



UFUK ASSOCIATION FOR RELIEF AND DEVELOPMENT

Human Resources (HR) Policy



1. Purpose and Scope

This Human Resources (HR) Policy outlines the overarching principles, values, and commitments guiding the management of human resources within the UFUK Association for Relief and Development (hereinafter referred to as the “Association”).

The purpose of this policy is to ensure that the Association maintains a **professional, ethical, safe, inclusive, and high-performing workforce** capable of delivering its humanitarian and development mandate effectively.

This policy applies to:

- All staff (full-time, part-time, temporary),
- Volunteers and interns,
- Consultants and contracted personnel,
- All offices, field teams, and partners representing the Association.

2. HR Vision and Principles

UFUK’s HR vision is to **build and support a skilled, motivated, and ethically responsible workforce** that reflects the values of humanity, integrity, and accountability.

The policy is guided by the following principles:

a. Equality and Non-Discrimination

Employment decisions shall not discriminate based on race, religion, ethnicity, nationality, gender, disability, age, or political beliefs.

b. Transparency and Fairness

HR processes — including recruitment, performance management, and promotions — must be clear, fair, and consistently applied.

c. Accountability and Professionalism

All staff are accountable for upholding organizational policies and demonstrating professional behavior at all times.

d. Duty of Care

The Association is committed to providing a safe, healthy, and supportive working environment, particularly in high-risk contexts.

e. Inclusiveness and Diversity

The Association values diversity and actively promotes an inclusive culture where all individuals feel respected and supported.

3. Workforce Planning and Recruitment

The Association ensures that staffing decisions align with organizational goals and project needs. Recruitment must:

- Follow merit-based selection,
- Include clear job descriptions and competency requirements,
- Ensure background checks where appropriate (including safeguarding and criminal checks),
- Avoid conflicts of interest at all stages.

The Association seeks to employ individuals who demonstrate integrity, humanitarian values, and relevant technical expertise.

4. Employment Standards and Contracts

All employees and contracted personnel shall have written agreements specifying:

- Roles and responsibilities,
- Salary and benefits,
- Working hours and leave entitlements,
- Reporting lines and performance expectations.

Employment conditions shall comply with **national labor laws**, donor requirements, and recognized humanitarian standards.

5. Code of Conduct and Ethical Behavior

All personnel must adhere to the Association's:

- **Code of Conduct,**
- **Safeguarding Policy,**
- **Fraud and Anti-Corruption Policy,**
- **Data Protection and Confidentiality Policy,**
- **Child and Vulnerable Adult Protection Policies.**

- Avoid conflicts of interest,
- Maintain confidentiality,
- Treat all persons with dignity and respect,
- Report any misconduct or safeguarding concern immediately.

Violations may result in disciplinary actions, including termination.

6. Learning, Development, and Performance

UFUK is committed to strengthening its workforce through:

- Orientation and induction for all new staff,
- Continuous professional development opportunities,
- Job-related training (safeguarding, MEAL, compliance, finance, humanitarian standards),
- Annual performance evaluations with structured feedback.

High-performing staff may be considered for advancement or leadership roles.

7. Workplace Well-Being and Safety

The Association prioritizes staff safety, especially in conflict or emergency environments. UFUK provides:

- Safe working environments and protective equipment,
- Security briefings and risk protocols,
- Access to psychosocial support where possible,
- Clear procedures for incident reporting and response.

No staff member is required to undertake duties that pose unacceptable safety risks.

8. Staff Conduct, Grievances, and Disciplinary Measures

The Association ensures:

- A formal mechanism for staff to raise concerns or grievances,
- Confidential handling of all complaints,
- Non-retaliation protection for whistleblowers,
- Transparent and fair disciplinary procedures.

Grievances may relate to working conditions, misconduct, discrimination, or harassment.

9. Ending Employment and Exit Processes

Employment may end due to resignation, contract completion, organizational restructuring, or disciplinary action.

All staff leaving the Association must:

- Return organizational property,
- Complete financial and administrative clearances,
- Participate in an exit interview where applicable.

10. Data Protection and Record Management

The HR Department maintains secure and accurate personnel records.

- Personal data is stored confidentially and accessed only by authorized personnel.
- HR procedures comply with national data protection laws and internal privacy policies.

11. Monitoring, Review, and Continuous Improvement

This HR Policy will be reviewed **annually** by the HR Department and approved by the Board of Directors.

Updates may be made to reflect:

- Labor law changes,
- Donor requirements,
- Organizational growth,
- 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,

info@ufuk-insani.org