



UFUK ASSOCIATION FOR RELIEF AND DEVELOPMENT

Human Resources (HR) Policies and Procedures



1. Purpose and Scope

This policy outlines the principles, standards, and procedures governing the management of human resources within the UFUK Association for Relief and Development (hereinafter referred to as the “Association”).

Its purpose is to ensure that all staff and volunteers are **recruited, managed, and supported** in a fair, transparent, and consistent manner, in line with the Association’s values, national labor laws, and international humanitarian standards.

This policy applies to:

- All full-time, part-time, and temporary employees,
- Volunteers, consultants, and interns,
- All country offices and project sites under the Association’s operations.

2. Guiding Principles

- **Equal Opportunity:** Recruitment and employment decisions are made without discrimination on the basis of gender, religion, ethnicity, nationality, age, or disability.
- **Transparency:** All HR processes, from recruitment to promotion, are clear and open to review.
- **Accountability:** All staff are accountable for upholding the organization’s mission, vision, and code of conduct.
- **Professionalism:** Staff are expected to maintain high standards of integrity and performance at all times.
- **Diversity and Inclusion:** The Association values diversity and fosters a respectful and inclusive workplace.
- **Duty of Care:** The safety, well-being, and dignity of all staff and volunteers are prioritized in all HR practices.

3. Recruitment and Selection

- All vacancies are announced publicly through official channels and clearly define job descriptions, qualifications, and selection criteria.
- Recruitment is conducted by a **panel committee** to ensure fairness and objectivity.
- References and background checks (including safeguarding and criminal record checks when required) are mandatory prior to hiring.
- Conflict of interest in recruitment decisions is strictly prohibited.

4. Employment and Contracting

- Each employee or consultant must sign a written contract specifying position, duties, salary, working hours, benefits, and duration of employment.
- Probation periods (typically 3 months) apply for new hires and are subject to evaluation before confirmation.
- All employment agreements comply with Turkish labor laws and relevant international standards.

5. Staff Orientation and Development

- All new staff receive an **induction program** introducing them to UFUK's mission, code of conduct, safeguarding policies, and operational systems.
- Staff are provided with opportunities for **capacity-building and training** relevant to their roles.
- Annual performance appraisals assess achievements, skills, and professional growth needs.
- High-performing employees may be offered career development or leadership opportunities.

6. Code of Conduct and Ethics

- All employees and volunteers must adhere to the **UFUK Code of Conduct**, which includes principles of integrity, respect, confidentiality, and safeguarding.
- Staff must avoid conflicts of interest and declare any potential issues to management.
- Corruption, discrimination, harassment, or exploitation of any kind is strictly prohibited.
- Violations of the code result in disciplinary measures, up to and including termination.

7. Working Conditions and Remuneration

- Working hours, leave entitlements, and public holidays follow national labor regulations.
- Compensation packages are fair, competitive, and aligned with organizational salary scales.
- The Association provides safe working environments and adheres to health and safety standards.
- Overtime work must be pre-approved and compensated in accordance with policy.

8. Leave Policies

Employees are entitled to various forms of leave, including:

- **Annual Leave:** As per legal entitlement and contract terms.
- **Sick Leave:** Based on medical documentation.
- **Maternity and Paternity Leave:** Granted according to national labor laws.
- **Emergency Leave:** For urgent family or personal matters, subject to approval.

9. Volunteer and Consultant Management

- Volunteers and consultants are required to sign agreements outlining roles, responsibilities, and conduct expectations.
- Volunteers are covered by the Association's safeguarding and insurance policies while on duty.
- Consultants are selected competitively and evaluated based on deliverables and performance.

10. Staff Well-Being, Safety, and Security

- The Association promotes physical and mental well-being through awareness, counseling, and safety measures.
- Staff operating in high-risk areas (e.g., conflict zones such as Gaza) receive **security briefings and protective protocols**.
- Emergency contacts and crisis management procedures are maintained for all field staff.

11. Grievance and Disciplinary Procedures

- Staff have the right to raise concerns or complaints through formal grievance channels without fear of retaliation.
- Complaints are handled confidentially, fairly, and within a defined timeframe.
- Disciplinary actions are applied progressively, based on the severity of the misconduct.

12. Termination and Exit Procedures

- Employment may end through resignation, completion of contract, redundancy, or disciplinary action.

- Exit interviews are conducted to gather feedback and ensure smooth transition.
- All organizational property, data, and funds must be returned before final clearance.

13. Record Keeping and Confidentiality

- HR maintains accurate and secure personnel records for all employees and volunteers.
- Access to HR files is restricted to authorized personnel only.
- Personal data is protected under national data protection laws and internal confidentiality policies.

14. Review and Updating

This policy will be reviewed **annually** by the HR Department and approved by the Board of Directors. Updates will reflect changes in legislation, donor requirements, and best practices in humanitarian HR management.

Sincerely,

The Board of Directors and Legal Team of UFUK Association for Relief and Development

For detailed questions, please contact,

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