly confidential both during the term of the agreement and thereafter any business secrets or confidential information.
- Permission must be asked before taking part in any media or official program on behalf of the organization.
- The employee agrees to comply with all regulations and instructions issued by the employer or under his authority and the employee shall carry out all duties assigned to him/her to the best of his/ her ability.

Mobile phone usage/ internet usage

- When they have a meeting that the phone is necessary then it should be on vibrate mode during meetings
- No staff member must ever use a mobile phone while driving. Pulling over to the side of the road to answer a call is obligatory while driving.
- Employees will not use mobile phone at work for personal matters or any other businesses other than work related matters. (Long duration personal phone calls should be avoided)
- Employees will not use the internet at work for anything other than work related matters.
- Any use of unethical or immoral sites such as pornography will be considered a serious breach of contract and result in a written warning.
- No staff member will forward non-business related emails on their organizational email address.
- All computers and documents stored on office computers are the property of the organization, and can be opened at any time by senior staff.
- Blogging about the organization is not allowed and is considered a serious breach of confidentiality.
- Putting photo's on social media should be decent photos and always the privacy must be respected.
-

Smoking/ alcohol use

- All staff agrees not to drink alcohol or take any kind of intoxicating substance during working hours or while representing the organization at any time.
- Where employees smoke, they must ensure they do not smoke in the presence of others, and agree to smoke off site or away from the organizations activities.
- Employees are not allowed to eat Beatle leaves during working hours except labor workers.
- Labor workers who smoke or eat Beatle leaves will be supported to give up, if they desire to do so.

Appraisal system

- All staff takes part in annual appraisals from their line manager.
- Formal appraisal forms are used for every staff member

Staff development

- Access to trainings for personal and professional development
- Trainings are paid by organization where possible if it is in the interest of the organization.
- Interest free small loans for staff to access such trainings that organization cannot pay for.
- Responsibility lies with staff member to inform line manager of trainings they would like or have seen opportunities to do
- Organization will circulate opportunities for training among staff as it hears of them.

Harassment

- if an employee feels they are being harassed they have the right to make a formal complaint to the top management or Trustee Board
- The complaint will be investigated informally with feedback given to the employee
- If the complaint cannot be resolved this way then a full, formal investigation will take place to resolve the issue.
- If it is found that an employee has broken the code of conduct they will be dismissed immediately.

Disciplinary action

- Initially on suspecting or hearing of a breach in discipline, a formal discussion will be held with the employee to discuss the issue.
- If this cannot be resolved a written warning will be given to the employee.
- If the problem can be solved at this point then it will go on the employee's formal record, and they will have to sign a letter agreeing to abide by the decisions made during discussions with management.

END OF EMPLOYMENT

End of service policy

- If any staff member is known to have broken any rule in the code of conduct they are liable for immediate dismissal and forfeit their end of service bonus.
- If a serious breach of organizational policy occurs, the employee will be given a written warning, and if the breach is repeated or continued then they will be dismissed and will forfeit their end of service bonus.
- In case of unsatisfactory duties the employer may terminate such employment at any time by giving one month notice in writing or by making compensation for immediate dismissal.

- If an employee wishes to end their contract they must give written notice at least one month in advance. If they do not give notice at least one month in advance they forfeit their final salary which will be deducted from their end of service bonus. For manager should give 3 months' notice in advance.
- All employees who are not dismissed for disciplinary reasons are entitled to an end of service bonus of 5% of their total earnings or equal amount of three month's salaries.
- Retirement age limit for male workers are 55 and female workers are 50. Employees must make formal request to management if they wish to extend their service, 6 months before they reach the retirement age. If the management decide that the said person is fit for relevant job he/she will be re-appointed on yearly contract basis.