



**WOMEN ENVIRONMENTAL  
PROGRAMME  
(WEP)**

**EMPLOYMENT POLICY**

**REVIEWED 2018**



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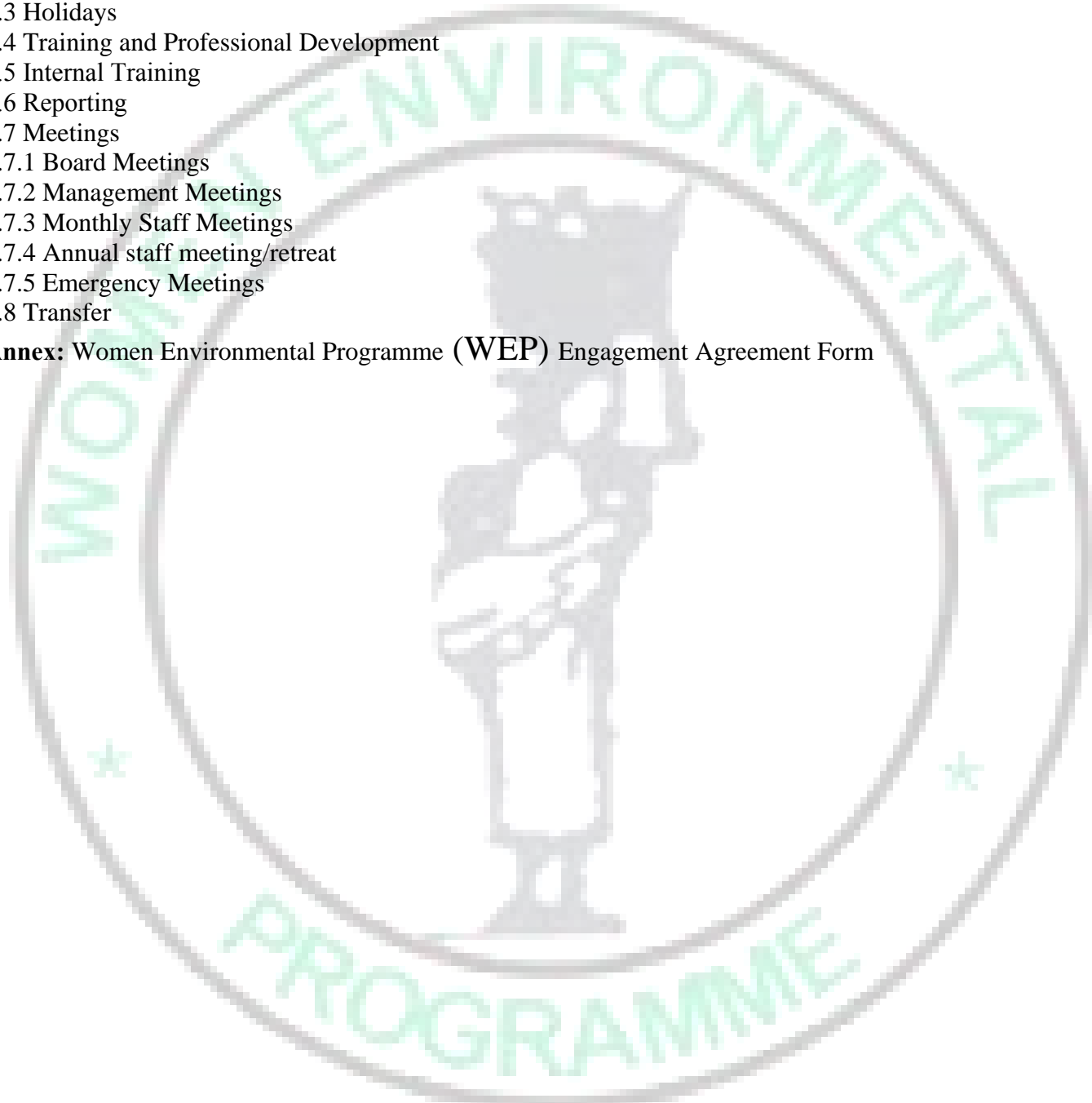
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## Section 1

### Introduction

#### 1.3 The Policy

This Policy is designed to acquaint staff with information about working conditions, benefits, and procedures affecting employment with Women Environmental Programme.

The information contained in this Policy applies to all employees of **Women Environmental Programme (WEP)**. Following this Policy is considered a condition for continued employment. Staff are responsible for reading, understanding, and complying with the provisions of this Policy. WEP with this policy seeks to provide a work environment that supports both personal and professional growth.

This Policy supersedes any memo that may contradict any subject addressed by the Policy.

The organization reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of this policy at any time, however all employees will be duly notified of these changes at least 90 days before implementation.

No staff has the authority to change any part of this policy at any time. When in doubt, seek clarification from the Human Resource Manager.

#### 1.2 Definitions of Employee Status

An “employee” of **WEP** is a person who regularly works for the organization on income or salary basis. “Employees” may include full-time and temporary persons, and others employed with the organization that are subject to the control and direction of WEP in the performance of their duties.

##### 1.2.1 Full-Time

Employees who have completed the 180 days probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the organization’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

##### 1.2.2 Adhoc

These are employees who are hired to assist in the completion of a specific project or task on a short term basis. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the organization’s benefit programs.

##### 1.2.3 Probationary Period for New Employees

This refers to a period when a new employee’s performance is evaluated to determine if his/her appointment will be confirmed. The probationary period for full-time employees lasts up to 180 working days from date of appointment.

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

## **SECTION 2**

### **Recruitment Process**

**2.1. Non-Discrimination:** In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WEP will be based on merit, qualifications, and abilities. WEP does not discriminate in employment opportunities or practices because of race, color, religion, sex, nationality, ethnicity, health status, age or disability.

WEP will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of recruitment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resource Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in discrimination will be subject to disciplinary action, including termination of employment.

**2.2 Vacancy:** All vacancies within WEP will be clearly categorized under the following:

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

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

**International Vacancy:** Applications here will be received from any national resident in any country of the world.

Vacant positions will be filled through head hunting, announcement via emails, websites and other media platforms.

**2.3 Submission of Application:** We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

**2.4 Interview Process:** On receipt and review of applications, eligible candidates are shortlisted and invited for interview. An interview panel will be setup comprising management and Board of Directors of WEP. Candidates are considered eligible for employment after successfully undergoing written, oral and due diligence processes and satisfied stipulated conditions. Successful candidates will be hired and subsequently issued letters of employment.

**2.5 References:** Successful candidates will be required to fill a referee's form supplying WEP with three referees one of which must be a previous employer from whom the organization will request for confidential information about the employee. WEP shall provide the employee with feedback about the process. **See Annex.....**

**2.6 New Employee Orientation:** Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the organization, and prepared for their position. New employee orientation is conducted by the Human Resources Manager and includes an overview of the organizations history, an explanation of the organizations core values, vision, and mission; goals, objectives and policies. In addition, the new employee will be given an overview of benefits and other necessary documentation.

### **SECTION 3**

#### **Work Conduct**

#### **3.1 Non-Disclosure/Confidentiality**

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

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

All employees are required to sign a non-disclosure agreement as a condition of employment. (See Annex 1)

Employees who improperly use or disclose the organization secrets or confidential strategic information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

#### **3.2 Office Hours**

**WEP's** office is open for business from 8.00am to 5.00pm Monday to Fridays, except for public holidays.

The standard working hours a week is 40hours.

Employees are allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 11:00am and 2:00pm on a schedule that a staff must be in the office at any given period during working hours.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

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

### **3.3 Personnel Files**

Employee personnel files include the following: Job application letter, resume, salary history, records of disciplinary action, job description, records of participation in training events and documents related to employee performance reviews.

Personnel files are the property of WEP and access to the information by non-management staff is restricted. Management personnel of WEP who have a legitimate reason to access these files are allowed to do so.

### **3.4 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Human Resource Manager of any changes in their personal data such as:

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

An employee's personal data should be accurate and current at all times.

### **3.5 Employee Performance Evaluation**

Performance evaluations are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize contributions and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor may discuss ways in which the employee can accomplish goals or learn new skills. They are also designed for the employee and his/her supervisor to set and agree on new goals, skills, and areas for improvement.



The Heads of Department shall conduct quarterly performance evaluations with all employees using the WEP's online performance evaluation form. Staff promotion and commendations shall be based on their performances. Staff who consistently score low for three out of four quarters shall be issued a warning letter, if the poor performance continues for another quarter the staff shall be relieved of their positions.

### **3.6 Corrective Action**

Women Environmental Programme holds each of its employees to certain work rules and standards of conduct (see Section 4).

When an employee deviates from these rules and standards, WEP expects the employee's supervisor to take corrective action.

Corrective action at WEP is progressive and taken in response to a rule infraction or violation of standards. The usual sequence of corrective actions includes an oral warning, a written warning, suspension, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, WEP considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of organizations property, the use of organizations equipment and assets without prior authorization by the Management. Other offenses include deceit about personal work history, skills, or training, divulging organizations business practices, and misrepresentations of WEP to the general public and any other that may be determined from time to time by the Management and or contrary to the laws of the country.

### **3.7 Disengagement**

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

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

**3.7.2 Termination:** This means involuntary disengagement initiated by WEP. Compliance to the Nigerian Labour law shall apply when an employee's appointment is terminated. The following could lead to termination of appointment; consistent low performance, misconduct as listed in section 4.1 and non-compliance to corrective actions. Upon termination the employee shall surrender all properties in his/her possession to the management and vacate the accommodation allotted within one month of termination of employment.

**3.7.3 End of Contract:** Involuntary disengagement initiated by WEP as a result of completion of project cycle and employees' contract.

**3.7.4 Downsizing:** Involuntary disengagement initiated by WEP as a result of insufficient funds.

**3.7.5 Liquidity:** Involuntary disengagement initiated by WEP when the organization faces liquidity crisis and is winding off.

Since employment with WEP is based on mutual consent, both the employee and WEP have the right to disengage at will, with and or without cause during the Introductory/Probationary Period for New Employees.

Any employee who disengages from WEP shall return all files, records, keys, and any other materials that are property of WEP. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to WEP will also be deducted from the employee's final check.

### **3.8 Health-Related Issues**

Employees, who become aware of any health-related issue, including pregnancy, should notify their supervisor and the Human Resource Manager of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify the Human Resource Manager through their Line Manager.

### **3.9 Visitors in the Workplace**

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

## **SECTION 4**

### **STANDARDS OF CONDUCT**

#### **4.1 Introduction**

The work rules and standards of conduct for WEP are important, and the organization regards them seriously. All employees are expected to become familiar with these rules and standards. In addition, employees are expected to comply with the rules and standards faithfully in doing their own jobs and conducting the organization's business. Please note that any employee who deviates from these rules and standards shall be subject to corrective action, up to and including termination of employment.

Whilst not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that shall result in disciplinary action, including termination of employment.

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

#### **4.2 Attendance/Punctuality**

The organization expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness places a burden on other employees and on the organization. If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message for a supervisor except in extreme emergencies. Should undue tardiness become apparent, disciplinary action may be required.

#### **4.3 Absence without Notice**

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the organization to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the organization is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

#### **4.4 Harassment**

WEP is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately to the Human Resource Manager. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly report to their supervisor or the Executive Director who will handle the matter in a timely and confidential manner.

Whenever cases of sexual harassment are reported, depending on the weight of the allegation the Management may set up a panel to investigate and recommend necessary actions.

WEP shall not tolerate romantic relationships within the work place.

#### **4.5 Telephone Use**

WEP telephones are intended for the use of conducting the organizations business.

Personal usage during business hours is discouraged. Employees are allowed to receive only personal telephone calls and such calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

#### **4.6 Public Image**

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

#### **4.7 Special Assignments /Appointment**

WEP has the prerogatives to appoint /assign an employee to a special project or specific assignments to other organizations and all benefits accrued including financials to such appointments/assignments are due

to WEP. An employee has the duty to constantly submit progress written report to the organization for information and decision-making. Any violation of this may cause the employee job termination from the organization.

#### **4.8 Internet Use**

WEP employees are allowed use of the Internet and e-mail when necessary to conduct the organizations business.

Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private and therefore reserves the right to access and monitor all files and messages on its systems.



## Section 5

### Service, Benefits, Wage and Salary Policies

#### 5.1 Wage or Salary Increases

WEP is an equal employer and would want the best for its staff, however as it is with all non-profit organizations, WEP can only guarantee the salaries of its staff when it has on-going projects or when it has funds to do so. Therefore, adherence to organizations policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals should be of outmost importance to every employee.

#### 5.2 Vacation

**5.2.1 Annual Leave:** Paid vacation is available to full-time employees following their first-year anniversary with WEP depending on the category of staff. The number of leave days a staff is entitled to is not less than 18 working days and not more than 24 working days.

**5.2.2 Maternity Leave:** Employees shall be entitled to maternity leave days and such leave days shall be taken 6 weeks before delivery and 6 weeks after delivery. There shall pay half salaries for the period an employee is on maternity leave.

**5.2.3 Paternity Leave:** An employee shall be entitled to paternity leave of 7 days without pay effective the date of notification of delivery.

**5.2.4 Casual Leave:** A maximum of 20 days casual leave will be granted to employees during the year. Employees shall be granted not more than 3days casual leave at a time. However where an employee exceeds the number of causal leave days he/she is entitled to, the applied number of days will be deducted from his/her annual leave days. Requests for casual leave must be in writing at least three days (3) days prior to the beginning of the requested causal leave period.

#### 5.3 Holidays

The organization observes the following non- paid holidays per year for all employees:

- New Year's Day
- Independence Day
- Labor Day
- Easter Holidays
- Christmas Day and
- Any other so declared by the government.

#### 5.4 Training and Professional Development

WEP recognizes that the skills and knowledge of its employees are critical to the success of the organization and therefore offers assistance in terms of making information available for

programs/educational opportunities to encourage personal development, improve job-related skills and enhance an employee's capacity to respond to the future challenges.

WEP recognizes the value of professional development and personal growth for employees. Therefore, WEP encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

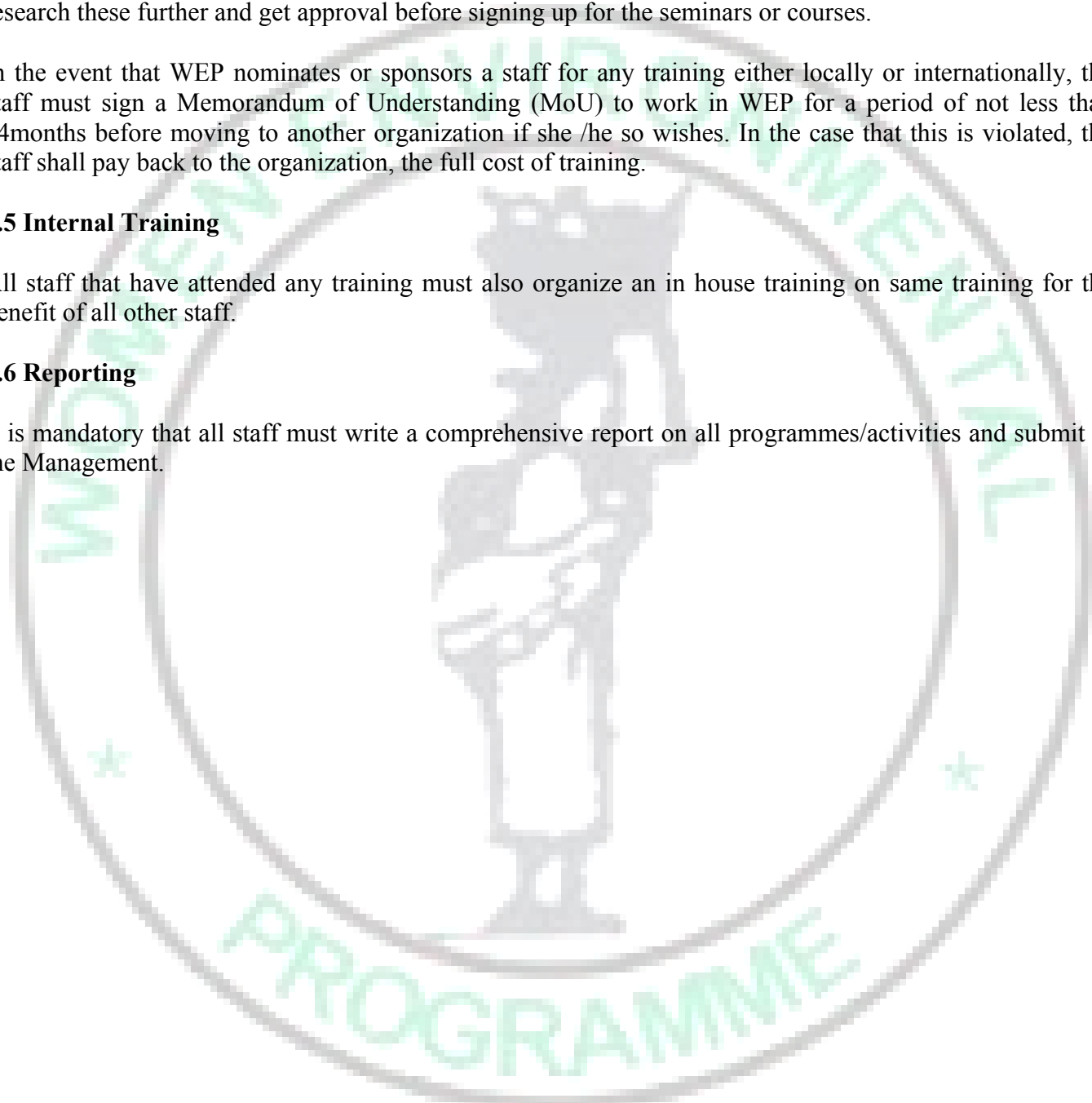
In the event that WEP nominates or sponsors a staff for any training either locally or internationally, the staff must sign a Memorandum of Understanding (MoU) to work in WEP for a period of not less than 24 months before moving to another organization if she /he so wishes. In the case that this is violated, the staff shall pay back to the organization, the full cost of training.

### **5.5 Internal Training**

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

### **5.6 Reporting**

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



## 5.7 Meetings

**5.7.1 Board Meetings:** Shall be held once every year to provide policy direction, approve programs, plans and budgets.

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

**5.7.3 Monthly Staff Meetings:** Shall be held on a monthly basis across WEP's offices. Staff shall be informed on management decisions and reports of project activities and the organisations participation at various events received.

**5.7.4 Annual staff meeting/retreat:** Shall be held at the beginning of each year to review programs and project of the previous year and plan for the New Year. This meeting in each country will comprise board members, management and staff of WEP.

**5.7.5 Emergency Meetings:** Shall be held as the need arises to address issues that need urgent attention.

## 5.8 Transfer

In order to develop the leadership qualities of all staff as well as create an avenue for skill and knowledge sharing in the workplace, the organization reserves the right to change or re-assign a particular staff of WEP to any other branch.



## Annex I

### **WOMEN ENVIRONMENTAL PROGRAMME (WEP) ENGAGEMENT AGREEMENT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Having read the employment policy of WEP and understood the contents, I have agreed to abide by the terms and conditions as stated therein.

Date \_\_\_\_\_

Signed  
Name of employee

