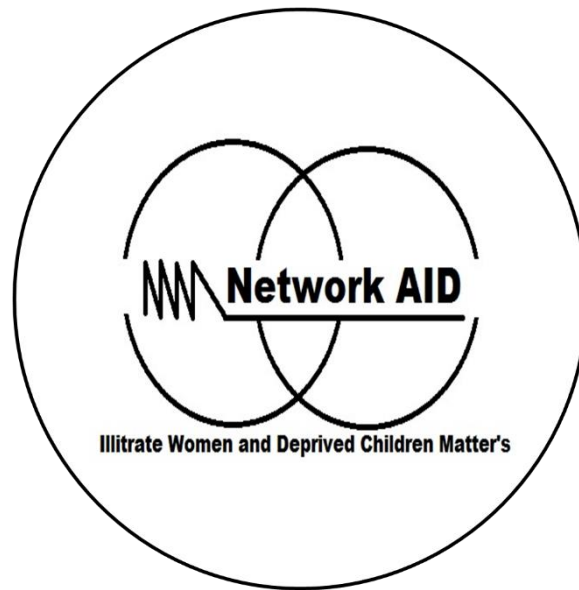


2023



Network AID Employment Disciplinary Policy 2023

MAINTAINING ORDER & ENHANCE PERFORMANCE

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Network AID Employment Disciplinary Policy 2023



Description and Purpose

This Employee/volunteer Disciplinary Policy (the "Policy") is designed to explain how the Employer/Organisation ("Network AID") handles employee/volunteer misconduct or performance issues. This Policy describes our progressive action steps including all consequences for employee/volunteer actions. We desire to provide a process by which employees/volunteers/volunteers can correct any misconduct or improve their work performance before more significant disciplinary action up to and including termination.

Although we describe a progressive action policy here, we reserve the right to bypass certain steps or combine steps depending on the individual nature of each situation. All employee/volunteer/volunteer misconduct or performance issues are addressed on a case-by-case basis.

This Policy should not be read to create any new contractual rights between employer and employee/volunteer/volunteer. Nothing herein modifies the employment-at-will relationship between the parties.

Scope

This Policy applies to all employees/volunteers/volunteers or third parties of the Organisation Policy-in-brief. The Organisation may impose discipline for workplace infractions including employee/volunteer/volunteer misconduct and poor performance in its sole and exclusive discretion. Disciplinary action may include, but is not limited to verbal or written warnings, disciplinary meetings corrective action, paid or unpaid leave emotion, reassignment, and/or termination.

Factors to be Considered

The Organisation may consider any factor it deems appropriate when deciding on employee/volunteer/volunteer discipline. Some factors that may be considered include: whether the misconduct or poor performance is a one-time infraction or has been repeated

1. the employee/volunteer's general work records
2. the employee/volunteer's response to management and
3. the impact of the employee/volunteer's action/behavior on the Organisation at large.

Disciplinary Guidelines

The Organisation wishes to provide guidelines for employee/volunteer behavior Although it may be impossible or very difficult to outline standards of conduct for every possible situation, the Organisation has established a set of broad guidelines for unacceptable employee/volunteer/volunteer behavior. The following list is not meant to be comprehensive and the Organisation may discipline any employee/volunteer/volunteer for any action which may be deemed unacceptable. The following list of unacceptable conduct applies to all employees/volunteers/volunteers whenever they are conducting Organisation business both on and off Organisation premises:

1. Unsatisfactory job performance or lack of professionalism
2. Abusing threatening violence or engaging in violence with another employee/volunteer/volunteer or Organisation staff member
3. General disorderly or dangerous conduct not becoming of a workplace, such as using abusive language practical jokes, or horseplay
4. Fraud in any behavior
5. Deceit;
6. Stealing or other unauthorized possession of property;
7. The use or possession of illegal drugs or weapons
8. Failure to do assigned tasks
9. Failure to comply with Organisation rules
10. Excessive tardiness or absences
11. Sexual harassment;
12. Misusing confidential Organisation information, or
13. Any other violation of any Organisation's rules or policies

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Disciplinary Procedures

The procedures outlined below will apply to most disciplinary situations. The employer also has the option to implement any other disciplinary method as described above instead of or in addition to any of the steps below: -

Step 1-Verbal Warning

At the first sign that there may be a performance issue or employee/volunteer misconduct the employee/volunteer's/volunteer's immediate line coordinator will issue a verbal warning to the employee/volunteer/volunteer. The verbal warning may take the form of an informal discussion. At this stage, the line coordinator will ensure that the employee/volunteer clearly understands the issue as well as what needs to be done for the employee/volunteer to resolve the issue. The line coordinator may work with the employee/volunteer to create a counseling or corrective action plan. The line coordinator may create a written memorandum of the verbal meeting and request the employee/volunteer's signature

Step 2-Written Warning

If the situation has not been corrected to the line coordinator's satisfaction the next step is a written warning. This is to be considered a formal notice to the employee/volunteer and official documentation in the employee/volunteer's file.

The employee/volunteer's line coordinator will meet with the employee/volunteer again and may include upper management, as well. During this meeting, the parties will review the situation including the prior verbal warning the employee/volunteer was given. The parties will also review the lack of progress on any counseling or corrective action plans. The line coordinator and upper management, if involved will set new expectations for the employee/volunteer and will communicate the consequences of the employee/volunteer not meeting such expectations. At this stage, the employee/volunteer will receive a formal structured performance improvement plan (PIP)

Step 3-Termination

If the employee/volunteer has not corrected the issues and has not acted by the PIP, the third and final step will involve termination. Before this stage, the issues created by employees/volunteers will likely have begun to affect the entirety of the workplace. Management may choose to suspend instead of permanently terminate the employee/volunteer if an investigation is required, but this is in management's sole and exclusive discretion. Suspension may be without pay consistent with all local, state, and federal laws. All procedures under this Policy will be conducted confidentially to the extent possible.

Appeals

Employees/Volunteers may appeal any disciplinary action but must provide information and evidence to do so. Employees/volunteers must appeal within the following period after any adverse employment decision is made. The decision to update or adjust disciplinary action against an employee/volunteer is in management's sole and exclusive discretion, and they are under no obligation to do so.

Illegal Activity

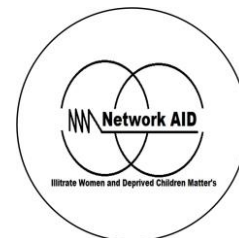
Any illegal behavior is not subject to this Policy and will be grounds for immediate termination. An employer may also report such activity to relevant law enforcement

The code of conduct of the organization is an off-shot of this policy that further defines the does and don'ts, the conduct of employees/volunteers, disciplinary actions, and procedures for action.

Policy Amendment

Management at any given time deems appropriate may amend this policy or any other related policies without the consent of the employee/volunteer. However, management may consult employees/volunteers for input or feedback on the amendment of this policy or related policies.

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Policy Approval

This policy and related policies with the advice from the technical advisory team members; the Chief Country Coordinator or a person designated solely mandated to approve the implementation of policies and or similar documents.

Questions

For questions or comments about this disciplinary policy employee/volunteer may contact the Administrative or Human Resource Coordinator