



# POLICY AND PROCEDURE

## HR

Protective Behaviours Southern Africa (PBSA) is a community serving organisation, dedicated to providing a skills development programme that promotes personal safety for children, youth and adults. By its nature, the organisation is serious about ethical standards. Therefore, participation in the organisation's programmes is subject to the acknowledgement of the organisation's rules, policies and procedures.

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Protective Behaviours Southern Africa aims to strengthen their human resources so that they will have increased capacity to improve their communities and society. Through strategic leadership and service of the highest quality, we commit to fostering a community of excellence.

## DISCRIMINATION, INTIMIDATION AND HARRASMENT

Protective Behaviours Southern Africa prohibits the unfair treatment of any staff member or individual on the basis of race, gender, sexual orientation, religion, national origin, age, health status or illness, disability, or marital status. This treatment includes harassment and intimidation, whether physical or verbal. Harassment is behaviour perceived by the receiver as unwelcome and includes, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, gestures, or displays of objects and materials that create an offensive environment.

## CATEGORIES OF PERSONNEL

All personnel working for Protective Behaviours Southern Africa are classified into following types:

- i. **Employees** are designate salaried individuals who are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on a fixed term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more ongoing/prospective projects for the organisation.
- ii. **Consultants** are professional experts hired by the organisation on short-term basis, only for the completion of specific tasks and assignments. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organisation.
- iii. **Volunteers** are individuals who choose to support the organisation in the capacity as students or professionals. They will not be considered as full-time or part-time employees of the organisation, and will receive no remuneration or stipend for services rendered. In the event that the Board chooses to remunerate a volunteer for services rendered, it will be done so in the capacity of a *Consultant*, as per point ii above.

## RECRUITEMENT AND SELECTION

While it is difficult to contemplate, there are staff, volunteers and associates who do harm to children, whether deliberately or through lack of understanding of what constitutes abusive behaviour. To reduce this risk, our organization adopts clear policies, codes of conduct, recruitment procedures, training and internal communications that child abuse by staff, volunteers and associates will not be tolerated. The staff's, and in particular, our Practitioners' obligation to keep children safe extends towards their conduct towards children with whom they have contact, outside the work environment as well as inside.

Protective Behaviours Southern Africa will ensure, through awareness, good practice, and human resource management, that Practitioners, staff and volunteers minimize the risks to children. This will be done through appropriate recruitment and selection processes. We will seek to recruit Practitioners, staff members / volunteers / mentors who:

- i. are suitably qualified for their positions;
- ii. have sufficient experience working with children;
- iii. are able to express their attitudes, values towards keeping children safe;
- iv. have an aptitude for working with, and, teaching children.

- v. who's references check out well;
- vi. have been cleared against the National Child Protection Register and the Sexual Offences register

New personnel will have a probation period of 3-6. The period will be considered at time of appointment, depending on the duration of service and scope of job.

### **CONFLICT OF INTEREST**

Conflict of interest may occur when a new or existing employee continues work outside of the organisation for a competitor on a paid or volunteer basis. Protective Behaviours Southern Africa requires staff members to disclose their other work and have written agreement from their direct report to continue such work. This allows Protective Behaviours Southern Africa to determine in advance if the outside job will interfere with their employment and if a conflict of interest is present. The employee will be able to take the outside work secure in the knowledge that it will not conflict with employment with Protective Behaviours Southern Africa.

Another source of conflict is when employees accept gifts or special favours from anyone who uses or might use the services of Protective Behaviours Southern Africa. The conflict may arise if the service provider thinks the employee owes them a favour in return. It is therefore required that employees declare any gifts or favours within 24 hours of such occurring.

### **INDUCTION, TRAINING & DEVELOPMENT AND PERFORMANCE ASSESSMENT**

A comprehensive orientation to Protective Behaviours Southern Africa is an important first step for new personnel. All newly joined personnel shall upon completion of the formalities undergo an induction program, which is intended to familiarize them especially with the Organisation policies, procedures, vision and values, functions and operations. The methodology would be that of spending time with selected office bearers, based on the induction plan.

Protective Behaviours Southern Africa is committed to the professional development and skill updating of all personnel, so that academic qualification, job performance, work efficiency and effectiveness are improved to contribute to the overall vision and values of the Organisation, at the same time respecting the rights of the individual to scale up capacities. In So doing, personnel will have opportunities for training and development. They will be subject to performance evaluation and observation by senior or more trained colleagues, in order to ensure levels of service as described in the Code of Practice.

### **ROLES AND RESPONSIBILITIES OF OFFICE BEARERS**

Job descriptions will be in line with the designation / title of the office bearer. Clear mention will be made regarding the line of command, and taking responsibilities in the absence of the direct report.

Job descriptions are developed in consultation with the management of the relevant department or portfolio. Detailed Roles and Responsibilities are listed in *Appendix 3* of the policies and procedures of Protective Behaviours Southern Africa.

Job Descriptions will be given to the new recruit within the first month of joining her/his duty. This document, together with the Code of Conduct and the Child Protection Policy will be signed by both parties within this 1 month period.

### **REMUNERATION**

Protective Behaviours Southern Africa may enrol individuals a specified, limited period

of time, on a part-time basis, for a fixed term. An appointment letter will describe details of remuneration based on an hourly rate for work done on a flexi time basis. Payment for hours worked will be subject to the submission of a timesheet. In so doing, Protective Behaviours Southern Africa commits to do so within the prescribed conditions by the Labour Relations Act of South Africa.

Independent contractors are not considered employees and therefore are not covered by mandatory benefits. These are contractors who perform service for the organisation based on a negotiated rate.

## **LEAVE**

All employees are entitled to casual leave in a financial year to meet their unforeseen contingencies. The duration of such leave will be negotiated as part of the employment contract, in consideration to a short or long term contract scenario. Unutilized leave of any type will lapse at the end of the contract or after 12 months, and are not en-cashable.

Protective Behaviours Southern Africa acknowledges the following types of leave:

- i. Vacation Leave is granted to full time employees only and will accrue 1 day of leave per month for a total of 12 days per year. This may increase to 15 days per month after the fifth year of service. Vacation requests should be made in advance in writing. Requests are granted upon approval of the direct report, and are subject to the needs of the organisation.
- ii. Sick Leave is granted to employees who are unable to report for duty due to illness. Sick leave is earned on a pay period basis as prescribed by the Basic Conditions of Employment Act of SA. Staff will be required to contact their direct report before 10AM in the morning to ensure that the department is aware of his/her intended absence. Employees who becomes ill and will remain absent for less than or equal to 2 working days will not be required to produce a medical certificate. Protective Behaviours Southern Africa reserves the right to ask for a medical certificate for extended illnesses (absence of more than 2 days) or a pattern of illness.
- iii. For the birth of a staff member's child, or upon placement of a child with the staff member for adoption or foster care, a leave of absence is provided. This leave will normally be taken in one block of time unless the employer approves special arrangements for "intermittent" or "reduced work schedule." The period of such leave of absence will be aligned with the type of employment contract of the employee, and in accordance to the Basic Conditions of Employment Act of SA.

## **EXPENSE INCURRENCE AND REIMBURSEMENT**

Protective Behaviours Southern Africa prescribes general rules for the payment of subsistence and travelling allowances or costs, to PBSA office bearers, for the attendance of approved events and operational needs. These rules gives a guideline of the process for the compensation for travelling and subsistence costs incurred or deemed to be incurred on behalf of PBSA, so that it can be handled in a practical, organized and effective manner.

The Financial Policy of Protective Behaviours Southern Africa contains the rules relating to claims and payment of subsistence or travel, by or to office bearers.