



Meeting Point International

HUMAN RESOURCES POLICY

Meeting Point International (MPI)

2026

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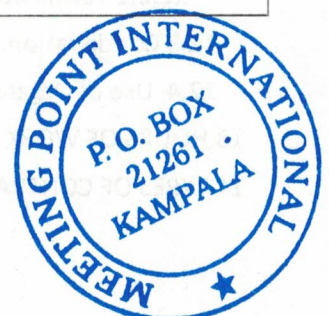


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INTRODUCTION

Founded by Rose Busingye in 1992, Meeting Point International (MPI) is a Ugandan non-governmental organization working with women, men, youth and children from the slums of Kampala, who are mainly affected and infected by HIV/AIDS.

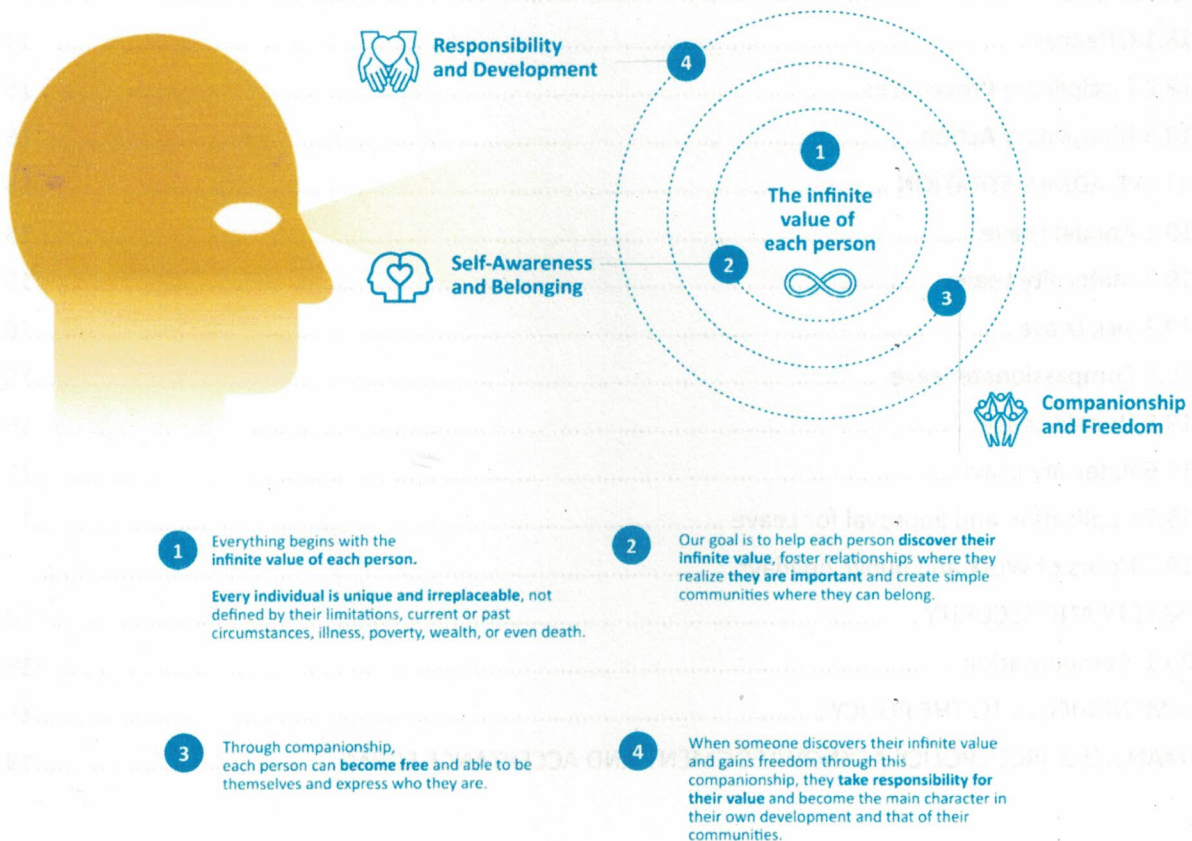
1.1 MPI's Vision

For every person to discover their infinite value and dignity, through a journey towards their own human development and that of their communities.

1.2 Our Mission

MPI aims at continuously accompanying every person and community, prioritizing victims of HIV/AIDS, promoting education at all levels and committing to poverty alleviation.

1.3 MPI's Method





1.4 Human resources policy relevance

This Human Resources Policy serves as a guideline for employees and management within Meeting Point International. It outlines the principles, procedures, and practices related to employment, employee conduct, benefits, and other matters concerning the organization's personnel. This policy applies to all employees, including full-time, part-time, and contractual staff members.

PURPOSE

This Policy aims to provide Meeting Point International with a useful guide which is standardized and equitable for management of the personnel working for the Organization. MPI's goal is to create a working conditions or environment that are recognized as impartial and that encourage staff to demonstrate a sincere sense of interest and pride in the Organization and its work program, and to use their best skill sets to fulfil the role assigned to them.

Meeting Point International is committed to providing equal employment opportunities to all individuals regardless of their race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by applicable laws and regulations. Discrimination or harassment based on any of these factors is strictly prohibited.

2.1 Human resource management objectives

The Organization shall endeavor to achieve the following objectives;

- Appropriate remuneration for all staff for services rendered.
- Fair hearing for all staff as provided for in this manual.
- Equal employment opportunities.
- Provision of appropriate training and facilitation.

2.3 Human resource management strategy.

The organization shall endeavor to attract, engage and retain high quality staff and optimally use their services.

LEGISLATIVE FRAMEWORK

The MPI Board of Directors is in charge of the interpretation and enforcement of this policy. Its interpretation shall be final in as far as it does not conflict with the Constitution of the Republic of Uganda 1995 (as amended). These policies have been synchronized with the municipal labour laws, including; the Employment Act 2006, Workers Compensation Act CAP 225, NSSF Act CAP.222, Labour Union Act 2006, Occupational Health and Safety Act 2006 and any other relevant or related laws all of which set out the minimum standards of employment conditions in Uganda. The Executive director shall ensure that MPI complies with the law.

IMPLEMENTATION OF THE MANUAL

The Executive director is responsible for the overall implementation of the HR policy within MPI. This will however not relieve Heads of Departments of the responsibility of managing personnel under them and shall in this regard seek the technical assistance of the Executive director.

DISTRIBUTION OF THE HUMAN RESOURCE POLICY

A copy of the Human Resource should be available in the Administration Office. Office coordinators are responsible for ensuring that all employees read and understand the policy and have access to it at all times. All employees are expected to familiarize themselves with the contents of this policy and ignorance of it shall not be defended when the disciplinary procedure is invoked.

RECRUITMENT AND APPOINTMENT

6.1 Introduction to the HR Policy and general procedures

MPI considers its members of staff to be its most important asset. The attitude taken by the personnel working for MPI is fundamental to the Organization achieving its mission. The people who work for MPI are respected and valued, and appropriately received. The effectiveness and success of development initiatives and humanitarian aid are dependent on the contribution of every staff member regardless of whether they are an employee, a collaborator, an intern or a volunteer. For this reason, MPI has been working for years to ensure that its Policies and procedures enable the full application of efficiency and transparency in the management of its human resources.

6.2 Recruitment & Selection General Principles Statement

MPI strives to hire individuals based on their qualifications, skills, and experience. Recruitment and selection processes will be fair, transparent, and conducted in accordance with applicable laws and regulations. Job openings will be communicated to potential candidates through various channels, including but not limited to job boards, advertisements, and internal announcements.

1. Our personnel management policies and practices aim to attract and select the greatest number of candidates with the profiles, skills and competences best suited to meet our needs. MPI's process of Recruitment & Selection, which presents our organization and the way we select our staff from candidates, significantly influences the effectiveness with which they will pursue our objectives.
2. The policies and procedures expressed in this document define the selection criteria and methods used for beginning a collaboration with the Organization.
3. The selection process aims to be effective, fair and transparent.
4. In accordance with the Organization's Ethical Code, and based on the principles of correctness expressed within it, the selection process has been created to avoid any unauthorized discrimination based on age, gender, sexual orientation, health, race, nationality, political opinions and religious convictions.
5. The Organization selects and recruits collaborators based on their professional profiles and the needs and requirements of the Organization, respecting the equal opportunities of all interested parties, avoiding unlawful favoritism and any form of cronyism.
6. The objective is to ensure that the people collaborating with MPI are able to offer the best professional contribution possible, in accordance with the Organization's mission.
7. Staff will be selected according to their skills and merits, consistent with the requirements of the position they will occupy.



8. Our recruiting methods aim to involve the greatest number of candidates who possess the necessary professional prerequisites. The selection methods and tools are compatible with the economic and human resources available.

RECRUITMENT PROCESS

7.1 Publication of the vacancy

The organization's partners and staff reserve the right to headhunt or advertise in an effort to obtain the best affordable talent in the labor market.

7.2 Job Applications

All candidates shall put their applications in writing and submitted via the organization's official emails, by sending their Curriculum Vitae and the Motivation Letter together with other relevant documents (such as University and personal documents for identification).

7.3 Selection Tests

Candidates shall be subjected to relevant interviews and possible tests as determined by the Executive Director and office coordinators.

The selection process follows these steps:

- Contact the suitable candidate for an interview on site - on line interview are also considered if necessary.
- Conduct the interview in 2 steps: (1) First interview with the coordinator of the department and the Technical Advisor; if the candidate passes the screening process, will have a (2) Second interview with Executive Director.
- Contact via phone call and/or email the successful candidate.
- Organize an inception meeting with the successful candidate at MPI's headquarter office to discuss about employment contract and conditions.

The same interviewing procedure must be followed also for the selection of interns or volunteers.

7.4 Employment Contracts

Employees will be provided with a written employment contract that clearly states the terms and conditions of their employment, including but not limited to job title, duties and responsibilities, compensation, working hours, leave entitlements, termination procedures, confidentiality obligations and the organization's policies in soft copy format.

STAFF APPOINTMENTS

All staff shall be employed on a contractual basis, subject to successful annual performance appraisals.

8.1 Acceptance

- Appointees shall accept the offer of employment from the date of offer by filling and signing the contract offered.
- The appointee shall report for duty not later than one month from the date of acceptance.



INDUCTION, ORIENTATION AND TRAINING

New employees will undergo an orientation process led by their Area coordinator to familiarize themselves with the organization's policies, procedures, vision and mission. The respective area supervisor will be in charge of the orientation and training of the new employee regarding his/her tasks and role. All new employees will be required to read, understand and sign all the organization documents. Whenever a new employee begins working for the organization:

- Provide the General Employee Contract + Terms of Reference (TOR) + Payroll (this may vary depending on the type of contract/arrangement the person will have with MPI)
- Send all updated policies by email + acknowledge forms for each policy to be signed in hard copies
- Share the Operational Manual and most updated Social Report by email
- Organize an introductory training meeting with a representative from each of MPI's departments: DSP, Project, Admin, M&E, Comms, Procurement/Logistics, Ssonde (These meetings must take place within the first two work weeks of the new staff member's start date)

CONTINUOUS PROFESSIONAL DEVELOPMENT

All staff shall be expected to undergo staff capacity development sessions (according to the organization's needs) planned by the Organization. The Organization's management may from time to time change the mode of delivering the training sessions to staff. This may involve having technical presentations at the office, attending workshops organized by professional bodies and NGOs like AVSI, LIGIHE and local Ministries etc.

SALARY/WAGES

- The organization shall pay their employees salary and wages as set out in the statement of Emoluments.
- The gross salary or wages shall be inclusive of allowances for food, housing, transport and all other kinds of possible allowances, unless clearly stated otherwise.
- The gross salary or wage shall be deducted for PAYE, NSSF, Local Service Tax and any other deductions as required by the law.
- The salary or wages shall be paid at the end of each month, or as stated in each personal contract. However, for employees employed on daily, weekly, fortnightly or monthly terms, salaries shall be paid on the expiration of such a day, week, fortnight or month, as the case may be.

CONDITIONS OF APPOINTMENT

12.1 Probation and probationary contracts

- The probation period may be of a maximum period of six (6) calendar months + six (6) months.
- The probation contract may be terminated by either party upon giving the other party seven (7) days' notice or by payment of seven (7) days wages in lieu of such notice.
- During the probationary contract, the organization does not grant any annual leave, with the exception of six (6) days of unpaid compassionate leave.



- An employee on probationary contract shall be allowed in any 6 (6) months period, seven (7) consecutive days of unpaid sick leave, after which the organization may terminate the contract.
- At the end of the probation period, the organization reserves the right to;
 - Formalize the employment of the probationary employee
 - Not to formalize the employment of the employee, and to discharge such employment forthwith.
 - Proceed with other probation contract to a maximum of 6 months.

12.2 Termination

Termination of employment may occur due to various reasons, including but not limited to resignation, retirement, redundancy, or misconduct. Employees will be provided with notice or compensation in accordance with applicable laws and their employment contracts.

Before staff leave the employment of the Organization, they shall be required to hand over all the Organization property and assignments in their possession to their immediate supervisor.

12.2.1 Termination by notice.

The contract of employment may be terminated by either party according to the time has been employed in the organization: giving at least:

- **<1-year employment:** two (2) weeks' notice or payment of two (2) week's salary in lieu,
- **>1 to 5 years employment:** 1 months' notice or payment of 1 months' salary in lieu,
- **>5 but <10 years employment:** 2 months' notice or payment of 2 months' salary due,
- **>10 years employment:** 3 months' notice or payment of 3 months' salary due.

In case of contracts renewed yearly, each year has to be added in the calculation of total employment's years.

1. The notice of termination shall be in writing and may be given at any time, but the day on which the notice is given shall not be included in the period of notice.
2. The contract of employment may be summarily terminated if there is gross misconduct by the employee.
3. Fixed term contracts are automatically terminated at the end of the contracted period. In case the services of the employee are still required; a new contract will be negotiated.
4. Termination of the contract may be by the closing of the project.
5. Termination of the contract may be due to reasons such as the employee's incapacity to perform satisfactorily, lateness for duty after several cautions, making fraudulent claims, tampering with the attendance records, unbecoming conduct, undeclared conflict of interest, breach of confidentiality, misuse of equipment and tools, etc.
6. Where employees are required to indicate reporting or action time, they must do it in person. Any fraudulent action may result into termination of contract.
7. Resignation: An employee wishing to resign from the service of the organization shall give notice in writing, of his/her intention to resign to the executive director through his/her immediate supervisor. The resignation shall take effect at the end of such notice period. The period of notice begins to run when the resignation letter is effectively delivered. The resignation notice must be acknowledged in writing before the notice period ends.
8. The period of notice is ruled at point "(i) Termination by notice" of this article.
9. Dismissal:



The organization may dismiss an employee for very grave offenses. In particular, the following will constitute the grounds for summary dismissal:

- Gross misconduct
 - Being in a state of drunkenness at work
 - Criminal conviction in the courts of law
 - Important negligence leading to serious injury, loss, or damage to person, animals, plants, buildings, equipment, tools. Etc.
10. An employee will lose all benefits (EoC benefit, leaves not done, Transport allowances and others specified in the ToR) upon being summarily dismissed.
11. These Dismissal actions are applied for all the kinds of collaborations (consultant, service provider, volunteer, etc.) accordingly.

12.3 Continuation

Continuation with the employee shall be subject to satisfactory performance reports from the immediate supervisor. As it is explained in point 5.0, Staff shall be notified of their continuation through a written official document.

12.4 Use of Organisation's resources

Staff will as much as possible exercise due responsibility while using the Organization's resources in the course of performing their duties. The Organization's assets and resources shall be used only to perform the Organization's work. This may include computers, printers, photocopiers, stationery, telephone, internet connection; furniture, vehicles etc. Unauthorized use of the Organization's resources to gain personal benefit may result in a disciplinary action taken against the responsible staff.

The Organization's management shall put an effort in enforcing efficiency and effectiveness in usage of the Organization's resources. However, staff shall be expected to exercise natural judgement in ensuring their acts do not expose the Organization to avoidable costs.

HOURS OF WORK AND JOB DESCRIPTION

1. The normal hours of work per day and per week shall be stated in each personal contract of each worker.
 - a) Except where it is indicated otherwise in the personal contract, the normal hours of work shall not exceed 8 hours of work per day, from Mondays to Fridays; 40 hours per week.
 - b) The job description will be written in the personal contract, to be read and signed with the agreement. It may be revised from time to time. In such a case, the employee will accordingly be advised in writing.
2. If any employee is late for work for more than one hour without permission and or without adequate reasons, the following provisions will apply:
 - a) Verbal reprimand for the first occasion.
 - b) Warning letter for the second and third time.
3. On subsequent occasions, disciplinary action or termination of employment.

For the express purpose of calculation of leave, a week shall be considered to comprise of 5 (Five) working days – Monday to Friday, for every worker, even if his/her time table requires his/her presence in the place of work for more than five days a week.



TYPES OF CONTRACT

Regardless of the type of contract, whoever starts a collaboration with MPI has the duty and right to sign an official contract and all the documents and policies of the organization, in order to commit to comply with them for the entire duration of the contract.

14.1 Employee

Employees of the MPI are individuals who have entered into an employment relationship with the organization. They are hired for specific roles and responsibilities and are compensated with a regular salary or wages. Employees have a long-term commitment to the NGO, and their work is guided by an employment contract or agreement.

Employees are required to sign formal employment contracts outlining their terms of employment, including job title, duties, compensation, working hours, leave entitlements, benefits, and termination provisions.

Contract characteristics: employees work for 8 hours a day, 5 to 6 days a week, use MPI premises and equipment for the work. MPI is obliged to contribute and pay NSSF, PAYE and LST. NSSF contribution is not an obligation for employees above the age of 55.

14.2 Service provider

A service provider refers to an external person or entity who is engaged to provide specific services to the NGO. These service providers play a critical role in assisting the NGO in areas where specialized expertise or resources are required.

MPI often rely on service providers for logistical support, transportation, and procurement of goods and services required for their programs or projects.

MPI also relies on service providers for specific projects related to construction, equipment and maintenance.

Contract characteristics: service providers work upon need or request and often use their own equipment. MPI is obliged to withhold and pay to URA 6% of their gross pay.

14.3 Collaborator

In the context of an NGO, a collaborator refers to an individual or organization that works closely with the NGO on specific projects or initiatives. Collaborators play a vital role in supporting the mission and goals of the NGO, often bringing expertise, resources, and shared commitment to the cause.

A collaborator actively engages with the NGO in a mutually beneficial partnership or collaboration. They share common goals, values, and interests related to the NGO's mission and work towards achieving shared objectives. Collaborators bring specific expertise, skills, knowledge, or resources that complement the NGO's work. They may have specialized knowledge in a particular field, access to networks or funding, or technical capabilities that support the implementation of projects or initiatives.

Contract characteristics: Collaborators can engage with MPI on a project-by-project basis or for a specific duration. They work closely with the NGO's staff, volunteers, or other stakeholders to achieve the desired outcomes of the collaborative effort.



14.4 Volunteer

Volunteers are individuals who willingly offer their services to support MPI's mission and activities without expecting monetary compensation. MPI welcomes individuals who express interest in volunteering and assigns them to suitable roles based on their skills, interests, and availability.

Volunteers are required to sign volunteer agreements that outline the expectations, responsibilities, and duration of their volunteer service. Volunteers may receive training or orientation sessions to familiarize themselves with the organization's mission, values, and the specific tasks they will undertake.

MPI acknowledges the valuable contribution of volunteers and may recognize their efforts through certificates, appreciation events, or other forms of acknowledgment. Furthermore, MPI ensures that volunteers are treated with respect, dignity, and fairness, and provides guidelines for maintaining a positive volunteer experience. MPI takes measures to ensure the safety and well-being of volunteers while they are engaged in their volunteer activities.

Contract characteristics: the working hours and schedule of volunteers is agreed with MPI's Executive Director and Technical Advisor, according to the volunteer's availability and the needs of the organization.

14.5 Intern

Interns are individuals who engage in temporary work placements within the NGO to gain practical experience and develop their skills in a specific field.

If requested by the local Universities, MPI offers internship programs designed to provide interns with hands-on experience related to their area of study or interest. Interns have defined learning objectives and specific projects or assignments that contribute to their professional growth and development. Internships have a specific duration, and the schedule is determined in accordance with the organization's needs, the University requirements and the intern's availability. Interns undergo periodic evaluations to assess their progress, provide feedback, and identify areas for improvement. Interns receive guidance, mentorship, and supervision from their supervisor, who provide support and feedback during their internship.

Upon completion of the internship, interns may receive certificates or letters of recommendation to acknowledge their contribution and the skills they have acquired. MPI tends to retain interns upon completion of their internship and give them the opportunity to continue working in the NGO with an employment contract. That is because of the effort and time put in the training of the new resource.

Contract characteristics: For one to qualify as an intern, they need to have an introduction letter from their institution of studies and at the end of the internship period, they are evaluated by their supervisor and given a letter of recommendation. They are not entitled to any pay, but MPI can willingly choose to remunerate them or to refund the active costs for the activities done during their period at MPI. The working hours are agreed taking into consideration the students' University schedule.

STAFF DEVELOPMENT

The Organization shall plan, develop and implement human resource training and development programs in accordance with set guidelines.

Staff development is a crucial aspect of MPI, as it focuses on nurturing the skills, knowledge, and professional growth of the organization's employees.



- **Professional Development Opportunities:** This includes access to relevant training programs, workshops, conferences, and seminars that enhance their skills, knowledge, and expertise in their respective fields.
- **Individual Development Plans:** MPI's Technical Advisor, together with the support from the Executive Director and the active feedback from the employees, creates individual development plans for employees. These plans identify specific areas for growth and development based on their career goals and the needs of the organization. They serve as a roadmap for employees to enhance their skills, acquire new competencies, and progress in their careers.
- **Training and Learning Programs:** MPI provides a range of training and learning programs tailored to the needs of its employees. These programs can cover a variety of topics, including technical skills, leadership and management, communication, project management, fundraising, advocacy, and other relevant areas. The programs may be delivered through internal resources or external trainers, both in-person and online.
- **Mentoring and Coaching:** MPI promotes mentoring and coaching programs to support employees' professional development. Experienced staff members, namely the Executive Director and the Technical Advisor are assigned to provide guidance, support, and feedback to employees, helping them enhance their skills, navigate challenges, and achieve their career goals.

By prioritizing staff development, MPI demonstrates its commitment to fostering a skilled and motivated workforce, enhancing employee satisfaction and retention, and ultimately strengthening the organization's ability to achieve its mission and objectives.

PERFORMANCE EVALUATION

Employees are subject to periodic performance evaluations to assess their job performance, identify areas for improvement, and provide feedback for professional development.

The Technical Advisor together with the Head of Departments, carries out annual performance evaluations. Performance discussions provide opportunities to identify areas for improvement and development, set performance goals, and align individual development plans with organizational objectives.

In addition, MPI encourages employees to seek external opportunities for professional development, such as participating in conferences, workshops, or seminars outside the organization. The NGO may support employees in accessing these opportunities by providing financial assistance, leave for attendance, or facilitating networking.

The PER (Performance Evaluation Report) is prepared to guide the Organization in appraising its staff to ensure that performance is appropriately measured against the set parameters. Its primary objective is to ensure that staff performance is improved at all times for the benefit of both the Organization and the individual staff. The staff performance guide shall also form a key basis for establishing the appropriate level of compensation that is commensurate to performance.

16.1 Performance Reviews

Each employee has to be evaluated according to the criteria set in the PER (Performance Evaluation Report) form at least twice a year. The evaluation helps to promote closer relationship between the staff and the organization and in improving his/her competence of the assigned job and awareness and ownership of MPI's mission. The information in PER is strictly confidential and cannot be used to discriminate against the person evaluated. See Attached PER. If the employee has had a good performance



during the year, the Executive Director may give a prize in the form of cash, or/and vacation days or/and a good recommendation.

16.2 Annual Performance Review Cycle

The performance of all staff shall be appraised twice a year at an interval of six (06) months.

The Appraisal exercise shall be carried out in the first week following that in which the appraisal cycle ends. There are 2 reviews every year: (1) The midterm review, taking place between the months of May-June and (2) the end of the year review taking place during the month of December.

16.3 Mode of Appraisal Exercise

The exercise shall be performed in the form of a round-table discussion of each of the individual's performance for the cycle ended. Each appraisee shall be given the opportunity to have a discussion between the top management and office coordinator to identify the gaps, challenges and achievements during the period of evaluation including recommendations to improve the work. This implies that the appraisee shall also be part of the review.

16.4 Management of Performance Appraisal Recommendations

The Organization shall implement the appraisal recommendations with a view to recognize and reward staff performance, and address their development needs.

FACILITATION

The Organization shall provide transport to employees on official duties outside their normal duty station. Where transport is not provided, and the authorization is given, any employee using his private vehicle to go for official duties shall be paid once proof of payment is submitted to the administration. If prior discussed and authorized, there are no financial limits to the facilitation or to the refund, if properly submitted and justified.

DISCIPLINE

All staff shall be expected to exhibit the highest degree of discipline and courtesy while conducting the Organization's business. No staff shall be expected to involve themselves in any acts that cast doubt on their integrity. Each staff upon appointment shall be required to read and sign THE CODE OF CONDUCT to guide their discipline at any designated work space.

18.1 Offences

Misdemeanors, misconduct and gross misconduct such as: Drunkenness and drunken driving; Smoking; Use of narcotic drugs like marijuana; Stealing; Fighting in and/or outside office; Persistent late coming; Diverting the Organization's funds to personal use without authorization; Using the Organization's stationery including headed paper, stamps, seals and emblems and such items without authorization especially with an intent to gain personal gain; Forgery of documents including academic documents, accountability records; and any other acts that are contrary to the ICPAU's Professional Code of Conduct shall constitute offences and shall make the staff liable to disciplinary action.



18.2 Disciplinary Procedures

Where performance of a staff is unsatisfactory, they will be given an opportunity to respond to the allegations.

Staff alleged to have committed offences categorized as gross misconduct shall be suspended on half pay, pending outcome of the investigations.

18.3 Disciplinary Action

Staff found to have committed offences shall be subject to one of the following disciplinary actions: Caution; written warning; suspension; loss of salary; demotion; or dismissal.

LEAVE ADMINISTRATION

For fixed term contracts, each staff member is entitled to an annual leave according to the "art.3 ANNUAL LEAVE" of this document. S/he must submit to the supervisor by the end of February (or within one month from contract start date) the days s/he desires to take her/his leave (leave plan). All leave periods should be agreed upon with the supervisor.

Annual leave accrues on a pro rata basis. The employee is therefore left (according to the specific contract) with the remaining leave days to take at her/his discretion, but in consultation with her or his supervisor and approval by the Technical Advisor or Executive Director. This does not however apply to some specific cases (like guards since they have a different leave schedule to be agreed with management).

19.1 Annual Leave

1. A worker, working weekly for sixteen or more hours, is entitled to 24 working days paid annual leave at the rate of 8 days for each period of continuous 4 months of service on completion of 12 months of continuous service. The time to take annual leave has to be agreed between the parties.
2. An employee will be required to indicate his/her leave preferences at the start of every calendar year. However, leave will be granted at the convenience of the organization.
3. The organization may recall an employee on leave and re-allocate his/her leave during the same contract period.
4. Any public holiday which falls due during one's leave; will automatically extend one's leave on a day to day basis unless the public holiday falls due on a Saturday or Sunday.
5. Any leave, which is not taken or commuted at the end of the contract, in agreement with MPI Management, will be forfeited.
6. Leave days may only be commuted or compensated on written request by the supervisor and approval of the Executive Director.
7. Leave compensation Formula: Pay in lieu of leave will be computed as follows:

Leave days x annual gross salary

(365-104 Saturdays & Sundays in a year)

19.2 Maternity Leave

- A female employee shall be entitled up to 60 working days maternity leave, on full pay. For the male employees, they will be entitled to 3 working days.
- After the 60 days, where necessary, the employee may apply for unpaid leave not exceeding two months as a result of illness or complication arising out of the pregnancy or confinement,



rendering her unfit for work; she should produce a medical certificate signed by an approved medical practitioner indicating the period of confinement. After the lapse of 2 months, the organization may give her a notice of termination.

- Maternity leave may be taken from four (4) weeks before and eight (8) weeks after her certified date of confinement.
- "Confinement" in relation to maternity leave, means "Childbirth".

19.3 Sick Leave

Staff shall be entitled to sick leave not exceeding one month, with full pay on presentation of an appropriate medical report from a qualified medical practitioner.

1. An employee who is suffering from normal sickness and unable to report for duty shall immediately notify the organization on the day the disability begins. A written explanation might be requested at resuming duties.
2. After the lapse of two days, if such disability persists, a medical certificate or treatment form from an approved medical practitioner showing the cause of the disability and prescription offered, must be presented to the organization. It is not allowed to get more than 2 days per Month without medical certificate. 2 or more Sickness days repeated for 2 or more consecutive months will be subjected to Management check.
3. Subject to the above conditions, an employee shall be allowed in any 12 months period:
 - a) Thirty (30) consecutive days of sick leave with full pay.
 - b) Where an employee is incapacitated for duty by reason of any illness caused by his or her own willful neglect or default, he or she shall not be entitled to any pay during the period of such incapacity.
4. Personal injury by accident: The liability of the organization in respect of injury or death of a worker by accident shall be limited to the provisions of the Workers' Compensation Act No. 8, 2000. Medical aid in such a case shall be considered in line with the provisions of the act.
5. During sick leave, the employee's salary may be drawn by somebody that is authorized in writing, by the employee.

19.4 Compassionate leave

- A maximum of six (6) working days a year, on pro rata basis, may be granted as compassionate leave or bereavement leave, in special circumstances such as, the serious illness of the children or spouse of the staff member or the death of a family member - namely a brother, sister, father, mother, biological or legally adopted children and spouse.
- Compassionate leave must be applied for – in writing before it is taken. The application should be approved by the Technical Advisor and Executive Director.
- Compassionate leave for circumstances outside the ones indicated above shall only be considered and granted by the Executive Director, following a written request through the supervisor.

19.5 Unpaid Leave

The organization may grant leave of absence, of up to 30 days a year upon reasonable cause being shown and such leave will be unpaid and separate from annual leave. Benefits will not accrue during the unpaid leave period unless it is maternity leave. Unpaid leave days will be calculated using the same leave compensation formula.

19.6 Paternity Leave

A male employee shall be entitled to paternity leave of three (3) working days with full pay per year immediately after the delivery or miscarriage of a child of his wife.

To qualify for such leave, the employee shall produce to his immediate supervisor, a medical certificate communicating the delivery or miscarriage of his child. If any complications arise (from pregnancy or birth) that may require a male employee to have more than the available Paternity leave days to attend to this spouse, additional leave days may be requested for approval but shall be considered as annual leave or compassionate leave.

19.7 Application and approval for Leave

Leave applications shall be addressed in writing using the leave sheet to the immediate supervisor for approval in accordance with the Annual planned leave days. In the event of variation of leave dates, the Supervisor shall inform the Technical Advisor or Executive Director.

Staff shall hand over the leave sheet (as agreed within the Annual planning) at least 2 days before the intended commencement date (except in exceptional cases) and shall proceed on leave after receiving approval from the Supervisor. Staff proceeding on leave should inform the department/management and the persons they are delegating their duties to in their absence.

19.8 Hours of Work and public holidays

The normal hours of work per day and per week shall be stated in the personal contract of each employee. Except where it is indicated otherwise in the personal contract, the normal hours of work shall not exceed eight (8) hours of work per day, from Mondays to Fridays; forty (40) hours per week. When an employee, for whatever reason, is unable to report for work as per his/her official work timetable, the responsibility is on him/her to immediately communicate such absence or delay in reporting for duty to his/her supervisor, as well as to the Technical Advisor or Executive Director. If an employee is late for work or absent without permission and/or without adequate reason, and such instances are repeated, MPI may invoke disciplinary proceedings against such an employee. For the express purpose of calculation of leave, a week shall be considered to comprise five (5) working days – Monday to Friday, for every worker, even if his/her time table requires his/her presence in the place of work for more than five days a week. Working late, on weekends and public holidays an employee who wishes to work on Weekends or Public Holidays must first obtain a written permission from the Technical Advisor or Executive Director, with prior written approval from the Supervisor. Such staff must register his/her arrival and departure time in the employee tracking sheet.

MPI will grant her staff all the following gazette public holidays and all those that the government may recognize and announce from time to time.

New Year's Day	1st January
NRA/M Day	26th January
Women's Day	8th March
Good Friday	7th April
Easter Monday	Date to be announced
Labor Day	1st May
Uganda Martyrs' Day	3rd June



Heroes Day	9th June
Independence Day	9th October
Christmas Day	25th December
Boxing Day	26th December
Id El Fitr Day	Date to be announced
Id Adhuha	Date to be announced

SAFETY AND SECURITY

MPI is committed to providing a safe and healthy work environment for all employees. Measures will be implemented to prevent accidents, injuries, and occupational hazards. Employees are expected to comply with health and safety guidelines and report any potential hazards or incidents promptly.

All staff are encouraged to be security conscious at all times whether at office or outside office. Staff are advised to alert concerned authorities promptly (e.g. MPI Management, Police for special cases) when in situations that jeopardize their security. Such situations may include identifying suspicious items especially those that are abandoned. All staff should always be cautious not to leave any electric gadgets on when leaving the office. Office lights, computers, printers, the office TV and all electric appliances shall all be switched off when leaving office. The office assistant shall do cleaning work while putting on office gloves.

20.1 Compensation

Staff who suffer injury in the ordinary course of the Organization's business shall qualify for compensation in line with the Ugandan Workers' compensation Act, 2000.

AMENDMENTS TO THE POLICY

This policy may be amended or revised by Meeting Point International from time to time. Any changes will be communicated to employees and made available through the appropriate channels.



HUMAN RESOURCES POLICY ACKNOWLEDGMENT AND ACCEPTANCE FORM

I, (Full Name)
..... (Position/Role/Organization if applicable),
acknowledge receipt of the Meeting Point International (MPI) Human resources policy.

I confirm that I have read, understood, and accepted the Human resources policy as part of my employment, collaboration, volunteer service, consultancy, partnership, or engagement with Meeting Point International (MPI).

Name : _____
Signature : _____
Date : _____

A copy of the signed Human resources policy should be returned to the Administration office or to this email: admin@meetingpoint-int.org