



HUMAN RESOURCE MANUAL 2020

INTRODUCTION:

ABOUT US:

Kabalega Foundation (KF) is non-profit non-government organization registered under laws of Uganda registration number INDR152224158NB and a company limited by guarantee registration number 80020002140688 to advance social, economic and cultural development. Kabalega foundation (KF) works to preserve and promote the legacy of Omukama Chwa II Kabalega, the ruler / Omukama of Bunyoro-Kitara Kingdom from 1870 to 1899, and a celebrated hero in Africa who fought gallantly to preserve the Independence, development, rights, dignity of Africans against colonialism and dehumanization. In order to achieve the organisation objectives, the organisation employs a workforce whose terms and conditions of services are determined by the provisions of this Human Resources Management Manual

Human Resources Management Manual.

This Manual embodies the terms and conditions of service of Kabalega Foundation and shall apply to all employees of the company except where they are at variance with the laws of Uganda or as otherwise provided in this Manual.

The board reserves the right to amend this manual or any part thereof as may be deemed necessary.

Any issues arising out of the interpretation or application of this Manual shall be referred to the Executive Director whose decision shall be final.

Our vision

Socially, culturally and economically empowered societies

Our mission

To advance Social, cultural and economic development

Our Values

1. **Transparency:** We are accountable for our actions and decisions to the community we serve, to partners, staff, government, and the public at large.
2. **Voluntarism:** We promote voluntary service guided by a will to pursue shared interests for the common good of society.
3. **Innovation:** We embrace continuous improvement, bold creativity, and change.
4. **Respect for human rights:** We treat all people with dignity and respect in accordance with the constitution and laws of Uganda.
5. **Independence:** We maintain independence so that we are able at all times to act in accordance with our vision, mission, and values.
6. **Courage:** For social good, we choose to tackle areas many are afraid of in order to make our vision and mission a reality.

Our objectives:

- i. To research, promote, enhance, strengthen, preserve, and protect the tangible and intangible culture and heritage
- ii. To enhance access to formal, informal, and life skills education for the people
- iii. To support policy and community engagement for advancement of social equity, rights, and justice of people and communities
- iv. To foster and enhance social and economic development in communities
- v. To enhance environmental protection, conservation, and preservation, as well as promotion of best practices towards mitigation of climate change effects.
- vi. To enhance the health, wellness, and sanitation of people

What We Do

We understand that many causes of society problems are linked, and we use a multifaceted approach to addressing them. From local communities to the global stage. We operate, advocate for and support programmes that we believe present a better chance for wholistic community development. We aspire to create a world where everyone thrives and achieves their best potential, with special emphasis and focus on women, children, person's with disabilities, and youth in our programme interventions, and with special attention to pressing issues such as climate change, youth employment, and a violent free society, promotion of human rights as enshrined in the constitution of Uganda, and response to humanitarian crises.

These include; Civic Advocacy and Engagement, Cultural Research, Documentation, and Promotion, Environmental Protection, Water, Health and Sanitation, Education & Life Skills Development, and Livelihood Improvement Programmes.

1.0 HUMAN RESOURCE MANAGEMENT POLICY

1.1 PURPOSE OF THE MANUAL.

This manual is intended to guide employees regarding their rights and obligations.

These guidelines shall be followed by all employees of Kabalega Foundation including the Senior Management Team and part time staff (etc)who may be employed by the organisation from time to time.

1.2 HUMAN RESOURCE MANAGEMENT OBJECTIVES.

The organisation shall endeavor to achieve the following objectives;

- a) Equal employment opportunities.
- b) Fair hearing for all employees as provided for in this manual.
- c) Appropriate remuneration for all employees for services rendered.
- d) Provision of appropriate training and facilitation.

1.3 HUMAN RESOURCE MANAGEMENT STRATEGY.

The organisation shall endeavor to attract, engage and retain high quality staff and optimally use their services.

2.0 RECRUITMENT AND APPOINTMENT.

2.1 Recruitment Policy.

Kabalega Foundation fills Positions in the available transparently and on merit using open competition as the basis of selection.

2.2 Recruitment Procedures.

The nature of the organisation is such that all is dependent of the quality of employees. Kabalega Foundation shall strive to attract and retain the best talent within the organisation's capacity.

2.2.1 Job Applications.

All candidates shall put their applications in writing. No employee shall be recruited through other approaches. The organisation reserves the right to headhunt or advertise in an effort to obtain the best affordable talent in the labour market – In this case no applications may be necessary.

2.2.2 Selection Tests.

Candidates shall be subjected to relevant interviews and tests as determined by the Executive Director and other responsible persons.

2.3 Staff Appointments.

All employees shall be subject to successful annual performance appraisals.

2.3.1 Acceptance.

- a) Appointees shall accept the offer of employment within 21 days from the date of offer by filling and signing the Appointment Acceptance Form.
- b) The appointee shall report for duty not later than one month from the date of acceptance.

2.4 Induction

All employees joining the organisation shall be subjected to an induction to familiarise them with organisation work and operations. All employees including non-technical employees shall be required to gain at least the basic understanding of work and general operations of the organisation.

2.5 Continuous Professional Development.

All employees shall be expected to undergo Continuous Professional Development sessions organized by the organisation. The organisation's management may from time to time change the mode of delivering Continuous Professional Development sessions to employees.

3.0 CONDITIONS OF APPOINTMENT.

3.1 Probation.

On appointment to the organisation, staff shall undergo a six months probationary period after which the appointment will be confirmed after a positive performance appraisal.

3.2 Termination.

- a) The organisation may at any time terminate the appointment of any staff on probation on account of unsatisfactory performance or conduct.
- b) On the termination of the services of an employee, they shall be given one month's notice or one month's pay in lieu of notice.

3.3 Confirmation.

Confirmation shall be subject to satisfactory performance reports from the immediate supervisor.

Employee shall be notified of their confirmation in writing.

3.4 Use of firms resources.

Staff will as much as possible exercise due responsibility while using the organisation's resources in the course of performing their duties. The organisation's assets and resources shall be used only to perform the organisation's work. This may include computers, printers, photocopier, stationery, telephone, internet connection; furniture etc. unauthorised use of the firm's resources to gain personal benefit may result into a disciplinary action taken against the responsible staff.

The organisation's management shall put an effort in enforcing efficiency and effectiveness in usage of the company's resources. However, staff shall be expected to exercise natural judgment in ensuring their acts do not expose the firm to avoidable costs.

4.0 STAFF DEVELOPMENT.

The organisation shall plan, develop and implement human resource training and development programs in accordance with set guidelines.

5.0 PERFORMANCE EVALUATION.

The performance appraisal guidelines have been prepared to guide the organisation in appraising her staff to ensure that performance is appropriately measured against the set parameters. Its primary objective is to ensure that staff performance is improved at all times for the benefit of both the organisation and the individual employee. The employee performance guide shall also form a key basis for establishing the appropriate level of compensation that is commensurate to performance.

5.1 Performance Reviews.

There shall be periodic performance reviews for the purpose of monitoring employee performance which will form the basis for employee reward, development and other management decisions.

5.2 Annual Performance Review Cycle.

The performance of all employees shall be appraised twice a year at an interval of six (06) months.

The Appraisal exercise shall be carried out in the first week following that in which the appraisal cycle ends. This shall therefore be the first week of January and the first week of July to appraise staff performance for the cycles ending 31st Dec and 30th June of every year respectively.

5.3 Mode of Appraisal Exercise

The exercise shall be performed in form of a peer review by way of a round-table discussion of each of the individual's performance for the cycle ended. Each appraisee shall be given the opportunity to present his argument if they think they have been given a lower score by the Peer Review Team. This implies that the appraisee shall also be part of the Peer Review Team

5.4 Management of Performance Appraisal Recommendations.

The organisation shall implement the appraisal recommendations with a view to recognise and reward staff performance, and address their development needs.

5.0 COMPENSATION PACKAGE.

5.1 Salary Payments and Deductions.

Employee remunerations shall be determined by the Executive Director from time to time any may be revised upwards or down words depending on circumstances. Remuneration for a member of the Senior Management Team shall not be raised basing on higher earnings for any period.

5.2 Overtime Allowance

Employees will be given overtime allowance where necessary .

6.0 FACILITATION.

The organisation shall provide transport to employees on official duties outside their normal duty station. Where transport is not provided, any employee using his private vehicle to go for official duties shall be paid mileage at approved rates.

7.0 DISCIPLINE.

All staff shall be expected to exhibit the highest degree of discipline and courtesy while conducting the organisation's work. No staff shall be expected to involve themselves in any acts that cast doubt on their integrity.

7.1 Offences.

Misdemeanors, misconduct and gross misconduct such as: Drunkenness and drunken driving; Smoking; Use of narcotic drugs like marijuana; Stealing; Fighting in and/or outside office; Persistent late coming; Diverting the organisation's funds to personal use without authorisation; Using the 's stationery including headed paper, stamps, seals and emblems and such items without authorisation especially with an intent to gain personal gain, accountability records; and any other acts that are contrary to organisation Professional Code of Conduct shall constitute offences and shall make the employee liable to disciplinary action as specified in section of this manual.

7.2 Disciplinary Procedures.

Where performance of a employee is unsatisfactory, they will be given an opportunity to respond to the allegations.

An employee alleged to have committed offenses categorized as gross misconduct shall be suspended on half pay, pending outcome of the investigations.

7.3 Disciplinary Action.

Employee found to have committed offences shall be subject to one of the following disciplinary actions: Caution; written warning; suspension; loss of salary; demotion; or dismissal.

8. LEAVE:

8.2 ANNUAL LEAVE:

8.2.1 The Employee is entitled to 21 (twenty one) consecutive days leave on full pay for each and every annual leave cycle.

8.2.2 The said leave shall be granted by the Employer as from a date determined by him at any time during the 12 months cycle but not later than six months after the completion of a 12 month's period.

8.2.3 Upon termination of the Employee's employment the Employer shall pay to the Employee his / her full remuneration in respect of any leave which accrued, but not granted to him / her before the date of termination of the employment.

8.3 SICK LEAVE:

The Employee shall be entitled to sick leave not exceeding one month, with full pay on presentation of an appropriate medical report from a qualified medical practitioner.

8.4 MATERNITY LEAVE:

The female employee shall be entitled to maternity leave on full pay for a maximum period of sixty working days of which at least four weeks shall follow child birth. Male staff shall be entitled to paternity leave of 5 working days once in every year.

8.5 COMPASSIONATE LEAVE:

In cases of personal difficulty, staff shall apply and be granted leave not exceeding 5 working days.

9. PUBLIC HOLIDAYS:

The Employee is entitled to such public holidays on full pay as are determined by law.

10.0 TERMINATION OF SERVICE:

10.1 Notice periods

A one month written notice or payment in lieu of notice shall be given by staff or the firm on termination of service.

10.2 Handing over on termination.

Before employee leaves the employment of the organisation, they shall be required to hand over all the organisation property and assignments in their possession to their immediate supervisor.

11.0 SAFETY AND SECURITY.

The employee is encouraged to be security cautious at all times whether at office or outside office. Employee is advised to alert concerned authorities e.g. police promptly when in situations that jeopardize their security. Such situations may include, identifying suspicious items especially those that are abandoned.

The employee should always be cautious not to leave any electric gadgets on when leaving office. Office lights, computers, printers, the Office Television and all electric appliances shall all be switched when leaving office.

The office assistant shall do cleaning works while putting on office gloves.

11.1 COMPENSATION.

Employee who suffers injury in the ordinary course of the organisation's work shall qualify for compensation in line with the Workers' compensation Act, 2000.

12. CERTIFICATE OF SERVICE

On termination of employment an Employee is entitled to a Certificate of Service, the particulars whereof is detailed in the Basic Conditions of Employment Act.