

Nepal Skill Initiative Project (NSIP)

**Human Resource Policy Manual
2023**

FOREWORD

Our Human Resource policy's motto is to complement to our mission that is to deliver progressive and superior support which ensure that every children growing in poverty receive Education to achieve positive changes in their lives.

Upholding the interests of our human assets, provide sustained stakeholder returns, and stay abreast of social responsibility initiatives.

History of NSIP Nepal:

NSIP Nepal was established in 2023 as an NGO with the motto "quality Education our commitment".

About NSIP Nepal:

NSIP Nepal has been working to ensure quality Education in community schools of rural Nepal with the principle of collaboration and coordination in the local level. Annually, NSIP- Nepal works with schools' stakeholder like teachers, students, and School Management Committee and community members over the mountainous region. NSIP-Nepal works with a holistic approach for ensuring quality Education. The organization works to empower teachers, head teachers, child clubs, school management committees/parents teachers' association, parents and community members. In-service teachers' training

1. Child safeguarding
2. Community orientation program
3. School supplies and infrastructure
4. Scholarships for disadvantaged students
5. Climate change adaptation initiatives and disaster risk reduction
6. Livelihoods support to vulnerable communities

Organizational Vision and Mission:

Vision:

"Our commitment to all children, have opportunity for quality Education"

Mission:

NSIP Nepal mission is to ensure that the children growing in poverty receive Education to achieve positive changes in their lives.

Ethics and Principles Core values (Who we are) to our people:

- ☐ **Honest**
- ☐ **Committed**
- ☐ **Energetic**
- ☐ **Disciplined**
- ☐ **Positive**
- ☐ **Respectful**
- ☐ **Responsible**

Working Principles:

- ☐ **Stewardship**
- ☐ **Accountability**
- ☐ **Truthfulness**
- ☐ **Cooperation beyond boundaries**
- ☐ **Innovation**
- ☐ **Sustainable Environment**

Contents

UNIT-ONE	-	HUMAN RESOURCE MANAGEMENT
UNIT- TWO	-	STRUCTURE AND RESPONSIBILITIES
UNIT-THREE -		HUMAN RESOURCE POLICY MANUAL
		AND PRACTICES

UNIT- FOUR -	CODES OF CONDUCT AND POLICIES
UNIT -FIVE	- APPOINTMENT, TRANSFER, AND SEPARATION
UNIT-SIX	- GENERAL OFFICE HOURS AND PAID OFF TIME
UNIT-SEVEN -	COMPENSATION, BENEFITS AND
	SOCIAL WELFARE
UNIT- EIGHT -	PERFORMANCE MANAGEMENT
UNIT- NINE	- LEARNING AND CAREER DEVELOPMENT SUPPORT
UNIT- TEN	- PROFESSIONAL DISCIPLINE AND STANDARDS
UNIT-ELEVEN	- ATTITUDE AND APPROACH ON DUTY
UNIT- TWELVE	- HARASSMENT AND BULLYING AT WORK
UNIT-THIRTEEN	- FORCE AND AMENDMENT OF THE POLICY
Annexures	- FORMs AND FORMATs

UNIT-ONE

HUMAN RESOURCE MANAGEMENT

The Human Resources Policy establishes a framework and sets standards that guide how we should conduct ourselves as employees and members of the organization. This includes how we perform our jobs, make decisions, interact with one another and manage the HR operations of NSIP Nepal.

Unless otherwise noted within a policy, the Chief Executive Officer (CEO) is the responsible executive for policies contained within this manual.

HR department plays a vital role to help managers and staff interpret and apply this policy equitably and fairly, and everyone shares responsibility for protecting the well-being of NSIP Nepal and for adhering to norms of behavior that make this a great place to work.,

All employees are expected to be familiar with Human Resource Policy Manual, a fundamental guide for all members of NSIP Nepal, containing NSIP Nepal Human Resource values and principles of general conduct and regulations.

This policy provides the basic information about the Human Resource Policy Manual. The policies contained here may be added to, revised, replaced, or deleted which may be necessary because of local considerations, with the approval of the Executive Committee of NSIP Nepal. The purpose of this manual is to describe all terms and conditions applicable to employees of NSIP Nepal. This document is designed to enable each staff member to understand and appreciate the privileges, benefits, responsibilities and regulations pertaining to their employment with NSIP Nepal. It outlines the procedure for amendment and describes the

Confidentiality:

The employees of NSIP Nepal are responsible for maintaining the strictest confidentiality with regard to the information contained herein. This document is not for external use or publication unless required by law.

Flexibility:

The policies and operational requirements mentioned in this document may be flexible in the case of separate guidelines provided by government of Nepal and non-avoidable provision for fund and grants which shall be approved by the Executive Committee (EC) or any matter not addressed by this policy shall be decided by EC.

Mission Statements of Human Resource at NSIP Nepal

We are committed to provide our employees a stable work environment with equal opportunity for learning and personal growth. Creativity and innovation are encouraged for improving the effectiveness of NSIP Nepal. Above all, employees will be provided the same concern, respect, and caring attitude within the organization that they are also expected to shows similar attitude the stakeholder.

It is our Human Resource Mission to:

Truthfulness: responsibility for promoting ethical and legal conduct in personal and professional practices.

Stewardship: opportunities which demonstrate excellent execution, caring attitude, and a sense of urgency.

Create Cooperation: the working atmosphere which fosters productivity, challenges, fun, safety, and cleanliness.

Commitment: an attitude of teamwork and quality in our day to day operations.

Collaboration: Communication in a candid and fair manner with the diverse work force from which our company derives its strength.

UNIT- TWO

STRUCTURE AND RESPONSIBILITIES

The organization structure of NSIP Nepal comprises of general assembly, executive committee, Head Office management and field office management. Details organizational structure is shown at annex of this policy.

2.1 General Assembly

The General Assembly (GA) of NSIP Nepal is the supreme body governing in the organization. The General Assembly (GA) meets at least once in a year to review and provide overall organizational policy framework and guidance to Executive Committee. It reviews and approves bylaws including any amendments therein, strategies, programs and plans, and ensures that NSIP Nepal is operating within policy framework approved by government of Nepal. The GA also reviews and ratifies the annual financial audit report of the organization.

2.2 Executive Committee

The Executive Committee is the functional executive structure of the organization that ensures delivery and implementation of NSIP Nepal's General Assembly (GA) decisions and resolutions

within the overall policy and strategic framework. The Committee reviews and provides feedbacks overall program, plans and corresponding budgets of the office operation, programs and projects annually. The Executive Committee responsible to acquisition funds and other resources to operate the organization.

2.3 General Management

The general management system of the organization comprises of the Executive Chief Executive Officer (CEO), Programme Director, and Head of respective department as per need (Senior Management Team) for departmental operation, and District Offices.

a. CEO

The Executive Head provides strategic leadership and guidance to NSIP Nepal and represents NSIP Nepal to various forums as per the vision, mission, strategies and objectives. The CEO has the general responsibility for operating the day-to-day management functions and provides overall supervision to management functions comprising programs, projects, general administration, human resource management, financial management and excellence management.

CEO may appoint advisors and consultants to provide advice on program implementation and management functions of the organization. CEO will form and get regular advices from Senior Management Team that consists of Head of Department and Key staff. The SMT meeting will be organized every Monday to discuss on strategy and operations.

b. Head Office

There are two functional areas at the central level - Management and Programme/Project for collective and collaborative manner. These functions have individual and joint responsibilities assign CEO to different staff who will head the function. The CEO may assign Programme Director (PD) to report and accomplish the project formation and implementation activities with the support from thematic or District head also as Project Manager to administer project on day to day basis. The CEO may also entrust responsibility to Project Manager any functions.

There will be regular monthly staff meetings at Head Office and District Office, and bi annual and annual review meetings of the project and management function to review and plan organizational priorities and achievements.

NOTE: Management Functions

Management Functions would refer to: Human Resource Management; Monitoring and Evaluation; Information Technology; Administration and Logistics; Finance; Procurement; Maintenance, Training, Legal Advice; and Internal and External Audit. There will be responsible to lead each core management function, and also be responsible for relate CEO.

District Offices

There are district offices headed by District Mangers as required. Respective district office quarterly reviews its field function based on project work plan, and provides progress report to the CEO. District Managers/ Coordinators will be overall responsible for district operation including coordinating and reporting on all the projects within the districts. The CEO appoints District Manager/ Coordinator and they may delegate authority appoint other project employee with coordination of HR personnel at HO.

2.4 Thematic Functions

Thematic Functions would include mainly: **Education; Life skill, Gender, Environment and Child Protections and School's physical facility support.** NSIP Nepal further put an efforts to work on other thematic issues such as; Gender Equality, Disability Inclusion and Social Inclusion; Climate Change; and Policy research, advocacy and social campaign. There will be thematic heads lead each thematic function. Thematic head would also responsible to manage respective project as project manager, as assigned by the Programme Director (PD).

UNIT-THREE

HUMAN RESOURCE POLICY MANUAL AND PRACTICES

3.1 General:

In exercise of the power adherent to Human Resource Policy and applicable Nepalese Standard law, the HR policy committee has reviewed and framed with endorsement by executive Board and enforced this “Human Resources Policy Manual .

This Personnel Manual describes both the policies and procedures for the management of human resources of NSIP Nepal. All employees must read and abide by this personnel manual. Any non-compliance with this manual and behavior or actions against the spirit of the policy will be regarded gravely and considered a serious disciplinary matter.

3.2 Title, Extent and Commencement:

- a) This policy will be called “ NSIP Nepal Human Resource Policy Manual 2023” (hereinafter referred to as Manual).
- b) This policy shall be applicable to all employees of NSIP Nepal.
- c) This Amended Policy shall come into force from 1st Dec, 2023.

3.3 General Information:

- a) This manual shall be called “**Human Resource Policy-2023**” of the organization and shall be considered effective from the date of 1st Dec, 2023.
- b) This manual provides the comprehensive human resources policies and rules to guide NSIP Nepal’s employees and they should strictly adhere to these for the proper, efficient, and systematic operation of the organization.

- c) This Manual shall automatically supersede the previous practices in NSIP Nepal in whether in written or oral form. All the works done as per the previous Manual shall be deemed to have done under this Manual.

3.4 Definition:

- a) **"Organization"** shall mean, **Rural Education and Environment Development Center** in short it will be known as **"NSIP Nepal."**
- b) **"Executive Board "** shall mean the Executive Board of the organization as per registration at District Administration Office, Kathmandu.
- c) **"Appointing Authority"** shall mean the Chairman /CEO/or any designated person authorized by the Executive Board.
- d) **"Chief Executive Officer"** (CEO) shall mean an individual appointment by and according to, the Executive Board and entrusted overall management or either for specific tasks of the organization.
- e) **"Program Director" (PD) shall mean an individual shall be the head of the program management and ensure the quality of the program.**
- f) **"Management Structure"** shall mean the management structure as prescribed by the Executive Board for the cordial and facilitating relations between all working staff and staff working as a part of the management within the organization.
- g) **"Headship Management "** shall mean those represented by CEO and Manager/coordinator of respective Department.
- h) **"Senior Management"** shall mean those represented by Managers or Head of Section or Unit.
- i) **"Front Line Management"** shall mean those who may hold a title of Sr. Officer/Sr. Trainer, Coordinator, and Cluster Lead/Education Development officer.
- j) **"Office Lead"** shall mean those who may hold a title of Assistant/Sr. Assistant, In-charge Jr. Officer /Officer/Trainer.
- k) **"Office Support"** shall mean those who may hold a title of Delivery assistant Employee Service, Security Service
- l) **"Manager"** shall mean Head of the Department (HOD) of organization.
- m) **"HR"** shall mean Human Resources of the organization.

- n) **"Employee"** shall mean any person employed by NSIP Nepal who is paid a salary, whose position is in the organization and who has been duly appointed in accordance with the competencies.
- o) **"Permanent contract Employee"** shall mean an employee who has satisfactorily completed the prescribed probationary period of services, and those who have been confirmed as Annual Contract under renewable structure.
- p) **"Probationary Employee", " Short Term Contractual Employee", "Trainee" or "Daily -Wage Employee"** means an employee who has been engaged for a specified work under a contract with specific term and condition laid out in their appointment letter.
- q) **"Basic Salary"** shall mean the lowest amount of the pay scale fixed for a particular position including annual increment.
- r) **"Gross Salary"** shall mean basic salary, allowances and facilities to be paid to NSIP Nepal's employees.
- s) **"Promotion"** shall mean advancing an employee from the position in one class to a position in another class as a result of an appointment from the promotional list.
- t) **"Policies, Rules and Procedures"** shall mean the policies, rules and procedures stated in this Manual and referring policies that exist into NSIP Nepal.
- i. "TA/DSA" means travel and daily service allowance.
 - ii. "Public holidays" mean the holidays as defined by NSIP Nepal calendar.
 - iii. "Salary" means basic salary and also includes annual increment of an employee.
 - iv. "Special allowance" means any allowance decided by management that will be active for one review period unless extended.
- u) **"Authorized Authority"** means the CEO or any person authorized by them to administer this Manual through delegation of authority.
- v) **"Fiscal Year"** shall mean a complete year from the First of Dec to the end of June of the following year of Gregorian calendar year.
- w) **"Property"** shall mean, all physical and intellectual property owned, invent and developed by, on which exclusive ownership, possession and all right will reserved

automatically by NSIP Nepal . This will includes invention and development of design, documentations, techniques, know- how, training modules and materials, secrets or intellectual property rights whatsoever or any interest therein by the employees of NSIP Nepal during and after office hours.

- x) **"Family"** shall mean spouse and two dependent children up to the age of 18 years.
- y) **"Words"** signifying masculine gender may also signify feminine gender.

3.5 Authority:

- a) The Executive Board reserves the right to amend this HR Manual in whole or in part from time to time and any such amendments shall constitute as an integral part of this Manual.
- b) The final authority to interpret this Manual shall be the Executive Board.
- c) The chief executive officer (CEO) has the rights to delegate his/her authority and responsibility to implement this Manual to his/her subordinate(s) as deemed necessary and appropriate.

3.6 Responsibility:

- a) The CEO, Programme Director, Functional Heads or Department Head/ Chief and other Employee designated to perform managerial functions shall be responsible for the implementation of the Manual.
- b) The HR personal shall be responsible for maintaining consistency in the implementation of the Manual across the organization.
- c) The amendment process shall be initiated by the HR through HR Committee and presented to the Executive Board by CEO.

UNIT- FOUR

CODES OF CONDUCT & POLICIES

Employees must follow and implement the following codes of conduct;

4.1 Dealing with and maintaining professional code of conduct:

To maintain an effective working environment, NSIP Nepal will

1. Treat others fairly and with respect, and maintain the highest standards of personal integrity.
2. Refrain from conduct that may be considered harassing, abusive or offensive, and not unlawfully discriminate against anyone.
3. Not tolerate any unlawful harassment in any form.
4. Deal fairly with donors, beneficiaries, suppliers, competitors, and colleagues, and not take unfair advantage through manipulation, concealment, abuse of confidential or privileged information, misrepresentation of material facts, or any other unfair-dealing practice.
5. Strive to conduct personal and financial affairs in a responsible and prudent manner.
6. Make it mandatory to abide by all of its policies and codes of conduct (the NSIP Code of Conduct and the NSIP Child Safeguarding Code of Conduct), including Child Safeguarding, Gender Equality, PSEAP Policy, Disability Policy, Anti-Corruption, Counter terrorism, Money Laundering etc. as prescribed by the board. Employees and other NSIP personnel should familiarize themselves with the relevant policies.

4.2 Child Safeguarding Policy & HR implementation:

1. NSIP Nepal is committed to safeguarding and protecting the safety and wellbeing of children. We encourage child-safe practices within our organization with the aim of children experiencing zero tolerance to any harm as a result of our programs.
2. NSIP Nepal will integrate child protection into its HR policies and procedures.
3. No person is permitted to work with children if they pose an unacceptable risk to children's safety or wellbeing. NSIP Nepal will not knowingly permit any person to be employed or engaged as a staff/volunteer if they pose an

unacceptable risk to children.

4. All employment contracts have the right to dismiss, suspend or transfer to other duty personnel who breach the child safeguarding and protection code of conduct
5. NSIP will ensure that all board members, employees, volunteers, consultants and interns and other relevant stakeholders are made aware of the nature of child abuse and the risks to children; share its commitment to a zero-tolerance approach to child abuse in its many forms; and understand the NSIP CSP policy and adhere to it at all times.
6. All NSIP Nepal employees and volunteers must sign and abide by the child safeguarding Code of Conduct.
7. NSIP will ensure that employees and other stakeholders are aware of their responsibility to report concerns regarding the safety of children and that they understand how to make a report.
8. The CEO conducts an annual risk management process relating to child protection for all HR practices

4.3 Prevention of Sexual Exploitation and Abuse

1. NSIP does not tolerate its employees, volunteers, consultants, partners, board and committee members or any other representatives associated with the delivery of its work, carrying out any form of sexual harassment, sexual abuse or sexual exploitation.
2. All employees must read and comply with NSIP's Prevention of Sexual Exploitation and Abuse (PSEA) Policy.
3. All NSIP stakeholders (including employees) are obliged to report any suspected, alleged or actual incidents of sexual exploitation, abuse or harassment to the Head of Programs (the designated PSEA portfolio manager)

4.4 Counter- Terrorism

1. NSIP has a zero tolerance approach towards counter terrorism and any

organized crime.

2. NSIP will be vigilant in the recruitment and selection of all personnel: employees, interns, volunteers, consultants and others who may be engaged with NSIP to ensure due diligence in line with this policy. Prior to employment/engagement, all personnel are subject to a screening process including police criminal checks prior to being employed.
3. Further details about NSIP's approach are included in the NSIP Counter Terrorism Policy.

4.5 Avoiding conflicts of interest:

All employees and volunteers must read the NSIP Conflict of Interest Policy and disclose any perceived, actual or potential conflicts by completing the Conflict of Interest Disclosure Form. Any conflict will be recorded in the NSIP Conflict of Interest Register.

Individuals are responsible for their own compliance with this policy.

To avoid conflicts of interest that may influence the organization's decisions, NSIP Nepal will;

- a) Only accept gifts and prizes that are seen to be modest and customary.
- b) Avoid business arrangements in staffs' interests (or staffs' relatives' interests) that are contrary to the interests of NSIP Nepal.
- c) Avoid outside activities, including directorships, employment and fiduciary appointments, that interfere with duties at NSIP Nepal or give the appearance of a conflict with the interests of NSIP Nepal.
- d) Consider Conflicts of Interest with respect to members of the Executive Committee, other staff and their families.

Procedures for Board members are detailed in the Conflict of Interest Policy.

4.6 Transparency:

NSIP Nepal believes in maintaining transparency in its work, including the sharing of

information on project activities and plans with concerned stakeholders. This includes preparing accurate, complete and timely reports and making these accessible to stakeholders, including beneficiaries in its working areas. NSIP Nepal also believes that maintaining transparency within and outside the organization leads to greater recognition and respect and helps to build trust among stakeholders.

4.7 Respecting confidentiality of information:

- a) All the staff and Executive Committee must maintain the confidentiality of the organization's proprietary information. Proprietary information is any information developed, compiled and/or used by NSIP Nepal and its employees in the course of its operation that is not available to the public, including, but not limited to, information about donors, employees, the organization's procedures and processes, documentation, studies, and software and other computer programming and records, including emails. Such information may be disclosed only if required by the law and upon approval of the CEO.
- b) NSIP Nepal staff and Executive Committee may not divulge or disclose proprietary information to any person outside NSIP Nepal who is not authorized to receive such information. This obligation continues to apply after employment with NSIP Nepal ends.
- c) To protect the privacy of fellow employees, NSIP Nepal will maintain the confidentiality of their personal information.

4.8 Protecting NSIP Nepal's property:

To help the organization operate in an efficient and cost-effective manner, all the staff and Executive Committee will:

- a) Protect property belonging to NSIP Nepal from theft and waste; and
- b) Use NSIP Nepal's property in an appropriate, effective and efficient manner for legitimate business purposes.

4.9 Complying with applicable Laws:

NSIP Nepal will conduct its operation at all times in accordance with all national laws, rules and regulations that apply to its operation and not engage in conduct that violates such laws, rules and regulations.

4.10 Reporting Complaints or Incidents

a) For Serious Complaints

If NSIP personnel have concerns in relation to any suspected or actual incident, concern or allegation involving:

- child abuse & exploitation
- Sexual exploitation, abuse, harassment or misconduct
- Bullying, harassment, discrimination
- fraud, corruption, bribery
- terrorism
- or any other criminal activity

they are required to immediately report Serious Complaints and Serious Incidents to the AHF CEO. See Serious Incident Reporting Procedures and Form. All complaints are treated confidentially.

b) For all other Complaints

The NSIP-Nepal Senior Management Team (SMT) has prime responsibility for the management of this Policy and its mechanisms. All complaints are treated confidentially.

NSIP personnel should consult the NSIP Complaints Policy for further information.

UNIT -FIVE
APPOINTMENT, TRANSFER, AND SEPARATION

5.1 Conducting principles:

- a) NSIP Nepal is an equal opportunity employer. It is publicly opposed to any form of discrimination on the grounds of disability, sex, marital or parental status, age, race, color, nationality, ethnic or national origins, religious belief and sexual orientation in all aspects of its work. It promotes and values the diversity of its employee and partners, and embraces this principle in its program and organizational culture.
- b) The norms and policy of the Government of Nepal on workforce diversity will be followed and implemented in the organization. All vacancies advertised by NSIP Nepal will state the organization's commitment to equal opportunity, non-discrimination, child safeguarding and the prevention of sexual exploitation, abuse and harassment, and diversity.
- c) The selection criteria (job description, employee specification and competencies required for each job), will also demonstrate the organization's commitment to diversity, gender equality, child safeguarding and the prevention of sexual exploitation, abuse and harassment.
- d) All HR management within NSIP Nepal shall be guided by the value of productivity level and the encouragement to career development of the employees.
- e) Members of the same family shall not be employed within the same functional unit without a prior written approval from the CEO, and in no case shall any related person directly supervise the other.
- f) NSIP Nepal shall take into consideration employees' skills, knowledge, ability, and personal behavior while deploying human resources which are essential to ensure success in discharging their duties and responsibilities.
- g) NSIP Nepal encourages effective communication between different levels of management and among all other employees concerning NSIP Nepal's plans, policies, and activities. Following methods or any other suitable methods may be used to achieve this purpose.

- Staff meetings;
- Notice boards;
- Regular Operational updates through email, and website;
- Mode of Suggestions - suggestion box or through direct meeting upon request to HR Responsible;
- Informal gatherings through refreshment activities like Annual Review meeting, picnics and sports;
- Project progress reviews meeting

5.2 Academic Qualification for a job:

Academic qualification for each shall be as prescribed from time to time by NSIP Nepal Management or by the Selection Committee.

5.3 Employment Classifications, Levels and Eligibility:

(a) Employees are categorized as follows:

- I. *Regular/ Renewable Contract Employee:* whose service is hired for a regular nature of job in the organization whose terms and conditions of employment is based on this Manual and who received confirmation letter after the successful completion of probation period /or extended probation period.
- II. *Time bound Contract Employee:* whose service is contracted based on certain time bound duration and for a specific assignment for specific project/work. Terms and conditions of employment will be determined as per the employment contract mutually agreed between NSIP Nepal and the employee.
- III. *Probationer:* Service is under observation for THREE months from the date of appointment ; waiver of probationary requirement shall be permitted in case the employee has significant exposure and experience in previous jobs. The resignation within the probation period will automatically approved by CEO. CEO will follow the recruitment process to replace staff on probation with the recommendations from supervisors.
- IV. *Temporary employee:* Employee is hired for a specific temporary job and whose position will automatically be expired as soon as the said task is completed.
- V. *Apprentice or trainee or interns or volunteer:* Employee hired with fixed allowance and for fixed period of time.

NSIP Nepal can also hire employees/consultants on the basis of different modalities such as daily wage basis, monthly wage basis and part time basis. Hiring on an hourly, daily, weekly or monthly wage basis will assist to fulfill special short term needs of NSIP Nepal. Wages/Fees for such personnel will be determined as per the prevailing practices of NSIP Nepal. They will be hired on the basis of simple contractual agreement.

Contractual conditions:

NSIP Nepal may enter into Contract Employment for a certain positions especially in case of projects. Contracts will state the beginning and ending date of employment and NSIP Nepal may cancel the contract by giving one-month's prior written notice as mentioned in the contract.

As per the need of NSIP Nepal, any employee can be appointed as a contractual employee as a part time or hourly, weekly or monthly basis and on such case, individual's terms and conditions of the contract may vary with each other.

(b) Position classification:

NSIP Nepal classifies groups as follows:

- Headship Management
- Senior Management Team
- Front line Management Team
- Office Lead Team
- Office Support Team

(c) Functional title and Group composition:

The levels and title of employment, group, functional titles and qualification are given in time to time by the Executive Board or by Headship Management.

I. Headship Management: (5% to 7% staff composition)

CEO/Program Director/Managers/coordinators who are consider as Skilled as high level in Management and Operation.

II. Senior Management Team (20%)

Programme Director (PD), Head of Department, Manager, Thematic Lead, Associate Manger.

III. Front line Management Team (35%)

Sr. Officer/Sr. Trainer, Coordinator, Catchment areas or Cluster Lead/Education Development officer.

IV. Office Lead Team (25% staff composition)

Trainer, Officer, Associate Officer, Senior Assistant, Assistant, In-charge.

V. Office Support Group (5% to 7% staff composition)

Delivery assistant, Employee Service, Security Service.

(d) The following conditions shall qualify a person to be eligible for appointment as an employee of NSIP Nepal:

- a. Any person above **18 years of age to 58** years. But Executive Board or designated authority can scrap this clause in case s/he rules out necessity.
- b. Foreign citizens in positions for which skills and expertise are not available locally.
- c. Ex-employee whose previous employment has not been terminated on the grounds of integrity, honesty or morality or disciplinary problems.
- d. Person who was not convicted of an offence of corruption or of an offense including, but not limited to, abuse, exploitation and harassment of a child or adult”
- e. Person who was not convicted of any affiliations with any international or domestic terror groups.

5.4 Recruitment:

Selection and recruitment of the right employee for the right jobs is one of the most important processes for NSIP Nepal. The caliber, experience and commitment of its employees are the key factors for NSIP Nepal to deliver its mission, goals and objectives effectively. The following policies and procedures will be followed for the selection and recruitment of employees:

5.5 Analyze Organizational Need:

- a) NSIP Nepal reserves the right to analyze the organization's needs with respect to the recruitment of employees for vacant jobs or the creation of new jobs. The number and categories of employees that the organization needs to employ will be largely determined by the project and/or strategic plan of the organization. The analysis document will contain a section outlining in brief the number and types of employees needed for the organization to realize its strategic / project objectives.
- b) The CEO with input from internal and external sources will assess and analyze gaps between the employees needed and the existing employees on a periodic basis. The strategy plan will be developed to fill the gaps, keeping in mind that recruitment should be intimately linked to efficient program delivery and effective management of financial and human resources.
- c) Any proposal for the employment of new employees will be submitted to the Executive Committee for approval before starting the selection and recruitment process. The Executive Committee members will assess the proposal against both the financial resources available to the organization and its strategic aims.

5.6 The Selection Panel, Interview and Screening Process:

- a) The selection panel needs to be of high quality if every applicant is to have the same consideration and opportunity. The selection panel will be decided by the Executive Committee and CEO. Some factors to consider are outlined below.
- b) The Executive Committee will be responsible for the selection and recruitment of the CEO positions.
- c) For other senior at least one member of the governing body will be invited to sit on the panel together with the CEO, Line Manager and/or Recruiting Manager/expert.
- d) At least one other member of staff will be involved in the panel and this responsibility is best rotated, so that all employees have the opportunity to develop selection and recruitment skills.
- e) NSIP Nepal may invite an external person such as a donor or technical consultant to join the panel. The choice of panel members will be influenced by the nature of the post advertised.
- f) The selection panel will represent a good mix of people in terms of gender (and must include at least one female member), age, ethnic group and so on.
- g) Special consideration will be given to promoting a gender inclusive culture that respects the rights of both women and men.
- h) NSIP Nepal believes in promoting the rights, dignity and well-being of people with disabilities in all aspects of its work.
- i) If the person being recruited will be working with children, an assessment of suitability to work with children and young people will be undertaken, including seeking reference and police checks - including checks for every country in which they have been resident for more than a year or where they hold citizenship. When it is not possible for a candidate to obtain a police check, they will be required to complete a Statutory Declaration of Criminal Record (see further details and annexes in the NSIP Child Safeguarding Policy).
- j) The interview process for candidates at NSIP Nepal should include behavior based interview questions that relate directly to working with children to probe

the applicant's attitude, experience and approach to working with children relevant to the post applied for. Further details are included in the Child Safeguarding Policy.

- k) At least two verbal reference checks with former employers / referees will be conducted. Referees, in addition to querying the candidate's experience for the role, will be asked about the applicant's suitability for the role to work with children and/or to have regular unsupervised contact with children.
- l) Prior to appointment, new personnel shall provide **written disclosure** regarding whether they have been charged with child exploitation offences in the past. In addition, **criminal record checks will be conducted**. If a police check cannot be obtained from a particular country, a Statutory Declaration of Criminal Record or local legal equivalent will be sought.

5.7 Appointment Process and Probation:

- a) NSIP Nepal shall have the right to appoint, dismiss or retire permanent or temporary employees as well as daily wages employees employed in the Organization.
- b) The CEO shall be the appointing/ dismissing /retiring/ resignation acceptance authority for the entire group/s.
- c) All employment contracts will include the right to dismiss, suspend or transfer to other duty personnel who breach the child safeguarding and protection code of conduct, and the PSEA policy (see Section on Termination).
- d) Employment contracts shall include specific clauses relating to child protection and prevention of sexual exploitation, sexual violence and abuse.
- e) Employees shall not accept any additional employment nor engage him/herself in any trade or business other than on behalf of NSIP Nepal during the term of his/her employment with NSIP Nepal. This also includes any part time or short period jobs after office hours within or outside the company working for any other persons or companies.

- f) Guidelines for service conditions, salary, benefits etc. of contract employees shall be as decided by Headship Management from time to time.
- g) Appointing authority: As per this bylaw, CEO holds right to appoint staff from the lists recommended after appraisal from HR Committee and hiring committee.
- h) Prior to issuance of appointment letter and employment contract, the personal details and supporting details including health certificate from a registered medical practitioner must be received by HR if deemed necessary.
- i) All regular employees including contract employees shall bear a probation period of three months from the date of joining NSIP Nepal. If NSIP Nepal finds performance not to the standard as per expected of it practice can extend further probation period by 1 to 2 months.
- j) If a regular employee working with the organization is appointed in higher position through Internal/external vacancy announcement, his/her service period will be counted from his/her joining date in NSIP Nepal.
- k) NSIP Nepal will recruit employees through open vacancy announcement. Preference will be given to the internal candidates. The organization will fulfill vacant positions from fresh recruitment or from promotion.
- l) All recruitments shall be processed through HR committee or HR department.
- m) During probation period, an employee shall be entitled for basic salary and salary-based allowances compatible with the labor laws for the time being in force.
- n) Upon satisfactory performance during the probation period, a letter of confirmation shall be issued confirming continuation of his/her employment after completion of the probation period. Recommendation for confirmation will be made through the Endorsement Form (Appendix).
- o) Appointing authority can terminate probation staff without giving opportunity for clarification if performance appraisal shows under performance by giving in 2 weeks prior notice or in lieu of two weeks' salary.
- p) Personal record of the staff will be maintained by HR department. HR should

preserve documents in such a way that it is available only to the authorized person and for the legal activities as per requirement.

- q) A job description of every individual employee will be prepared by HR. HR will prepare it in two copies. HR keeps one copy for its record and next copy is given to concerned employee. Employees shall be given a job description which shall be reviewed from time to time

5.8 Employee Orientation and Induction:

- a) Induction program will be conducted to new employees in order to familiarize them with NSIP Nepal's core values, vision and mission, policies, goals and objectives. In addition, new employees will be given an overview of benefits, tax, and legal issues. At the same time necessary formal documentation works.
- b) For the reporting purpose HR will designate supervisors for all employees. Supervisors will meet at least once every month.
- c) All new employees will receive and be informed by their supervisor about policies including, Child Protection Policy, Prevention of Sexual Exploitation and Abuse Policy, Counter-Terrorism, Gender Equality, Code of Conduct, Disability Inclusion, HR and other relevant policies, as required.
- d) All new employees will sign relevant Codes of Conduct during induction.
- e) Employees will be asked to declare any Conflict of Interest during the induction process
- f) Each employee shall be given an identity and biometric cards by the HR. Each employee must possess both the cards during office hours and shall have to present the same when asked. If such a card is lost it must be immediately reported for the fresh cards.
- g) All the internet and E-mail related policy of NSIP Nepal will be guided by Policy which is inseparable part of this manual which needs to be signed by all employees.
- h) The policy is subject to amendment by management on requirement basis and such changes will be notified as and when done.

5.9 Transfer:

- a) Employees can be transferred from another functional or thematic areas, any District or Head Office, any section, or another location, depending upon the requirement and the need of NSIP Nepal.
- b) HR shall consult and coordinate with the concerned Heads for any transfer. All requests of transfers have to be processed through the HR.
- c) An employee will be notified of such transfer normally two months in advance. However, depending upon the emergencies, transfer can be done with immediate effect. Performance Appraisal evaluation shall be done by the previous supervisor/s for the period served and sent to the new place of assignment along with Staff Transfer Information at the time of transfer.

5.10 Detachment:

I. Unsatisfactory Probation Period:

If the performance of an employee has not been found satisfactory during his/her probation period then the employee shall be terminated by issuing a termination letter.

II. Resignation:

- a) A minimum of one month prior notice will be necessary for resignation by employees of staff who are under renewable contract. The resignation letter shall be submitted via Line Manager to HR. Acceptance of resignation shall remain at the discretion of NSIP Nepal. Resignation without prior notice shall be subject to penalty of specified period's basic salary on a pro-rata basis.
- b) Before releasing the employee, HR shall obtain the Exit Questionnaire Form duly filled in and signed by the outgoing employee and Functional Heads. The final settlement would be initiated by submitted duly filled Final Clearance Form before a week of service with NSIP Nepal.

III. Termination of Service:

- a) The employment under annual contract employee can be terminated at any time with reason by giving one month prior notice.

- b) In case an employee is punished under disciplinary action under this Policies, he/she shall be terminated.
- c) The service of the employees on contract shall be terminated automatically if the contract of their employment is not extended by NSIP Nepal Management.
- d) Any employee whose services are terminated from NSIP Nepal shall clear his/her all dues of NSIP Nepal prior to final settlement.
- e) NSIP Nepal may terminate your employment at any time without notice if you:
 - i. Commit any serious or persistent breach or non-observance of any of the provisions of this Contract;
 - ii. Are guilty of any serious misconduct or willful neglect in the discharge of your duties;
 - iii. Disobeys a lawful direction of NSIP Nepal;
 - iv. Engage in conduct which may injure the reputation or standing of NSIP Nepal;
 - v. Engage in conduct that is dishonest and/or fraudulent
 - vi. Engage in activities considered sexual harassment, abuse and exploitation and/or child abuse and exploitation
 - vii. Commit any other offence punishable by imprisonment including terrorist acts.

IV. Termination on medical grounds:

If a regular employee becomes incapable of carrying out the assigned duties because of infirmity of mind or body, his/her service will be terminated on medical grounds upon proof of Medical certification issued by NMC Registered Doctor.

V. Retirement:

- a) Employee shall retire on attaining 58 years of age. However, in special cases, the CEO may approve extension as per NSIP Nepal's requirement upon approval from Executive Board.
- b) For the contract staffs duration will be as mentioned in contract and clause is not applicable.
- c) Upon retirement, the employee shall receive all applicable accumulated benefits.
- d) In case prior notice is not given; probation period staff will be subject to 2 weeks' salary deduction and confirmed staff will be subject to 2 months' salary deduction. CEO or designated authority can scrap this clause in case s/he rules out its

necessity. In absence for deduction, NSIP Nepal may sue concern employee for the compensation.

- e) Annual Contract employees may be either terminated by giving one month period notice or in lieu of one month salary.

5.8 Counting of Service Period:

The service of an employee shall be counted from the date of his/her probationary appointment (Date of Appointment). The period of transfer/deputation/posting in any District office or Thematic Areas shall be included for the purpose of counting the service period.

5.9 Handover of Document, ID card, Keys, laptops and accessories:

- a) Every employee shall have to handover all keys, ID Cards, Laptops and NSIP's project related documents and other materials that s/he possesses, to NSIP Nepal's HR Personnel when s/he discontinues services or is transferred.
- b) Employees who are going on leave more than one week shall handover official keys, laptop to his/her reporting authority or designated authority by NSIP Nepal.

5.10 No Objection Letter:

The respective project head/supervisor shall issue a no-objection letter to HR personnel of NSIP Nepal in Central Office in the case of project based staffs.

5.10 Release Letter:

NSIP Nepal shall issue a letter of clearance in the name of the employee after s/he hands over above stated documents/materials when s/he retires or is transferred. In addition, based on the no-objection letter from respective project head, NSIP Nepal will issue a release letter in the name of employee.

5.11 Public Notification:

NSIP Nepal may publish a public notice in newspapers if employee leaves their job without accomplishing required process and final approval as set in this manual.

UNIT-SIX

GENERAL OFFICE HOURS AND PAID OFF TIME

6.1 Working Hours:

- a) The hours of work and other related provisions to be followed by the regular employees shall be as below. This could be different for the short term employees and should be approved by the Executive Committee.
 - **Work Hour:** 40 hours a week
 - **Office Time:** 9 am to 5 pm
 - **Lunch time:** 45 Minutes
 - **Work days:** Monday to Friday
 - **Flexible Working Hour:** Flexible working hour shall be provided to the employees upon approval of the CEO with recommendations from line managers.
 - The flexible working hour shall be normally provided to female employees nursing their babies.
- b) NSIP Nepal staff are expected to be present on duty punctually every day.
- c) The Field Offices follow the following work schedule:
 - **Work week:** Sunday to Friday.
 - **Daily work hours:** 10 am to 5 pm
 - **Lunch Break:** 13:00pm to 13:45 pm
 - **Weekly day off:** Saturday

NOTE: Supervisors will prescribe specific days and hours of duty for part-time and field employee.

6.2 General overview of leave policy:

- a) Employee assigned to operational duties which are discontinuous or intermittent, may have special working hours as per their employment contracts. Such staff may be required to start work earlier or beyond the normal work hours, e.g. Vehicle driver, office helpers, guards and other support staff.

- b) Employee should report punctually to the office and maintain time sheet of their work. Their contracts are managed based on their performance and integrity.
- c) Leave year is starts from **1st July to 30 June** as per Fiscal year.
- d) Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- e) If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
- f) When unable to attend work for any reason, employee should inform their line manager as early as possible on the same day. Normally, prior approval is required.
- g) There will be a grace period of 15 minutes while reporting duty. If an employee is late in attending his/her office will be recorded.
- h) Employee may be designated for special work schedules when NSIP Nepal is required to support specific situations.
- i) All Field employee shall normally adhere to daily working hours fixed by the Line Managers as appropriate the employee's particular job.
- j) All the employees must accomplish their work within the stipulated duty hours. However, the Line manager or authorized supervisor of NSIP Nepal can ask concern employee to work during Saturday/Sunday or Public holiday to compensate his/her lost work and hours arose due to frequent leaves, unsatisfactory or slow work.
- k) Nursing mothers will be entitled to one hour breastfeeding break each day following maternity leave for a period of maximum three months on their return to work. Arrangement of such provision is to be worked out between the employee, line manager and HR Manager on the formal application of the staff.
- l) Employee can take annual leave, sick leave, unpaid or any other category of relevant leave as approved by the Line Manager for the central office employee and District Manager. The leave for field office employees is approved by respective District Manager.

m) When required staff may have access to office premises and facilities during holidays but such employee will have to pre inform HR Department in written as part of office norms.

6.3 Short time Exit from the work:

Employees can apply for brief exit or early exits. The maximum duration of every exit shall not be more than 2 hours and above it will be considered leave. The employee shall inform and get an approval from his/her supervisor and inform Human Resource personnel in written by mail.

6.4 Policy of Absenteeism:

If an employee stays absent without prior information, appropriate disciplinary action will be taken against him/her. During the period of absence, s/he shall not be provided salary allowances and other benefits. Employees are not allowed to be in leave without approval. If employee remains in leave without notice for continuous 3 or more days or 10 days in a year employee will be disqualified from the service.

6.6 Public Holidays:

- a) The employee shall be provided public holidays with full pay for Fifteen days in central level and as per government calendar in field offices every year.
- b) Each Fiscal year, a list of public holidays is drawn up by a committee coordinated by the HR Personnel and recommended to the CEO for approval.
- c) NSIP Nepal recognizes the right of employees to observe the holidays of their religion. Other holidays such as Eid, Chhatha Parwa, Uddauli, Tamu Loshar, Teej and Chirstmas shall be applicable to concerned religion and ethnic employees only.

6.7 Paid time off /Leaves:

Purpose of Leave:

Leave as a paid time off is facilitate its employees with the good intention of providing rest, family engagement , recuperation of health , for fulfilling social obligations and

support work-life balance. NSIP Nepal believes that this facility provides for a healthy and efficient and motivates employee.

Leave administering:

- a) Leaves are just a benefit not a matter of right. Leave shall be granted at the convenience of the organization. Henceforth, authority shall lie full discretion on Management to grant leave, to refuse or revoke such requested or approved leave at any time based on requirements of business or seriousness of the job.
- b) Employee are required to fill in leave request form and after due approval, submit to the HR for records.
- c) All leaves shall be applied in advance except in the case of Sick Leave and on emergency situation for other paid leave. Approved Leave Application form shall be forwarded to HR with approval of Line Manager.
- d) In the case of Annual leave and Sick leave, the Field Manager/Coordinator approves the leave of the field based employee, Line Manager approves the leave of up to 5 days, more than 5 days leaves will be recommend by line Manager with proper reasons for final approval to the CEO, and the CEO approves the leave of PD, Head of Departments and Managers. However, leaves exceeding 15 days will be approved by the executive committee.
- e) The CEO has the sole discretion of refuse, postpone, curtail or cancel leave according to the needs of service. Reason of refusal, postponement, curtailment or cancellation of leaves shall be recorded or explained.
- f) It shall be the responsibility of the Line Managers/reporting Supervisor to ensure that employees working under them proceed for annual leave at least once every year.
- g) All Public holidays and weekends falling in between leaves shall not be counted as a part of the leave.

6.8 Leaves classification:

1. Annual Leave (AL):

Eligibility:

- a) All Permanent Contract employee.
- b) AL is calculated during the course of the year on pro-rate basis.

Entitlement:

- a) AL for every 20 working days equal one day shall be calculated which shall be 18 day in a year.
- b) The days served under probation will be taken into account for calculation of AL after completion probationary period.
- c) The leave calendar is maintained as per the fiscal year.
- d) AL can be availed only on prior approval. Leave request for over three days or more must be approved a week prior to the leave.
- e) The Line manager normally draws up a schedule for staff in their department/unit for annual vacation with the agreement of the employee.
- f) Public Holiday and weekly off days will NOT BE counted as part of the leave if the number of days taken as leave do not exceed consecutive five days.
- g) Half day of AL can be taken.
- h) Balanced AL remaining unutilized cannot be carried forward.
- i) Any absence of more than the number of AL sanctioned will be treated as leave without pay, unless given valid reasons to the management.
- j) Unpaid annual leave shall be provided to the short term employees.

2. Sick Leave (SL):**Eligibility:**

All permanent contract employees.

Entitlement:

- a) Employees will be granted 12 days paid Sick Leave annually including employees

under probation period when they are unable to perform duties on account of:

- Sickness or injury
 - Any medical examination
 - Contagious disease requiring the employee to remain in out of public contact
- b) A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser.
- c) If any employee is sick and unable to attend work, he/she must inform his/her supervisor on the same day. If an employee is sick for more than 3 days, he/she must submit a physician's certificate indicating the detailed diagnosis within one week upon return to work to HR department.
- d) In remote areas in the absence of medical practitioner, the line manager will certify the sickness of the staff.
- e) In case adequate number of SL is not available with an employee, he can club AL with it. If AL is also not available, then it will be treated as Leave without pay.
- f) Intervening National / Festival / Declared holidays will be counted as part of the leave.
- g) The sick leave shall not be carried forward next fiscal year nor cashed.

2.1 Prolonged Sickness:

- a) This category of leave may be given to staff under circumstances of serious, chronic or terminal illness (serious surgery, hospitalization, cancer, HIV AIDs) requiring long term medical care and/ or hospitalization.
- b) Up to 3 months leave may be provided under such circumstances.
- c) Such illness should be certified by the medical reports and recommendations of the attendant doctor.
- d) Long sick leave requests may be granted in case of continuous hospitalization.
- e) The employee on such leave will be given full pay for the first month, followed by

half pay for the remaining two months. Thereafter any further leave required may be unpaid.

- f) The employee unable to perform duty for 3 months or more may be considered for retirement or medical grounds on advice of a medic practitioner.
- g) The employee on sick leave owing to work place accidents will be governed by the Accident Insurance Policy and its coverage entitlements.
- h) Prolonged sickness is recommended by line manager, certified by HR Manager and approved by CEO.

3. Rest and recovery leave:

- a. All field employee shall get the rest and recovery leave of maximum of 10 working days annually for family reunion
- b. If the leave is more than stated in this manual then shall be deducted from annual leave.
- c. The employee should clear all the financial transactions in their name before they take leave and the staff responsible for the program report should submit on time to meet the time line.
- d. Travel cost by land shall be reimbursed twice a year for employees entitled for rest and recovery.

4. Compensatory Leaves:

Eligibility:

All permanent, contract, probationary employee and intern

Entitlement:

Employees working during holidays shall be entitled to have compensatory leaves of one day for every two days worked on such off-days. However dual facility of DSA and compensatory leave shall be discouraged. Such leaves must be availed of within thirty

days.

5. Maternity Leave (ML):

Eligibility:

All married female employee including employees in probation period.

Entitlement:

- a) Female employee shall be entitled to a total of 60 consecutive days of paid Maternity Leave either before or after the time of delivery.
- b) Maternity Leave may be taken only twice during an employee's tenure of service with the organization.
- c) Before availing this leave, a certificate from the gynecologist has to be submitted mentioning the expected date of delivery.
- d) Public holidays and weekly off days will be counted as part of leave.
- e) In the event of any post-delivery complications or under special circumstances the CEO/CEO may approve up to 2 extra months of unpaid leave on the recommendation of the Line manager when all other leave is exhausted.
- f) All breast-feeding mothers are given time off during the day for nursing purposes as per the need of the baby, until the child is 12 months old.
- g) The employee must formally inform the HR Personnel minimum three months prior to taking maternity leave to make any maternity cover arrangements. On return to work, a copy of the birth certificate of the child is to be provided for personal record of the employee.
- h) Maternity leave is recommended by line manager, certified by HR Personnel and approved by the CEO.

6. Paternity Leave(PL):

Eligibility:

All married male employee.

Entitlement:

- a) Male employees shall be entitled to a total of 11 days of paid Paternity Leave after child's delivery in order to take care of the delivered mother and emotional support.
- b) The request must be supported by valid evidence of delivery or expected delivery. Prior approval must be obtained from the Line manager at least two weeks in advance.
- c) Paternity leave can only be taken within a month period before or after the wife's delivery and if unused will be lapsed.
- d) Paternity leave is recommended by Line manager, certified by HR Personnel and approved by the CEO.

7. Mourning leave (KRIYA BIDA) (ML):

Eligibility:

All employee regardless of their employment.

Entitlement:

- a) All employees are entitled for paid Mourning leave in performing such rituals which will be effective from the date of death.
- b) Both male and female employee will be entitled to paid Mourning leave up to 15 consecutive days at the death of his/her own parents or stepparents, spouse and children.
- c) An unmarried female employee will be entitled Mourning leave up to 15 consecutive days at the death of her own parents or step-parents.
- d) Mourning leave is recommended by Line manager certified by HR Personnel and approved by CEO.

8. Unpaid Leave (Special Leave) (UL):

Eligibility:

All permanent employee who has completed of 1 years' service in NSIP Nepal.

Entitlement:

- a) In general, seeking Unpaid Leave will be discouraged but may be granted in a special case subject to the approval of CEO after all accumulated Leave has been exhausted.

- b) Unpaid leave is granted under special personal circumstances when employee has exhausted other categories of leave due.
- c) Up to 1 month per year may be granted.
- d) Such leave may not exceed more than six months in the employee's entire service period.
- e) The employee staying on leave shall not be entitled to salary of such period. Such leave shall not be provided to short-term employees.
- f) The generic long term benefits and allowances applicable to staff may not be applicable during this time (example provident fund, gratuity Dashain allowance). However, medical insurance and group personal insurance facilities shall be provided.
- g) Unpaid leave is recommended by Line manager, certified by HR Personnel and approved by CEO.

9. Overtime:

- a) During excessive workloads, final reporting, or any emergencies, it may be necessary for employees to work overtime. Overtime is calculated on a weekly hourly basis that employee must work more than two extra hours from regular working hours. Employees earn one and one-half of their base hourly rate for overtime hours. Overtime hours must be approved prior to being worked. Only the non-officer level staff shall be eligible for overtime.
- b) Compensation of pay for Additional Work/ Overtime pay only be entitled to employees those fall into Support Group.
- c) Overtime will be strictly based on urgent request by project need/donors/respective managers and it must be productive task or extra work that should be proved beneficial to NSIP Nepal and paid only to the support staff.

10. Action against employee absenting themselves without Leave:

No employee shall absent him/herself from the organization without obtaining leave. In case any employee absents him/herself for more than Thirty days without giving information of staying on leave or without obtaining leave, he/she may be removed from the service in addition to the deduction of his/her salary for the days he/she so remains absents. Notwithstanding, in case due to emergency condition, any employee remains absent without prior sanction of leave, later on if his/her leave is sanctioned retrospectively.

11.Secondary employment

Employees will not take directorship, short contracts, secondary employment or freelance work as consultants outside the organization if that hampers their performance within the organization. Under exceptional circumstances, employees may seek approval from the CEO.

12.Leave during Probation Period:

During the probation period, employee get public holidays, and compensatory leave as required.

UNIT-SEVEN

COMPENSATION, BENEFITS AND SOCIAL WELFARE

7.1 Salary and allowances:

A remuneration committee will be formed to design and review the salary, remuneration and benefits provided to employees. NSIP Nepal commits to pay its employees fairly and competitively compared to similar like-minded organizations. The remuneration committee will comprise:

- Chairperson
- CEO
- PD
- Finance & Admin Head

The remuneration committee shall advise on the range of salaries and benefits to each level of employee. The salary, remuneration and benefits of short-term employees may be different from those of long-term employees. The remuneration and benefits of short term employees will also be approved by the Executive Committee.

7.2 Salary Structure:

- a) To ensure equity and transparency, a salary structure with yearly steps/job grade and minimum and maximum basic salary will be designed. The salary structure and grading of all the jobs will be done by following internationally accepted practices. There will be no steps in between the minimum and maximum salary.
- b) The salary structure is subject to yearly performance review i.e 3% flat increment and 7 % based on performance subject to the approval of the Executive Committee and the availability of financial resources.
- c) Salary and benefits structures will be reviewed every three year to ensure constancy with prevalent market trends, cost of living, the salary market among peer organizations and other external factors.

- d) Salary and benefits review will be initiated by the CEO and coordinated by the Head of HR and Head of Finance. To maintain conflict of interest salary, reviews are best done by external parties. However a salary review may not necessarily ensure a rise in salary unless supported by review findings and budgetary provision.
- e) Employees shall be entitled to monthly salary which comprises basic salary and other allowances of as per the organization's rules.
- f) Application of salary and allowances to the employee other than contract employee shall be as per appointment letter and the guidelines set by management.
- g) Any employees joining the organization will start from the minimum point of the salary structure of the respective job grade or in between according to their past experience and negotiation between the employee and NSIP Nepal. The starting point of salary and benefits will be guided by the salary structure guideline. The format of salary structure guideline will be prepared by the HR/Finance.

7.3 Mode of Payment of Salary:

- a) As far as possible, monthly salary will be paid within the last week of the same month.
- b) As far as possible payment of salary and wages will be made through banks wherever a banking facility is available.
- c) For this purpose, employees will be required to open a bank account at a directed by NSIP Nepal.
- d) Individuals working on daily wages or on casual basis will be paid for number of days worked either monthly or weekly basis on the length of the contract.

7.4 Deduction:

In addition to other deductions as may be described in this Manual, deductions from salary can be affected as applicable e.g.

- a) Unpaid leave.
- b) Settlement of advances (due for settlement).
- c) Withholding of income tax as per Income Tax Act of Nepal.

- d) Any damage or loss of property of the organization due to an employee's negligence, recklessness or illicit intention.
- e) Any other amounts which the organization deems recoverable from the employee i.e. private usage of telephone/fax/office vehicle etc.
- f) Contribution to welfare fund.

7.5 Performance Reflected incentive (PRI).

Salary and allowances will be reviewed considering the general trend of cost of living, market inflation, financial strength of the organization and other factors as are deemed appropriate. Such revision will be subject to approval of the Executive Committee. However, salary review will be based on the following grounds in the normal situation at a time of performance review.

Indicators of Annual salary Increment:

<i>Efficiency Bar</i>	<i>Proportion</i>	<i>Indicators</i>	<i>Remarks</i>
<i>A++</i>	<i>Qualify for Promotion , at least 5% raise</i>	<i>Outstanding</i>	<i>As an outstanding employee, there should be minimum 3 outstanding rating and if reviewer again thinks Employee with extra quality, s/he can be at this level.</i>
<i>A</i>	<i>Four per cent</i>	<i>Performance with high potentiality of contribution</i>	<i>Above expected skills and contribution</i>
<i>B+</i>	<i>Three per cent</i>	<i>Expected competency</i>	<i>Can be consider specific contribution than expected</i>
<i>B</i>	<i>Two per cent</i>	<i>Expected competency</i>	<i>Expected Performance</i>
<i>C+</i>	<i>One per cent</i>	<i>General Performance</i>	<i>Normal performer</i>
<i>C</i>	<i>Review period extension for three months</i>	<i>Degrading performance</i>	<i>Below satisfactory, need to supply warning letter</i>

7.6 Increment:

- a) The increment shall be applied only to the confirmed employees and so awarded will be applicable from the month of July after completing of probation period.
- b) The increment amount shall be as decided by the organization from time to time subject to resources available.

- c) In an incremental scale, the increments shall accrue on the completion of each specified period of service on each stage of that scale and shall be drawn in the normal course unless it is withheld by a specific order.
- d) No increment may be withheld except as a disciplinary action and each order withholding an increment shall state the period for which it is withheld and whether postponement shall have the effect of postponing future increments. Provided that where an efficiency bar is prescribed in a time- scale, the increment next above the bar shall be granted only after the CEO has satisfied himself that the employee's service has been satisfactory and s/he deserves to cross the efficiency bar.

7.7 Loan and contingency support

- e) Normally, salary advance is discouraged. Salary advances are provided to employee only in exceptional circumstances on case basis approved by the CEO.

Advance will not be granted to staff in the following conditions:

- during their probationary period (including probation extension),
 - Towards the end of a service contract (four months before the contract end), and
- f) If the staff has undergone disciplinary action during the past twelve months.
 - g) A salary advance amounting to three month salary may be granted, however the advance must be settled within the same fiscal year.
 - h) The advance shall be provided to the employee not more than once in a fiscal year.
 - i) If monthly repayment is not possible, organization reserves the right to deduct the amount from other remuneration due to the staffs.
 - j) No further advance may be granted before the reimbursement of a previous advance.

- k) The organization may provide contingency loan not exceeding 3 months basic salary to the Annual Renewable contract employees. Employee can apply for loan with reasons through Human Resource as early as possible.

7.8 Allowances:

1) Festival allowance i.e. Dashain Allowance

- a) A Festival allowance equivalent to one month's basic salary will be paid at once a year during Dashain festival for all employees.
- b) Festival Bonus will be provided to all employees including the employees on probation.
- c) The Festival bonus will be provided on a pro-rate (Divide or assess proportionally) basis to employees who have not completed a year of service and leave the organization before the Festival and the employees joins before the festival.
- d) For specific contract employee festival allowance is subject to condition of project upon donors and availability of funds in the Festival allowance.

2) Communication Allowance:

NSIP Nepal will provide communication allowance to staff on monthly basis as per the standard norms.

3) Field allowance/Hardship:

- a) Field allowance will provide to the employee deputed in the field offices.
- b) The allowances shall be paid on a monthly basis along with salary payments.
- c) The allowance shall only be applicable in case of staff recruitment at field based and field office operation is regular function from working field.
- d) Notwithstanding, whatsoever mentioned above, the field allowances shall be decided by Executive Committee.

4) Equipment allowance:

- a) Equipment allowance i.e a fixed sum per year as determined by standard norms, means the total amount of financial resources of organization provides to its personnel to compensate any expenses when participating in projects managed by the organization that need an extra effort for particular time in order to job done. The yearly amount shall be divided by 12 and will be paid on monthly basis.
- b) Equipment allowance shall only be paid to staff who are involved in donor sponsored projects that covers by project cost and that remains active only for one review period or during such work period i.e. Project Allowance.
- c) Staff who has regular field visit in project shall be entitled to equipment allowances.

d) Daily Sustenance Allowance (DSA)

- a) When the staff is required to travel during the course of their duty from their regular work station to another location, organization covers the costs of such travel, accommodation, food and sundry expenses.
- b) Employees travelling on organization business shall be entitled to travel fares as per actual expenses occurred and Daily and Overnight Stationed Allowances which is intended to defray cost of meals while travelling.
- c) Organization will be ensured that the hotels used by the organization are clean, hygienic, has a credible reputation with sufficient communication facilities and is safe for women staff.
- d) The employee travelling while under the service contract with NSIP Nepal is covered by travel insurance for both national and international travel.
- e) Travel allowances are based on Organization allowances that are up-dated periodically for in-country (overnight stay) and international travels. The staff are entitled as per standard norms.
- f) International travel DSA
 - (outside the SAARC regions): US\$ 50 per day
 - (within SAARC Countries): US\$ 30 per day

- g) Air travel can be used for senior staff and for other staff where logistical and/or security concerns make it the preferred option (at the discretion of management). In other cases, the most viable transportation means are used for travel within the country.
- h) Travel requests should be processed 5 days prior to travel. However, in case of urgency, travel requests can be made in less than three days with justification.
- i) The line manager reviews and recommends the travel request, and forward to the Finance Section for verification. The Finance Section verify the estimated costs and notify previous advance in and (if any) and then forward it to the CEO for approval for all central and unit staff. For District Office employee, District Manager approves travel requests, and in coordination with respective project managers/coordinator.
- j) Payment will be made by the Finance Department after the travel advance request has been approved. Travelers should use the Claim and Summary of Travel Expense Form to settle the advance.
- k) The staff must present their travel or program claims in travel claim / advance settlement form with balance amount within 7 working days of return or program completion. The completed claim and Summary of Travel Expense Form along with all the supporting documents and report should be forwarded to Finance Department for verification. Moreover, the report should be submitted to the Line manager and shared with the team.
- l) Any facilities/ perquisites can be reviewed by the organization in timely manner by considering market condition.

7.9 Provident Fund:

- a) Upon successful completion of the probation period by a regular employee, a Provident Fund (PF) deposit equal to 10% of basic salary of the employee will be provided by NSIP Nepal including the probationary period.
- b) The provident fund deposits shall be provided on monthly basis and deposited in the Government approved retirement fund (Employees Provident Fund,

Nepal) within 25 days of the following month.

- c) Provident fund payments shall be considered being part of compensations paid to daily wagers and part time and short-term employees and volunteers.
- d) Probationary requirement may be waived for employees having continuous service experience prior to joining NSIP with negotiation.

7.10 Gratuity:

- a) Any full-time employee who has at least served for five or more years and retires from service due to tendering resignation or is relieved from service of the organization due to any reason, such employee will be given gratuity equivalent to one month's salary for each completed year of service.
- b) Basic salary shall be the monthly basic salary, the employee received in the previous month immediately before his resignation.
- c) Gratuity shall only be entitled to employee from the date of joining NSIP.
- d) Employee who left before they are eligible can't claim gratuity. Such amount will be deposited in separate account for NSIP Nepal contingency provision.

7.10.1 Gratuity Fund:

- a) The organization will establish a separate Fund for the purpose of depositing gratuity amount to be received by employee.
- b) The organization will maintain separate accounts showing clearly the amounts to be received by every employee.
- c) In case there is any shortfall in the amount deposited in the fund as approved by donors and NSIP's internal fund and the actual payment to be made at the time of severance of employees, employees shall be entitled to the fund available in gratuity fund account.

7.11 Employee Safety Processes:

It is the intent of NSIP Nepal is to provide a safe environment for employees, stakeholder and volunteers. It is required to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program can benefit our organization and its people in countless ways. In order for NSIP Nepal to achieve our goals, we have developed a workplace safety program outlining below the policies and procedures regarding employee, stakeholders and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

Following basic health and safety will be principle guidelines for NSIP Nepal employees;

- a) NSIP Nepal ensures the provision of a safe and secure working environment to its staff. The safety and security norms are explained to the staff during induction and periodically reoriented.
- b) Any accident, incident, or near to happened, no matter how slight the injury or damage, must be reported to the Line manager immediately for appropriate action. The supervisor is responsible for taking appropriate follow-up action, including getting medical attention for the injured, completing an investigation report and recommending or implementing appropriate corrective actions.
- c) Basic following norms to be followed in handling situations like fire, earthquake, floods, conflicts and other foreseeable emergency and risky situations will be developed and circulated among employees. Followings are evacuation checklist at a time of emergency;
 - Shut down computer.
 - Turn off lights.
 - Close windows and doors behind you as you leave (do not lock).
 - Assist visitors and other staff, as needed or assigned.
 - Follow escape route.
 - Meet at predetermined assembly point that is identified by staff meeting.

- Make certain everyone is accounted for (those on vacation, at meetings outside the building, at home, ill and present).
 - Do NOT go back into the building until Management reassures of safety.
- d) Line Managers will be assessed for safety and security risk periodically (fire, earthquake and other risks) and likely actions taken and reviewed the situation.
- e) Emergency Response Team which comprise of one member from each Department will have equipment for fire safety and staff will be trained in using fire safety equipment.
- f) Basic first aid kit will be maintained and staff will be trained in first aid delivery in each office/cluster office.

7.12 Employee's Life, Medical, Accidental/Travel Insurances:

NSIP Nepal has established a variety of employee benefit programs designed to assist you in meeting the financial burdens that can result from illness and disability. This portion contains a very general description of the benefits to which you may be entitled as an employee of the Organization. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this does not change or otherwise interpret the terms of the insurance plan documents.

Your rights can be determined only by referring to the full text of the insurance plan documents, which are available for your examination from the Human Resource.

NSIP Nepal shall arrange group medical and accidental, and required travel insurance with insurance company available with best coverage options for employees, board members and time bound employees. The insurance facilities shall cover the 24-hours group accident insurance, medical insurance, and travel insurance (only covers during official work).

Further, NSIP Nepal reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

- a) **Life Insurance:** The Personal Life Insurance premium shall be restricted to NRs. 8000/-. The payments shall be recovered in case the staff fails to produce the receipt issued by the insurance companies.
- b) **Health Insurance:** The policy provides limited coverage and the total claim in a year cannot exceed a specified sum per person as mentioned per health insurance policy. A separate fund shall be set aside for the reimbursement of medical expenses spent by an employee on case basis considering the financial obligation, nature of illness and other relevant factors as decided by the board. The coverage of health insurance shall be for the reimbursement of medical expenses incurred for regular checkups and medicines not covered under C below for the employees, their spouses and two children- minors up to 18 years of age, including legally adopted children.
- c) **Group Accidental Insurance:** An employee shall be covered against accident insurance during working hours. The benefits under this scheme are in respect of accidental death, dismemberment, permanent disability and compensation of wages during recognized leave without pay.
- d) **Travel Insurance:** An employee shall be covered against travel insurance during official visit. This policy also covers the consultant/trainee/interns.
- e) An emergency medical fund should be established to assist employees in serious illness to pay medical expenses on approval from board.

UNIT- EIGHT

PERFORMANCE MANAGEMENT

Human resources are the most valuable and costly resources of NSIP Nepal. The performance of employee is the crucial success factor for the achievement of the objectives and goals of the organization. Therefore the performance management of its staff is a major focus of NSIP Nepal, with the objective of ensuring that all staffs deliver their highest performance for the service of the organization.

Under this measures employees will receive constructive work reviews designed to address performance and skill developmental needs and interests. Upon completion of probationary period an employee becomes eligible for consideration of bi-annual performance review purview. Every employee will participate bi-annually in a formal performance appraisal with his/her supervisor. Performance management at NSIP Nepal comprises three core elements:

- 1) **The day-to-day management** of an individual's performance to ensure effective and timely achievement of objectives. This requires good two-way communication between an individual staff member and their line manager, and positive and critical feedback about how well the work is progressing.
- 2) **Performance appraisal**, to assess each employee's performance as per their job description and defined objectives or an ag NSIP work plan. These reviews are held once a year, with interim appraisals either.
- 3) **Staff personal development** through which each employee's existing skills, knowledge and experience are developed so that they perform as effectively as possible in the job.

8.1 Performance Management Committee:

A Performance Management committee will be formed to manage the overall performance of the staff. The committee will be responsible for;

- Setting the annual and overall performance targets for each staff member.
- Measuring the actual performance of employees against the set targets

- Giving written notice for improved performance to staff members deemed to be Performing below “satisfactory”
- Providing recommendations to the Executive Committee for dismissal of employees who do not improve their performance after the first notice
- Preparing the capacity building budget and identifying overall and individual’s training requirements each year.
- Providing recommendations to the Executive Committee for salary increments as per this policy for the staff performing.
- Identifying bottlenecks in the performance of employees and implementing strategies and/or motivational packages to improve performance.

The members of the evaluation committee will be as below, and where possible, include one female member:

- Executive Chairperson
- CEO
- PD
- One member will be invited by Chairperson/CEO as per required.

8.2 Setting individual performance targets:

Once the Executive Committee has approved the annual work plan, it is the task of the Performance Management Committee to ensure that individual members of staff clearly understand their roles and responsibilities. The committee will prepare each individual’s performance targets by following the process below:

- a) Performance evaluation will primarily assess how the employee has performed while discharging the duties assigned to him/her as detailed out in his/her role descriptions and other works as assigned to him/her from time to time.
- b) Identify key responsibilities for the year ahead, to be sure that the roles and responsibilities of each person are clear.
- c) Define and agree on objectives for the year ahead in these areas of responsibility. It

is realistic to identify between four and six key responsibilities and four to eight objectives. Usually each person has one objective for each area of responsibility, but where the key responsibility is broad they may have two.

- d) A key responsibility describes what work an individual is responsible for over the coming year. These can normally be derived from the job description. However, it is important to consider also the objectives contained in the annual work plan and to make sure that there is a good fit.
- e) In developing an objective it is important to consider:
 - What will be achieved?
 - How will it be achieved?
 - What resources (including time, skills, support, and money) are needed for the objective to be achieved?
- f) Each objective should be specific, measurable, achievable, and relevant.

8.3 Performance Evaluation Procedure:

- a) Performance evaluation shall be conducted semi-annually in December and June by assigned supervisor to whom employee is directly accountable or respective department head, line manager/ PD/CEO.
- b) The role of the supervisor is to direct, encourage, support and evaluate the performance of the employee. Supervisors will conduct performance reviews and planning session with all employees each six months of service.
- c) Semi-Annual Performance Evaluation will be conducted as per Performance Management Guidelines.
- d) HR will coordinate for selecting supervisor, appraiser and reappraiser for Staff Promotion purpose and peer reviewers for regular performance appraisals.
- e) HR will forward review form to the selected peer reviewers and also to reviewee for the feedbacks with a deadline for submission.
- f) Hence submitted form will be compiled and the final refined form will then be forwarded to the Supervisor by HR department.

- g) The Supervisor will then fix an appropriate time for the review meeting with the Reviewee.
- h) The committee will validate and assess the completed questionnaires and discuss the responses with the line managers and their subordinates individually.
- i) The Review outcome will then be forwarded to the HR department and the Reviewee himself by the Supervisor.
- j) HR will conduct a final review meeting with the Reviewee upon analyzing the final review form with Managers' remarks.
- k) This process of evaluation of performance will be applied to employees on probation at the time of completion of their probation period. The performance evaluation template is attached in Appendix.

4. Actions after Performance Evaluation:

- a) After conducting the annual performance appraisal, the performance management committee will decide on follow-up action for each employee.
- b) For Employee performing and obtained "Satisfactory", "Successful", "Very good" and "Excellent" the committee will recommend the appropriate salary increment and career advancement to the Executive Committee.
- c) For employees performing is any of "Unsatisfactory" "Needs Improvement", the committee will issue a first warning letter. If such an employee does not improve their performance before the transitional performance evaluation within three months, the Performance Management Committee will recommend the dismissal of the employee to the Executive Committee. The Executive Committee will make the final decision.
- d) An employee may appeal the Executive Committee's decision if they are unhappy with the performance evaluation or consider they have a reasonable explanation for their performance rating. However, the final decision rests solely with the Executive Committee.

UNIT- NINE
LEARNING AND CAREER DEVELOPMENT SUPPORT

9.1 Rationale:

NSIP Nepal considers training and other learning interventions for its employees as an investment towards its own effectiveness and as a tool to develop skills, retain and motivate its employee and feel them honored to be part of NSIP Nepal. Learning & career development interventions can be considered from the view point of NSIP Nepal's present and future needs.

9.1 Training intervention on types and model:

- a) Training needs for each Function shall be assessed by the concerned Manager in consultation with immediate supervisors. S/he will identify the employees requiring training, the type of training required, the cost of the training, funding requirement, availability of such training, and the effect on the Function's work schedule.
- b) HR personal will develop annual training calendar with consultation of CEO in the backdrop of Annual Performance Reviews and training recommendation by Line manager.
- c) The training plan is approved by the CEO and implemented by HR in coordination with PD and Line Manager.
- d) NSIP Nepal generally considers five types of training for the employee:
 - 1) **Policy and procedures training** for all employees and volunteers in NSIP policies such as Child Safeguarding and PSEAH policies and incident reporting procedures, gender equity, diversity and disability inclusion, counter terrorism, whistle-blowing etc. Frequency of training and refresher workshops is determined by policy requirements.
 - 2) **Soft Skills Training** requirements and will have relevance to a large number of people management, human dealing, peer behavior, contextual language enhancement and stress management etc.
 - 3) **Generic Training** on professional and technical skills of a generic nature and relevant to a number of job categories as teams or individuals (example leadership development, project management, monitoring, accounting, report writing, IT, languages etc);
 - 4) **Project based training** on project requirements on particular nature
 - 5) **Specific training** based on the recommendation of the performance evaluation feedback.

- e) Any training shall be provided as determined by NSIP Nepal. Employees cannot claim training as a matter of their right. Also employees are not allowed to cover their incompetency stating training deficiency.
- f) Training will be mostly organized in-house using internal or through external resource persons /institutes by the designated HR personnel. NSIP Nepal will also explore an opportunity to sending employee to training institutes.
- g) Post training evaluation will be made by the line manager to access effectiveness of the intervention after the staff return to the workplace to observe impact.
- h) NSIP Nepal will also seek to arrange training for employees with overseas agencies/Donor through scholarship or sponsorship, provided the proposed training will mutually benefit NSIP Nepal and employee.
- i) Any employee who has been selected for the training with more than NPR. 2, 00,000 cost including air fare, TA/DA, other expense shall commit himself/herself to reimburse the organization for all expenses incurred in case of failure to continue his/her service to the committed periods upon return.

UNIT- TEN
PROFESSIONAL DISCIPLINE AND STANDARDS

12.1 Rational:

In order to achieving NSIP Nepal's Vision and Mission by collective efforts, employees are obliged by their service contract to be accountable to established work norms and internal rules are regulations, maintain healthy work relations and display high standards of behavior at the-workplace. Failure to comply with expected standard of behaviors may constitute misconduct.

12.2 Code of Conduct:

- a) Employees agree to work in a responsible, disciplined, harmonious and productive manner, to be loyal to the organization and to act in a manner conducive to the achievement of the organization's working objectives.
- b) All employees will sign and comply with the guidelines expressed in the NSIP Code of Conduct and the NSIP Child Safeguarding Code of Conduct.
- c) The organization will not tolerate any staff behavior or activity that disrupts the harmonious, productive and cooperative endeavor of staff to achieve the organization's goals.
- d) Employees will report to the CEO or Executive Committee if they encounter any disciplinary issues related to their work colleagues (junior or seniors).
- e) If the disciplinary issues are related to the CEO, then the employee will report directly to the Executive Committee.
- f) If the employee does not report such disciplinary issues and later it was found that they were in knowledge of such issues, then they will also be liable for disciplinary actions
- g) The following actions will be treated and considered as disciplinary issues. However, it is to be noted that the following list is not exhaustive.
 - Absence from duty without showing due cause or without reporting the absence;
 - Taking leave without permission;
 - Failure to account for cash advances, money and expenditure within the

stipulated time, as per the financial and administration rules and regulations;

- Failure to carry out normal duties as listed in the job description;
- Breach of confidentiality that could be considered serious misconduct;
- Pretending to be ill;
- Not reporting an accident or security incident;
- Lack of respect for work colleagues or third parties when carrying out work;
- Conducting private or personal business during hours of work;
- Making a false claim regarding reimbursement of travel expenses or medical expenses or any other bills;
- Fraud or misuse of the organization funds, equipment or material of any nature;
- Giving or taking bribes or kickbacks in the form of money, services, gifts or discounts;
- Publication by any group, person or agency of any of the organization's work without the written permission of the Executive Committee;
- Refusal to carry out any of the duties as described in the job description;
- Being under the influence of drugs or alcohol while on duty;
- Repeated or frequent commission of minor misconduct;
- Intentional damage to the organization's property or to the property of the organization supported program;
- Gross negligence of duty;
- Any regular employee found working outside work which impedes the normal working hours, using annual or sick leave and commitments to the organization;
- Line managers overlooking, condoning or not reporting or acting upon minor or major misconduct

h) The level of the minor or gross misconduct should be decided by the General Manager or Executive Committee.

12.3 Disciplinary Action:

- a) The disciplinary system will be progressive to allow employee to rectify mistakes and behavior as far as possible excepting in the case of major misconduct.
- b) Disciplinary sanctions should be proportionate with the scale and type of misconduct and in line with the Nepal's legal norms.
- i) Depending on the level of misconduct the following disciplinary actions could be taken:
 - First written warning for first time minor misconduct without any other disciplinary actions Unpaid suspension for second warning repeating the same minor misconduct
 - Unpaid suspension for major misconduct
 - Fine and penalties
 - Dismissal of the employees for major misconduct or repeating the same minor misconduct even after receiving second warning
 - Report to the Police
- j) It is to be noted that any disciplinary issues will be discussed with the related employee and their comment on the issues documented and considered before taking any disciplinary action.
- k) Dismissal could be a likely sanction in serious offences however as procedure is a not simple and such a decision will be taken after serious senior management deliberation and active legal guidance.
- l) All disciplinary issues should be well backed up with hard evidence or witnesses and all copies of disciplinary related communication will remain in the staff's personal file for records.
- m) If the concerned employee is dissatisfied with the disciplinary actions, they may appeal against the disciplinary action to the Executive Committee. The decision taken by the Executive Committee will be final.

UNIT-ELEVEN
ATTITUDE AND APPROACH ON DUTY

11.1 General Statement of Policy:

It is NSIP Nepal policy that all Employees shall not be subject to unlawful discrimination, harassment or retaliation. It is committed to safeguarding the right of Employees within the organization system, at office, at office events, and on work in an environment that is free from all forms of discrimination, sexual harassment and bullying. Accordingly, we will promote respective a human dignity and individuals identity in working environments which is free from all forms of unlawful discrimination, harassment and retaliation, and insist that all Employee be treated with dignity, respect and courtesy.

Health and Safety Statement:

- a) The organization will ensure that a safe and healthy workplace is provided to all employees. The CEO will be responsible for considering the overall health and safety of employees. The following standards of health and safety will be implemented.
- b) All employees of NSIP Nepal will meet once in a year to consult on health and safety in the workplace especially for those field staffs who work at remote places. Communication will promote measures to ensure that travelling, food, drinking water and residential accommodation are safe. Other matters will be discussed among the staff included in the meeting as necessary.
- c) If any of the employee has any health issues or safety requirement at the workplace they may put forward the issue at the meeting. The proceedings of the meeting will be reported to CEO or Executive Committee.

11.2 Attendance, Punctuality and Dependability statement:

- a) NSIP Nepal depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time.

- b) Moreover, an employee must notify his/her supervisor or the Human Resources as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence.
- c) An employee who fails to contact his/her immediate supervisor or the Human Resources Department shall be subject to Disciplinary action.
- d) A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by policy, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

11.3 Drug, Alcohol and Abuse at workplace:

- a) Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, chew tobacco or controlled substance while on NSIP Nepal premises is strictly prohibited. These activities constitute serious violations of Organization's rules, jeopardize the organization and can create situations that are unsafe or that substantially interfere with job performance.
- b) Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, NSIP Nepal reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

11.4 Smoking and Chew Tobacco Policy:

- a) In order to comply with Nepalese government regulations, NSIP Nepal has prohibited smoking and Chew Tobacco throughout its workplace.
- b) Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge.

11.5 Employee Support Aid:

NSIP Nepal offers a professional counseling service that provides information, counseling, and referral services to all employees who may be experiencing personal stress in their personal and professional lives that may have a negative impact on their work.

11.6 Appearance and Attire:

- a) The Organization expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress. Employee however, may come office comfortable casual dress on Friday.
- b) The orderly and efficient operations of the organization require that employees maintain proper standards of dress code and conduct at all times.
- c) Employees who fail to maintain proper standards of dress code and conduct, or who violate any of the policies, are subject to appropriate disciplinary action, up to and including discharge from the job.
- d) All instances of misconduct should be referred to the Human Resources immediately.

11.7 Anti-Nepotism Policy:

- a) Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:
 - Create a supervisor/subordinate relationship with a family member;
 - Have the potential for creating an adverse impact on work performance; or
 - Create either an actual conflict of interest or the appearance of a conflict of interest.
- b) This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household.
- c) The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the organization and its employees. Therefore, it is the policy of the organization not to hire a close relative of any current employee in any capacity.

- d) When a situation occurs which results in a violation of this policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the organization of their decision within a two-month period while contradicts the rules. If the employees cannot make a decision, the organization will decide in its sole discretion that will remain employed.
- e) This policy does not apply to "close relatives" who already are employed by NSIP Nepal as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

11.8 Open Door Policy:

- a) NSIP Nepal promotes an atmosphere whereby employees can talk freely with members of the management staff.
- b) Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance.

11.9 Solicitations, Distributions and Use of Bulletin Boards.

- a) Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time.
- b) Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.
- c) Persons not employed by NSIP Nepal may not solicit employees for any purposes on organization premises.
- d) Bulletin boards maintained by NSIP Nepal are to be used only for posting or distributing material of the following nature:
 - Notices containing matters directly concerning NSIP Nepal business;
 - Announcements of a business nature which are equally applicable and of interest to employees.

- All posted material must have authorization from Human Resources.
- e) All employees are expected to follow check these bulletin boards periodically for new and/or updated information and to the rules set forth in all posted notices

11.10 E-mail and Internet Policy:

- a) Every employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources.
- b) The E-mail system is the property of NSIP Nepal. It has been provided by organization for use in conducting its program and project and related works. All communications and information transmitted by, received from, or stored in this system are organization's records and property of NSIP Nepal
- c) Employees have no right of personal privacy in any matter stored in, created, received, or sent over NSIP Nepal mail system.
- d) NSIP Nepal, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee.
- e) NSIP Nepal's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
- f) Management approval is required before anyone can post any information on commercial social medial or the website.
- g) Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner.

- h) E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, Judgement and responsibility.
- i) Any employee who discovers misuse of the E-mail system should immediately contact Human Resource.
- j) Violations of NSIP Nepal's E-mail policy may result in disciplinary action up to and including discharge.
- k) NSIP Nepal reserves the right to modify this policy at any time, with or without notice.
- l) Certain employees may be provided with access to the Internet to assist them in performing their jobs. Use of the Internet, however, must be tempered with common sense and good judgement.
- m) If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination.
- n) Employees must not use NSIP Nepal's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.
- o) Employees may not illegally copy material protected under copyright law or make that material available to others for copying.

11.11 Telephone Use:

- a) NSIP Nepal realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls.
- b) No long distance personal calls may be made from office phones without prior approval from the Line Manager/ Supervisor.

11.12 Internal investigation and Search:

- a) From time to time, NSIP Nepal may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.
- b) Whenever necessary, in NSIP Nepal's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., bag, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.
- c) The organization will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so.

11.13 Compliance with labor laws regarding provisions relating to health, cleanliness and safety

NSIP Nepal will follow all the health and safety regulation stated as per chapter-4 of the Labor Laws of Nepal

UNIT- TWELVE

HARASSMENT AND BULLYING AT WORK

12.1 Rationale:

NSIP Nepal is committed to providing a healthy, safe and productive working environment for all its employees. It is based on the assumption that this cannot be achieved if harassment or bullying is tolerated in the workplace. Harassment and bullying are usually defined as coercive, offensive or intimidating behavior which undermines the right of others to be treated with dignity at work.

Therefore, NSIP Nepal has adopted a policy to prevent harassment and bullying at work that outlines clearly the responsibilities of both employees and managers.

12.2 Act of bullying:

The following policies of harassment and bullying will be implemented;

- a) Employees should be aware that it is their responsibility to maintain appropriate standards of behavior in the workplace and to ensure that they do not contribute to the creation of a work environment in which harassment or bullying is encouraged.
- b) Employees should challenge harassment or bullying on the part of others where appropriate, and should report any incident to their line manager, CEOs or to the Executive Committee.
- c) It is the responsibility of line managers, CEOs and the Executive Committee to prevent harassment and bullying wherever possible and to take appropriate action against such behavior when necessary.
- d) The line managers, supervisor, CEO and or Executive Committee will ensure that any report of harassment and bullying is treated with confidentiality and acted upon immediately.
- e) Any form of harassment or bullying at work will be treated as a disciplinary issue and perpetrators are liable for disciplinary action.

- f) The CEO will ensure that this policy is communicated to newly appointed employees during their induction and is reinforced at regular intervals in routine meetings, briefings, etc.
- g) The CEO will provide a supportive framework for any employee with a complaint of harassment or bullying.
- h) Records will be kept for any incidents of harassment or bullying.

UNIT-THIRTEEN
FORCE ANDAMENDMENT OF THE POLICY

13.1 Amendment to these Policies:

The Executive Board can amend any or all clauses and annexes of this Policy. And, circulars notifying such changes shall be issued by CEO or by HR Department.

13.2 Existing Law to Prevail:

The existing Labor Laws and other applicable laws shall prevail in the matters that are not covered by this Policy.

13.3 Repeal and Saving:

- a) Human Resource Policy Manual -2014 (Fourth Edition – May, 2021) has been adopted by Executive Board meeting on
- b) The Human Resource Policy Manual will supersede all previous rules, regulations, rulings, orders or notices relating to any term or condition.
- c) The notifications or circulars or any communication made by NSIP Nepal regarding the matters covered by these Personnel Manual are annulled.
- d) All acts and proceedings performed under existing notifications and/or communications at reasonable discretion of Executive Board shall be deemed to have been performed or executed under this policy.

APPENDIX 1

NSIP Nepal

LEAVE APPLICATION FORM

Name:

Job Title:

Location:

TYPE OF LEAVE REQUESTED:

Please tick (☐) the appropriate box/boxes

Annual

Maternity

Sick

Paternity

Compassion

ate

Field

PERIOD OF LEAVE:

First day: _____

Last
day:

Total working days: _____

DETAILS:

DATES

Days of the week

Office use only

LEAVE ACCUMULATED:

DAY/DAYS LEAVE SPENT: _____

LEAVE BALANCE: _____

Signature: _____

Remarks: _____

SIGNATURES:

Employee

Supervisor

CEO

NOTE: Supervisor is advised to bring to the attention of the CEO applications for leave that does not fall under their authority

Appendix 2

Performance Agreement and Appraisal

Name of Line Manager/Supervisor:

Designation:

Date:

Performance Period:

Name of staffs being appraisal: Designation

of staffs being appraisal:

After carefully reading the performance targets/objectives of my subordinate, I am appraising my subordinate based on his/her actual performance throughout the year. I will be liable for disciplinary actions, if I am found to be wrongful or biased on evaluating the performance of my subordinate. I commit that I will be independent and will not put personal relationships or reasons while evaluating the performance of my subordinates.

Ratings Definition

EXCELLENT (5): Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, and responsive and generates top quality work.

VERY GOOD (4): Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

GOOD (3): Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives.

AVERAGE (2): Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained

adequate improvement, as required since the last performance review or performance

POOR (1): Consistently falls short of performance standards.

S.				Ratin g
1			Staff:	Staff:
			Supervisor:	Supervisor:
2			Staff:	Staff:
			Supervisor:	Supervisor:
3			Staff:	Staff:
			Supervisor:	Supervisor:
4			Staff:	Staff:
			Supervisor:	Supervisor:
5			Staff:	Staff:
			Supervisor:	Supervisor:

6	To uphold and demonstrate commitment to NSIP Codes of Conduct and Policies on Child Safeguarding and PSEAH	(for example: employee signed onto codes of conduct, attended training on safeguarding, PSEAH etc.; has been involved in safeguarding activities as part of the project; conducted themselves appropriately in interactions with their colleagues and project beneficiaries (list examples))	Staff:	Staff:
			Supervisor:	Supervisor:
Total Score				
Overall Comment (Staff):				
Overall Comment (Supervisor):				

What Learning and Development is required to support your current objectives and growth? Please include Core Capabilities that need to be	Achievement against plan
1	
2	
3	
4	
Name of staff: Designation : Signature: Date	Name of Line Manager: Designation : Signature: Date
Name of Supervisor: Designation : Signature: Date	

Appendix 3

Template for Grievance letter

Date

Dear

I am writing to tell you that I want to raise a grievance about the following.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

I am requesting a hearing to discuss this matter. I am also entitled in this instance to be accompanied by a work colleague.

Please reply within 7 working days of the date of this letter.

Yours sincerely,

Appendix 4

Template for Safety Talk Record

Date:

Attendan
ce

Name

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Topics discussed	Possible solutions	Follow-up actions	Person responsible

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Appendix 5

Template for Disciplinary Action against employee

Date

Dear.....

I am writing to tell you that.....is considering dismissing you OR taking disciplinary action against you.

This action is being considered with regard to the following circumstances.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

You are invited to attend a disciplinary meeting on.....at.....am/pm, which is to be held in where this will be discussed. You are entitled, if you wish, to be accompanied by another work colleague or

Yours sincerely

Appendix 6

Appeal against dismissal or disciplinary action

Date

.....

Dear.....

I am appealing against the decision hearing that you should be dismissed or subject to disciplinary action.

I am now writing to inform you to reconsider the decision taken by.....that the decision to..... for

.....
.....

You have now exercised your right of appeal under the organization’s disciplinary procedure and this decision is final. Yours sincerely

.....

Appendix 7

EMPLOYMENT CONTRACT

Resilient and Inclusive Development Nepal (**NSIP Nepal**)

And

<name, address>

This Employment Contract is made between **NSIP Nepal** and **<full name>**.

1. CONTRACT

This Contract sets out the terms and conditions of your employment, position, compensation and entitlements.

2. VISION AND VALUES

The vision of the NSIP Nepal is to improve the quality of life of the people most in need in remote areas of the Himalaya. We work in partnership with the people of the Himalaya to help the most disadvantaged meet their priority needs through integrated improvements in education, health and the environment. The core values that underpin our vision and shape our decisions are our relationships with all of our stakeholders which are:

- Honest
- Committed
- Energetic
- Disciplined
- Positive
- Respectful
- Responsible

By entering into this agreement you are committing to living these values and to work to achieve the NSIP Nepal's vision.

3. POSITION, HOURS OF WORK AND COMPULSORY ATTENDANCES

3.1 Position: **<role title>**

You shall be employed on a **<part-time/ full-time>** basis (**<#>** days per week or a total of **<##>** hrs per week) starting from **<date>** in accordance with the NSIP Nepal's Human Resources Policy. This includes a **three months probationary period**. At the conclusion of this probationary period, you will meet with the CEO to review performance and to confirm ongoing employment. If the performance of the **<role title>** is deemed unsatisfactory, this contract may be terminated at the conclusion of this probationary period.

3.2 Hours of Work

This contract is a Full time/part-time contract for **<#>** days per week (a total of **<##>** hours per week). You are required to take an unpaid 30 minute meal break within a five hour working period. You have advised you will work the following days:

- **<list** days **(for** parttime)**>**

4. DUTIES OF THE EMPLOYEE

Duties - a description of the duties expected of you in your capacity as **<role>** are attached in Appendix A.

4.1 You shall also:

- a. Perform to the best of your abilities and knowledge the duties set out in the Schedule and such other duties as NSIP Nepal reasonably allocates from time to time;
- b. Serve NSIP Nepal faithfully and diligently and always act in its best interests;
- c. Comply with all reasonable and lawful directions of NSIP Nepal;

2.

- a. **Comply with relevant NGO legislations;**
- b. **Comply with all law applicable to your position and the duties assigned to you; and strive to achieve any Key Performance Indicators (KPI) that is set for you.**
- c. **Not engage in any other employment, business or occupation without the prior written consent of NSIP Nepal.**
- d. **Ensure that if you are not an Nepalese citizen or permanent resident that you hold a current visa and work permit and provide NSIP Nepal with evidence of the same.**
- e. **Disclose to NSIP Nepal if you have a conflict of interest (see NSIP Nepal Conflict of Interest policy);**
- f. **Disclose to NSIP Nepal any criminal record and in particular any record relating to child abuse or exploitation before signing this agreement, or if you acquire a criminal record during the course of this contract period, you shall inform NSIP Nepal immediately.**

5. REMUNERATION

5.1 Remuneration

You shall receive the following remuneration inclusive of leave loading:

Salary: \$ Basic Salary payable on monthly basis

Provident fund, Gratuity, Communication & Hardship allowances and other benefits according to HR policy shall be paid additionally.

Note: The payments against employment are subject to withholding taxes as per the income taxes acts of Nepal. A proof of taxes withheld shall be made available to the employee.

5.2 Expenses

You shall be entitled to be reimbursed expenses that are incurred in performing your duties as outlined in the ' NSIP Nepal's HR/Financial policies' and/or as agreed by mutual consent.

6. LEAVE BENEFITS

Leaves

You are entitled to **annual leave** (18 days) in accordance with the provisions of Labor Laws of Nepal. Leave will be calculated on a pro-rata basis for part-time positions and 1.5 days for every full month's work. You will further be entitled to 12 days **sick leave** in a year **and shall be prorated for part-time employees**; sick leaves for more than three days require to be substantiated with the prescriptions of the medical practitioner. 60 days paid **maternity**, 15 days **paternity** leaves and 15 days **mourning** leaves are available for an employee as per the HR policies. NSIP Nepal shall also announce at least 13 days **public holidays** every calendar year. An employee shall have at least one day's weekend leave every Saturday or Sunday based on the location of the position.

7. CONFIDENTIALITY AND COMPETITION

7.1 Confidentiality: Employee's obligations

You must not retain, memorize or disclose, in any way or for any reason, any confidential or company information, which is acquired while employed by NSIP Nepal to any person or organization (third party).

7.2 Competition: Employee's obligations

While employed by NSIP Nepal you must not act in any way that conflicts with your duties and obligations to NSIP Nepal or engage in any activity in competition with the business of NSIP Nepal.

8. CHILD SAFEGUARDING AND PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

NSIP Nepal has zero tolerance towards child abuse and exploitation. NSIP NEPAL is committed to preventing a person working with children if they pose a risk to children. NSIP NEPAL will also not tolerate its personnel carrying out any form of sexual violence. Anyone found to have carried out any form of exploitation and abuse of children or any act of sexual harassment, exploitation or abuse will be dismissed.

9. TERMINATION

At any time during your employment, either you or NSIP Nepal, may terminate the employment contract as follows;

9.1 Termination without notice

NSIP Nepal may terminate your employment at any time without notice if you:

- a. Commit any serious or persistent breach or non-observance of any of the provisions of this Contract;
- b. Are guilty of any serious misconduct or willful neglect in the discharge of your duties;
- c. Disobeys a lawful direction of NSIP Nepal;
- d. Engage in conduct which may injure the reputation or standing of NSIP Nepal;
- e. Engage in conduct that is dishonest and/or fraudulent
- f. Engage in activities considered sexual harassment, abuse and exploitation and/or child abuse and exploitation
- g. Commit any other offence punishable by imprisonment including terrorist acts.

9.2 Termination with notice by the NSIP Nepal or by you:

Either party may terminate this agreement by giving four weeks' notice prior to the conclusion of the contract period. If you do not comply with the notice period, the NSIP Nepal may withhold from any payment due to you an amount equal to the equivalent remuneration for that period of notice.

10. RETURN OF PROPERTY

10.1 Upon the termination of this Contract for any reason, you shall return to and leave with NSIP Nepal all of the properties including computer equipment, computer records and disks, records, books, keys and swipe cards, note books and other documentation and any products and other items, equipment, tools or devices owned by NSIP Nepal then in the possession or under the control of you.

11. POST EMPLOYMENT OBLIGATIONS

11.1 During your employment, you will have access to marketing sensitive information including information about the business of NSIP Nepal. To protect this information, we require that during your employment and for a period of six (6) months after you employment ends for any reason, you will not:

- Solicit or entice away any employee of NSIP Nepal.
- Solicit or entice away from NSIP Nepal any donor or potential donor with whom you have had dealings during your employment.

Your obligations under this clause will continue after the termination of this agreement or the conclusion of your employment with NSIP Nepal.

12. GOVERNING LAW

12.1 This Contract will be governed by and construed in accordance with the laws in force in Nepal. Your signature confirms that you accept the above terms and conditions of my employment with the NSIP Nepal.

Signature of Employee: Date:

Signature of Employer: Date:

 Chairperson, NSIP Nepal

JOB DESCRIPTION

Position title:
Reports to:

Organizational background:

NSIP NEPAL's mission is to ensure all child growing in poverty receive opportunities for quality education to achieve positive changes in their lives and also improve the quality of life of people most in need in the remote areas of Nepal. Working with local partner NGOs and communities, NSIP NEPAL aims to help meet their priority needs through integrated improvements in education, health and the environment.

Main purpose of the role:**KEY ROLES AND RESPONSIBILITIES****I.**

-
-
-
-

II.

-
-

III.

-
-