



# POLICIES AND PROCEDURES MANUAL



Date	Rev	Prepared	Approved
	0		
	0		CEO/Executive Director

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# CHAPTER -I



## HUMAN RESOURCES OPERATIONAL MANNUAL



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01-04-2024	1		CEO/Executive Director
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## **VISION**

A Dignified Sri Lankan Society with active Citizen Participation and well protected Equal Rights.

## **MISSION**

Mobilizing multi-ethnic communities and vulnerable sections of society by empowerment for civic/economic rights, environment protection, gender parity and social development for reconciliation.

## **OVERALL OBJECTIVES**

1. Engage the Citizens' Councils to free the people from dependency trends and be core actors in community governance with reaching out accountability and transparent development goals.
2. Improve the well-being of the plantation, rural and settlement wise communities through enhancing youth participation, child development and improved access to education with other services and increased opportunities for income generation.
3. Coordinate all civic activists and religious leaders through interactive dialogues and peace efforts towards strengthening the national reconciliation process.
4. Increase the decision-making and leadership capacity of women, empowering them to participate in politics and economic achievements.
5. Advancement of policies and safeguard measures for environment protection with actions to mitigate natural and human-made disasters with preserving water catchment areas.

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## 1.0 Preamble

This Human Resources Policy Manual aims to give employees of Uva Shakthi Foundation a clear communication of its policies and procedures concerning its Administrative systems and Human Resources guidelines.

This manual was formulated to cover, and shall be implemented to, employees at all levels regardless of rank, level and status of employment, except for some policies with specifically stated coverage. Policies are needed to set standard guidelines for all employees to have a uniform understanding and harmony in the workplace.

The organization believes that fair and just policies and implementation thereof are due to all employees regardless of rank, level and status of employment. As such, all employees and officers are called upon to practice fairness in all their official dealings and in carrying out their functions based on these policies and procedures. If there be is non- implementation or neglect on its appropriate and proper implementation, employees have the right to bring such breach to the Management of USF and Governing Body if required.

Policies can be changed or modified for some reasons but should be disseminated to all employees at least 15 days prior to implementation. In some cases, policies can be susceptible to different interpretations by employees. However, the Human Resources Head and the Governing Body shall have the responsibility to guide and give appropriate interpretation to all those policies that have ambiguous meaning and they have the responsibility to modify such policies, to make them clear and understandable to all employees.

The Management and its employees together have a shared responsibility in the attainment of the goals and objectives of the organization and the proper implementation of this policy.

## 2.0 Introduction to the Administrative / Accounting Operation Manual

This manual contains a set of rules and conditions that should be met as ‘solutions to practical problems that may arise in the day-to-day running of the office. It seeks to ensure that office accounting and administrative functions are conducted in an accurate, transparent and systematic manner in accordance with accepted accounting principles as well as applicable rules and regulations, and also introduces a set of general policies for responsible officials to bring the accounting and administration activities to an advanced level.

- Adhering to this manual will help to minimize any problematic situations that may arise in preparing various statistics, conducting audits and other occasions.
- By following all the instructions in this manual to conduct office accounting, human resource management, and administration in a transparent and orderly manner, the day-to-day office activities will definitely be enhanced. In order to achieve that goal, the guidelines described here should be carefully studied and the relevant officials should ensure that the guidelines are implemented in an appropriate manner.
- In cases where the management intends to periodically revise some of the existing instructions in this operation manual, it may take the necessary steps to supplement the revised operation manual or to remove any part thereof or to replace it with a new section.
- Relevant officers should make sure that special attention is paid to those who act contrary to the procedures described in this operation manual, because they may encounter unexpected problems. All the officers should be aware that management would take disciplinary action against any officers responsible for any problem that may arise as a result of fraudulent acts or negligence or violation of the provisions of this manual.

## **3.0 Human Resource Management**

### **a) Introduction**

All employees of the “Uva Shakthi Foundation” are expected to perform their duties satisfactorily, regardless of their nature of employment, permanent, contract, fixed-term, probationary, casual, trainee, etc. Unsatisfactory employment may result in disciplinary action or eventual removal from employment with “Uva Shakthi Foundation”.

It should be noted that the attachments in (a) and (b) are only general explanations and are not an exhaustive listing, because it is difficult to identify all possible behavior violations. Accordingly, if the management decides, or if an employee acts contrary to accepted performance or causes a paradigm shift/ condition or significantly affects the smooth and efficient functioning of the organization, such conduct shall be subject to disciplinary action. Every employee should make every effort to achieve the objectives of the organization by working to the best of their abilities.

### **3.1 Workplace Commitments - Equal Opportunity Employment**

Uva Shakthi Foundation is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, language, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the USF makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the HR Department.

### **3.2 Non - Harassment Policy/ Non-Discrimination Policy**

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation - harassment. Consistent with its workplace policy of equal employment opportunity, USF as an organization prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex,

disability, national origin, marital or veteran status, or any other status protected by applicable law.

### **3.3 Procedure For Recruiting Employees To The Institution**

- a. When a need arises for a new recruitment, the head of the relevant department/ section should notify the requirement to the HR Unit through an official requisition. The following information should be submitted along with the request to the HR Unit.
- b. Job specifications/ Terms of Reference (briefly) Need for the recruitment, whether new or replacement for an existing position
- c. The job specifications/ TOR of the employees should be adjusted based on the position. If a replacement is done for an existing position, the adjustment to the TOR should be reconsidered as necessary.
- d. The use of advertisements (whether newspaper advertisement or electronic media), posting of advertisement and use of appropriate procedures as required to recruit employees as per the need, should necessarily provide equal opportunities to women applicants through publications that attract them.

### **3.4 Approval From USF HR Unit & Recruitment Process:**

#### **a. Approval Process**

On receipt of the above requisition, the HR Unit will start the actual recruitment process, or may ask for more information from the unit that requisitions, if required. After being satisfied with the necessity of the requirement, the HR Unit will put an approval note on the face of the requisition as to the next steps to be followed, and pass the requisition to the relevant officer in-charge of recruitment.

Following the approval passed by the HR Unit, the advertising process should be commenced. The duration of calling applications could be decided as per the urgency of the recruitment. Under normal circumstances, while searching through external sources, applications should be kept open for 10 days. Advertisement should not specify the gender requirement on the recruitment.

After receiving the applications, those should be examined by an interview board and a decision should be taken about the method of first interview. The first interview can be conducted over the telephone. As phone screening; and following a test/ short assignment based on the position to be recruited, the final interview could be held at the institute. The method of first interview would be followed by a decision of the interview board. Subsequently, the letters of invitation should be sent to the shortlisted candidates. Thereafter, the interview should be conducted by the interview board. The selected candidate/s should be informed of the decision within 02 weeks from the date of the interview. Those who have not been selected from among the shortlisted candidates should be notified within 10 days from the

interview. Salaries and facilities should be provided to both men and women without any discrimination, necessary measures should be taken to encourage women applicants in case of special needs.

It is sufficient to receive employee grievances and issues in writing or orally, and it is advisable to have a special committee selected by the staff to resolve such issues. The composition of the committee should be varied according to the organization.

Employees should be given the necessary training, and should be motivated to make the work of the relevant departments more efficient.

All the new employees should contribute to the provident trust funds under the labor law from the first month.

The quality of the staff should be improved by performing employee performance appraisals at the end of every financial year. For this purpose, the chief executive Director or a person appointed by him should evaluate and report. A copy should be filed in the relevant personal file.

Based on this assessment, annual increments should be given in a timely manner. Further, action should be taken to provide increments that are determined to be given to the private sector by the government. Once this has been decided by the Board of Directors.

***If the recruitment is done through internally sources:***

### **3.5 Internal Search**

In some cases of recruitment for key positions of a new project, if the institute feels that the position should preferably be filled up from among the USF experienced personnel for the greater interest of the project, the institute may open the position to its existing employees through internal notice followed by the normal interview process. Criteria for selection will be decided on a case-to-case basis.

***If the recruitment is done through external sources:***

### **3.6 External Search Through Public Notification:**

A public notice will be served through any or all of the following methods:

- Advertisement in Newspaper.
- USF website or development or non-profit websites.
- Serving 'Notice' in USF and unit office notice boards.
- Referring to the institute data bank from job application file.
- Search from campus recruitment drives of premier organizations.
- Reference to external recruitment agencies.
- Employee with at least 2 years' experience in the existing post she/he is holding can apply.

#### **4.0 Attendance at work/ Duty Trips/ Field Trips and Vacations/ Maintaining Attendance and Attendance Records.**

- a. Office hours are from 8.30 am to 5.00 pm from Monday to Friday (5-day week).
- b. Managers must maintain attendance records to record the attendance and departure of relevant employees. The above officers and all other employees should record and sign the relevant attendance documents on the day of arrival at the service and the time of departure from the service.
- c. Employees on official field visits are exempted from the requirements of signing the above attendance documents, considering the dates relevant to the respective approvals. But they have to sign the attendance register every day, from the day they report back to the office.

##### **4.1 Maintaining attendance register**

- a) The attendance register should be maintained in a clear and concise manner. Every employee is required to report to duty from 8.30 am to 5.00 pm. For employees who report for duty after 8.45 am, short leave or deduction of allowances should be made as follows:
  - b) For 03 delays where arrival is between **8.45** am and **9.15** am deduction of half hour allowance from daily wage, or lose one short leave.
  - c) For those who come to work during the period between **9.15** am and **9.30** am, one hour will be deducted from the short leave or the one-hour allowance will be deducted from the daily wage.
  - d) For those who come during the period between **9.30** am and **10.00** am, they will lose one short leave or one and half hour (1.5 hour) allowance will be deducted from their daily wage.
  - e) Loss of half day leave or reduction of half day allowance from the daily wage will be applicable for those who come to work after **10.00** am.

Before signing the morning arrival or evening departure or during duty trips / field trips, the concerned officer is personally responsible for handing over a copy of the above approval (Format 2.C) in advance to the officer who is responsible for leave / vacation and making notes in the departure documents. Each employee is personally obliged to hand over copies of all approvals related to officials' field work and leave / leave form management.

## **5.0 Staff salary and benefits (EPF/ETF) for Long and short term project staff.**

### **a) Eligibility for EPF/ ETF**

The nature of the job is irrelevant. All employees; Indefinite contract, fixed term contract and casual employees will be enrolled in the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

### **b) EPF Contribution**

Employer is responsible to remit monthly contribution of 20% from earnings of the employee (employee – 8% and employer – 12%) to the EPF

### **c) ETF Contribution**

Contributions are due from employers at the rate of 3% of every employee's monthly total earnings. No employer shall deduct from the earnings of an employee any sum which that employer is liable to pay as contribution or surcharges to the ETF.

## **5.1 Salary & Performance review**

- a) An annual salary review (3%) shall be applicable to all staff category.
- b) Commencing July 2024, this is subject to a minimum completion of a year of service with USF. Merits, achievements, performance evaluations shall be considered. This provision shall be utilized from USF General Funds.
- c) Also, a salary enhancement (from 5% to 10%) may be introduced to staff based on merits, qualifications, performance, skills and achievements upon reviews and recommendations by the management. This provisions/ funds shall be subject to facilities and funding from awarding donors, projects (subject to availability of funds).

## **5.2 SALARY ADVANCE**

### **5.2.1. Objective**

Salary Advance Policy describes the Company's terms for advancing pay to your employees as an emergency short-term loan. This policy is designed to support employees to tide over any urgent financial exigency or emergency for a short period.

### **5.2.2. Scope and Applicability**

This policy applies to all our permanent full-time or part-time employees regardless of position. Temporary employees, who have contracts that span more than one year as of the date of application for advance, are also covered in this policy. This policy is prepared and owned by UVA Shakthi Foundation.

### 5.2.3. Policy elements

“Payroll advance” refers to employees receiving a portion of their pay before their next normal payday. This doesn’t include any money paid to the employee for relocation or work-related expenses.

USF is not obliged to pay employees in advance and may choose to accept or reject an application without assigning any reason whatsoever.

Conditions for requesting a payroll advance

Employees can ask for a pay advance if they:

- Have completed their probation period.
- Have not taken any other company-sponsored loan/advance.
- Have not asked for a pay advance in the past six months.

Employees should have a legitimate reason to apply for advance pay, usually an unexpected or unavoidable occurrence. Examples of such reasons are having to pay for:- have suffered extreme financial hardships, such as death of immediate family members/ serious sickness/medical conditions.

A recoverable religious Festival Advance may be considered strictly for one time/year.

which shall not exceed minimum of 25% - 50% of their monthly net salary.

### 5.2.4. Payroll advance terms

The minimum advance pay is 25% of the employees’ average monthly net pay / cannot exceed [ 50% of employees’ monthly net pay. Management may decide to make exceptions on a case-by-case basis.

No administrative fees or interest will be charged on such advances.

If an employee resigns or is terminated before repayment of advance, HR & Administration is responsible for reaching a new agreement with the employee or deducting the entire remaining amount from the final Salary. Any relevant legal requirements (whether national or local) will be followed.

### 5.2.5. Payroll advance agreements

Employees who want to request a payroll advance should fill the official advance request form.

They must:

- Indicate their reasons for requesting the salary advance.
- State the amount of money they want to receive in advance.
- Sign to accept this policy's terms.
- Obtain authorization / certification from HOD/Supervisor.

### 5.2.6. These procedures must be followed:

- Employees should submit the form to their Department Head or HR & Administration if their Department Head is unavailable.
- The Department Head should first review the form. If they approve, they must sign the form and submit it to HR & Admin and Accountant.
- HR and the Accountant must also review the form and decide whether to grant the employee's request within one/or two days of receiving the form. If they approve, HR must create an agreement form on pay advance and repayment terms taking any applicable taxes into account. This agreement must be signed by HR, the Accountant & CEO and the employee and include relevant dates.
- HR & Admin must forward the signed agreement to the accounting department. The accounting department must give employees their advanced pay through check, cash or bank transfer within one or two days of receiving the form. If the request is denied, the Dept Manager/HR & Admin must inform that employee within one business day.

### 5.2.7. Special Circumstance and Exception

Salary advance cannot be paid for the below reasons:

- Taking a planned vacation
- Entertainment expenses
- Gambling
- Fines

Any Deviation from this policy has to be approved by HR. Any changes to the policy have to be approved by Board members.

### 5.3 Office Space & Competent and Professional Resources:

A most suitable office space is being secured. A team of Qualified, experienced, skilled and competent team of staff shall be recruited.

All salary & fringe benefits shall be applied in accordance with the qualification /experience/ skill and governed by the labour law.

### 5.4 New Staff Proposal

In addition to the existing resources the following resources are being proposed shall be absorbed accordingly. (Staffing will be subject to project requirements / availability of funds).

- 5.4.1 Human Resource Management
- 5.4.2 Project Managers
- 5.4.3 Finance and Administration
- 5.4.4 Media & Communication Officer
- 5.4.5 Office Assistant

### 5.5 Leave

Newly recruited employees are entitled to a half a day of casual leave per month or one day of casual leave upon completing work for 2 months consecutively until they complete the first calendar year of employment. The leave during the first calendar year of the employee will be on a pro-rata basis. Those employees who have completed their first calendar year are entitled to 07 days of casual leave from the second calendar year of service. Annual leave for those who start the 2<sup>nd</sup> year of service should be as 2.4.1. In addition to the casual leave, from the 2<sup>nd</sup> calendar year, employees will also be entitled to 07 days of medical leave. All USF employees are entitled to the statutory holidays as per the mercantile sector declared by the government. The leave should ordinarily be availed with the prior approval of the Executive Directors. However, if the employee is unable to apply for leave in advance, it is essential to inform the need for leave on the relevant days through the prescribed leave application form.

**A calendar year is the year starting from 1st January to 31st December.**

- i. Annual Leave
- ii. Casual Leave
- iii. Medical Leave
- iv. Maternity Leave
- v. Short Leave
- vi. Academic and Exam Leave
- vii. Compensation Leave
- viii. Accident Leave

### 5.5.1 Annual Leave

There shall be no entitlement to Annual Leave during an employee's first calendar year of service.

During the second year, an employee is entitled to the number of days of leave as follows, and leave is accrued based on the date on which the employee joined the organization. All Annual Leave must be requested for a minimum of two weeks in advance, and may be recommended by the Executive Director or the relevant officer in-charge.

- If between **January 1<sup>st</sup>** and **March 31<sup>st</sup>** of the previous year: **14 days**
- If between **1<sup>st</sup> of April** and **30<sup>th</sup> of June** of the previous year: **10 days**
- If between **1<sup>st</sup> of July** and **30<sup>th</sup> of September** of the previous year: **07 days**
- If between **1<sup>st</sup> of October** and **31<sup>st</sup> of December** of the previous year: **04 days**

### 5.5.2 Casual Leave

Casual Leave can be utilized to attend to urgent and important social and personal obligations of a non-recurrent nature. However, the number of days of casual leave during the first calendar year is determined as one leave for completing every 2 months of service. If, due to circumstances beyond the employee's control, this leave cannot be applied for in advance, action must be taken to notify the employer before the employee can report for rejoining. Not more than 2 consecutive days of Casual Leave may be utilized at any one time. Casual leave cannot be combined with Annual Leave. Therefore, employees are not permitted to take any casual leave immediately before or after taking Annual Leave.

### 5.5.3 Medical Leave

Employees who have completed the first calendar year of service are entitled to 07 days leave per year from the 2nd year onwards. If Medical Leave is taken continuously for 3 days or more, it needs to be supported with a Medical Certificate from an accredited medical practitioner. In case of sudden illness, the line manager should be informed as soon as possible that the employee is unable to come to work. If an employee is exposed to an infectious disease or other danger / illness, the line manager should be informed.

### 5.5.4 Maternity Leave

- i. A female employee will be entitled to 84 working days (12 weeks) with full pay leave for the first two (2) births. Maternity Leave can be taken as follows:

Up to 14 days Leave prior to confinement and 70 days leave subsequent to such confinement.

- ii. In calculating Maternity Leave, public holidays and other holidays applicable to the Organization, and Saturdays and Sundays falling within such leave period should not be included in the above calculation of entitled days. The employee should keep the institution informed about the date of confinement one month in advance.
- iii. In the event of a third or subsequent births, the entitlement shall be restricted to Maternity Leave of 06 weeks (42 working days) as paid leave. Out of this, 2 weeks (14 working days) can be taken before the date of confinement.
- iv. Male employees are entitled to 03 working days of leave for the birth of their child, post-delivery. Employees must produce proof of birth of the child to obtain leave under this policy.

#### **5.5.5 Short Leave**

- I. Employees with a good attendance record are entitled to 2 short leaves per month not exceeding two hours at a time.
- II. Such employees will be entitled to 2 Short Leaves a month, up to 2 hours on each occasion, to attend to unexpected, important and urgent matters.
- III. For such short leave, the Executive Director should maintain a leave register. The leave can be obtained only after having it recorded in the register, and after the leave has been approved by the relevant authority.
- IV. In the event of failure to comply with the above requirements, the employee will automatically be deprived of the privilege of short leave.

#### **5.5.6 Academic and Exam Leave**

All employees who have completed 01 year of service can obtain Academic Leave.

The Leave shall not exceed 14 days, with sub-limits of 07 for Academic Leave and 07 days for Examinations.

Academic and Exam Leave are compensatory in nature. That means: When taking such leave, the number of hours taken for it should be taken on the assurance of working extra hours on working days. The leave will be granted upon submitting a copy of the admission card of the examination / schedule / any other verifiable letter to the management. When an employee intends to take such leave in excess of the 14 days that is ordinarily approved in the manner stated above, he/ she will have to apply for the additional Academic Leave by utilizing his/her remaining Personal Leave.

**5.5.7 Compensation Leave**

All employees who work in the office or field on Sundays, Poya days and all the other Mercantile Holidays will qualify for the compensation leave. Those employees who work from 8.30 am to 3.30 pm on the said days will be entitled to a Compensate Leave. Employees who expect to work on the above days should obtain prior approval using the attached form (Annexure “xx”)

Compensation Leave must be availed within 03 months from the date of extra working, and the Leave will be treated as cancelled if not availed within 03 months. Compensation Leave cannot be obtained together with any other type of leave. Prior approval is essential in order to take the leave

**5.5.8 Accident Leave**

For availing leave in connection with accidents or other mishaps while on duty, approval will be granted at the discretion of the management.

Employees are required to obtain insurance to minimize the risk on both sides, and an agreement should be reached with a suitable insurance company in this regard. It should be done with the approval of the Board of Directors.

All employees should be made aware of how to comply with this.

***Short Leave Application***

Note: This application should be filled only if you are taking short leave of less than 1 hour per day.

Only 02 short leaves per month are available.

Date: .....

Name of the applicant:  
.....

Position: .....

Leave Requirement: .....

Number of Short Leave Hours obtained during the Month: .....

Leave required time: .....

Signature of the applicant: .....

Approved / Rejected

.....  
Director – Uva Shakthi Foundation

## 6.0 Powers Of Disciplinary Control

The Executive Director, CEO has all the powers of disciplinary control, termination and dismissal of employees up to the position of Director. In the case of employees holding a rank above the rank of Directors, such powers shall be exercised by the Chairman or the Board in such manner as he or she deems fit. The Chairman or the Board of Directors may also exercise such powers with respect to other employees at their discretion. Any matter not covered by these rules should be reported to the Chairman or the Executive Director and advice should be sought from one of them on that matter.

### **Employees to whom this Code of Conduct applies:**

The provisions of this Code of Conduct shall apply to all employees of “Uva Shakthi Foundation”

### 6.1 Responsibilities of Employees

- a. All the employees of the USF must work diligently and faithfully to achieve the objectives of the organization.
- b. All employees must protect the properties of USF. Employees should not misuse any properties of USF.
- c. All legal orders and instructions and / or matters specified in the job specification / policies for women should be accepted and implemented.
- d. USF Employees should behave in a manner that does not discredit the Uva Shakthi Foundation’s image in the eyes of the general public as well as in their own relationship with employees.
- e. When an employee is charged in court with a criminal offense, he or she must notify the head of the organization immediately.
- f. Authorized officers of USF must necessarily submit any information relevant to the investigation, at the request of any appointed legal or other authority of the country, for any action or misconduct alleged to have been committed by an employee of the organization, irrespective of whether such action or misconduct has occurred inside or outside the premises of the Organization. It shall be the duty of every employee of the USF to provide that information in writing or any other form as requested when requested by an investigating officer.

## 6.2 Occasions which need an investigation to be conducted:

The need for an employer to take disciplinary action against an employee usually arises in two cases. That is,

As a result of unsatisfactory termination of service agreement. That is, when an employee has been employed to perform a task, and employment has been terminated as a result of unsatisfactory performance of that task / (a –Attachment)

As a result of abusive behavior or inappropriate behavior of any form / (b – Attachment)

## 6.3 Mandatory leave during an investigation:

- a. When an inquiry is being held into suspension or termination in connection with an investigation into misconduct, incompetence, negligence, dishonesty or any other cause, the Executive Director shall determine whether it is appropriate to send the relevant employee on compulsory leave or to another branch under his control. This decision shall be taken considering whether it is deemed inappropriate to allow him/ her to continue to work in the department or branch where the misconduct took place until the conclusion of the investigation. If the Executive Director so decides, the employee shall be granted compulsory leave or transfer.
- b. This compulsory leave should not exceed 6 days. When an employee is on compulsory leave, he/ she shall not be entitled to the following privileges:
  - Salary increment
  - To apply or obtain salary advances and loans entitled to be received by the employees of “Uva Shakthi Foundation”
  - Any other allowances that are ordinarily paid to other employees of “USF”.
- c. If an employee is not sent on compulsory leave during the period of investigation (as determined by the Executive Director) subject to the above clause, he shall be legally entitled to his wages and all allowance due to him.
- d. When an employee is sent on compulsory leave, the CEO shall at his discretion reserve the right to revoke the compulsory leave order at any time and to suspend or terminate the employee in such manner as it deems appropriate to the “USF”.
- e. In the event of an employee who is sent on compulsory leave after an investigation is released from the charges, he/ she will be instructed to report back to work.
- f. The period of leave during which the employee is on compulsory leave shall not be compensated with any form of leave that might otherwise have been available to him/ her.

**6.4 In the event of an employee who was sent on compulsory leave is released from the charges and instructed to report back to work:**

- b. The period of compulsory leave shall be treated as if the employee was not employed during the entire period. This means that, while calculating the amount of leave that the employee is entitled to, this period of compulsory leave (until the date of resumption of services) shall be deducted from the period for which he/ she was employed.
- c. However, when an employee is acquitted and resumes service, the bonus paid to the employee of the "USF" during the term should be paid in the same manner as they would have been if he/ she had not been sent on compulsory leave.

**6.5 Leave and allowances accruing during the period of suspension / termination of Employment.**

- a. When the Executive Director has justified the suspension or termination of any employee up to the position of Director, such employee shall be suspended or terminated from employment. In the event of an employee being suspended or terminated from employment, he/ she should be instructed to hand over the identity card of the organization in his/ her possession and the properties used by the employee. These items shall be handed over to the Manager / Division head of the Uva Shakthi Foundation. Further, he / she should be informed that, in future, he/ she is not permitted to enter the premises of the Uva Shakthi Foundation without the prior permission of the Chief Executive Director.
- b. When an employee is suspended or terminated from employment, he or she should not be entitled to any pay/ wages or any portion thereof during the period of the suspension.
- c. At the discretion of the Executive Director, however, an employee shall be entitled to receive his or her monthly salary for the period of suspension. This discretion of the Executive Director shall not be available if the penalty or part of the employee's punishment is imprisonment.

**6.6 Provisions applicable when an offense is committed:**

- a. When an employee is convicted of an offense or a criminal act by a court of law and the punishment prescribed by law or any part of that sentence is imprisonment, the employee should immediately inform the Head of Division or the Managing Director.
- b. The person to whom the matter is reported should take one or more (or even all, if he/ she deems appropriate) of the following steps: Report to the Head of Division; the Head of Division should then submit the matter to the Managing Director, for sending the employee on compulsory leave or suspension / for terminating from employment if the court finds him / her guilty/ for terminating his / her employment without conducting an internal investigation.

**6.7 Accumulated allowances and leave applicable to the period of suspension or termination of Employment:**

If, as a consequence of an inquiry that has been conducted into an alleged offence, the employee (who had been suspended or terminated) is found to be completely innocent, that employee should be entitled to receive all allowances that are ordinarily paid to employees. Also, that period should be treated as full paid leave given to the employee.

**6.8 Disciplinary actions which do not require investigations - Failure to report without permission:**

- a. When an employee is absent from work for more than 03 days without giving any reason or medical certificate to the management or head of the department, the Head or manager of the Department should send a reminder (letter, telegram) to the employee, with a copy being marked to the top management. This shall be done at the discretion of the Head or Manager of the Department.
- b. Failure to return to work for 7 days from the date of commencement of an employee's absence from work without permission: This shall be deemed to be a leave of absence and a letter (with copies of all reminder letters sent by the Manager to the relevant employee) shall be sent to the top management. Further, a letter signed by the Managing Director informing that the employee is considered to have left the service should be sent by registered post to the address where the employee was last known to have resided.
- c. If the employee does return to work subsequently, he/ she should be transferred to another department. In due course, an independent report on the efficiency and effectiveness of that employee should be obtained from the head of his/ her institution/ division.
- d. In the event that 03 notices of poor performance or absenteeism have been issued to an employee within a period one year from the date of issuance of the first such notice, the Head /Manager of the relevant Division shall inform the Managing Director to confirm whether there are any reasons for not terminating the employee, within 14 days of the third and final notice.
- e. If the employee has provided any valid explanation, the Head of the relevant Division / Manage should submit a detailed report of the explanations given by the employee to the Managing Directors. The Executive Director shall then consider the matter with the relevant Head / Manager and should recommend whether to terminate the employee's services or not.

**ATTACHMENT "A"**

- Absence from work and delaying work as a habit
- Staying away from the workplace without permission, written approval or reasonable cause
- False illness
- Reporting to work late without permission or without justifiable reason, or habitually leaving the workplace before the end of working hours
- Arriving late for work as a habit
- Unexplained absence from the workplace without a valid reason or permission
- Scolding, assaulting or threatening an employee in the workplaces or on the premises for personal or any other reason
- Behaving or threatening an employee outside the workplace premises for work related or any other reason
- Failure to show due respect to superiors and refusal to comply with a legitimate order that has been given by a higher official
- Failure to attend training programs without a valid reason
- Defamation that does not prove reasonableness or authenticity or making an accusation against an employee with the intent to harm his/ her reputation

**ATTACHMENT "B"**

- Providing false information during or after employment, when requested by management to provide personal information such as date of birth, address of residence, educational and professional qualifications
- Use of power or authority for personal gain or any other purpose
- Acting in a manner that may cause loss or damage to the organization or adversely affect the reputation and dignity of the institution
- Fraudulent preparation of documents and manipulation of documents
- Engaging in active party politics, engaging in anti-social activities, contesting elections, or engaging in activities that are detrimental to the Organization's policies and traditions
- Grave mistakes made under general regulations or instructions relating to administration, finance or discipline
- Providing assistance and encouragement to commit any of the above offenses
- Harassing a female employee or union official or an internal or external client / volunteer, both verbally or indirectly
- Committing acts of theft, fraud, temporary misappropriation of the property of the organization
- Refusal of reasonable overtime or refusal to work when requested to do so by a senior officer or disobedience to legal orders regarding necessary and urgent work
- Unauthorized misuse of vehicles
- In the case of employees who need to be on alert, such as guards and security guards, falling asleep during working hours or general dereliction of duties
- Knowing that an employee is involved in an offense / misconduct, but not informing relevant officers; aiding and abetting such offense / misconduct or being a party to that offense or misconduct
- Receiving money from the organization by presenting or using a false or forged document, forged claim bill or invoice
- Giving false testimony in an internal investigation or in a court of law
- Causing death or injury to a person or damage to vehicles or damage to public or private property by recklessly or dangerously driving a company owned vehicle
- Mailing or distributing any letter or communication with the intent to displease the company member or to tarnish their character and or reputation of the organization
- Improperly obtaining financial or other commodities from the organization's clients or inciting unethical misconduct
- Driving an organization-owned vehicle while under the influence of alcohol or other drugs
- Assaulting, threatening or physically harming anyone during or after work, whether on or outside the organization's premises
- Giving or receiving a bribe or gratuity for performing a service
- Misuse of any public facility provided by the organization for the benefit of employees
- Habitually behaving in an undisciplined manner
- Causing damage to or loss of goods or other properties belonging to the organization due to mere negligence or non-fulfillment of liabilities

- Committing any criminal offence
- Causing damage to the organization's premises or its properties
- Working while intoxicated and restless in the workplace or on the premises of the organization. Alcoholic body odor while working, or being under the influence of alcohol or other intoxicants. Consumption of alcohol or other drugs while in service
- Doing immoral acts with serious consequences
- Violation of the instructions issued by the Uva Shakthi Foundation regarding financial transactions related to the customers
- Disclosure of information relating to the activities of the organization to an unauthorized person
- Issuing illegal orders or instructions to subordinates
- Fraudulent alteration of attendance documents and schedules or employee records, negligence that could have serious consequences
- Failure to work collaboratively with senior officers and co-workers to develop the work of their unit; aggressive behavior in the workplace
- Signing of false declarations
- Supporting or attempting any of the above misdemeanors mentioned in Attachment 1

ANNEXURE

**7.0 ADMINISTRATIVE POLICIES AND PROCEDURES**

**A. Recruitment and Proposed Salary Scale**

			Proposed Allocation  Rs.	Professional Category  Proposed Preliminary Net Salary			Skilled Category  Proposed Preliminary Net Salary		
No.	Position	Qualification Requirements		Masters with 2 + years Experience	Graduates with 3+ Years	Graduate with 1 year Experience	A/L 3+ Yrs Experiences	A/L Completed	Reviews Confirmation of 3% after probation / Completion of 1 yr (10-15%) proposed
1	Project Director and above (Senior positions)	Masters + 2 Yrs Graduate + 3 Yrs Project Management Professional Certification	130,000 -150,000	85,000.00	75,000.00	65,000.00			
2	HR Manager	Business Administration (MBA) or Degree Program in Human Resource Management HRM Diploma + Experience	100,000 –130,000	80,000.00	70,000.00	65,000.00			

3	Project Consultant	Bachelor's Degree in Project Management,  Business Administration or a related discipline. Minimum of 5 years' experience in project consultancy	85,000 – 120,000	75,000.00	65,000.00	55,000.00			
4	M& E Officer	Bachelor's Degree In a Relevant Field Is Often The Minimum Requirement. Prefer Candidates With A Master's Degree Or Equivalent	80,000 – 115,000	65,000.00	55,000.00	45,00.00			
5	IT Communication and Media	A Bachelor's Degree In Communications Or Public Relations Background Or Degree In Information Technology, Computer Science, Or A Similar Field. In-Depth Experience, Including 3 Years Working In A Similar Industry, Is A Typical Requirement	85,000 – 120,000	75,000.00	65,000.00	55,000.00			
6	Program Coordinator	Minimum – 3 Years Experience (NGO) With MBA or Masters / PG Degree	80,000 – 100,000	70,000.00	60,000.00	50,000.00			
7	Sr. Program Officer	Minimum – 5 Years Bachelors Degree. +Experience (NGO) With Master/ Degree  Or PG Diploma	80,000 – 100,000	70,000.00	60,000.00	50,000.00			

8	Project Manager	Minimum – 3 Years Experience (NGO) With Masters/ Degree Or PG Diploma Internal –	65,000 – 85,000	55,000.00	45,000.00	40,000.00			
9	Sr. Program Assistant	Degree Holder (Graduate) A/L (Completed)	45,000 –60,000		40,000.00	35,000.00	30,000.00	25,000.00	
10	Field Associate / Program Assistant	Graduate A/L (Completed)Minimum 1 Year Experience / Computer Literate With Multi Language Proficiency	40,000- 50,000		35,000.00	30,000.00	27,000.00	25,000.00	
11	Office Assistant	GCE A/L, Computer literacy Language proficiency, knowledge MS Office package	40,000-45,000				30,000.00	25,000.00	
12	Volunteers on Contract basis								An allocation of Rs.20,000/- monthly/person
13	Internship								Travel Allowances not exceeding Rs.20,000.00

- I. A written requisition for recruitment of staff is to be submitted to the HR unit in order to initiate the recruitment process. (Annex 1- Staff Requisition format)
- II. The requisition should contain the job description / job profile of the proposed staff as far as possible.
- III. It should clearly mention the competencies required with minimum academic qualification required for the post.
- IV. If the post requires previous experience, this should be specifically stated for how many years and from what type of organization.
- V. The requisition should also mention the name of the project where she/he will be absorbed and for what period.
- VI. The amount of compensation (Salary/CTO) proposed as per the project.
- VII. Any other relevant information justifying the recruitment.
- VIII. The requisition should be made by the Unit / divisional head or the designated person responsible in this regard.

## **8.0 Recruitment Guidelines for entry at different levels: Approval from USF HR Unit**

On receipt of the above requisition, the HR unit will start the actual recruitment process, or may ask for more information from the unit, if required. After being satisfied with the requirement, the HR unit will put an approval note on the face of the requisition as to the next steps to be followed.

### **8.1 Short Listing Of Candidates:**

From among the applications received, a list of candidates shall be prepared for taking part in the recruitment process as per the published criteria through the following:

- Call letters
- Telephone calls
- Walk in interview
- Email

### **8.2 Formation Of Recruitment Board:**

The HR unit will constitute a recruitment board to conduct the interviews. The board members shall include Staff members

- Sometimes, resource person from outside the organization
- For consideration of Senior Program Associate (SPA) or Program Officer
- For such internal candidate, a Board will be formed preferably with all personnel from and above the CEO level. This will be considered only at the time of renewal of contract of such Senior Program Associate (SPA).

- For direct recruitment of Program Officer and above, the Recruitment Board will comprise of at least two Directors and one person from the Advisory Council.
- The composition of the recruitment board should follow the gender policy of the institution.

### **8.3 Recruitment process:**

The recruitment process may include all or any of following methods:

- Written test
- Computer test
- Group discussion
- Viva-voce interview

### **8.4 Recommendation Of Recruitment Board**

**After completion of the recruitment process,**

- A report containing the recommendation of the board, signed by each board member, shall be forwarded to the HR Unit for further course of action.
- The report should clearly mention the name of selected candidate
- May add a list of 2 or 3 candidates to be kept in the shortlist.
- All the documents of the selected candidate should also be attached with the report for future reference
- At least 10 days' time to be allowed between issue of call letter and date of interview.

### **8.5 Issue Of Appointment Letter:**

Based on the recommendation report, the HR unit will issue the offer letter for appointment. Upon acceptance of the said offer letter, the HR unit will proceed to issue the appointment letter followed by agreement and job description wherever necessary.

### **8.6 Joining And Orientation Of New Staff:**

- The selected candidate will join the service on the agreed day and will officially inform her/his joining by a written 'joining letter' to the office.
- This will have to be accepted by the concerned departmental head and forwarded to the HR Unit.
- A database shall be maintained for all employees.
- A personal record form will be prepared immediately
- Staff identity card will be issued by the institution
- The new staff member will undergo an orientation Program soon after joining service.

### **8.7 Performance review**

For all categories of staff, yearly review in general and earlier review of performance if necessary should be conducted. Based on this review report, the change in salary and designation will be made. However, change of designation will be applicable at the time of fresh contract only.

### **8.8 Salary Payment**

The salary payment is made between the 28th day and last working day of every month. The date of payment may change due to unavoidable circumstances but every attempt shall be made to strictly adhere to the 28<sup>th</sup> day of the month. Salary payment is made through crossed account payee cheque or cash. If anyone is unable to collect his/her salary on the payment date, then it might be collected on a mutually convenient date. Besides, any one may claim salary, on his/ her inability to collect the same, through a properly executed authorization letter.

### **8.9 Induction Training**

Induction training is a process by which a new employee is situated into a new milieu to establish familiarity with the goal, objectives, mission, vision, practices, policies and strategies of the organization. It is a strategic means to welcome a new entrant and, in the process, to make him/ her feel acknowledged as an honored member of staff.

Induction training is mandatory on joining as per the induction schedule. Date of induction will be fixed in consultation with the Unit In-charge. In case any staff member fails to attend the scheduled induction, she/he must undergo the same when the next induction is conducted.

Uva Shakthi Foundation will undertake four Induction Trainings in one financial year with the newly recruited staff (Contractual and Assignment).

### **8.10 Organizational Development:**

Staff members of USF working either with the thematic units or the geographic units have a responsibility to demonstrate leadership qualities for both their own growth and for the effective functioning of the units. The organization expects them to help in nurturing talent in their units and to build teams to work towards the organization's mission.

This training aims at understanding self and improving motivation, leadership quality, conflict resolution and team building. USF will undertake OD training as and when necessary.

In Service Training: Besides this, as a part of skill development, the unit will organize In-Service Training for the unit staff at least once in a year.

### **8.11 Increment of Salary**

This is generally as per terms of a contract of each employee and normally increment is considered after the completion of each year/contract. In the case of a contract employee, the fresh contract is made with/without increment. In the case of a regular employee, increment / no increment is considered after the end of each completed year of service. Increments are considered based on the recommendations of the concerned departmental heads, evaluation of performance, contribution to the organization, and other factors like regularity, timely reporting and leaving a place of duty, absenteeism, etc. These are to be generally followed as per findings of the Performance Evaluation Report.

### **8.12 Promotion Policy**

For employees at the levels of Project Worker, Project Assistant and Senior Project Assistant, the criteria for promotion would be competence and experience. For promotions at the levels of Project Associate and Sr. Project Associate, the criteria would be knowledge, competence and experience. For consideration of promotion to the post of Project Officer and above, educational qualification will remain as an additional requirement in general. However, special considerations of promotion from the post of Senior Project Associate to the post of Project Officer may be made on a case-to-case basis at the discretion of the CEO and Board of Directors

### **8.13 Organization Property**

Organization property - such as equipment, vehicles, telephones, computers, and software – are not meant for private use. These devices are to be used strictly for organization business, and are not permitted off grounds unless authorized. USF property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any organization property they possess.

Organization computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from a supervisor before installing any new software on a computer belonging to the organization. Files or programs stored on organization computers may not be copied for personal use.

Phones are provided for business use. The institute requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum, and conversations brief. Personal long-distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of computers or other electronic equipment. Violations of these policies could result in disciplinary action.

## 9.0 DOCUMENTATION

### HANDLING OF INWARD AND OUTWARD LETTERS

#### 9.1 Inward Mail

The daily mail shall be received by the office from the any method of postal/hand/courier. There shall be an Admin Officer who shall be assigned the work of handling mails. This officer shall be responsible for handling Inward and Outward Letters of USF.

She/he shall maintain a Register where all letters come into the office daily by post or hand delivery, opened and registered in a book called 'Inward Letter Register'. In the case of registered letters, Registered Number and the name of the sent office shall be entered in a suitable column of the register. All letters which are not quotations, personnel mail, or marked confidential received to USF shall be opened by him/her and date stamped in a suitable place at the top of each letter. The Admin Officer shall immediately distribute all letters and the Inward Register to the relevant persons.

Letters sent under 'Confidential Covers' shall not be opened by him/her. Such letters shall be sent to the addressee or to the Management/CEO.

Letters addressed to personal names of officers shall be sent to respective officers without opening.

Letters mentioned 'Quotation' shall not be opened by him/her and should be sent to Accountant/ Procurement officer or Chairperson of Procurement Committee.

#### 9.2 Outward Letters

All official letters and documents of the day shall be signed by respective officers shall be put into envelopes, properly closed, address is correctly written and send to the Admin Officer to dispatch. In case of Registered Letters, the words 'Registered Post' "Courier" and in respect of Hand Delivery letters the words 'By Hand' shall be written in the left-hand upper corner of the envelope. All such letters shall be sent to the Admin Officer.

The Admin Officer shall enter all in Delivery Books and send them to respective places. The Admin Officer shall check whether all letters have been promptly delivered to respective addressees once the letters are delivered.

In the case of Registered Letters, the Admin Officer shall follow the 'Registered Letter Schedule' / procedure. All mailed letters must have an acknowledgement issued by the relevant authorities/ or dept. All receipt shall be filed along with the copy of the letter.

### **9.3 Line of Communication**

The CEO shall correspond with other Board Directors/ Directors of USF.

CEO/Executive Director shall correspond with the Government Agencies, Statutory Bodies, foreign agencies, and the Donors when and where necessary.

All correspondence with the Auditor shall be done by the Head of Accounts Dept. / CEO

All internal correspondence of financial and accounting related matters, submission of monthly reports and returns shall be done by the officer responsible for Accounting and Finance. Submission of financial statements and reports to the Board of Directors shall be signed by that officer and counter signed by the Executive Director.

Correspondence on development, operational, marketing, and industrial dispute matters can be done by the Head of Program unit or / MEL Officer.

All officers at subordinate and other grades shall communicate with other officials of USF only through their supervising Officers. However, this line of report may not be applicable for complaint mechanisms and for a person who acts as a whistle blower.

All correspondence, submissions, requests, grievances, appeals to the CEO or the Board of Directors from any employee of USF shall be channeled through respective Head of Program unit.

All contracts with other parties shall be signed by the CEO/Executive Director or an officer specially authorized by the Board of Directors for the purpose.

### **9.4 Official E-mail:**

Official e-mail shall be opened by a responsible person assigned who is conversant with IT & Communication skills.



## GENDER POLICY



Date	Rev	Prepared	Approved
01-04-2024	1		CEO/Executive Director
	0		CEO/Executive Director

UVA SHAKTHI FOUNDATION  
Address : #16/12, 2<sup>nd</sup> Lane, Lower Kings Street, Badulla  
Telephone No: 055 2231750  
Email: [fuvashakthi@yahoo.com](mailto:fuvashakthi@yahoo.com) / [uvashakthif@gmail.com](mailto:uvashakthif@gmail.com)

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# **GENDER POLICY**

## **1.0 Introduction**

Sri Lanka was one of the first countries in Asia to grant voting rights to women. It elected the world's first female Prime Minister, Sirimavo Bandaranaike, in 1960. Sri Lanka also elected the country's first female President, Chandrika Bandaranaike Kumaratunga, in 1994. However, Sri Lanka ranks among the lowest in South Asia for female representation in politics. More female leaders are needed in public office at the national and local level to encourage greater gender equality. The Constitution of Sri Lanka considers men and women equal citizens. Article 12 stipulates that all persons are equal before the law and are entitled to the equal protection of the law. No citizen should be discriminated against on the grounds of race, religion, language, caste, gender, political opinion, or place of birth.

Women form approximately 57% of Sri Lanka's 21 million people. Yet women only constitute 33.4% of the 8.5 million, economically active population. Gender-based discrimination and gender-based stereotypes still exist contributing to poverty and injustice.

Universal free education has benefited females by closing the literacy gap between men and women.

However, females still do not have the same status, power, access to and control over resources as males. Women are seen as 'supplementary workers' and offered employment that is considered 'women's work' especially in some regions.

While women's education and employment options have improved, women are not provided with equal opportunities in leadership roles. Most women migrant workers are domestic labourers.

The Agricultural and Garment sectors employ more female workers but few in management positions. The lack of women in leadership positions is known as the 'sticky floor syndrome'. There are no quotas in place for the recruitment of women to private or public sectors, politics or parliament.

Sri Lankan Government policy makers, corporate business and society are all needed to challenge the current status, shift mindsets and pave the way to gender parity.

### **1.1. Purpose**

Gender equity means eliminating gender-based discrimination and gender stereotypes in all areas of life. Not only is gender equality a basic human right for women and girls and therefore its own goal, but empowering females will increase Sri Lanka's economic growth and development for everyone's benefit.

This policy ensures USF consistently adheres to gender equality principles and practices across our organisation and provides a framework for accountability. These principles also impact the type of projects USF select as well as how programs are implemented in the community.

## 1.2. Scope

USF Uva Shakthi Foundation policy on gender equality stems from the firm belief that women's rights are human rights. As an organization, it understands the triple role of women where they play a critical role in the following three arenas: –

Reproduction, production and community management.

Responsible for completing several tasks in various arenas, women often work much longer days.

Consequently, they are often prevented from accessing resources pertaining to health, education, employment and political participation.

Even in circumstances where individuals may be able to access such resources, discriminatory practices and a lack of gender balance in roles and responsibilities prevent women from utilizing them.

Taking this into account, USF works from an approach that realizes in order for women to be able reach their full potential they must be given equitable access and control over both knowledge and resources.

Gender equality is something USF strives for both within its organization as well as among the programmes and projects it runs in various communities. Under this policy, the organization will work to ensure that the following aspects are fulfilled and ensured at an organizational level as well as at a grassroots level through the Programmes and projects it carries forward in the larger Sri Lankan society.

- Both women and men in the organization must be given equal and if the circumstances necessitate, equitable access to the organization's resources.
- Both women and men must have the agency to have control over such resources.
- In a country where women have historically been economically dependent on men, the financial independence of women must be promoted and encouraged.
- Inclusion of women in decision making processes regarding the development of particular communities through processes such as participatory rural appraisals (PRA).
- 
- Developing a flexible approach that accommodates women & ensures that men are also implicated by values of equity and equality in the workplace.

- Ensuring the mainstreaming of gender equality at all levels of the organization and in partnerships by giving priority to the participation of women in managerial positions.
- In order to ensure that the above aspects are fulfilled USF will implement the following.
  - organizational measures as stated below:
- Mainstreaming gender equality into all aspects of the organization and its projects – inclusive of but not limited to the planning, design, selection, implementation & evaluation of all projects and programs.
- Apply gender equity in all organizational and project policies & procedures .
- Creating an environment where all staff are enabled to and responsible for contributing to gender equality within the organization and its projects

Sensitizing staff, donors, partners and sponsors on the goals of the policy & ensuring that all endorse the need for its implementation.

The USF strongly believes that for any development process to be sustainable in nature it needs to be inclusive of those it aims to assist. With women at the center of the communities which we aim to empower and uplift we are committed to ensuring the inclusion of their voices in all our development efforts.

The general principles of gender equality apply to all USF employees, Members of the Board, volunteers, consultants, (national and international), donors, partners, consultants/contractors, interns and visitors.

Definitions	The process of being fair to women and men in decision making and the provision of resources and the addressing of imbalances. Gender equity recognizes that within all communities, women and men have different benefits, access to power, resources and responsibilities.
Gender Equity	Gender equity leads to gender equality.
Gender Equality	Equal rights, responsibilities and opportunities for women and men of all forms (e.g, People with disability, <b>visually impaired</b> , Transgender, etc)
Discrimination	The unfair or prejudicial treatment of people (and groups) based on characteristics such as race, gender, colour, language, religion, political opinion, age, sexual orientation, social origin, property, or birth status.
Bullying	Repeated and intentional use of words or actions against someone (or a group of people) to harm their wellbeing. This is usually done by people who have more influence or power over someone else or who want to make someone else feel less powerful or helpless.
Sexual Harassment	Sexual harassment is unwelcome sexual behaviour that's offensive, humiliating or intimidating. It can be written, verbal or physical, and can happen in person or online. Anybody can experience sexual harassment,

	regardless of their gender. When it happens at work, public places, school or university, sexual harassment may amount to a form of discrimination.
Sexual Assault	Any unwanted or forced sexual activity without a person's consent. Rape is the most serious form of sexual assault – forcing someone to have sexual intercourse without his or her consent.
Abuse of power	Improper use of authority (e.g. in family, community, business, government etc.) by someone with authority over someone who has less authority or no power.

## 2.0 Policy

Uva Shakthi Foundation is committed to ensuring gender equality is fully incorporated into our work culture, programs, and projects. USF staff and supporters are required to promote gender equality through their attitude and behaviour.

### USF supports:

- a) A working environment that respects the inherent dignity of all people, regardless of *gender, race, religion, language, caste, political opinion* or place of birth.
- b) A work culture where women are provided with full and equal participation in the workforce, access to equal opportunities, and equal remuneration for work of equal or comparable value.
- c) The use of gender-sensitive content in all staff induction, training and awareness programs as well as in all terms of reference, including TORs for external consultants.
- d) The use of gender-sensitive language and images in all internal and external communications with women's and girls' voices heard in the first person.
- e) The development of measurable gender indicators (criteria) against which changes in gender equality for USF Foundation staff, projects or programs can be assessed (eg Facts, numbers, opinions or perceptions).
- f) Women having equal access to, training in and use of information technology.
- g) Women and men are proportionately represented during press briefings and other public relations activities.
- h) Cooperation between men and women in the workplace, programs/projects and in the community to is needed to change historical and cultural attitudes towards gender discrimination.
- i) Using information technology to facilitate working from home working and flexible working hours to balance home and work life where needed.
- j) Empowering women in decision making and leadership roles in the workplace through the Gender Equality Seal for Private and Public Enterprises
- k) Zero tolerance for discrimination, bullying, sexual harassment, physical or verbal abuse, and abuse of authority in any form in the workplace, our programs or community.

- l) Women and girls exercising their rights over their own bodies and be protected against violence; women exercising their independent access to and control over land, employment, services and institutions.
- m) The capacity building of women's organisations and groups towards gender equality through resource allocation, training, information, and networking.
- n) The monitoring and evaluation of programs for gender equity goals; developing and employing good practice guidelines and indicators.
- o) Identifying barriers to gender equity and documenting gender equity results across programs and projects as a part of our monitoring process.

### **3.0 Monitoring and Compliance:**

USF Foundation staff are responsible for attending Gender Equality training and awareness programs, and adhering to the Gender Equality Policy. This policy is available in English, Sinhala and Tamil.

USF Foundation require staff, consultants/contractors, volunteers, interns, donors and partners to report to management any concerns or suspected breach of our Gender Equality Policy.

**What to report:** any concerns about a breach of the Gender Equality Policy or allegations of discrimination, harassment (bullying), sexual harassment, physical or verbal abuse, and abuse of authority in any form.

**Who to report to:** any concerns could always be discussed with a line manager or other senior member of staff. Reports can be made to a line manager and a senior member of staff (2 staff members) through established procedures via email or by completing and submitting USF's official Incident Report.

Failure to report a breach of USF Foundation Gender Equality Policy will constitute misconduct and be considered grounds for disciplinary measures. Management will ensure that all information is handled with the utmost discretion.

No action will be taken against a staff member reporting concerns in good faith. USF Foundation will discipline staff who retaliate against a colleague who reports concerns or otherwise cooperates with an investigation.

USF Foundation will discipline staff who maliciously and falsely report misconduct, and who fail to cooperate with an investigation.

USF Foundation will seek to support the victim of physical or sexual abuse and to avoid stigmatizing the person.

### **4.0 Democracy and Governance:**

The empowerment of women also includes their participation in the democratic process and the recognition of women as political actors and leaders. USF strives for the acceptance of women who are capable of making decisions as responsible individuals.

However, the level of the political participation of women in Sri Lanka is particularly low, which contributes to a gender unequal society. A democratic state requires equal representation of both men and women in the decision making process. Thus, raising the level of political awareness and participation of women in local politics is essential for the democratic functioning of the country.

Through its ongoing programmes, the USF strives to promote good governance and an inclusive democracy within Sri Lanka while working on increased political participation of women and other marginalized groups in Rural Villages, Plantation worker community the Indian Origin Tamil (IOTs) and the Muslim women in rural and mini township settlements within society at grassroots level.

Women's participation in decision-making is important for the development and implementing of various policies that are beneficial to women, children and marginalized groups. Thus, increasing women's participation is one way to ensure that women's needs are heard. Also, through raising awareness on the political process at a local level, women become more informed about their democratic rights, and the gaps that are present within governing structures on tackling issues faced by women and the general community.

Uva Shakthi Foundation (USF) as part of its mandate is engaged in working with women, girl and boy children and youth especially those who are vulnerable. Due to its services to the various categories of girls, boys and youth who are highly vulnerable to abuse and exploitation, USF underscores the importance of this Child Protection Policy. Therefore, USF is mandated to commit itself to safeguard the right to protection of all children and young people. It recognizes its responsibility to take all reasonable steps to promote a safe environment through its practices and to protect children from harm, abuse and exploitation.

USF acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff, volunteers, consultants and the affiliated network members scattered in many parts of Sri Lanka will endeavour to work together to encourage the development of an ethos that embraces difference and diversity and respects the rights of children, youth and adults.

## CHAPTER -III



# CHILD PROTECTION POLICY



Date	Rev	Prepared	Approved
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## **1.0 PURPOSE**

This Child Protection Policy demonstrates Uva Shakthi Foundation's (USF) commitment to protecting children within its internal procedures and overall external coordination framework, and specifically to mainstreaming this issue during the implementation of child protection programs and all of its interventions. This policy also explains the child protection requirements for all those who work for USF. It states that violations of children's rights, in any form, are unacceptable to USF and will be sanctioned.

## **2.0 INTRODUCTION**

Uva Shakthi Foundation (USF) aims to protect the rights of children to be free from exploitation, abuse, violence, and unnecessary separation from family. This is the responsibility of governments, all organizations caring for children's wellbeing, society in general and families in particular. In 1990, Sri Lanka signed the United Nations Convention on the Rights of the Child. The Convention is based on four core principles:

- Non-discrimination
- The best interest of the child
- The right to life, survival and development, and
- respecting the views of the child.

In 1992, the Sri Lankan Government formulated the Children's Charter. In 2000, the Government signed the Optional Protocol on Involvement of Children in Armed Conflict and signed the Optional Protocol on Sale of Children, Child Prostitution and Child Pornography in 2002. In 2015 the Sri Lankan Government committed to Sustainable Development Goal (SDG) 16.2 to end violence against children. Despite these agreements to protect the rights of children and prevent abuse, Sri Lanka lacks a national child protection framework. Far too many Sri Lankan children are still exploited, abused and stigmatized once sexually abused. As USF does not tolerate any form of child abuse, the main objectives of this policy are to:

- Raise awareness of child protective issues
- Educate staff of the importance of child protective issues
- Promote best practice in all our programs and projects.

Principles, Values and Beliefs Uva Shakthi Foundation believe we are all responsible for safeguarding and upholding the rights of children. We are committed to protecting the rights of children through our programs and projects.

USF supports children's participation in programs that directly impact them and invite their feedback – 'Nothing about us without us'. As a faith-based organization, USF seeks to ensure that the behaviour of its staff and that of our partner organizations is exemplary. All USF staff are responsible for advocating and promoting the dissemination of the Code of Conduct. We are personally and collectively responsible for upholding, monitoring and enforcing these standards; setting a good example; and creating a working environment that encourages our commitment and transparency to this Code of Conduct.

We seek to protect children's rights through:

- 2.1. Awareness:** ensuring all staff, consultants/contractors, volunteers, interns, donors and partners are aware of issues relating to child abuse and exploitation and have access to this policy.
- 2.2. Prevention:** Ensuring all staff, consultants/contractors, volunteers, interns, donors and partners prevent child exploitation and abuse by adhering to USF policy and applying good practice across all programs and projects.
- 2.3. Reporting:** ensuring staff, consultants/contractors, volunteers, interns, donors and partners understand their responsibility to report concerns arising about children's safety Responding: ensuring action is taken to support and protect children where concerns arise regarding possible abuse and exploitation. Policy Scope Version USF Child Protection Policy applies to all employees (F/T and P/T), Members of the Board, Citizen Councils, volunteers (national and international), donors, partners, consultants/contractors, interns and visitors to USF Foundation's office, programs and project activities.

All those involved in and supporting USF Foundation are held accountable to the standards of our policy. Definitions Child According to the UN Convention on the Rights of the Child, a child is anyone under the age of 18. Physical abuse the use of physical force against a child including hitting, shaking, punching, kicking, burning and poisoning that causes harm to a child.

Sexual abuse the use of children for sexual benefit by an adult or older child. Emotional abuse Verbal or other acts towards children including online (digital) abuse that damage a child's self-esteem or confidence. Neglect Failure to provide a child (when they could do so) with the conditions that are culturally accepted as being essential for their development and wellbeing. Child exploitation Using children for profit, labour, sexual benefit, or for other personal or financial advantage.

This includes producing, obtaining or distributing child exploitation material. Child labour The use of children for work, especially hazardous work or work that interrupts a child's right to education and development. Recruitment Procedures Prior to engaging a staff member or Board member Uva Shakthi Foundation will conduct recruitment screening.

- 2.4. This process includes:** A criminal record check before employment to ensure the applicant has not been charged or convicted of any child related offence, and at least two verbal referee checks. As additional screening, USF employment interviews for positions that work directly with children will include behavioural-based questions such as:

What motivates you to work with our organization? How would you relate to children who were not listening to your instructions?

How would you create a child-safe and friendly space for an activity for young children, older children, and children with a disability?

What boundaries are important when working with children and young people? How would you respond if you were concerned about the actions/behaviour of a co-worker?

USF will not employ anyone who has been charged or convicted of any child related offence and is therefore deemed an unacceptable risk to children. Employee Contracts USF includes their Child Protection Code of Conduct in every employee contract/agreement which is signed prior to the commencement of work. Employees can be suspended, transferred or dismissed from their employment if they are under investigation, or dismissed if they have breached the

Child Protection Code of Conduct. As a part of their induction process, all new employees will be informed of USF Child Protection Policy.

All employees must attend and successfully complete training in Child Protection as a part of their ongoing employment with USF. Training includes local background of child protective issues, an explanation of USF's Child Protection Code of Conduct and how it applies to our work, our reporting procedures, and who to contact with questions or concerns about child protection.

USF will inform employees (and the fore mentioned supporters) when we update our Child Protection Policy. Child Protection Code of Conduct All members of staff, consultants/contractors, volunteers, interns, donors and partners are required to sign and adhere to the USF Child Protection Code of Conduct.

In doing so you agree to: Treat all children equally and with respect. This means not discriminating based on race, gender, sexual orientation, disability, political convictions and religion. This includes making employment or programming decisions based on family status, race, gender, religion, colour, national or ethnic origin, language, marital status, birth, sexual orientation, age, disability or political conviction. I undertake not to abuse the power and influence I may have by virtue of my position over the life and well-being of a child. Seek to protect the rights of children and act in a manner that ensures that their best interest is paramount.

## **2.5. Confidentiality:**

Use information and resources responsibly and not divulging confidential information about a child and other work-related matters in accordance with the staff regulations, rules and current guidelines. Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate. Not engage children in any form of sexual intercourse or sexual activity, including paying for sexual services.

This is regardless of the local age of consent. Ignorance or mistaken belief of the child's age is not a defense. Not request any service or favour from a child in return for protection or assistance. Wherever possible, ensure that another adult is present when working near children. Not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger. Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.

## **2.6. Child Labour**

Not physically punish or discipline children. Not hire children for domestic or other labour which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury. Comply with all relevant local legislation, including labour laws in relation to child labour.

Immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures. Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with Uva Shakthi Foundation. Refrain from any involvement in any activities that are criminal or unethical; contravene human rights (harmful child labour, child pornography and trafficking of human beings as commodities); or compromise USFs' brand and reputation. Be aware of behaviour, and avoid actions or behaviours that could be perceived by others as child

exploitation and abuse. When photographing or videoing a child/children or using children's images:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or videoing a child
- Obtain informed consent from the child, and parent or guardian of the child before photographing or videoing the child. An explanation of how the photograph or video will be used must be provided prior to the parent/guardian signing USF Publication Release Form. Forms must be returned to USF to be retained on file. Verbal consent alone is not sufficient.
- Ensure photographs and videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- Ensure images are honest representations of the context and the facts
- Ensure file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form. Incident Reporting and Response Procedures Uva Shakthi Foundation require staff, consultants/contractors, volunteers, interns, donors and partners to report to management any concerns, accusations or suspected breach of our Child Protection Policy. What to report: any concerns or allegations of child abuse, exploitation or any alleged breach of USF policy due to disclosures from children, witnessing abuse, or noticing someone acting in a concerning way. Failure to report concerns, allegations, or breach of USF Child Protection Policy will constitute misconduct and be considered grounds for disciplinary measures. Management will ensure that all information is handled with the utmost discretion. Any concerns or suspicions involving program participants or colleagues should always be discussed with a line manager or other senior member of staff. No action will be taken against a staff member reporting concerns in good faith.

## **2.7. Discipline**

Uva Shakthi Foundation will discipline staff who retaliate against a colleague who reports concerns or otherwise cooperates with an investigation. USF will discipline staff who maliciously and falsely report misconduct, and who fail to cooperate with an investigation. Who to report to: a line manager and a senior member of staff (2 staff members) through established procedures via email or by completing and submitting USF's official Incident Report.

When to report: report your concerns immediately if possible and within 24 hours of the incident. Strategies for reporting to disclosures If a child reports any form of abuse give them your full attention and try to keep them calm, Allow him or her to take their own time and use their own words Reassure the child that it is the right thing to tell you Do not make promises you can't keep Let the child know what you will do next Don't confront the person who has allegedly harmed the child as it can put you and the child in danger.

## **2.8. Risk Assessments**

Child Protection Risk Assessments Every workplace will display information on how to report possible child abuse, policy non-compliance and code of conduct breaches. USF will conduct a risk assessment for programs and activities includes: Using a risk assessment matrix and log to identify any risks to children during operations or activities Statements documenting how SAFE will mitigate these risks - reduce or remove risks.

## 2.9. Review of Policy

Child Protection Policy review this policy will be reviewed five years from the last version date or as a result of changes in policy.

Signed Latest Version Review Date Managing Director 9.1.2022 Second signature References United Nations World Report on Violence against Children Paulo Sérgio Pinheiro, Independent Expert for the United Nations Secretary-General’s Study on Violence against Children Published by the United Nations ISBN-10 92-95057-51-1 <http://www.violencestudy.org> United Nations Human Rights Convention on the Rights of the Child <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx> State Ministry of Women and Child Development <http://www.childwomenmin.gov.lk/institutes/dep-probation-and-child-care-services/child-rights/crc>



***“Children Are the Seeds that Make Our Future Blossom”***

## CHAPTER -IV



# NO RETALIATION POLICY



Date	Rev	Prepared	Approved
	0		
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# NO RETALIATION POLICY

## 1. Purpose:

Uva Shakthi **No Retaliation** policy describes our provisions towards employees who file reports for harmful, discriminatory or unethical behaviors.

Whether accusations are true or false, our company wants to prevent victimization and other retaliatory behavior towards the employee.

We believe it's important that employees aren't afraid to speak up about any issues. It's to our company's benefit to resolve them as soon as possible. An environment of fear can only be harmful in the long run.

USF is committed to follow all legal prohibitions for retaliation and will grant employees the right to speak about misconduct. At any case, we will make an effort to preserve legality and business ethics.

USF believes Retaliating against an employee who brought attention to inconsistencies or violations will harm our company's trustworthiness and reliability.

## 2. Scope

This policy applies to all prospective, current or former employees of the company.

## 3. Policy Elements

- 3.1. Complaints should have a solid basis in order to consider them and take action.
- 3.2. Complaints for workplace harassment or discrimination.
- 3.3. Complaints for company actions that harm the environment or society.
- 3.4. Requests for parental or other leave
- 3.5. Participation in a pending investigation of misconduct or violations.
- 3.6. Lawsuits for wrongful dismissal or termination for cause.
- 3.7. Employees may file complaints internally to a manager or Human Resources Department. Or they may speak to persons able to take legal action against the alleged guilty party. These employees are called "Whistleblowers".
- 3.8. USF Rules for harassment-free workplace principles.
- 3.9. Employees who report misconduct or suspected violation must be protected from retaliation.
- 3.10. USF discourages silence complaints, and encourage open communication.
- 3.11. Any kind of retaliatory action, whether intentional or unintentional, shall be condemned and avoided at all times.
- 3.12. It's important to note that this policy refers to circumstances when an employee's report is true as well as circumstances when the report is baseless.
- 3.13. We don't consider the report's validity when it comes to no retaliation principles, as required by law USF will malevolently take disciplinary action against its employees in any way and for whatever reason.

- 3.14. Retaliation in the workplace may be expressed in a variety of ways. These include but are not limited to: *(It's important to note that not every negative action or unfair treatment is considered retaliation. )*
- Victimization
  - Termination or illegal retraction of benefits
  - Reduction of compensation
  - Poor work performance evaluation
  - Exclusion from corporate events or meetings
  - Defamation of character (prominent in cases of former employees)

#### **4. Guidelines :**

- 4.1. **Document everything:** Make a detailed list of every incident that felt retaliatory. Include specific behaviors or actions taken against you, when and where it happened, any witnesses present, and how the incidents have affected your work environment or position.
- 4.2. **Follow company policy:** Consult your employee handbook or ask HR about set procedures for reporting retaliation at work.
- 4.3. **Report to HR:** Share the problems with Human Resources by writing a detailed complaint based on your records.

#### **5. Actions:**

- 5.1. Employees have the right to communicate problems, suggestions or issues to any manager. No retaliation policy applies to all official or unofficial reports. All complaints will be kept confidential and investigated.
- 5.2. In cases of lawsuits or complaints filed in an authority or legal entity, employees won't be victims of retaliation.
- 5.3. Any complaint filed against another co-employee or employees, it will be dealt seriously and investigate thoroughly.
- 5.4. Dignity and confidentiality of both the complainer and the wrongdoer will be protected through the investigation until a decision is taken.
- 5.5. Official documentation shall be furnished stating the reason of disciplinary procedures against the employee, along with evidence for their misconduct.

#### **6. Disciplinary Action:**

- 6.1. Employees that are found guilty of retaliation will be subject to disciplinary action that may also result in termination.
- 6.2. Disciplinary action may also apply to employees who have repeatedly filed false or unreasonable complaints against us and are proven to have been intentionally lying, falsifying evidence, acting maliciously or for personal benefit. That way we can ensure that employees do not take advantage of our policy and act always in good faith.

## CHAPTER -V



# MEDIA & COMMUNICATION POLICY



Date	Rev	Prepared	Approved
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**Reg. No; N.G.O. Secretariat – L-18601 & Central Environment Authority 6/6/17/22/20**

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## **1.0 Policy brief & purpose:**

This social media policy provides guidelines for employees and independent/temporary contract social media conduct, both when on behalf of Uva Shakthi Foundation (such as when managing an organization account) as well as when using social media personally in reference to the “USF”.

When handling USF (Uva Shakthi foundation) social media account should remain productive and avoid damaging the organization’s reputation in any way. This policy provides practical advice to avoid issues that might arise by careless or negligence use of social media in the workplace.

The Social Media policy shall be governed by the Govt published Act No.

## **2.0 Scope:**

We expect all our employees to follow this policy. The scope of work includes creating content schedules, to designing strategies to creatively convey messages to the social media followers of USF and the society. Apart from sharing and publishing USF activities the assignee also analyzes data to find the right initiatives to continue to grow the business of the organization.

## **3.0 Policy Elements:**

When using USF accounts for business purposes, it may easily get side tracked by the vast amount of available content. So, please restrict the use to a few minutes per work day.

Also, by “social media”, we refer to a variety of online communities like blogs, social networks, chat rooms and forums, organizations and other similar platforms.

Employees shall be careful when posting on social media, too. Always know the boundaries and what you post there we expect all to adhere to our confidentiality policies at all times.

We also caution you to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to).

## **4.0 Representing “USF”:**

When represent USF by handling corporate social media accounts or speak on our organization’s behalf we expect you to act carefully and responsibly to protect our organization’s image and reputation.

## 5.0 Guidelines for Using Social Media on Behalf of the Organization (USF)

- i. **Ensure others know that your personal account or statements don't represent our organization.** You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our organization. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- ii. **Avoid sharing intellectual property** like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- iii. **Avoid any discriminatory, offensive or libelous, defamatory, offensive or derogatory** content and commentary. It may be considered as a violation of our organization's anti-harassment policy, if directed towards colleagues, clients or partners.
- iv. **Be respectful, polite and patient**, when engaging in conversations on our organization's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders.
- v. **Avoid speaking on matters outside your field of expertise** when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.
- vi. **Follow our confidentiality policy and data protection policy** and observe laws on copyright, trademarks, plagiarism and fair use.
- vii. **Inform & obtain authorization from the authorized personnel (CEO/Executive Director)** when you're about to share any major-impact content.
- viii. **Avoid deleting or ignoring comments** for no reason. They should listen and reply to criticism.
- ix. **Correct or remove** any misleading or false content as quickly as possible.

## 6.0 Authorized Personnel:

- i. Uva Shakthi Foundation [Social Media coordinator] will be responsible for managing the Organization's social media account and follow the guidelines below:
- ii. **Always follow** the Organization's policy for using and managing third-party websites and applications.
- iii. **Always assume that your work-related social media activity is visible** to the Organization and all potential and current clients, employees, partners, competitors, and leads.

- iv. **Keep accounts separate.** Keep your personal and organization-affiliated social media accounts separate. Do not use personal social media on organization equipment or during working hours.
- v. **Use proper branding.** Always link to the Organization's official website and use Organization colors and brandings.
- vi. **Everything you post must be verifiable.** All content posted to social media platforms and other third-party sites must be verifiable through the Organization website.
- vii. **Ask for permission.** When operating an organization account, you should always seek permission before posting any media of current or former employees, freelancers, contractors, members, suppliers, C-suite executives, and the like.
- viii. In the same vein, you should also seek permission before using the trademarked or copyrighted material of the Organization or of the third party. Give credits to third-parties when you post original material from them by clearly stating the source and, if applicable, a link to the original source.
- ix. If the Organization does not have explicit permission in writing from other companies, do not post anything that has another organization's logo and trademarks. This is to prevent the appearance that the Organization officially represents or speaks for these other companies.
- x. Anything that has the Organization's logo and trademarks if you do not have explicit permission in writing from the Organization. This is to prevent the appearance that you officially represent or speak for the Organization.
- xi. Negative beliefs and sentiments about the Organization, including any posts that could potentially attract negative public attention.
- xii. Expressions of hate or intolerance, including any discriminatory, defamatory, and offensive comments.
- xiii. Any information that is proprietary and confidential about the Organization without explicit written permission from relevant authorities. This includes but is not limited to:
  - Information about trademarks and patents
  - Finances
  - Project details
  - Details of Clients/Stake Holders
  - Number of employees, freelancers, and contractors
  - Organization strategy
  - Any other information that has not been publicly released by the Organization
- xiv. **Seek permission.** When seeking permission for anything in this policy, you must get written permission from the CEO. If you have permission to discuss the Organization and/or potential and current activity/project goals and activities, clients, stake holders, employees, and the like, please **Identify yourself**. Include your name and your position within the Organization. When on an organization account, employees should get permission before posting media of current or former employees, vendors, members, suppliers, clients and or project related materials and

the like. Similarly, employees should seek permission before using the copyrighted or trademarked material of a third party.

- xv. **Use a disclaimer.** Put a disclaimer in your social media posts that indicates that the views you are expressing on this post or website are yours alone and do not represent the views of the Organization.
- xvi. **Provide proof.** Provide factual evidence for all of the statements you make.
- xvii. **Find a representative.** Direct all media inquiries to the Media Coordinator or the CEO through your Supervisor if an organization or individual asks you to comment or talk on behalf of the Organization.
- xviii. Keep in mind that the Organization will see all content and information publicly posted by employees, contractors, and freelancers on social media. If we see anything that violates this social media policy or organization policy in general, you may face disciplinary action or termination.
- xix. **Avoid posting or sharing** contents, articles, pictures which may contain discriminatory, defamatory, harassing, libelous, pornographic, proprietary, or creating a hostile work environment.
- xx. All queries and questions shall be directed to the Media Coordinator about how you can comply with relevant laws and regulations.
- xxi. **Stay Respectful.** Though not an exhaustive list, employees are strongly discouraged from posting anything illegal, federally or by state, defamatory, pornographic, harassing, libelous, or that might otherwise create a hostile work environment.

## 7.0 Ownership of Social Media Contacts

The Organization owns all social media contacts. Any social media contacts, such as “friends” and “followers,” that are acquired through social media accounts (such as email addresses, Twitter, blogs, the Organization website, YouTube, and other social media platforms) created on behalf of the Organization belong solely to the Organization.

## 8.0 Respect and Privacy Rights

**Be respectful.** Speak respectfully about the Organization and our past, current, and potential employees, freelancers, contractors, clients, competitors, partners, and others.

## 9.0 Transparency and Disclosures

- i. Be honest. When speaking on behalf or about the Organization, be transparent about your relationship with the Organization.
- ii. Do not pass others’ work as your own. You are allowed to retweet, reblog, or repost other people’s work with prior consent received and proper credits given, but you are not allowed to pass off someone else’s photography, videography, words, or other content as your own. All privacy, copyright, and other laws that apply offline apply to social media usage as well.

- iii. Always provide proper credit to your sources as needed. Do not discuss a product or an organization on social media for profit. If you receive a service or product to review for free, you must disclose this in your review or post.

### **10.0 Equipment usage and Maintenance :**

All official Equipment related to Social media usage provided are to be the responsible of the Social Media Co-ordinator. All such equipment and accessories are to be taken care of at all the time. Maintenance shall be carried out periodically . Any damage or loss / theft due to negligence shall be the responsibility of the user. The cost of equipment or any cost incurred shall be charged to the person/ staff involved.

### **11.0 Company Logo :**

Never use a logo without written permission from USF authorized personnel.

The logos may not be altered or deformed in shape or size proportions in any way. Do not replace the logo type with a different type face or non-authorized color. Do not use the logos or logo type as an element in titles, headlines or text. Do not set type near or next to the logos that could be construed as an organization slogan or motto.

The logo should not be obscured by any other design, lettering, etc.  
The logo should not be used frivolously.

Written permission shall required to share the logo with any third party or stake holders.

### **12.0 Comment Moderation**

**All comments** must be moderated.

**Comments containing content below are forbidden** (Check all applicable):

- overly promotional content
- Political content
- Religious content
- Sexual content
- Offensive, discriminatory, defamatory, and other objectionable content

When a comment violates Organization standards, the following measures will be taken depending on the degree of violation:

- Report the comment to relevant social media administrators/CEO
- Hide the comment
- Delete the comment
- Block the user who made the comment

### **13.0 Record Keeping**

If you created web records associated with how social media platforms are used during the course of work at the Organization, your department (i.e., Digital Communications if you are working for the Digital Communications Department) will be responsible for maintaining those records in either electronic or print format.

### **14.0 Qualifications & skills**

This role also requires to possess effective written communication and editing skills because many social media posts include written text components. It's essential to write clear, concise, on-brand and accurate posts for an organization

Diploma or any equivalent academic qualifications. Computer literate, web designing and photography skills. Regular updates on the media technology and the current law regarding social media.

Knowledge and skills on the following area shall be considered.

- Video Marketing.
- Search Engine Optimization (SEO) and Search Engine Marketing (SEM)Content Marketing.
- Data & Analytics.
- Design Thinking & Planning.
- Social Media.
- Email Marketing.
- Be Tech Savvy.
- Computer software knowledge.
- Graphic design.
- Data analysis.
- Computer programming
- GCE/AL, ICT Qualification and or 2-3 years experiences in the media field.

## CHAPTER -VI



# PROCESS NOTES FINANCE POLICY & PROCEDURE



Date	Rev	Prepared	Approved
01-04-2024	1		CEO/Executive Director
	0		CEO/Executive Director

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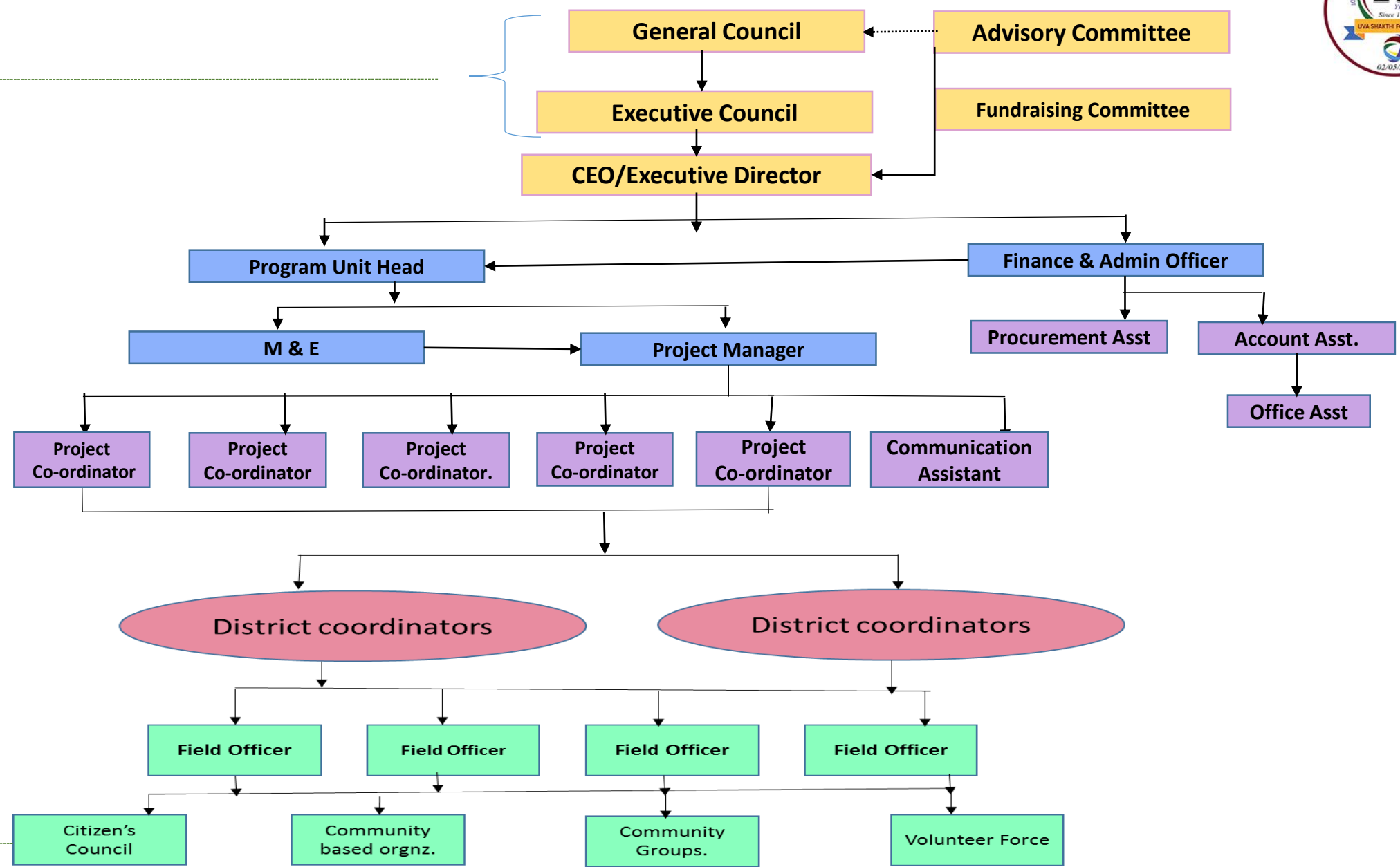
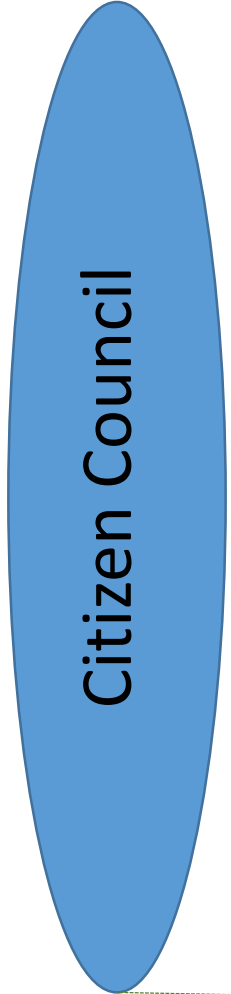
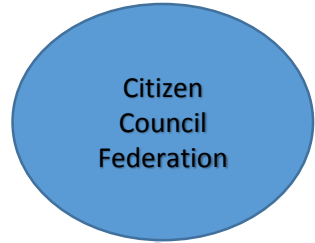
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## 1. THE CHALLENGE

Non-profit boards of directors are indispensable in guiding organizations to success, delivering on their missions, and achieving positive outcomes for communities. The skills and expertise of a board's directors are crucial to its collective impact. Yet many boards do not have the capacity to train their directors in a comprehensive, efficient way, and many directors are constrained by their schedules and limited access to resources. Improperly trained directors have many implications for a board: inefficient processes, reduced community impact, and strains on trust and commitment from funders.

# UVA SHAKTHI FOUNDATION - ORGANOGRAM



## **2.1 Board Of Directors**

The top management of Uva Shakthi Foundation consists of three entities - the General Council, Executive Council, and CEO/Executive Director. At the top is the Board of Directors of the NGO.

The Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

## **2.2 Key Decisions That Need To Be Ratified By The Board Of Directors:**

- 2.2.1. Changes to the cheque signatory
- 2.2.2. Opening of new bank accounts or investments
- 2.2.3. Purchase of fixed assets above Rs.50,000
- 2.2.4. Sale of fixed assets above Rs.50,000
- 2.2.5. Donations above Rs.15,000
- 2.2.6. (with a maximum limit of Rs.150,000 per annum)
- 2.2.7. New staff recruitment decisions
- 2.2.8. New project approvals
- 2.2.9. Writing off of assets and debtors
- 2.2.10. Raising funds for projects

## **3. KEY PROCESSES**

### **3.1. Receipt Process**

- a) The organization receives funds in the following manner:
  - Project funding-This is funding received for designated projects
  - Network partner income
  - These are funds received from network partners for sub-contracted projects
  - Other donations and fund raisings
  - Advance settlements
- b) For funds received directly to the bank, the Accountant is required to check the online banking information or the bank advice to ascertain inward remittance details.
- c) The necessary correspondence in relation to direct transfers needs to be obtained from the Project Manager and receipting details need to be ascertained accordingly.
- d) For all funds received receipts to be issued with immediate effect by the Assistant Accountant.
- e) Receipt to have 3 copies.
  - Original receipt to the donor
  - Second copy -to the receipt file
  - Third copy -book copy to be retained for office reference

- f) All receipt books to be pre-numbered. Accountant will authorize the printing and will also be the custodian of all the receipt books.
- g) Based on the receipt book, the cash book should be updated on a weekly basis.
- h) Accounting entries:
  - Restricted funds/designated funds - (accounting entry: DR CASH/BANKCR-designated/ restricted fund account [Balance sheet item])
  - For all other donations/incomes - (accounting entry: DR CASH/BANK CR-donations/ incomes)
- i) Any cash/cherub in hand should be deposited within two days.
- j) Receipt book needs to be reconciled with the cash book by the Assistant Accountant and signed off by the Accountant on a weekly basis.
- k) Credit side of the bank statement to be reconciled with the debit side of the cash book and signed off by the Accountant on a monthly basis.
- l) For balances remaining from advance received – the receipt to include the payment voucher number(accounting entry: DR-CASH/BANK CR-
- m) Advance control account)
- n) Advance settlement up to Rs.5, 500 can remain in the cash box at office. Amounts exceeding this amount should be deposited in the bank.

### 3.2. Payment Process

- a) Payments can be classified under the following categories:
  - Project payments
  - Overheads, general and administration expenses
  - Capital expenditure
- b) For all payments, a payment request to be submitted by the respective individual.
- c) Payment requests should be made within the pre-agreed budget line/cost center
- d) All payment requests along with the supporting documents/estimates should go to the respective Project Manager/Cost Center Head for approval.
- e) Approved payment requests should be sent to Assistant Accountant to process the payment.
- f) All payment requests should be sent to Accounts Department 3days prior to the required date of the payment.
- g) Accounts Assistant will initiate the payment voucher based on the payment request and also draw the cheque when the payment is being processed.
- h) The following set of documents are required for processing payments:
  - Payment request
  - Payment voucher
  - Supporting documents/estimates
  - Email correspondence (if any)
  - Cheque

- i) All documents mentioned above should be prepared and processed by the Assistant Accountant and sent for Accountant's approval.
- j) For purchases, once Administrator receives approval from Project Managers, a Purchase Order will be raised and will be sent to the Assistant Accountant along with the payment request.
- k) Once the Accountant approves the payment voucher and the payment document set, it will be forwarded to the Board of Directors (BOD) for approval.
- l) Cheque signatories will be as follows:
  - Chairman(compulsory)
  - Secretary or Treasurer
- m) For all advance payments made, advance log book should be maintained and all advances should be settled 4 days after the completion of the program.
- n) No subsequent advance will be issued to the same person unless the first advance is settled.
- o) Cash Book should be updated by the Assistant Accountant on a weekly basis and reviewed by the Accountant along with the payment voucher.
- p) Bank reconciliation should be done at the end of every month by the Assistant Accountant, and reviewed and signed off by the Accountant before the 10<sup>th</sup> of the following month.
- q) For all items purchased. Assistant Accountant or Project Managers should sign the delivery order and ensure items are received at the specified location.

### **3.3. Capital expenditure**

- a) At the monthly management meeting, capital expenditure should be tabled and discussed along with funding options.
- b) All items having a useful life time exceeding 1 year and exceeding the value of Rs.10,000 shall be capitalized for the above purpose.
- c) For items valued in the range between Rs.20,000 and Rs.75,000.00 two quotations are required.
- d) For items exceeding the value of Rs.100, 000, three quotations are required.
- e) Once Capital expenditure is approved by the BOD, Accountant will raise a purchase order and get it authorized by the Head of Finance.
- f) The asset register should be updated monthly and the asset should be labeled/ tagged prior to the month's end.
- g) All fixed assets should be verified bi-annually and the fixed asset register reconciled with the asset GL.

### **3.4. Petty Cash**

- a. A petty cash float of Rs.15,000 shall be maintained by the Accountant.
- b. Requests for replenishment should be submitted when the remaining funds decreases to Rs.2,000/-.
- c. Petty cash payments/transactions are limited to Rs.1,000 per transaction with Rs.15,000 being the budgeted expenditure limit to be expensed through petty cash in a month.

- d. The IOU limit is Rs.1,000 and has to be settled within three (3) working days. Any exceptions to this will have to be approved by the Accountant.
- e. Regular petty cash payments include fuel, traveling, food, and day-to-day repair and maintenance, limited to Rs.1,000 per transaction
- f. The initiation of a petty cash payment request will be through the petty cash voucher which will be serially numbered.
- g. Petty cash voucher along with supporting documents (bills/ estimates for IOU) should be filled by the requester and given to the Assistant Accountant for signature.
- h. Once the Assistant Accountant signs the document, it will be sent to the Accountant for verification and final approval.
- i. Once the approvals are in place, the documents will be sent to the Assistant Accountant, who will conduct a final check and make the payment.
- j. Once payment is made, the petty cash book will be updated by the Assistant Accountant.
- k. In the event bills are not obtained or are lost, the requester should make a representation of the bills in writing with the details (amount/ quantity) and get Project Manager and Accountant to sign off on the same, in order to claim such expenses.

### **3.5. Reconciliation**

- a) The petty cash book shall be balanced weekly by the Assistant Accountant and verified by the Accountant along with the physical cash.
- b) The above Monthly reconciliation shall be signed off by the Accountant.
- c) At this point, the accounting system will be updated to record petty cash expense.
- d) The Assistant Accountant will have a petty cash USF where funds are kept securely. Keys to this USF are held by Accountant.

### **3.6. Payroll Process**

- a. The Assistant Accountant will receive all information pertaining to the payroll process from the Administration Department (E.g. Joining forms/ exit forms/ Salary increment advices / leave details/ Overtime details/other allowances details/ deductions, advances details, etc.) latest by the 25<sup>th</sup> of each month.
- b. The Assistant Accountant will prepare the payroll based on the above inputs and previous records available.
- c. Payroll summary will be sent to the Accountant for review and approval.
- d. Based on approved payroll, the Assistant Accountant will prepare cheque to each of the employees by crossing an account payee cheque along with the ID number of the person.

- e. Pay day is set for the 30<sup>th</sup> of each month. In the event of the 30<sup>th</sup> day is a holiday, the payment will be issued on the last working day. This is applicable only if the last day working day and the 30<sup>th</sup> consecutive: otherwise, the day of the pay will be decided by the Board of Directors.
- f. EPF, ETF and PAYEE and all the tax payments will be processed by the Assistant Accountant and, along with the Accountant's approval, will be remitted to the respective department on or before the due date.
- g. Accountant will ensure the cost centers or projects for each of the employees based on the on-going projects and will charge it accordingly to the respective project expense.
- h. The Accountant will prepare the salary slips based on payroll information, and hand over to Administration Department-who in turn will hand over the salary slips to the employees by the due date.

## 4. ASSET CUSTODY AND FIXED ASSET MANAGEMENT

### 4.1. Purpose

To carry out its activities, USF needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, and chairs, shelves, computers, sign boards, and related accessories. The Fixed Assets Policy will aim for:

- Precise identification of goods that are part of the asset base;
- Sensible use of goods;
- Periodic taking of physical inventory;
- Effective maintenance of goods;
- Replenishment of goods when required

### 4.2. Terms of Purchase Procurement Procedures

At USF, the management of material resources is the responsibility of the assigned staff (Office Administration). The procedures involved in managing these resources are:

- a) Check the budget and the specification of goods or services to be purchased
- b) Prepare a purchase requisition
- c) Authorize purchase requisition
- d) Obtain quotations (Follow the policy under capital expenditure)
- e) Select the supplier
- f) Issue purchase order (PO)
- g) Receive goods from supplier
- h) Receive and check supplier invoice
- i) Prepare and authorize the payment
- j) Pay the supplier invoice
- k) Enter payment into the accounts
- l) Two quotations should be obtained for the value in the range of Rs.25, 000 to Rs.75,000/=. It is necessary to obtain three quotations if the value of the asset is above Rs.75,000/=.
- m) The Administration Department is responsible for identifying all USF fixed assets and marking them with tags/labels. A list should be maintained of the used identification codes and the fixed assets register updated accordingly.

### 4.3. The identification number will comprise off our components:

- Organization Name;
- Asset type(2-characterletter);
- Location(2-characterletter/number);
- A sequential number
- E.g.:USF/FF/AD/001

#### 4.4. Asset inventory annually

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.

**The Administration Department will maintain and update a fixed asset register that contains the following information:** (Creation of a digital record & hard copy on which the following details shall be highlighted):

- Description of the asset
  - Name of the asset
  - Identification number (tag number)
  - Cost of the asset
  - Date of acquisition
  - Location of use
  - Comments
- n) The Administration Department will, on a bi-annual basis, file an updated and approved copy of the register with the Finance Department.
- o) The Finance Department should annually compare between the fixed assets register and the existing fixed assets to ensure the existence of the assets and whether the assets are properly identified/ tagged.
- p) The Finance Department should report to the Administrative Department on any variances between the register and the count performed.
- q) Any donated items should also be brought into the fixed asset register and valued using the estimated market value of the asset.
- r) Fixed Assets Policy

Material resources are managed by means of records or files.

#### 4.5. Summary of usage/ life span

Asset Class	Useful Life (Years)	Types of Assets
3-year + property	3	Display Bill boards, Stationery items. Etc.
5-year + property	5	Vehicles, computers, office equipment, research equipment, appliances for a rental property
7-year + property	7	Office furniture and fixtures, any assets that don't fit into other classes

#### **4.6. Valuation of Depreciation & Removal of Inventory Items**

This process shall comprise three committee members who would be authorized to evaluate and recommend for any depreciation value based on the condition and need of an inventory item to be removed from the Inventory List.

The committee will be appointed by the CEO. The committee shall comprise BOD/ HR & Admin, Finance

#### **4.7. Removal of items**

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- Steep rise in operating or maintenance expenses;
- Excessive cost of repair;
- any other objective reason.

The CEO/Executive Director should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

#### **4.8. Asset Replacement:**

When repairs or maintenance of an asset exceed 50% of its original cost and such repairs or maintenance are deemed to extend the life of the asset by 50% of its original expected life, such repairs or maintenance costs are to be capitalized, and depreciated over the new extended life of the items listed.

Items that are shortlisted shall be reviewed and certified and subjected to CEO/Executive Director's final approval

#### **4.9. List of annual needs**

A list of annual requirements of items in accordance with the projected future activities shall be included in the annual budget by the Finance and Administration.

## 5. TRAVELLING POLICY

The USF Foundation employees required to travel away from their posts on assignment for official business and incur cost related to domestic travel. Authorized staff on the USF Foundation are entitled to a substantial to cover their travel expenses, such as meals and other expenses like transportation (e.g., rental car), and lodging, which meet reasonable and adequate standards for safety and comfort. This is not considered as part of the benefits package given to the USF Foundation employees, but rather a reimbursement of travel costs.

Authorized staffs are expected to use discretion and good judgment regarding expenses charged.

This policy is prepared based on the needs of the USF Foundation and will comply with this manual as a minimum requirement. In the event donor requirements are far stringent/varies than what is stated in this manual, USF shall comply with the donor requirements.

### 5.1 By-the-Day Expenses (per diem)

This allowance covers daily meals, plus other incidental personal subsistence related costs typically incurred while traveling. Meals are defined as breakfast, lunch, and dinner. Incidental expenses include transportation between places of lodging or business and places where personal meals are taken, and personal telephone calls. *No receipts required in order to receive meals and other expenses allowance.*

The daily meals and other expenses rate for overnight travel in different city will be Rs.1700/=. Per Day payments will be made for temporary duty travel when the travel period is more than twelve (12) hours for a trip of Fifty (50) kilometers or more and when an overnight lodging is required.

Break-up of meals and other expenses allowance an amount of Rs.2500/= per day is divided in the following manner according to the time the employee leaves the official place of business.

<b>Amount</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
Leaves before 8.00.A.M	Rs.450.00	Rs.800.00	Rs.1250.00	Rs.2500.00
Leaves before 12.30.P.M	Not Entitled	Rs.800.00	Rs.1250.00	Rs.2050.00
Leaves after 12.30.P.M	Not Entitled	Not Entitled	Rs.1250.00	Rs.1250.00

An amount of Rs.2500.00 per day is divided in the following manner when the employee stays full day in the field.

<b>Amount</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
Full day in the field	Rs.450.00	Rs.800.00	Rs.1250.00	Rs.2500.00

An amount of Rs.2500/= per day is divided in the following manner according to the time employee arrives to the official place of business.

<b>Amount</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
Arrives after 8.00.A.M	Rs.450.00	Not Entitle	Not Entitle	Rs.450.00
Arrives after 12.30.P.M	Rs.450.00	Rs.800.00	Not Entitle	Rs.1250.00
Arrives after 7.00 P.M	Rs.450.00	Rs.800.00	Rs.1250.00	Rs.2500.00

Additional unexpected expenses are included in the breakfast, lunch, and dinner proportionately and therefore, no separate amount will be paid as additional.

Per day payments according to the above table will be provided when the travel period is more than 12 hours and outside the work district even if the travel is limited to a day.

If a donor or USF Foundation provides meals at a meeting, training, workshop or conference, employee shall deduct the relevant portion of the meal from the meals and other expenses allowance.

If a donor or USF foundation provides lodging with meals, employee shall deduct the relevant portion of the meal from his/her meals and other expenses allowance.

## 5.2 Lodging

USF Foundation uses hotels and guest houses after adhering with proper procurement process. USF Foundations' maximum lodging rate is established at Rs.7000/= for room only basis. USF established the current rate of Rs.7000/= after a thorough review of the lodging rates in the geographic locations of work. However, in circumstances where USF cannot meet this requirement, CEO/Executive Director may approve lodging at a higher rate. For exceptional circumstances, the CEO/Executive Director may provide prior approval for accommodation at Rs.10,000/= or slightly higher.

The CEO/Executive Director /**Finance Manager**/ and designates will arrange and pay directly for all overnight lodging during official domestic travel. Any other personal lodging preference shall be pre-approved in writing by the **CEO/Executive Director**, who will ensure staff safety, security, and compliance. In such cases, lodging expenses or subsidy in lieu of approved lodging arrangements will not be reimbursed under any circumstances.

On an exceptional basis, the CEO/**Executive Director** may authorize the staff to pay out of pocket or use travel advance funds to cover overnight lodging. In such case, he/she must submit original itemized receipts in order to be reimbursed for lodging expenses. Reimbursement for overnight lodging costs cannot exceed the local established lodging rates.

### 5.3 Other Expenses

Above and beyond per day, the following business-related expenses can be itemized and submitted for reimbursement when supported by an original receipt:

- Local transportation (taxis/three wheel/pickme)
- Parking and/or Express Way charges
- Car rental and fuel (if pre-authorized by the Executive Director/Finance and Admin Manager)
- Work related phone calls / reload/data / internet
- Work related Photocopying / printing

### 5.4 Road Travel/ Hiring of Vehicles

- a) **Three-wheelers:**
  - a.1 1-100 km and not exceeding 9 hours/trip = Rs.95.00/km.
  - a.2 100-200 km and not exceeding 15 hours/trip = Rs.77.50/km
  - a.3 >200 km. and not exceeding 24 hours/trip =Rs.130.00/km
  
- b) **Small Cars & Saloon cars with A/c (Alto Type)**
  - b.1 1-100 km and not exceeding 9 hours/trip = Rs.145.00/km.
  - b.2 100-200 km and not exceeding 15 hours/trip = Rs.112.50/km
  - b.3 >200 km. and not exceeding 24 hours/trip =Rs.145.00/km
  
- c) **KDH Vans with A/c 15 Passengers**
  - c.1 1-100 km and not exceeding 9 hours/trip = Rs.225.00/km.
  - c.2 100-150 km and not exceeding 15 hours/trip = Rs.190.00/km.
  - c.3 >150 km and not exceeding 15 hours/trip = Rs.175.00/km.
  
- d) **Bus with A/c 28 Passengers**
  - d.1 1-100 km and not exceeding 9 hours/trip = Rs.295.00/km
  - d.2 100-150 km and not exceeding 15 hours/trip = Rs.256.67/km.
  - d.3 >150 km and not exceeding 15 hours/trip = Rs185.00/km.
  
- e) **Motor Cycle:**

Rs.20/- per kilometer shall be allowed for official field visit, meetings, events etc. within the radius of 25-50km round trip.
  
- f) If a vehicle stays overnight at the company, the rent will be **Rs.1500/-**.
  
- g) If a vehicle hire cost is above Rs.50,000/- subject to obtain three quotations and approved by the CEO/Executive Director. This action needs to be submitted at least three days prior to travelling.

- h) If the fare is more than Rs.2,500 while traveling in a three-wheeler, the claim will be paid after submitting the demand note.
- i) It is important that USF travelers have a clearly defined method of reimbursing their expenses. They must fill out an expense statement for the date, amount, type, location, and purpose of their request -and they must file receipts for all their expenses.
- a) If the employee in the organization is a two-wheeler (Motor Cycle) user, he/she should provide the relevant request note and fueling bill. Payment will be made based on those expenses.

**5.5** The Account officer/Administrative Assistant will arrange for a rental car / Three wheeler / Motor bike, for any road travel, no personal arrangement is preferred in case of road travel. If the staff considers public transport to be more convenient, he/she may arrange for that. If any staff were to arrange his/her road travel in this manner, the staff must submit receipts associated with public transport.

**5.6** If USF Foundation uses its **own vehicles** for program travel. USF's policy is to charge the donor at the rate of **Rs.100 per KM** for the usage of car/jeep, **and Rs.20.00** per KM for usage of a motor bike. These rates have been conferred after reviewing current market rates and estimating per KM costs for the usage of USF's vehicle.

### **5.7 Long Term Hire:**

When necessity arises, vehicles can be hired for official running on following basis:

**On monthly rental basis:** Procurement shall be applicable. Three quotations shall be obtained, reviewed and approved by the CEO/Executive Director. A mutual contract agreement highlighting duration/ type of vehicle may be considered.

The supplier shall provide the vehicle with a driver on an agreed monthly rental. Servicing the vehicle, insurance and all repairs shall be done by the supplier.

The assigned staff handling transport in consultation with the Admin/Finance Manager shall call for quotations from reputed transport suppliers and taxi service operators nearby for immediate service. A list of names, addresses contact details and rates agreed by them shall be maintained and updated.

## **5.8 Travel Advances**

Travel advances can be provided to the USF staff two to three (2-3) days prior to departure for per day (meals/incidentals and lodging) and/or a project advance for project costs (such as paying for conference costs while on travel status). Travel advances are reconciled through an individual travel expense report, as the individual staff takes responsibility for the monies advanced to him or her.

The Company provides worksheets for calculating advances, available to the project team. Travel advance should be settled within 7 working days after the completion of the trip and no additional travel advances will be issued to Staffs until their previous advances are cleared in full.

The **Finance Manager / Finance Officer** or designee will review the worksheets and make a realistic assessment of estimated travel expenses, if not covered directly by USF, **meals and other expenses allowance** rates based on the location and number of travel days, as well as toll and transportation fees. Estimated costs of travel will be included on the travel approval request email and when a travel advance is required, a travel advance form must be approved by the CEO/Executive Director and Finance Officer. Travel advances up to 75% of the total estimated **meals and other expenses allowance** can be paid.

## 5.9 Travel Claim Forms

Staffs are responsible for preparing their own expense reports, signing, and dating them upon submission. They are also responsible for providing receipts to support their expenses (**meals and other expenses allowance** excluded). The travel claim form must include the amount of any travel advance received, which should be deducted from the amount of reimbursement claimed (if any). A summary trip report must be furnished, along with the travel claim form to the supervisor, who will review and sign this document.

The **meals and other expenses allowance** will not be reimbursed until the summary trip report is provided. The **Finance officer** or designee can provide advice on how to fill the travel claim forms.

[See Annex for Travel Claim Form](#)

## 5.10 Travel Approval Process

- 5.10.1 The staff requests travel approval using the prescribed form. The request must state the trip's purpose, the dates of travel, the location(s) to be visited, the estimated cost of the travel, and names/titles of any persons that the staff expects to meet or organization/s that he/she expects to visit.
- 5.10.2 The travel request must be approved in email or by signing by the staff's immediate supervisor / Program Head. The approval must be obtained prior to confirming any travel reservations (i.e. lodging, car lease etc.)

- 5.10.3 If a travel advance is requested, the **Finance Officer or designee** will process it, along with the copy of the approved travel request or email to prepare a payment voucher and issue a check in the name of staff.
- 5.10.4 During the trip, the staff must maintain all receipts for costs incurred (with the exception of M&IE) and report them on a travel claim form.
- 5.10.5 Within three (7) business days of return from travel, the staff should present his/her travel claim form to his/her immediate supervisor for approval along with a summary trip report.
- 5.10.6 Staff will submit the travel expense form with supervisor approval, along with its supporting receipts and boarding pass or passes, where applicable, to the **Finance officer** or designee for processing.
- 5.10.7 The CEO/Executive Director, Finance officer or designee will review and settle the travel claim form.
-

## **6. FINANCIAL REPORTING**

- I. The Accountant should ensure that the accounts staff updates the General Ledger accounts that they are responsible for by ensuring that all the postings to the various General Ledger accounts are done.
- II. Assistant Accountant is responsible for the General Ledger posting, and once posting is completed, he/ she should send the trial balance for the Accountant's review and authorization.
- III. The following a rekey to close the books of accounts for the month:

### **A. Cash Book Postings**

- I. The Assistant Accountant must ensure that all payments and receipts for the accounting period have been posted.
- II. The cash books should be reconciled to the Bank account statements for the period. The Accountant should sign off the bank reconciliations.

### **B. Review of Payments and Accounting for Payables and Accruals**

- I. All relevant reports with the Payment Vouchers filed with all necessary documentation attached should be given to the Accountant at least within five days of the following month to review all payments and their documentation for the month.
- II. Once payments are reviewed, invoices/bills/ regular payments not yet received should be accrued in the General Ledger via a Journal entry by the Accountant.

### **C. Review Project Accounts**

- I. Accountant should review the receipts and expenses for each of the projects along with the project budgets and explain the variance on a monthly basis.
- II. These project accounts will be presented to the Board for review and approval.
- III. Reconciliation of designated funds/ restricted funds to each of the project income and expenses should be done at the month end and reports made available to the Board for the same.
- IV. Monthly financials along with Project accounts should be ready for the senior management review by within month. Monthly financials should include the following:

- Income Expenditure Statement
- Project statements for each of the projects (Including Budget vs Actual analysis)
- Balance Sheet
- Designated fund statement along with remaining project balances

## 7. DONOR AND PARTNER MANAGEMENT

### 7.1 Donor Management/ Grant Agreement

After the proposal is approved by the donor, the grant agreement is negotiated. There are a number of aspects relevant for Finance in the grant agreement.

- a. The start date, end date, eligibility dates (if different) and liquidation period.
- b. The grant amount and the contractual installments and requirements. Donors must preferably pre-finance, before UVA Shakthi Foundation makes the expenses or pays the installments to its partners.
- c. **Cost share** : Some donors require the project they fund to be shared cost. it means that USF Foundation has to find another donor for a part of the overall budget required for the project or to utilize its own funds/or resources. The amount of cost-share must be as low as possible and funding must be available. Preferably in the form of another donor, or else USF Foundation own contribution from unrestricted funds.
- d. **Bank account** : Installments received from donors must always be directed to USF Foundation bank account.
- e. **Reporting** : Reporting requirements must be feasible. It's preferred to set due dates rather later than earlier, to under-promise and over-perform. Also make sure that the format of reporting is feasible to automatically download from the financial system.
- f. **Currency** : The reporting currency must be similar to the currency of the grant amount.

### 7.2 Tracking the Budget

USF shall track the donor budgets periodically to ensure the funds are being spent in line with the donor agreement. USF shall prepare variance analysis reports, burn rates and forecasts the future expenditure in managing the donor budget; so that adequate notice could be provided for alternative programming – if required.

### 7.3 Partner Management

#### 7.3.1 Assessment

The full partner assessment will be performed at the beginning and the duly filled authorized partner assessment report must be available for the approval of the Partner Funding Agreement. It must be used for partner selection prior to implementation and can also be used for monitoring purposes during implementation

#### 7.3.2 Partner Funding Agreement

The exact standard model must be used, filling in the relevant fields such as partner details, amount, instalments, etc. The draft partner contracts must be approved by USF Foundation before formal submission to the partner

One separate funding agreement must be signed with each partner per project. Specific attention must be given to:

### **7.3.3 Quality of project and financial management**

Is the partner able and committed to follow USF Foundation processes or donor's ones?

### **7.3.4 Reporting terms**

Calendar of reporting deadlines, required formats, contents and documents. They have to match with donor requirements and calendar and must permit USF Foundation to meet its own reporting deadlines.

### **7.3.5 Payments terms**

Instalments, currency, calendar of instalments, etc.

### **7.3.6 Partner audits**

Depending on the total amount contributed, the partner commits to audit requirements. The rules are detailed in the Partner Funding Agreement.

## **7.4 Currency and exchange rate policy**

The rate to be used in the framework of the partnership has to be clearly mentioned.

## **7.5 Partner Reporting**

Regardless of donor requirements on reporting, all partners submit financial reports to USF Foundation on a monthly basis or as requested by USF in the agreement with the partner. In the standard financial reporting template attached to the partner agreement. Stating for each transaction the amount in the original currency of expenses as well as the amounts in the reporting currency,

## **7.6 Auditing**

USF Foundation has a responsibility and also to its donors for the proper financial management of the funds received. An audit is one of the means of verification. An audit can be either conducted by an independent third party (external audit) and/or by a staff member. (Internal field assessment).

## **7.7 Annual Statutory Financial Audit**

The annual statutory financial audit for USF Foundation is performed by an external auditor appointed. All financial matters, Books of Accounts, Financial Statements shall be audited by the Auditor. The Auditor shall be changed every 3 years by the Board of Directors.

## **7.8 Filing of Financial Statements**

The Audited Financial Statement shall be filed with the Registrar of NGOs as required under Social Service Act & Companies Act.



# CONSTITUTION OF UVA SHAKTHI FOUNDATION



Date	Rev	Prepared	Approved
01-04-2024	0		CEO/Executive Director

**UVA SHAKTHI FOUNDATION**  
Address : #16/12, 2<sup>nd</sup> Lane, Lower Kings Street, Badulla  
Telephone No: 055 2231750  
Email: [fuvashakthi@yahoo.com](mailto:fuvashakthi@yahoo.com) / [uvashakthif@gmail.com](mailto:uvashakthif@gmail.com)

*Reg. No; N.G.O. Secretariat – L-18601 & Central Environment Authority 6/6/17/22/20*

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# CONSTITUTION OF UVA SHAKTHI FOUNDATION

1. **Name** : Uva Shakthi Foundation, sometimes also called and referred to as USF, Sri Lanka.
2. **Address** : 16/12, 2<sup>nd</sup> Lane, Lower King Street, Badulla, Sri Lanka
3. **Location** : **Main Office:** The main office will be located at the above-mentioned address in Badulla, provided however, that it may be relocated to any appropriate location as decided by the Executive Council.

**Branch Office:** As and when the need arises, depending on the projects/programs being carried out by the organization, branch office/s shall be opened after the Executive Council approves, by resolution, the setting up of such branch office/s.

4. **Vision of the Organization:** A dignified Sri Lankan society with active citizen's participation and protection of equal rights.
5. **Mission Statement:** Engage the citizens' councils to be free of dependency and become Independent core actors in community governance, towards achieving accountable and transparent development goals

## 6. Objectives:

- i) Improve the well-being of the plantation community and rural village communities through increased youth participation, gender equality, improved access to education and other services and by creating increased opportunities for skill orientation and income generation.
- ii) Advocating for policies to protect the environment and developing measures to effectively address the effects of natural and human made disasters.
- iii) Fostering of coexistence among diverse communities with the active participation of all stakeholders including religious leaders in reconciliation efforts.

## 7. Membership:

7.1 The membership of the organization will consist of the following:

- i) The Founder Members of the organization.
- ii) The representatives of the citizens' councils, which are being established by the organization.
- iii) Individual volunteers and representatives of volunteer networks who have, through the application process, subscribed to the objectives of the organization.

7.2 **Number of members:** The minimum number of members shall be 80 and the maximum number of members shall be 120.

7.3 **Membership fee:** All the members shall pay an annual subscription fee of Rs: 120 as a lump sum or in three installments.

7.4 **Removal of Members:** A member shall be removed as provided in 8.1(viii).

## 8. The Governing Bodies of the Organization

The constitutionally created governing bodies are the General Council, Executive Council and the Advisory Council. Membership of these bodies shall be, as far as practically possible, gender representative and representative of different ethnicities and one third (1/3<sup>rd</sup>) or more of the total membership in each governing body shall be women.

### 8.1 The General Council

- i) The General Council will consist of:
  - The Founder Members
  - Members enrolled in line with the provisions of the constitution.
- ii) The General Council shall meet once a year, in addition to any emergency /extraordinary meetings which will be called by the Executive Council as required.
- iii) Notice of the meeting, except emergency meetings, shall be circulated, with any relevant documents, two weeks before the date on which the General Council shall meet.
- iv) Notice of any emergency /extraordinary meeting, except a meeting called for the purpose set out in Article 14(ii) below, shall be circulated with the relevant documents one week before the date on which the General Council shall meet.
- v) The Chairperson shall preside over the General Council meetings; however, if the Chairperson is absent then in that event the Deputy Chairperson shall preside over the proceedings. If they are both unavailable, a member of the General Council shall propose and another shall second a member of the Executive Committee to preside as Chairperson. If more than one person is proposed and seconded, the person to preside over the General Council meeting shall be decided by a majority vote.
- vi) The General Council shall propose/adopt, by majority vote, amendments to the constitution.
- vii) The General Council shall approve or disapprove membership of new members, who are proposed by existing members.
- viii) *Procedure for removal of members:*

Any member may petition the Executive Council setting out the reasons as to why a member cannot be allowed to continue as a member of USF. The Executive Committee shall then appoint a committee consisting of three members of the Executive Council (which shall include the Secretary) to inquire into the said Petition and provide the General Council with its report and recommendation. The General Council shall thereafter vote on whether to remove or keep the said member.
- ix) The General Council shall elect the members of the Executive Council, by majority vote.
- x) The General Council shall elect the Chairperson, Secretary, Vice Chairperson and Treasurer of the Executive Council, by majority vote.
- xi) The General Council shall remove, by majority vote, Executive Council Members, as provided in article 8.2(xiv).
- xii) The General Council shall elect, by majority vote, the members of the Advisory Council.
- xiii) The General Council shall remove, by majority vote, members of the Advisory Council, as provided in article 8.3(v).

## 8.2 The Executive Council:

- i) Members of the Executive Council shall be elected, by a majority vote of the General Council.
- ii) From and out of those elected to the Executive Council, the General Council shall elect the Chairperson, Secretary, Vice Chairperson and Treasurer, by majority vote.
- iii) The Executive Council shall consist of 9 members who fall into two categories:
  - i. Category 1: Office Bearers:
    - a. Chairperson
    - b. Vice Chairperson
    - c. Secretary
    - d. Treasurer
    - e. Two member who shall be from outside the USF membership
    - f. And 1 other person from within the USF membership
  - ii. Category Two: Key Founder Members (i.e: CEO and Programme Unit Head)
- iv) Of these seven (7) members, seven (5) members shall be from the General Council (i.e. members of USF) and two members shall be from outside the USF membership.
- v) The Chief Executive Officer and the Programme Unit Head shall be ex-officio members of the Executive Council. The Chief Executive Officer and the Programme Unit Head, by virtue of being founder members, will ensure that at all times the original mandate of the organization will be reflected in the decisions made. However, they will have no power to vote on any matter decided at the Executive Council and, in the event that the organization's original mandate is violated, if the organization's mandate is disturbed and subjected to another regime or dictatorial system, in such a case, these two founder members have the power to vote and make it the right way. Further, should the Executive Council take up for discussion and decision any matter that directly pertains to the responsibilities, duties, remuneration and/or allowance of the Chief Executive Officer and/or Programme Unit Head they will then refrain from being present at the meeting.
- vi) Executive Council shall meet at least once in two months and on any further occasion as required.
- vii) Calling of an Emergency Executive Council Meeting:
  - The Chairman and/or CEO can call for an emergency meeting of the Executive Council.
  - Members of the Executive Council shall be notified of the Emergency Executive Council Meeting 3 days prior to the date of the said emergency council meeting. The quorum for the said meeting shall be two thirds (2/3<sup>rd</sup>) of the entire membership of the Executive Council. The Resolution tabled at this meeting will be considered to have been passed if passed by a simple majority.
- viii) The members of the Executive Council shall hold office for a period of 3 years after which they will have to be re-elected by the General Council.
- ix) Members of the Executive Council shall not receive remuneration from the organization and/or hold any other office within the organization.
- x) If there is a vacancy in the Executive Council due to resignation of a member/s or for any other reason the General Council shall fill the vacancy with a new member following the procedure set out to appoint members.
- xi) Persons holding membership in a political party and/or trade union and/or holding a post in a government institution and/or holding a post in a government authority and/or holding a post in any institution with a state affiliation shall not be eligible to contest for a position in the Executive Council.

- xii) If any member of the Executive Council accepts and takes a post in a government institution and/or government authority and/or any institution with a state affiliation and/or obtains membership in a political party and/or obtains membership of a trade union he/she shall cease to be a member of the Executive Council with immediate effect upon taking such post and/or membership.
- xiii) *Procedure for election to the Executive Council:*  
Any member of the General Council may nominate a fellow member of the General Council for any position in the Executive Council or an outsider for the limited two positions available for non-members, and another member of the General Council shall second the said nomination. If there is more than one nomination for a position in the Executive Council, then in that event the General Council shall vote on the nominations given for the respective position.
- xiv) *Procedure for removal of members from the Executive Council:*  
Any member can petition the General Council setting out the reasons, as to why a particular member of the Executive Council is unsuitable to continue on the Executive Council. The General Council shall then vote whether to remove or keep the said member of the Executive Council. At the meeting of the General Council, before the members vote on whether he/she should be removed, the member of the Executive Council to be removed shall, if he/she so wishes, make his/her case as to why he/she should not be removed.

### **8.3. Advisory Council:**

- i) The Advisory Council shall consist of not more than 7 members.
- ii) Members shall be:
  - i. The 5 heads from and out of the existing Citizens' Committees by virtue of being the heads of the Citizen's Committee,
  - ii. 2 outsiders (not members of USF).
- iii) The two outsiders on the Advisory Council shall be nominated and seconded by members of the General Council at the AGM and in the event where there is more than one nomination for one position the members shall elect a person by majority vote at the AGM.
- iv) A member of the Advisory Council can be removed by the majority vote of the members of the General Council.
- v) *Procedure to remove a member of the Advisory Council:* Any member may tender a petition, to the Executive Council, setting out the reasons as to why the particular member of the Advisory Council should be removed. The Executive Council shall then set up a three-member committee constituting of members of the Executive Council (of which the Secretary shall be a member) to look into the petition and shall submit its findings to the General Council whereupon the General Council shall vote to remove or keep the member of the Advisory Council.
- vi) A vacancy created in the Advisory Council by resignation or removal of a member/s or some other reason shall be filled by the General Council with a new member following the procedure set out to appoint members (as provided in articles 8.3(ii) and 8.3(iii)).
- vii) Seeking the counsel of the Advisory Board is optional – the Executive Council and the CEO shall seek the advice of the Advisory Board only if they wish to do so.

## **9. The Responsibilities of the Executive Council and Chief Executive Officer**

### **9.1. The Chairperson shall:**

- i) Preside over the General Council and the Executive Council
- ii) Be the primary representative of the organization at national, regional and international forums.
- iii) Delegate the Chairperson's authority to the Vice Chairperson upon a resolution to the effect having first been passed in the Executive Council.
- iv) Cast the deciding vote in the event there is a tie of votes cast in the General Council or Executive Council.
- v) Not hold any other position within the organization and shall not draw a remuneration from the organization.

### **9.2. The Secretary shall:**

- i) Maintain the minutes of the meetings of the Executive Council and General Council.
- ii) Be responsible for the custody of the documents pertaining to the said meeting minutes and other relevant documents.
- iii) Draft relevant resolutions, recommendations upon inquiry and other such documents for submission to the General Council, Executive Council and other relevant bodies.
- iv) Be a member of the committee set up to look into petitions for removal of members of USF and members of the Advisory Council.
- v) Not hold any other position within the organization and shall not draw remuneration from the organization.

### **9.3. The Assistant Secretary shall:**

- i) Carry out the responsibilities entrusted by the Secretary.
- ii) Carry out the duties of the Secretary during his/her absence.
- iii) Not hold any other position within the organization and shall not draw a remuneration from the organization.

### **9.4. The Treasurer shall:**

- i) Be responsible for the financial oversight of the organization.
- ii) Finalize and present, for adoption, the annual financial statement and audited accounts at every annual General Council Meeting.
- iii) Not hold any other position within the organization and shall not draw a remuneration from the organization.

### **9.5 The Chief Executive Officer (CEO) shall:**

- i) Report to the Board
- ii) Design and strategize programs in line with USF objectives and mandates.
- iii) Overall responsibility for program implementation.
- iv) Focal Point for and liaise with government institutions, international organizations and funders.
- v) Develop the program budget together with the Program Unit Head.
- vi) Oversee the Administration, Finance and Human Resources Management functions.

### **9.6. Head of Programme Unit;**

- i) Reports to the CEO.
- ii) Oversee project implementation at field level.
- iii) Guides project staff.
- iv) Liaises with local partners implementing projects
- v) Develops the project budgets together with the CEO

**10. Annual General Meeting of the General Council:**

- i) There shall take place a General Council Meeting at the end of each year.
- ii) All members shall be served with notice of the Annual General Meeting two weeks before the date of the meeting along with the agenda and any relevant documents.

**11. Amendments to the Constitution:**

- i) No amendments to the Constitution could be effected except in the following manner;
  - a) On the initiative of the Executive Council
  - b) By a written request with details as to the amendments, forwarded to the Executive Council through the Secretary by a member
  - c) Such written request shall bear the signatures of the Chairman, Secretary, and the two key Founder Members (i.e. The CEO and Head of Program Unit)
- ii) In both the instances set out above, the Executive Committee shall seek the feedback from the General Council on the amendments before placing it before the General Council for its adoption.
- iii) The General Council shall have the opportunity to recommend changes to the proposed amendments, which shall be voted upon and adopted by majority vote.
- iv) The Secretary shall present to the General Council the finalized amendment/s to the constitution and the General Council will adopt the amendment/s by a majority vote.

**12. Methods of Voting:**

The method of voting shall be in the following manner;

- i) For the election of office bearers to the Constitutional Bodies, the vote shall be by way of casting a secret ballot.
- ii) For any other business conducted in the Constitutional Bodies that concern the Organization, the vote shall be by way of a show of hands

**13. The Quorum:**

The Quorum for the Meetings of the Constitutional Bodies shall be one third of the total membership of the relevant body except in the circumstance dealt with in Article 14(ii).

**14. Dissolution of the Organization:**

No dissolution of the organization shall take place except under the following circumstances;

- i) Dissolution through an Order of a Court of Law with due jurisdiction
- ii) At an Extraordinary General Council Meeting which is summoned specifically for the purpose of Dissolution adhering to the following procedures:
  - a) A written notice giving reasons for the dissolution shall be served to all members, one month prior to such Extraordinary General Council Meeting
  - b) Such notice shall bear the signatures of the Chairman and the Secretary
  - c) The proposal for dissolution should be presented to a General Council with at least two thirds of the total membership present
  - d) For the said proposal of the dissolution to be passed, it shall be adopted by two thirds of those present as required in 14.ii)c) above
  - e) The remaining assets of the organization shall be transferred to a charitable institution selected and approved by the Executive Council. Such decision shall be made by the Executive Council, prior to the proposal of the dissolution being placed before the General Council.

**15. Seals of the Organization:**

- i) The President and Secretary shall have the joint custody of all the seals of the organization.
- ii) Such seals shall be kept in the main office of the Organization
- iii)

## **16. Organizational Colours:**

The organization colours shall be the following:

- Yellow: Wisdom
- Sky Blue: Harmony
- Saffron: Culture
- Purple: Women and Children
- Green: Environment

## **17. Flag:**

The Flag to be rectangular in shape with the full name in all three languages and the emblem printed on it. It should be the size of 3 feet in length and 2.5 feet in width.

## **18. Emblem:**

The Emblem will be in the form of a spiral with the colours of the Organization intertwining with each other.