

# ***Zannya Africa Foundation (ZAF) – Human Resource Policy Mannual***



## 1. Introduction

**Purpose:** This manual serves as a guide to the organization's policies, procedures, and expectations regarding human resources management. It ensures that all staff, volunteers, and affiliates understand their rights and responsibilities.

**Scope:** Applicable to all employees, volunteers, and contractors of Zannya Africa Foundation.

## 2. Organizational Mission and Values

**Mission:** Zannya Africa Foundation empowers marginalized youth in Uganda through sports, recreation, and skill-building programs, fostering leadership, advocacy, and community engagement.

**Values:** Empowerment, Inclusivity, Integrity, Community, Accountability, Respect.

## 3. Recruitment and Hiring Policies

**Equal Opportunity:** Zannya Africa Foundation is an equal-opportunity employer and does not discriminate based on gender, age, race, disability, or any other protected category.

**Recruitment Process:** All open positions will be advertised through appropriate channels. The recruitment process will involve an application, interview, and reference checks.

**Background Checks:** All prospective employees will undergo background checks to ensure safety and security in the work environment.

## 4. Employment Contracts

**Types of Employment:** The foundation hires employees on a full-time, part-time, or temporary basis. All employees will be provided with a written contract outlining terms of employment.

**Probation Period:** New employees will undergo a probation period of [3 months] during which their performance and suitability will be evaluated.

## 5. Compensation and Benefits

**Salary Structure:** Salaries are based on qualifications, experience, and position within the foundation.

**Benefits:**

*Health insurance coverage (if applicable)*

*Paid leave (annual leave, sick leave, maternity/paternity leave)*

*Performance bonuses or incentives (where applicable)*

## 6. Working Hours and Attendance

**Work Hours:** Standard working hours are from [9:00 AM to 5:00 PM], Monday to Friday. Flexible working arrangements may be considered on a case-by-case basis.

**Leave Policy:**

**Annual Leave:** Employees are entitled to [21] days of paid annual leave each year.

**Sick Leave:** [7] days of paid sick leave per year.

**Public Holidays:** Employees are entitled to public holidays as per Ugandan law.

## 7. Code of Conduct

**Professionalism:** All staff are expected to uphold the highest standards of professionalism and integrity in all aspects of their work.

**Respectful Behaviour:** Discrimination, harassment, and inappropriate conduct are strictly prohibited.

**Confidentiality:** Employees must respect the confidentiality of all sensitive organizational and personal information.



Conflict of Interest: Employees are expected to avoid situations where personal interests could conflict with the interests of Zannya Africa Foundation.

## **8. Employee Development**

**Training and Development:** Zannya Africa Foundation is committed to ongoing staff development. Training opportunities will be provided to improve skills relevant to the employees' roles.

**Performance Appraisals:** Employees will undergo regular performance evaluations to assess their performance, strengths, and areas for improvement.

**Career Progression:** Employees are encouraged to take on additional responsibilities and work towards career growth within the organization.

## **9. Health and Safety**

**Workplace Safety:** The foundation will maintain a safe and healthy work environment, in compliance with local health and safety regulations.

**Emergency Procedures:** Employees will be trained on emergency procedures, including evacuation plans and handling workplace accidents.

## **10. Disciplinary Procedures**

**Disciplinary Actions:** Employees who breach the foundation's policies or code of conduct may be subject to disciplinary actions, which may include warnings, suspension, or termination.

**Grievance Procedure:** Employees are encouraged to raise concerns or complaints through the grievance procedure. A clear process for resolving disputes will be outlined, ensuring confidentiality and fairness.

## **11. Termination of Employment**

**Resignation:** Employees are expected to provide one month of notice if they intend to resign.

**Termination by Employer:** The foundation may terminate employment for reasons such as poor performance, misconduct, or restructuring, following a fair process.

## **12. Employee Welfare and Support**

**Employee Assistance Program:** Resources for staff well-being, including counselling, stress management support, and any other relevant assistance.

**Inclusive Work Environment:** ZAF promotes an inclusive workplace where all employees are supported, regardless of background, gender, or disability.

## **13. Volunteer and Intern Policies**

**Volunteer Engagement:** Volunteers are expected to follow the same policies as paid staff, including respect for confidentiality, code of conduct, and organizational objectives.

**Internships:** Interns are encouraged to gain practical experience and will be given tasks suited to their educational background.

## **14. Confidentiality and Data Protection**

**Confidentiality Agreement:** All employees and volunteers must sign a confidentiality agreement, ensuring the protection of sensitive organizational and personal data.

**Data Protection:** The foundation complies with data protection regulations and safeguards employees' and participants' personal information.

### ***Conclusion***

**This Human Resource Manual ensures that ZANNYA Africa Foundation operates fairly, transparently, and in compliance with relevant laws and standards. It is important for all staff and volunteers to familiarize themselves with these policies to maintain a positive and productive.**

