

HUMAN RESOURCES POLICY MANUAL

Hikma Charity Association Somalia

(Approved by the Board on: 2nd January 2020_____)

1. INTRODUCTION

This Human Resources (HR) Policy Manual establishes guidelines governing employment practices at Hikma Charity Association Somalia.

The purpose of this policy is to:

- Promote fairness and transparency
- Ensure compliance with Somali labor laws
- Maintain a safe and respectful work environment
- Promote accountability and professionalism
- Support staff development and organizational growth

This policy applies to all employees, volunteers, consultants, interns, and board members.

2. CORE VALUES



All staff shall uphold the following values:

- Integrity
- Accountability
- Transparency
- Respect
- Non-discrimination
- Community service

3. EMPLOYMENT POLICY

3.1 Equal Opportunity

The Association is an equal opportunity employer. Employment decisions shall be based on:

- Qualifications
- Experience
- Competence
- Merit

Discrimination based on gender, clan, religion, disability, or political affiliation is strictly prohibited.

3.2 Types of Employment

The organization may engage:

- Permanent Employees
- Contract Employees
- Temporary Staff
- Volunteers
- Consultants

All employees must have a written employment contract.



3.3 Recruitment and Selection

1. Vacancies shall be publicly advertised when possible.
 2. Recruitment shall be transparent and competitive.
 3. A recruitment panel shall conduct interviews.
 4. Selection shall be documented.
 5. Conflict of interest must be declared by panel members.
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4. EMPLOYEE FILES

The HR Department shall maintain confidential personnel files containing:

- Employment contract
- CV and qualifications
- National ID copy
- Performance evaluations
- Disciplinary records
- Leave records

Employee records must be kept confidential.

5. PROBATION PERIOD

1. New employees shall undergo a probation period of 3–6 months.
 2. Performance shall be reviewed before confirmation.
 3. Employment may be terminated during probation with notice.
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6. WORKING HOURS



1. Standard working hours: 8 hours per day, 5–6 days per week.
2. Working hours may vary based on project needs.
3. Overtime must be pre-approved.
4. Overtime compensation shall comply with Somali labor regulations.

7. COMPENSATION AND BENEFITS

7.1 Salary

- Salaries shall be determined based on role and experience.
- Salaries shall be approved by management and reflected in employment contracts.
- Payment shall be made monthly via bank transfer or mobile transfer where appropriate.

7.2 Allowances

Employees may receive:

- Transport allowance
- Communication allowance
- Field allowance (for project work)

8. LEAVE POLICY

8.1 Annual Leave

Employees are entitled to annual leave as per Somali labor law (minimum 15–30 days depending on contract terms).

8.2 Sick Leave

- Employees must provide medical proof if absent for more than 2 consecutive days.
- Paid sick leave shall comply with local regulations.



8.3 Maternity Leave

Female employees shall receive maternity leave as required by Somali law.

8.4 Emergency Leave

May be granted at management discretion.

9. CODE OF CONDUCT

All staff must:

- Act professionally and respectfully
- Protect organizational assets
- Avoid misuse of funds
- Maintain confidentiality
- Avoid conflicts of interest
- Not engage in corruption, fraud, or bribery

Violation of the Code of Conduct may lead to disciplinary action.

10. SAFEGUARDING POLICY

The Association maintains zero tolerance for:

- Sexual exploitation and abuse
- Harassment
- Child abuse
- Gender-based violence

All staff must sign a Safeguarding Declaration.



11. ANTI-HARASSMENT POLICY

Harassment of any kind is prohibited, including:

- Sexual harassment
- Verbal abuse
- Intimidation
- Bullying

Complaints shall be investigated confidentially.

12. PERFORMANCE MANAGEMENT

1. Employees shall undergo annual performance evaluation.
2. Performance objectives shall be set at the beginning of each year.
3. Training needs shall be identified during appraisal.
4. Poor performance may result in corrective action.

13. TRAINING AND DEVELOPMENT

The organization supports staff development through:

- Internal training sessions
 - Workshops
 - Capacity building programs
 - Professional development opportunities
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14. DISCIPLINARY PROCEDURE

Disciplinary action may result from:

- Misconduct
- Poor performance
- Violation of policies
- Fraud or corruption

Disciplinary steps may include:

1. Verbal warning
2. Written warning
3. Suspension
4. Termination

All disciplinary actions must be documented.

15. TERMINATION OF EMPLOYMENT

Employment may be terminated due to:

- Resignation (with notice)
- End of contract
- Redundancy
- Misconduct
- Gross misconduct

Notice periods must comply with contract terms and Somali labor law.



16. GRIEVANCE PROCEDURE

Employees may file grievances in writing to:

- Immediate supervisor
- HR Department
- Executive Director

Grievances shall be investigated and resolved fairly.

17. HEALTH AND SAFETY

The organization shall:

- Provide a safe working environment
 - Ensure field staff safety
 - Provide necessary safety equipment
 - Follow emergency procedures
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18. CONFIDENTIALITY

All staff must maintain confidentiality of:

- Beneficiary information
 - Donor information
 - Financial records
 - Internal communications
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19. VOLUNTEER POLICY

Volunteers must:



- Sign a volunteer agreement
- Follow organizational policies
- Respect safeguarding standards

Volunteers are not entitled to salary but may receive agreed allowances.

20. POLICY AMENDMENTS

This HR Policy may be amended by the Board of Directors as necessary.

APPROVAL

Approved by the Board of Directors of
Hikma Charity Association Somalia

Signed on This day 2nd January, 2020

