



COMMUNITY SERVE AND LIFE SURVIVAL ORGANIZATION (CSLSO) HUMAN RESOURCE POLICY

Community serve and life survival organization is committed to implements best practices in human resource recruitment, training and management. It ensures that the rights of its employees are respected and national employment laws are adhered to. In addition CSLSO endeavors to make sure that its employees maintain high levels of interest and motivation in the workplace. CSLSO provides opportunities for its employees to further their skills and offers a clear path for staff to progress in their career within the company.

Community serve and life survival organization will demonstrate this commitment by –

1. Making employment decisions on the basis of merit.

Community serve and life survival organization recruits its staff based on their qualification and experience without consideration of their gender, race, ethnicity, religion, pregnancy, marital status, HIV status, sexual orientation or hairstyle as long as they demonstrate that they are capable of doing the job. This commitment extends to other employment decisions such as promotion, training, compensation, discipline and discharge; and to terms, benefits, privileges and conditions of employment.

Notwithstanding, Community serve and life survival organization actively seeks to recruit qualified staff from the local community in order to pass on income and skills development benefits to them.

In accordance with Tanzanian law, children below the age of 14 years old are not employed or involved in any case by this organization however may be used as ambassador of various projects depending on the priorities of the project. Children of age between 14 -18 may be involved as part of their training as long as the activities or project is not hazardous to their health, and does not prejudice their attendance at school.

2. Supplying a legal contract to all employees.

Community serve and life survival organization supplies its employees with a legal contract upon employment. The following particulars (required by law) are provided in writing when the employee commences employment:

- i)* Name, age, permanent address and sex of the employee;
- ii)* Place of recruitment;
- iii)* Job description;
- iv)* Date of commencement
- v)* Form and duration of the contract;
- vi)* Place of work;
- vii)* Hours of work;

viii) Remuneration, the method of its calculation, and details of any benefits or payments in kind, and

- ix)* Any other prescribed matter

3. Paying fair wages.

Community serve and life survival organization commits to paying fair wages to its employees. A fair wage for each job is determined based on the nature of the work, and on the skill and experience level required for the job. Community serve and life survival organization endeavors to offer competitive wages compared to other organizations within the industry in order to attract and retain quality staff. Community serve and life survival organization's management is aware of the latest government recommended wage rates, and the organization's wages are set at least at these recommended rates.

4. Having clear disciplinary and employment termination procedures.

Community serve and life survival organization clearly communicates to its staff measures that are taken when there is a breach in the terms of employment. Employee input on what these measures should be is invited, and both parties agree on them in writing upon commencement of employment. Sufficient notice of termination of employment is given in writing (28 days for staff employed for longer than one month), or appropriate remuneration paid to cover the notice period if termination of employment is immediate. Severance pay rates are adhered to in accordance with Tanzanian law.

5. Respecting work and rest times.

Community serve and life survival organization ensures that employees have sufficient breaks and rest in between working hours and during the working week.

- i)* A break of at least 60 minutes is given to staffs who work continuously for more than 5 hours.
- ii)* Working hours of 45 hours per week (+ overtime of no more than 50 overtime hours in a four week cycle), with a 12 hour working day limit, and a maximum of 6 working days per week are respected.
- iii)* Overtime is compensated at the legal rate of one and a half times the basic wage.

Community serve and life survival organization allocates an appropriate number of vacation days to employees:-

At the minimum by following recommended national guidelines of at least 28 consecutive days in each leave cycle (or less if the employee was granted paid occasional leave during the year). Likewise, an appropriate number of days is allocated for maternity (at least 84 paid leave days), illness (at least 63 days paid leave), paternity leave (at least 3 paid leave days), and bereavement.

6. Ensuring that training needs of staff are met.

Community serve and life survival organization ensures that its management is aware of the training needs of staff by conducting training needs assessment upon recruitment of staff and throughout their employment. Training opportunities are offered as and when needed in order to enhance staff skills and attitude. Team building activities and retreats are pursued in order to enhance the ability of staff members to work harmoniously so as to achieve the organization's vision, as well individual employees' career ambitions.

7. Ensuring the comfort and safety of employees at the workplace

Community serve and life survival organization ensures that employees have a safe and pleasant working environment. Protective gear is used in jobs that require it. Staff and management are aware of occupational risks and hazards, and of procedures for dealing with accidents.

8. Respecting and inviting employees' ideas and input.

Community serve and life survival organization invites the input of its employees regarding management and the day to day running of the organization, as well as on the overall company vision. We endeavor to bring out creative ideas of staff that will help to drive our organization to new, exciting and sustainable directions. Community serve and life survival organization provides avenues through which staff can share their ideas and thoughts – through interactive staff meetings and discussions, and by encouraging direct verbal / written communication with management.

9. Respecting employees' rights to Freedom of Association.

As per Tanzanian law, employees are free to join any association, including workers' associations / trade unions, as long as these are legally registered.

Policy authorized by:

Burhan K. Rutenge

The Chairperson & Managing Director

Community Serve and Life Survival Organization (CSLSO)

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