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PSM CHARITY

Human Resources Policy of PSM CHARITY

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Approved By: Kinene John Mutyaba,
The Board of Directors,
Chief Executive Officer of the Organization.

1. Purpose and Scope

This Human Resources (HR) Policy is designed to ensure that PSM CHARITY's employment practices foster a diverse, inclusive, and effective workforce. It provides guidelines for HR activities and decisions, ensuring compliance with international labor standards and local employment laws. This policy covers all individuals working at PSM CHARITY, whether as full-time, part-time employees, volunteers, or contractors.

2. Equal Opportunity Employer

PSM CHARITY is an equal opportunity employer, committed to creating a diverse environment free of discrimination and harassment. We ensure all employment decisions are based on organizational needs, job requirements, and individual qualifications. We adhere to the principles of the United Nations' Universal Declaration of Human Rights and the International Labor Organization's (ILO) Declaration on Fundamental Principles and Rights at Work.

3. Recruitment and Selection

- Job postings will be circulated widely to reach diverse candidate pools.
- Selection processes, including interviews and assessments, will be conducted by trained staff.
- Background checks and reference checks will be carried out in compliance with international standards to ensure the safety and integrity of the organization.

4. Conditions of Service

- Employees will receive a comprehensive orientation to understand their benefits, responsibilities, and the resources available to them.



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- Salaries and benefits will be competitive, fair, and in line with the cost of living and labor market trends.
- Work hours, overtime policies, and leave entitlements (including annual, sick, parental, and compassionate leave) will be clearly communicated and recorded.

5. Professional Development

- PSM CHARITY will provide access to professional development programs, including workshops, courses, and seminars, relevant to the employees' roles.
- A personal development plan will be developed in collaboration with the employee, outlining career goals and necessary skills development.

6. Performance Management

- Performance reviews will be conducted at least annually, and more frequently for new employees or those in developmental roles.
- The performance management system will include self-assessment, supervisor assessments, and, where appropriate, peer and direct report feedback.

7. Workplace Health and Safety

- Regular risk assessments will be conducted to identify and mitigate workplace hazards.
- Health and safety training will be provided to all employees, and emergency procedures will be clearly posted and practiced.

8. Code of Conduct and Ethics

- The Code of Conduct will outline expected behaviors and the ethical framework within which employees should operate.
- Regular training on ethical conduct, anti-corruption, and confidentiality will be provided to all employees.

9. Grievance and Conflict Resolution

- A step-by-step process will be in place for employees to raise concerns or grievances, and every report will be investigated promptly and impartially.
- Mediation and other conflict resolution methods will be utilized to resolve disputes.

10. Disciplinary Procedures



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- A clear set of standards and processes for disciplinary action will be established, ensuring that any measures are proportional to the misconduct.
- Employees will have the right to be accompanied by a representative during disciplinary hearings.

11. Termination and Resignation

- Termination of employment will be handled with dignity and respect and in accordance with contractual and legal obligations.
- Exit interviews will be conducted to understand the reasons for resignation and to identify any underlying organizational issues.

12. Data Protection and Privacy

- All personal data will be treated confidentially and stored securely. Access to personal data will be limited to authorized personnel.
- Employees will be informed of how their data is used and will have access to their personal data to ensure its accuracy.

13. Monitoring and Review

- This policy will be subject to regular audits to ensure its effectiveness and compliance with evolving international standards and laws.
- Feedback from employees will be solicited as part of the review process to continuously improve HR practices.

Gaboine Anthony
Chairman Bord

Kinene John Mutyaba
Chief Executive Officer