Human Resource Policy
2018 (2075)

LEGAL AID AND CONSULTANCY CENTRE (LACC)
MANBHAWAN, 5 LALITPUR, NEPAL
Human Resource Policy

2018 (2075)

Updated and endorsed by Executive Board on 28th December 2018
A. Abbreviations & definitions

1. Abbreviations
   AD  Anno- Domini
   AO  Administrative/Account Officer
   AOB Any Other Business
   B.S. Bikram Sambat (Nepali Year)
   CV  Curriculum Vitae (Bio- Data)
   ED  Executive Director
   FO  Finance Officer
   FY  Fiscal Year
   GoN Government of Nepal
   HR  Human Resources
   INGO International non-governmental Organization
   LACC Legal Aid and Consultancy Center
   NGO Non-Governmental Organization
   PAN Personal Account Number
   VAT Value Added Tax

2. Definitions
   In the policy where the context explicitly refers to its specific meaning, the following terminologies are meant as:
   Board: Executive Board
   Chairperson Chairperson of LACC
   Organisation LACC
   Staff An Employee of LACC
   Employee a person hired to carry out specific job or a set of jobs in LACC
   Line Manager Immediate superior of the employee
B. Vision, Mission, Goal and Strategy

1. Vision

Creation of an equitable and just society

2. Mission

LACC will be an active civil society organization in establishing rule of law, non-discriminatory society, and upholding rights and dignity of women, men, boys and girls through promotion of access to justice, women.

3. Goal

Elimination all forms discriminations and violence against women and children.

4. Strategy

Access to Justice
Women empowerment
Human rights and Good Governance

C. Introduction & Scope of the HR Policy

1. Introduction

The information contained in this Policy is designed to ensure that all employee employed with this organization understands the aims of the organization and the way in which an employee fit into the work. This Policy also outlines the general terms and conditions of your employment unless these are covered by a separate agreement.

The objective of the HR policy is also to ensure that LACC has the required employee capacity to carry out its activities and fulfill its organizational objectives. The aim is to ensure that employee are treated fairly and have acceptable working conditions.

1.1 Hierarchy/ Organizational Chart

LACC has the following hierarchy

Hierarchy Level 1. General Assembly
Hierarchy Level 2: Executive Board and Advisory Board
Hierarchy Level 3. Executive Director
Hierarch Level 4. Deputy/ Programme Director  
Hierarch Level 5. Head of Departments (HoD)  
Hierarch Level 6: Managers, Coordinators, Senior Officers, Unit Heads  
Hierarch Level 7: Officers  
Hierarch Level 9: Assistants, Interns, volunteers

The detail of the organization hierarchy is attached in Annex - 1.

1.2 Separation of Power:
LACC has institutionalized the separation of power among Executive Board and the Employee, who shall be in the Board. Advisory Board is the highest Board.

Main administrator of the organization will be the Executive Director; he/she will be appointed from within the Executive board if not possible then he/she can be hired from outside as per the Human Resource Policy. Executive Director/ Deputy Director/ Programme director, Programme Manager, Programme Coordinator, Finance Officer, Lawyers, Office Assistance, Administrative Assistance, and watchman Administrative section includes.

In terms of roles and responsibilities of the Executive Board members, LACC ensures that Executive Board members will no function as salaried employee. Except Executive Director /Deputy Director/Finance Officer. Provided, any Executive Board member functioning as paid employee then such member/employee will not be involved in Executive Board deliberations and decisions in relation to activities undertaken by him/her.

1.3 Strength of the Organization:
Authority has been delegated to different personnel instead of centralizing to few hands in order to create healthy power distribution. The organization shall maintain good relationship with other NGOs and INGOs at central as well as local level. The organization shall publish annual report and other information on a regular basis to maintain transparency in its work. The organization shall prepare and follow 'five years strategic plan' and 'annual plan' for its working strategy.

2. Scope & Validity of the HR Policy
LACC provides equal opportunity to all employees. No discrimination on the basis of race, caste, sex, sexual orientation, appearance and religion will be placed. For the upliftment of women's situation, LACC shall give special priority to women candidates. LACC values the diversity of its employee. It recognizes that people from
diverse backgrounds can bring new ideas and perceptions that help increase organizational efficiency and improve services.

2.1 Scope:
The policy covers the following areas:
- Recruitment of employee
- Provision of initial orientation
- Provision of opportunities for training, upgrading of skills and professional development of employee
- Arrangements for voluntary and part-time employee that may, from time to time, contribute to LACC’s work.

2.2 Validity
This Human Resources Policy shall be effective from 1st of January 2019. All the previous policies relating to Human Resources are superseded by this policy from the above date.

3. Review and Amendment of Policy:
The human resource policy will be reviewed as and when required and the Executive Board therein can effect amendments upon approval or having ratified the approval.

The right to explain and interpret this policy resides with the Executive Board and any disputes arising in relation to the provisions of the policy, the decision given by the Executive Board will be final.

D. Guiding Principles & Standards

1. Guiding Principles
LACC is guided by the following principles:

1.1 Rights-based Approach
The protection of human rights, particularly the rights of women and children, are the focus of LACC’s programs and activities.

1.2 Equitable Society
Programs and activities are directed at creating an equitable society by addressing gender, ethnicity, caste and religion based discrimination.
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1.2 Equitable Society
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1.3 Protecting and Promoting the Rights of Particular Groups

Programs are developed and implemented to promote the rights of women and children from particularly vulnerable groups including those who are disabled, dalits, indigenous/janjaati, madhesi and people from geographically remote areas.

1.4 Reduce Domestic Violence

The rights of women and children in Nepal are frequently and grievously violated through domestic violence. LACC strives to reduce domestic violence through advocacy, lobbying, rights education and by training law implementers to correctly apply the Domestic Violence (Crime and Punishment) Act 2008.

1.5 Transparency and Accountability

LACC’s policies, programs and budget are transparent and readily available to stakeholders. These stakeholders hold LACC accountable for its actions and decisions.

1.6 Non-partisanism

Programs are developed and implemented for the benefit of clients and to achieve LACC’s goals, vision and mission. They are not influenced by or aligned with any political party.

1.7 Mitigating Impunity

LACC strives to mitigate impunity and achieve justice for clients by offering legal aid and conducting campaigns that promote the rights of women and children.

1.8 Promoting a culture of peace

LACC strongly believes that women and children are instrumental to promoting a culture of peace. This perspective colors the way LACC implements programs concerning the reintegration of conflict affected women and children.
2. Standards (Behavior and Attitude)

The following list of standards expected will be included in all job description of staff. All staff are expected:

- To know and abide by the Guiding principles at all times.
- To demonstrate and actively follow the values of LACC in all aspects of work and service.
- To be a model to others in work and as a person. This will be seen in, for example, quality of work, justice and fairness, timekeeping, co-operation with others, relationship with staff, client and community member, attitude towards LACC, it’s programme and in general behaviour in and out of work.
- To be honest in all matters (e.g. financial, timekeeping, with manager) and promote honest. Financial honesty includes not seeking or obtaining advantages for him/her or others through his/her work with INF other than benefits specified in the Employment Manual.
- To keep confidential information acquired in the course of work, especially those matters relating to people (staff, clients or others).
- To lead staff (both those under him/her and colleagues) towards a better understanding and fulfillment of the goals and aims of LACC and the programme.
- To build good public relations with those outside the organisation, including officials, community members, and clients of the programme, aiming to emphasis the aim and priorities of LACC and create a good image.
- Other additional standards (behavior and attitude) relevant to the particular job may also be included as required.

These lists are a basis for development of the standards required for different types and levels of staff. Achievement of standards will be assessed during the annual appraisal.

As with poor performance and failure to fulfill the task of the job description in any area, failure to live up to the standards can lead to disciplinary action.

E. Human Resources

1. Creation of Job & Posts

Creation of posts for national staff is normally part of the annual planning, but posts may be created or deleted during the year by the Executive Board.

2. Types of Human Resources

2.1.1 Regular
(Core employee)
A person is a Core Employee of LACC, if s/he satisfies the conditions enumerated in Part (iii) Core Employee are entitled to receive remuneration and other monetary benefits as described in financial policy. LACC shall provide core employee as long as the projects are viable. Core employee will get the benefit as per the FINANCIAL POLICY. LACC shall not terminate the job of a Core employee unless and until it provides satisfactory cause of such termination. Employment so terminated will be treated as RETIREMENT and the employee shall have the right to claim all accumulated benefits up to that period. At least one-month prior notice will be provided to the employee in case of termination of his/her employment. In case of absence of any projects, the core employees are liable to run the office and its activities, the core employee will be appointed by the executive board.

2.2 Fixed Term
(Project Employment) A person hired for a specific project shall be deemed as project employee. Upon completion of the project, such employee shall disengage from the project.

2.3 Casual
Any person employed occasionally for a short chunk of work and normally does not require specialized knowledge and expertise as of a consultant.

2.4 Part time
A part time employee is regular employee but works only for a particular part of the day. This may be because of not having full time job for each day or as a result of long term staff development plan. Normally any regular or fixed term employee who works for less than 7 hours a day or less than 42 hours a week for the period of at least one month or more is considered as part time employee. The salary and benefits shall be pro-rated for part-time staff.

2.5 Volunteer
LACC acknowledges that the volunteerism is one of strong opportunity for organizations and individuals to be interconnected and bring about the positive changes in the society and hence encourages both Nepali and foreign nationals to engage in volunteer work through this organization. General terms for the volunteers are:
- Volunteers are not considered as staff member of LACC
- LACC preserves the right to hire and fire volunteers.
- Volunteers may be Nepali or expatriates.
- Volunteers will be categorized.
- Volunteers will have to frequently make field visits and also assist in the administrative works of the office.
- Lunch and transportation may be provided to volunteers as mutually agreed with him/her.
2.6 Intern
Many of the Universities and Colleges provide academic tuitions but to apply the acquired theoretical knowledge and gain some practical knowledge before they graduate from the institution, it may be a good opportunity for them to do internship. LACC may accept interns from specific academic institutions and or training centers as mutually agreed with the specific institution. General Terms & Conditions of Interns are
- LACC preserves the right to hire and fire interns in agreement with the concerned institution
- No benefits shall be provided to interns.

2.7 Consultant
IV) Consultant
- If needed, LACC may hire professional consultant(s) within executive board or other professional expert for short or long term depending upon the need of the organization.
- Professional expert can be hired either on a daily, monthly, or on a project basis.
- Only professionally qualified person will be hired.
- Consultant(s) will be paid as per the FINANCIAL POLICY or as mutually agreed with them.
- Approval of hiring of consultants from the Executive Board/Executive Director /Deputy Director/Finance Officer will be mandatory.

2.8 Special
Resource Person/Trainer
- If needed, LACC may hire professional Resource Person/Trainer(s) for short or long term depending upon the need of the organization.
- Professional Resource Person/Trainer can be hired on a project basis.
- Professionally Resource Person/Trainer qualified person will only be hired within executive board of other.
- Resource Person/Trainer(s) will be paid as per the FINANCIAL POLICY or as mutually agreed with them.
- Approval of hiring of Resource Person/Trainer from the Executive Board/Executive Director /Deputy Director/Finance Officer will be mandatory.
3. Selection (Recruitment)

Selection and recruitment policies:
The organization will maintain diversity in the selection process of the employee. LACC shall give priority to women, Madheshi, minority and Duli/ Janajatis. LACC is committed to providing equality of opportunity by aiming to ensure that its practices and procedures follow legal requirements and good practices. It shall be the policy of LACC to treat all members of employee, volunteers and applicants fairly and equitably regardless of gender, racial or cultural background, disability, marital status, religious beliefs, sexual orientations or any other category where discrimination cannot be reasonably justified.

There shall be four processes to recruit any new employee for Core employee and Project Employees:

3.1 Vacancy advertisement:
Positions that become available will normally be advertised in the national dailies. A position description will be available at the time the position is advertised. The Executive Director /Deputy Director/Finance Officer prior to circulation must approve all advertisements relating to employee employment. Recruitments will be made through open competition.

3.2 Head Hunting:
Upon consultation with like-minded organization, LACC may appoint a person who is considered to be experienced and suitable for that particular post.

3.3 Job Placement:
Job placement for professionally qualified professional shall be made by LACC in consultation with other organization subject to having received substantive guarantee from that particular organization.

3.4 Direct Contact:
Provided, LACC knows any suitable candidate; such a person may be hired by LACC directly. The employee will be provided with a Terms of Reference, which may as per the need of the organization be amended from time to time. The designation of the employee can also be changed pursuant to the to the role and responsibility of the job assigned.
While hiring experts, LACC can also hire experts from its executive board in output basis, if they are found competent enough.

3.5 Volunteers and Interns:
Chairperson/Executive Director/Deputy Director/Finance Officer shall select, recruit and appoint volunteers.
Volunteers will be selected as per the requirement of the assignment.
Volunteers so appointed will be placed for right assignment.
Payment to volunteers shall be made as mutually agreed with them.
4. Eligibility
   a. Any qualified and suitable Nepali citizen may apply for any salaried position externally advertised. Others who can, according to the current law, reside and be employed in Nepal without restriction may also apply for any salaried post externally advertised.
   b. No one under the age of Eighteen years may be employed. A minor between 16 to 18 may only be employed on special condition.
   c. Before appointing anyone currently employed in another organisation, the employer must ensure that the current employer knows of the appointment and has no objection. Before appointment letter or contract is given, the candidate needs to provide a letter of clearance from their previous/current employer.

F. Disengagement

1. Suspension
   Any staff/member accused of misappropriation of money or property of LACC may be suspended for the period of investigation. Such decision shall be made by Executive Chairperson of the Board for maximum period of one month. If the accusation is proved, this will lead to disciplinary action.

2. Dismissal
   Any staff member having gross misconduct may be dismissed for their job. Such dismissed staff shall not get any benefit entitled in this policy.
   
   2.1 A staff member may be dismissed as the penalty given in a disciplinary process as detailed in this policy. The staff member will receive one month’s salary in lieu of notice, and the normal benefits of resignation with notice.
   
   2.2 However, if the dismissal is for gross misconduct or serious breach of standards or terms of employment, the staff member may be dismissed immediately with no notice, no salary in lieu of notice will be given or benefits paid and any costs of damage or dishonesty will be deducted before outstanding salary is paid.
   
   2.3 Any staff member who has been dismissed will not be allowed to enter work in organization.

3. Termination of Employment by the Employer
   In case of employee’s job termination the following shall apply to LACC employees
   
   - Employee against whom any disciplinary action has been taken for dismissal from job shall be disengaged from the job.
- In addition to that an employee shall be terminated from the job on the following grounds.
- Associated with terrorist activities as defined by the Nepal Government.
- A terminated/dismissed employee shall not be eligible for acquiring accumulated benefits if the retirement is due to disciplinary and terrorist reason.
- The right to terminate/dismiss the employee shall remain with the executive board of LACC and executive director as per the conditions mentioned in contract signed between LACC and employee.

4. **Redundancy**

Every year, LACC shall have review of the progress of that year's activities and budget and plan for the budget and activities next year. All the staff positions are subject to available of programme and budget; therefore, if no budget and programme arc in pipeline and it is inevitable to cut down any of the position. Executive Board may decide to make such position redundant. Staff made redundant shall receive all the benefits entitled in this policy. At least two months prior notice shall be given to the staff for redundancy and also some time to attend job interviews before leaving LACC.

5. **Resignation**

- An employee who desires to resign from his/her job shall submit a letter of resignation in one-month advance so as to allow LACC to find a suitable replacement. Otherwise, s/he will be responsible to deposit one-month’s salary to LACC or the amount can be set off against the amount payable by LACC.
- Provided, LACC deems that the disengagement of the employee would be a considerable loss to the organization or is unable to find a suitable replacement. LACC may request such employee to retain his/her post until such replacement is made.
- Once the resignation is accepted s/he shall be entitled to claim all accumulated benefits up to the date of termination. Payment of such accumulated benefits shall attract tax as per rule of Nepal Government.
- Employee during probation period may submit his/her resignation with a 10 days’ advance notice.
- Prior to collecting his/her accumulated benefits, the employee has to submit a financial clearance certificate.
- Provided, the organization has to disengage any employee due to any circumstances, the Organization may do so by serving a months’ notice to the employee.

6. **Retirement**

All regular and fixed term employees shall automatically retire upon the completion of the age of 60.
7. **Death**

Death in services:
- Death of an employee during the period of service shall be entitled to receive benefits by the legal representatives.
- The aforesaid provision is not applicable to the consultant and volunteers.
- This provision is applicable to the contract employee who is hired for more than one year.

G. **Working Practices**

1. **The Employment Year**

   The employment year is counted from January 1st of each Gregorian calendar year and ends on 31st of the December. All the benefits, leaves and entitlements shall be calculated on the basis of the employment year.

2. **Office Hours**

   Work hours are meant for the purpose of progressing work or work related agendas and not personal or family affairs or business. Employees are not to run personal errands during working hours or use work time to advance their personal interests and business. Employee may use their lunch hours for their personal affairs. Employees who are found using work hours to progress their personal affairs and or business may have their employment terminated. There shall be a 42 – hour working week, which is to be arranged as follows:

   2.1 Employees/volunteers shall work 7 hours a day from Sunday to Friday.
   2.2 Working hour starts from 10:00 am and ends at 5:00 pm.
   2.3 Employees/volunteers who are sent to the field may have to work seven days a week.
   2.4 Employee/volunteer shall be responsible for in time attendance and punctuality.
   2.5 Employees/volunteers must fill in the daily time sheet, which shall be observed and monitored by the Account Officer.
   2.6 One-hour lunch break from 1:00 to 2:00 will be provided to the employees/volunteers.

3. **Appointment**

   Each person engaged in the work of LACC shall be issued with a written appointment stating their position, effective date, terms and conditions including working hours and supervisor(s).
4. **Orientation**

- All new employees will be given a short orientation before starting official work. Orientation will cover the following areas:
  - Review of employment policies and procedures including benefits, performance evaluations and the salary systems
  - Understanding of the organization’s job related information such as review of the job description, district offices, organizational hierarchy and introductions to other employees
  - Orientation to the organization including the history, program and training system and funding sources.

5. **Probation**

The purpose of probation is to establish whether or not the appointee’s performance is of an acceptable standard before employing the core employee or project employee. The purpose of probation is also to give the employer an opportunity to evaluate an employee’s performance before confirming an appointment. Probation shall not be used to deprive employees of the status of employment.

- A probation period of 6 month shall be applicable from the date of appointment
- S/he has to sign an agreement with LACC.
- A letter of agreement will be issued to the employee at the time of appointment.
- The contract shall contain the following job profiles:
  - Organizational hierarchy
  - Reporting relationship
  - Date of appointment
  - Employment category
  - Working location
  - Remuneration and benefits
  - Performance evaluation procedures (Annex - )
  - Position held etc.
- The aforesaid job profiles are only Illustrative not exhaustive.
- Two copies of contract will be prepared. One copy will be issued to the employee and the other will remain with LACC.
- During the probation period, the employee will not be entitled to any other claims and benefits other than his/her basic salary.
- Employee can be dismissed provided his/her performance during the probation period is deemed unsatisfactory or if s/he violates the rules and regulation of LACC, or causes to commit serious violation of discipline and embezzlement of funds.
6. Employment

- Upon successful completion of probation period, s/he shall be appointed as a core/project employee of LACC.
- A letter of appointment stating the terms of employment and the salary offered will be issued to the employee and another copy of the same will remain at LACC’s central office.
- The job profile delivered at the time of probation period shall also be applicable, in addition to that, additional job profiles may also be added.
- An employee shall receive all benefits mentioned in this policy.
- By accepting an appointment letter from LACC, an employee shall agree to work in a responsible, disciplined, harmonious and productive manner.
- Efforts of employee so appointed shall be directed to achieve organizational goals.
- S/he shall agree to abide by the rules and regulations specified in the policies.
- Any act of misconduct shall be linked with disciplinary procedures and shall be qualified for disciplinary action as mentioned in Section 23.

7. Promotion

- Vacant position in LACC shall be filled by internal promotion if possible as per organizational policies.
- An employee shall have worked at least five years to be eligible for promotion.
- An employee shall never commit major misconduct.
- The employee shall acquire required minimum academic qualification for the job.
- An employee shall have achieved excellent or outstanding evaluation to be eligible for the job from the superiors.
- Experience, superiority, seniority, special responsibility undertaken, smooth character etc. shall also be taken into consideration.

8. Keys

- Office keys will not be available to all the employee. Any employee wishing to use the office outside of normal working hours should make prior arrangements at least 24 hours prior to requesting for office use.

9. Means of Transport

- Daily transportation of any and all employees to and from LACC to their normal place of residence shall be the responsibility of the employee themselves.
- Executive Board Members are entitled with a fixed amount of Transportation cost for each board meeting attended.
- General members of LACC are entitled with a fixed amount of Transportation cost to attend each General Assembly meeting.
10. Overtime Payment
Overtime payment shall not be made with respect to the overtime during field visit. Overtime payment will be paid according to the account policy if employees worked before and after office time for four hours or more than four hours of working.

11. Field Travel
- When employees travel for official works, transportation by vehicle or plane will be paid by the organization.
- But it will not include the personal excess baggage beyond the allowance determined by the carrier, except for special circumstances when the excess baggage is for official items.
- Travel as far as possible will be the most economical form and route, without compromising personal safety.
- Employee away from the office should ensure that whenever possible they furnish the organization with a contact phone/fax number to the Chairperson or immediate superior.

12. Welfare
LACC regards staff welfare as an important factor for conducive work environment and advancement. A number of welfare activities are organized so as to rejuvenate its staff and members. Participation in Annual LACC day on the 1st of Bhadra each year and other suitable events are organized in which each staff member are encouraged to participate. Excursions, Exposure visit, study tours and other suitable activities as relevant may be utilized from time to time subject to availability funds.

13. Security
LACC strives to provide secure workplace for all staff. However, they might get into trouble because of external situation. The organization will not reimburse any payments made by staff to those involved in extortion, even when made in the course of work, nor will they pay any ransom for kidnapped staff, however every effort will be made in negotiations to obtain release of a kidnapped staff member.
Any violence whether it be gender based violence or other criminal offences in workplaces shall be dealt with relevant laws of the country.

14. Special Provision Related to Female Staff
Female staff will in some instances have extra welfare needs. These are managed as follows:
- A staff member with a breast-feeding baby is allowed to take time to breastfeed the baby three times a day until the age of six months. two times until the age of 18 months and one time until the age of 2 years.
- The time allowed for this purpose will be determined on a case to case basis.
15. Accidents

15.1 If an accident happens during a recognized period of work the injury should be reported immediately to the line manager or most senior person on the site. In case of serious injury or if an accident occurs in the field or on a journey, treatment may be obtained before reporting the accident. It still must be reported as soon as reasonably possible.

15.2 Providing that the employee involved has not been negligent and s/he followed instructions given or the recognized code of practice, treatment costs will be covered by Accidental Insurance Plan. Timeoff work recommended by the treating doctor or other medical worker will not be counted as sick leave but as work time for up to 3 months.

16. Other Health Issues

Stress related illness, caused by work or place of living, will be taken seriously and steps taken to reduce stress and trauma levels as needed. The line manager as appropriate is responsible for reducing stress caused by some aspect of the working conditions and may agree time off of up to 2 weeks after sudden stressful incidents or periods of work time.

Longer illness may be subject to termination of the Employee from their job.

17. Detention of Staff

   d. If an employee is detained by a government authority or other political group, they, or their family member or friend, should inform their line manager in writing as soon as possible. The line manager will report this to the Chairperson, and seek information from relevant authority.

   e. If the employee is not released within 3 months they may be deemed to have resigned.

   f. The spouse of the staff member may be paid an advance of the salary for the first 3 months. If the staff member is released with clearance or without charge, he/she should immediately report for work, the money paid in advance will then be counted as salary for the absence. The period of absence will be counted as annual leave, including any advance leave available. Any additional days will be counted as unpaid leave.

   g. If the employee is found guilty in a court of law his/her contract will normally be terminated and the advance money recovered as far as possible from remaining entitlements.

   h. In the event of any staff member being kidnapped the first person informed must contact the Chairperson.
18. Appraisal

Appraisal is an aid to effective management, providing an opportunity for open and frank discussion between employee and their line managers. The process should assist employee to improve their performance, through self-assessment and the assessment of the manager(s). It helps to identify strengths, weaknesses and potential, and clarifies the professional objectives of the employee member. It also identifies needs for coaching, training and other professional and personnel development.

Appraisal will be used as a time:
- to praise staff for what they have done really well,
- for setting objectives.
- to discuss areas of past difficulty and
- to discuss ideas for the future of the staff member.

Before and during the appraisal the following documents shall be used for reference:
- A copy of the job description
- The employee member’s personal file
- A copy of the last appraisal
- Performance evaluation form
- Notes on performance discussions during the year
- A copy of the objectives and action plan for the past year

The objective of employee performance appraisal is to:
- Upgrade the overall performance of the organization and its capacity to meet its goals
- Ensure periodic communication between management and employees on job performance and satisfaction
- Provide the opportunity to review and reassess, if necessary, individual job responsibilities, action plans and objectives
- Assist employees to achieve the optimum level of job performance and to become as successful as their abilities and aspirations permit
- Identify training needs and obtain information on an employee’s performance for future consideration

19. Extra Responsibility

19.1 Extra responsibility may be given to a suitable staff member by the line manager or the Board if there is extra work to be done at a higher level because of an increase in work, the absence of a higher post holder for more than two weeks, or because of a vacancy. The extra responsibility should be given in writing, with its reason.

19.2 An extra responsibility assignment may last up to one year, by which time the vacant position should be filled. However, in special circumstances it may be extended by up to 6 additional months with the approval of the board.

19.3 The allowance to be paid to the position holder taking either of these responsibilities will be equivalent to the difference between salary of his/her current category and the
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salary of the one category higher. An employee will not be paid any allowance during a period of absence if s/he is absent for a continuous period of one or more weeks. The allowance will cease when the extra responsibility is no longer required.

20. Politics

20.1 Employee is expected to have their own political beliefs and use their vote, but their activities should not be in conflict with the interests and goal of LACC.

20.2 LACC is politically neutral and treats people of different political beliefs equally in all ways. In order to ensure this, staff members should not take an active part in politics, for example they should not issue statements, do fund raising, or deliver public speeches in favour of or against any political organisation or party, or show favour to any political party or its member in any aspect of their work.

21. Confidentiality

Confidential or sensitive information learnt in the course of work should not be shared with anyone, except as required in the course of duty while at work. This may be any sort of information, e.g. client, staff member or organisation. Breach of confidentiality is subject to disciplinary action.

22. Grievances (Personal Issues)

- When a personal issue (grievances) arises of an employee member which may impact his/her work, the employee is encouraged to arrange a meeting with his/her immediate supervisor so that the issue can be addressed. All personal matters will remain confidential and will involve only the concerned employee and his/her immediate supervisor. The employee may request a meeting with other colleague to discuss personal issues.

23. Discipline

LACC’s employee shall maintain strict discipline during the tenure of his/her job. Breach of discipline can be either deemed to be a minor or major misconduct. Breach of discipline shall qualify for disciplinary action.

23.1 Classification of misconduct:

1) Minor misconduct:
- Absence from duty without justifying the cause of absence or without reporting his/her absence in timely manner.
- Failure to follow official timetable.
- Failure to carry out the assigned job.
- Failure to cooperate with or to help colleagues.
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- Failures to cooperate with or to show courtesy with supporting organizations/donors.
- Failure to abide by the rules and regulations of the organization.
- Failure to either clear or repay or justify advances within the stipulated time limit.
- These aforesaid minor misconduct are only illustrative not exhaustive. It may be altered, deleted, or modified without prior notice to employees.

II) Major misconduct:
- Embezzlement of funds.
- Misuse of authority.
- Receiving or accepting bribes in form of money, services, gifts, loan and discount.
- Involve in corruption and fraudulent activities within the organization or outside the organization.
- Absence from duty for more than 15 consecutive days without notice.
- Misuse of LACC's property.
- Unauthorized disclosure of any confidential documents or information.
- Sexual and other unlawful harassment, physical violence of any employee/volunteers/partner organization(s) and client.
- Repeated commission of minor misconduct.
- Criminal conviction.
- Using LACC for political purpose.

The aforementioned major misconduct are only illustrative not exhaustive. LACC preserves the right to alter, modify, or delete it without assigning reason whatsoever to its employees.

23.2 Disciplinary action:
Employee/volunteer who commits disciplinary misconduct shall be charged with disciplinary action. Flowing steps shall be applicable.

1. A verbal warning shall be given by the Executive Director
2. Upon discussing the issue with the employee, a letter of warning shall be issued to him/her. The letter shall contain the offence committed and the employee will be asked to improve his/her performance within the prescribed time period.
3. The employee shall qualify for immediate dismissal provided the employee even upon receiving such verbal and written warning repeatedly commits such commissions.

In case of commission of major misconduct, step 2 and 3 shall directly apply. Employees thus dismissed will not receive any accumulated benefit.
H. Human Resources Development

LACC shall offer an opportunity for career development and training to its employee. Career development and training program shall match his/her job profile. Same career development and training program shall not be offered to the same employee twice. Cost of career development and training shall not exceed the budget allocated. Such program shall upgrade his/her responsibilities but shall not ensure increase in salary/grades and opportunity for promotion. Approval of Executive Director of LACC is mandatory. Employee shall also be sent on international training. If LACC or donor organization agrees to bear part of the cost and part by the employee.

1. Types of Development

1.1 Staff development may take many forms, some applicable to all staff, some only to national staff and some only to national staff on particular contracts. Development is not always related to formal training courses. The types of staff development may include:
   ➢ In-service training for a particular job,
   ➢ Orientation to work through visits and short placements,
   ➢ Participation in workshops/seminars/conferences.

1.2 In the very exceptional case, facilitation of further studies done outside working hours in terms of agreeing unusual working hours and specific blocks of time for annual leave/leave without pay for study purpose as possible.

1.3 Time spent on above mentioned development may be divided onto three categories:
   Category A: Workshop/seminars/conference/visits – 1 to 5 working days.
   Category B: Short courses or workshop/seminar/conference/visit which require more than 5 working days, which should be done on a part-time basis or can be negotiated between staff and line manager.
   Category C: Study of courses for qualification (distance learning or otherwise) will be granted only in very rare cases to national employees. If it is granted it will be on a part-time basis and will include a personal contribution (money or time) by the staff member.

1.4 The above are agreed for specified staff by his/her line manager together with the staff member, as and when needed, often as an outcome of annual appraisals or ongoing meetings between line managers and their staff individually or as a team.

1.5 The person making the decision will take into account the need, previous training attended by particular staff, interests of the staff and expressed need on appraisal reports.
2. Selection of Staff

2.1 Need may be identified by the line manager of the staff member may suggest it at the annual appraisal or at some other time. Line manager will make the final decision.

2.2 The line manager is responsible for ensuring that opportunity is given across as broad a range of staff as possible, in particular s/he should look at development possibility for junior staff to enable them to take on more skilled work.

3. Recording and Reporting

3.1 The line manager will be responsible for keeping a record of development opportunities taken and costs.

3.2 The staff member will normally be asked to write or give a verbal report on the learning that was taken place to his/her line manager and also to other staff as relevant.

4. Development Costs

4.1 These will be paid from the Staff Development Fund. The Fund is set to meet the expected need of the plans, but the minimum amount budgeted should be 1% of the salary budget.

4.2 The Finance Officer will monitor the use of the budget.

I. Leaves

LACC shall provide an opportunity to its employee for rest, recreation, re-energizing and for fulfilling various social obligations. The administration/Finance section shall maintain records of such policies. Formal request shall be signed by the Finance Officer with the leave records and forwarded to the Executive Director/Deputy Director/Program Director for approval.

In case of mourning leave and maternity leave; any public holidays falling during such leave will be counted as a leave day.

Other public holidays will not be counted as leave other than mentioned above, provided that the employee is present in the office in previous or following day of such public holiday. Any leave will be not accumulated.

1. Annual Leave

- Employees of LACC shall receive 15 days annual leave with pay.
- The concerned employee shall submit a formal request in writing.
- The Executive Director will approve leave of Head of Departments and Head of Departments will approve leave upto 3 days. Leaves more than 3 days shall be approved by the Executive Director only.
2. Festivals and Public Holidays
   - Festival leave shall be provided to LACC employee for a maximum period of 2 days.

3. Unscheduled Holiday
   3.1 If the Government announces a national holiday for any major national or international reason, the Chairperson will decide on suitability of closing of LACC office.
   3.2 Normally all staff are expected to work on any day when a bandh (local or national strike) has been called. If bandh is for more than one day then the Chairperson may grant time off work for those staff members who are not in walking distance (5 kms) to and from the office.

4. Sick Leave
   - Employees shall be entitled to a 9 days sick leave per annum.
   - The employee in the event of his/her taking longer sick leave shall produce a signed medical certificate.
   - The Executive Director will approve leave of Head of Departments and Head of Departments will approve leave upto 3 days. Leaves more than 3 days shall be approved by the Executive Director only.
   - Employees who are ill and unable to attend office/work shall inform Executive Director on his/her first day of absence.
   - Leave application form should be submitted immediately upon return to the office.

5. Maternity Leave
   - Maternity leave is designed to give expectant mothers the possibility of withdrawing from work in the later stages of pregnancy and to allow them some time to recuperate after childbirth.
   - Any staff member conceiving a baby should immediately inform their line manager about their status of pregnancy within first 3 months of their pregnancy and expected date of delivery along with a medical report.
   - Maternity leave shall be provided for 90 days. Such leave shall be provided two times during the period of service.
   - Maternity leave will be requested by the employee in writing to Executive Director. Application for leave shall be submitted at least two weeks in advance along with the tentative date of expected delivery.
   - The Executive Director shall approve all maternity leaves.
6. **Paternity Leave**
   - Paternity leave shall be provided to male employee of LACC during the birth of his child.
   - Paternity leave will be requested by the concerned employee in writing to Executive Director/Deputy Director/Finance Officer at least two weeks in advance along with the tentative date of expected delivery.
   - Paternity leave shall be for 15 days each for two times during the period of service.
   - The Executive Director shall approve all paternity leaves.

7. **Compassionate Leave**
   - An employee shall be entitled to 15 days paid leave. Mourning leave shall only apply on the death of a true father, mother, father in law, mother in law, sibling, wife, husband or child, and does not in any way include clan relationship.
   - The Executive Director shall approve all compassionate leaves.

8. **Forced Leave**
   - To increase the performance of the employee, if felt necessary, LACC shall provide its employee the opportunity for recreation, rest and re-energizing. Forced leave of 2 days per annum shall be given to the employee.
   - The Executive Director shall approve all forced leaves.

9. **Leave in Lieu**
   - Substitute leave (Leave in Lieu) shall be provided to the employee in case if the employee works in holidays both at office and during field visit.

10. **Unpaid Leave**
    - On finishing the above mentioned leave, if any employee is taking leave than it will consider as unpaid leave.
    - The Executive will approve the unpaid leave of the employee that already has completed 5 years of service for a maximum period of 6 months. Prior to this, the Executive Director shall consult with the executive board and management committee.

11. **Absence without Approval of Leave**
    11.1 This can cause disruption to work and if the staff member cannot immediately be contacted, a concern for their well-being. Staff should therefore ensure they ask for approval of all leave in advance, and if delayed in return from leave, contact the line manager personally and as soon as they can with the reason, and to request an extension.
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11.2 Failure to contact the line manager as soon as possible may lead to disciplinary action. If the staff member fails to contact his/her line manager to obtain written approval for an extension of leave within one month s/he will be normally be assumed to have resigned without notice. The date of termination of contract will be taken as the first day of unapproved absence.

J. Benefits

1. Salaries

Each staff member who has completed one month of service are entitled to receive salary at the end of the month. General salary shall be paid at the end of each Gregorian calendar month.

Those who join or leave in the middle of the month shall receive the salary on pro-rata basis for the worked period during that calendar month.

- Salary shall include basic salary and other monetary benefits.
- Salary shall be paid to the employee in Nepalese currency by depositing in salary account at bank/cheque/cash as per the salary scale for each position held.
- Advance payment of salary is subject to FINANCIAL POLICY.
- Annual performance appraisal will be carried out for each employee. The Executive Director/Deputy Director/Finance Officer shall make the performance evaluation of all LACC employee.

2. Salary Review:

- Salary of the employee will be reviewed on the basis of fund available and the project.
- Adjustment (increase only) shall be made according to the local job market, and prevalent inflation rate.

3. Travel and Daily Allowance

In case of one-day travel it is assumed as full day and paid accordingly. Additionally, the per diem will be provided as allocated by the project. The FINANCIAL POLICY shall guide travel and per diem.

K. Fringe Benefits

- Fringe benefits
- Fringe benefits such as Citizenship Investment Trust (CIT), gratuity, festival bonus, Accidental insurance shall be available to all the LACC employees.

Executive board members shall be provided with fringe benefits of dashain bonus and accidental insurance.
Human Resources Policy 2018 (2075)

- Executive Director/Deputy Director/Finance Officer with support of Finance Officer shall be responsible for keeping the records of the aforesaid policies.

1. Provident Fund
   - All regular and fixed term employee of LACC are entitled with Provident Fund contribution.
   - 10% of the basic salary shall be deducted as Employee’s contribution and 10% on Basic salary shall be added by the employer thus in total 20% of the basic Salary shall be deposited into individual account maintained at CIT for the Provident Fund of the staff.

2. Gratuity
   Each employee of LACC employed either as a regular or fixed term or part time employee shall be eligible for Gratuity from the date of joining. The total 8.33% of the basic salary each month shall be deposited as gratuity in their gratuity accounts maintained at the government approved retirement fund administrator. This gratuity amount can only be paid to the employee if the fund is available in organization or paid by project and employee will receive after disengagement from employment and clearance of all dues if any.

3. Insurance
   3.1 Accidental Insurance:
      All the employee and Board Members are entitled with Accidental Insurance Policy (Group accident insurance policy):
      Board members and Employees shall be covered by a group accident insurance policy of the amount upto NRs. 700,000 (Seven Lakhs) each.
      This insurance scheme shall be procured from the best offers available from the market of Insurance Companies licensed by the Government of Nepal.

   3.2 Medical Insurance
      All the employees are entitled with Medical Insurance Policy (Group Medical insurance policy):
      Employees shall be covered by a group Medical Insurance Schemes of the amount upto NRs. 100,000 (One Lakh) each person per year. The procedures for claim and amount of claim shall be as laid out in the insurance policy’s terms and conditions
      This insurance scheme shall be procured from the best offers available from the market of Insurance Companies licensed by the Government of Nepal. (This provision is only applicable if the fund is available in organization or the project has offered)

4. Festival Allowances
   - Festival allowances equal to one month’s basic salary will be paid to the employees Before Dashian, the main festival of Nepal each year, provided such employee has rendered 6 months of service as employee.
   - Employee leaving LACC before Dashain cannot claim festival expenses.
- Board members will be provided Festival Expenses as per the FINANCIAL POLICY.

L. Other

5. Income Tax:

5.1 Salaried employee
- Income tax on taxable salary shall be deducted at source as per the rule of the Government of Nepal.
- Finance officer shall be responsible for such deduction and deposit the tax to the concerned revenue office on or before 15th of the preceding month.
- Fine, fees arising due to delay in the submission of such dues shall be borne by the Finance Officer.
- Changes in the tax provision by the Government of Nepal without any advance notice shall be acceptable to LACC.

5.2 Consultants:
- Fees payable to professional consultant(s) shall attract tax deduction at the source as per rule of the Government of Nepal.
- Finance Officer shall be responsible for such deduction and deposit the tax to the concerned revenue office on or before 15th of the preceding month.
- Fine arising due to delay submission of such dues shall be borne by Finance Officer.
- Changes in the tax provision by the Government of Nepal without any advance notice shall be acceptable to LACC.

5.3 Other dues:
- Any other dues such as electricity, insurance, telephone, house rent, internet and other shall be paid on or before the due date.
- Tax will be deducted at source on house rent and shall be deposited to the concerned revenue office on or before the due date.
- Finance Officer shall be responsible for such aforesaid deduction and deposit.

6. Use of Office property

6.1 Use of telephone/ fax / Internet
Use of the fax, telephone, computer, email and Internet is available to employee/volunteers for work related matters.
Employee/volunteer wishing to use the fax, telephone, computer, email and Internet for personal use should contact their immediate superior for approval and costs. Phone calls, faxes and other expenses made to partner organization shall be treated as expenses of LACC.

6.2 Use of other property:

Property of LACC shall be used only for LACC purpose.

Damage or loss of any property of LACC caused by an employee's/volunteer's negligence may result in the employee being held responsible for replacement or for full or partial payment of the goods as per the policy or decided by the Executive Director.

7. Official Information and Intellectual Property

All information associated with LACC remains the property of the organization. Information shall not be removed from the office without the prior permission of the relevant supervisor. All materials and information produced by employee members whilst in the employment of the organization remains the intellectual property of the organization and is not the personal or professional property of the individual employee. Employee members must not directly or indirectly use any organizational information or information gathered whilst in employment of the organization for the purpose of advancing private or personal interests.

8. Work Restrictions:

During the period of employment each employee will be expected to adhere to the following:

- Observe the aims and objectives of this organization which are those of a non-party-political and non-sectarian
- Not to engage in any political, religious proselytizing or similar activity.
- Not to undertake any actions which may bring this organization or its officers into disrepute
- Employment is based on the understanding that the employee is employed with this organization only. Written approval must be sought from the Executive Director prior to employee planning or commencing any other employment or private business and income generating activities whilst employed by this organization. This also applies to political activity, including running for election. However, running for election for the Bar shall not be deemed to be within the preview of Work Restrictions.
- To avoid actual or the appearance of conflict of interest any employee member who engages in any paid activity in the field directly related to this organization's work must have prior approval from the Executive Director. This includes consultations,
speeches, project proposals, teaching, conferences, and related work performed by the employees in their own time. Possible areas of conflict of interest may include:
- Working for or providing services to other clients or NGOs
- Providing services or materials to friends, family or other social contacts

9. Betel Nuts, Tobacco, Drugs and Alcohol

- The chewing of betel nuts, tobacco and the consumption of drugs and alcohol is not permitted in the office, in the organization’s vehicles, or on the organization’s premises. The use of intoxicating substances during office hours is not permitted.

Annex -1

M. Powers, Duties and Responsibilities

1. Powers, Duties And Responsibility Of General Assembly

General Assembly of LACC shall be held once every year at the end of the expiry of the fiscal year. However, if deemed necessary, the General Assembly may be held more than once.

General Assembly shall be deemed to be the supreme authority of the organization. It shall delegate powers, duties and responsibilities to the Executive Board and to the other levels of the organization.

The function of the General Assembly shall be as follows:

a) To work as the supreme authority of the organization and to formulate plans and policies to achieve the organizational goals.
b) To establish the Executive Board.
c) To elect members of the Board.
d) To formulate rules and By-laws and amend the constitution.
e) To analyze the annual activities and performance of the organization and to approve it.
2. Powers, Duties And Responsibilities Of Executive Board

The powers, duties and responsibilities of the Executive Board shall be as follows:

a) To control and regulate all financial transactions of the organization.
b) To determine the human resource required for the organization and to recruit employee accordingly.
c) To approve new projects and related decisions for implementation.
d) To control the utilization of resources of the organization and contribute towards the maximum utilization of such resources.
e) To review the performance evaluation of the organization and its employee.
f) To delegate the power of the Board whenever deemed necessary.
g) To ensure the protection of the assets of the organization.
h) To control the misuse of the name, property and other interest of the organization.
i) To appoint the auditor for annual audit as per the power delegated by the general Assembly.

3. Powers, Duties And Responsibilities Of Advisory Board

General Assembly shall establish an Advisory Board. The Advisory Board shall provide necessary advice and suggestion to the Executive Board by considering the necessity of the organization in any issue forwarded to them.

4. Duties and Responsibilities of Executive Director

The duties and responsibilities of the Executive Director shall be as follows:

a) Overall Planning, monitoring and operation of the annual budget and programs of the organization.
b) To consolidate the transactions of district offices with that of Central office and prepare consolidated financial statements.
c) To conduct internal and external audit and make all necessary documents available for such work.
d) Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation.
e) Serving as an organization's primary spokesperson to the organization's constituents, the media and the general public.

f) Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance organization's Mission.

g) Report to and work closely with the Executive boards to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the country.

h) Supervise, collaborate with organization staff.

i) Strategic planning and implementation.

j) Oversee organization Board and committee meetings.

k) Oversee fund raising and other communications efforts.

l) To delegate authority to incur expenses to the staff of district office, whenever necessary.

m) To take necessary decisions required for daily operations.

n) To control the misuse of the name, property and other interest of the organization. Other duties as assigned by the Executive Board.

5. Duties and Responsibilities of Deputy and Program Director Director

a. Serving as a key person of the organization.

b. Establish and maintain relationships with likeminded organizations.

c. Report to and work closely with the Executive Director to seek his/her their involvement in Programme.

d. Supervise; collaborate with department as well as organization staff.

e. Strategically manage all resource generation, fundraising activities to support the objectives of LACC through the development of project proposals that reflect LACC's policy and programmatic focus.

f. Establish and maintain all the necessary and relevant external communications related to donor,

g. Supervise and advise all program and team for smooth and result oriented implementation, overall project management including admin and finance issues.

h. Work closely with partners, teams; and ensure the donor's all reporting requirements and guidance by providing feedback to team.

i. Help and support to Executive Director for designing projects, conducting M&E, administrative work,

j. Keep senior management informed with detailed and accurate reports
k. **The duties and responsibilities of the Head of Department (HoD),**

There are 4 Departments in LACC:

a) Legal Aid Department  
b) Operations Department  
c) Media, Publication and Research Unit  
d) Programmes Department  

Each Department will be led by a Head irrespective of their workload or number of subordinates or their level of hierarchy. Duties and responsibilities of each head of departments are as laid out below.

Annex-6

**9.1 The duties and responsibilities of the Head of Legal Aid Department:**

a. Serving as a department's primary person.  
b. Establish and maintain relationships with likeminded organizations.  
c. Report to and work closely with the Executive Director to seek his/her their involvement in legal aid and legal services.  
d. Supervise; collaborate with department as well as organization staff.  
e. Conduct/involve senior management team (SMT) meeting and department meetings.  
f. Oversee and provide legal service as per the organization rule.  
g. Maintain the privacy of the client  
h. Oversee and provide legal counseling, Para legal support, court representation services.  
i. Oversee and provide referral services such as shelter support, health support, psychosocial counseling and income generating support to the client.  
j. Oversee advice and prepare case studies both of success and failure and update them in website and share them among the network through email.  
k. Submit the client's registration forms for the purpose of data upload in computer at the end of each working month.  
l. Follow the duties and responsibilities as assigned by the job description.  
m. Take necessary decisions required for department for daily operations  
n. Establish and maintain monitoring and evaluation of department staff  
o. Maintain the confidentiality of the organization.  
p. manage the team performance of delegate responsibility  
q. Conduct on-the-job training to department staff as necessary and induction/training for new staff/intern.
Annex-7

9.2 The duties and responsibilities of the Head of Operations Department

a. Serving as a department's primary person.
b. Establish and maintain relationships with concerned organizations, offices.
c. Report to and work closely with the Executive Director to seek his/her their involvement in Administration/ finance and Human resource management.
d. Supervise; collaborate with department as well as organization staff.
e. Conduct/ involve senior management team (SMT) meeting and department meetings.
f. Establish and maintain internal financial and administration procedures compatible with the country's law, the organization's financial policy and donor requirements;
g. Ensure that proper financial and administrative procedures are adhered to and maintained at head office, branch office as well as project offices.
h. Work with the Programme team and fund raising officer in budget preparations, revisions, monitoring and follow ups;
i. Manage day-to-day accounting functions, including regular cash verification, cash/bank reconciliation, monthly cashbooks closing, advances' reconciliation, timely submission of accounts to Executive director;
j. Ensure that the organization and donor compliance is mainstreamed;
k. Oversee and assist financial reports to donors and answer any queries about them after receipt of required authorizations;
l. Work closely with the department staff and branch offices staff and ensure that financial reports are received and checked in a timely
m. Assist in audits to ensure compliance;


Annex-8

9.3 The duties and responsibilities of the Head of Unit (HOD) Media and publication and Research shall be as follows:

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a. Serving as a department's primary person.
b. Establish and maintain relationships with concerned / likeminded organizations, offices.
c. Report to and work closely with the Executive Director to seek his/her their involvement in Media and publication and Research.
d. Supervise; collaborate with department as well as organization staff.
e. Conduct/ involve senior management team (SMT) meeting and department meetings.
f. Work with the Programme team, legal team, operation team planning and monitoring ;
g. Establish and maintain monitoring and evaluation of program, staff performance in central office as well as branch offices and project offices with close coordination of Executive director.
h. Ensure new publication, old publication update, revision are done regularly and on time.
i. Administirate the creation and publishing of relevant, original, high-quality publication.
j. Identify and improve organizational development aspects that would improve organization’s reputation .
k. Create a regular publishing and research schedule.
l. Develop and implement organisational calendar to manage plan on time.
m. Promote organizations through social advertising.
n. Ensure new technology is followed and used.
o. Conduct on-the-job training to department staff as necessary and induction/training for new staff/ intern.
p. manage the team performance of delegate responsibility
q. Establish and maintain monitoring and evaluation of department staff
r. Maintain the confidentiality of the organization.

Annex-9

9.4 The duties and responsibilities of the Head of Programme Department, (HOD) Programme shall be as follows:

a. Serving as a department's primary person.
b. Establish and maintain relationships with concerned / likeminded organizations, offices.
c. Report to and work closely with the Executive Director to seek his/her their involvement in programme.
d. Supervise; collaborate with department as well as organization staff.
e. Conduct/ involve senior management team (SMT) meeting and department meetings.
f. Work with the Programme team, legal team, operation team for planning, fund raising, proposal writing, and reporting ;
g. Establish and maintain monitoring and evaluation of department staff,
h. Conduct on-the-job training to department staff as necessary and induction/training for new staff/ intern.
i. Maintain the confidentiality of the organization.
j. ensure an appropriate programme management framework is in place,
k. Prepare the proposal, concept paper among other documents when required.
l. co-ordinate and foster teamwork
m. manage the programme team performance of delegate responsibility
n. establish formal reporting arrangements on programme or project progress
o. define criteria for control and management of the programme or project
p. assist the programme manager in the resolution of problems
q. Receive and review and finalize detailed reports on the programme or project from the programme team.
r. Strategically manage all resource generation, fundraising activities to support the objectives of LACC through the development of project proposals that reflect LACC’s policy and programmatic focus
s. Establish and maintain all the necessary and relevant external communications related to donor

Annex -10

I. Duties And Responsibilities Of Finance Officer

- To combine the transactions of district offices with that of Central office and prepare consolidated financial statements.
- To conduct internal and external audit and make all necessary documents available for such work.
- To delegate authority to spend expenses to the employee of district office, whenever necessary.
- To take necessary decisions required for daily operations.
- To control the misuse of the name, property and other interest of the organization.
- To maintain the accounts of the organization as per financial and accounting standard and policies
- To follow the instructions of the Head of Department.

Annex- 11

m. Duties And Responsibilities Of PROJECT COORDINATOR

The duties and responsibilities of Project Coordinator shall be as follows:

- To conduct necessary programs as per the instructions from the Executive Director/Deputy Director.
- To prepare the work plan for central and district office and to implement the project activities as per the work plan.
- To coordinate with districts coordinator and insure the proper implementation of activities at district level.
- To coordinate with the finance officer regarding project expenses and keep up-to-date information on project budget.
n. Duties And Responsibilities Of District COORDINATOR

The duties and responsibilities of District Coordinator shall be as follows:

- To conduct necessary programs as per the instructions from the central office.
- To report to the central office on the programs conducted within one week upon expiry of each quarter.
- To maintain a proper book of accounts and submit the financial reports to the central office in monthly/quarterly basis.
- To follow the approved work plan and complete the project activities accordingly.
- To maintain a copy of both financial and narrative reports submitted to central office.
- To follow the duties and responsibilities as assigned by the job description.

o. Duties and Responsibilities of Lawyers

- To provide legal service as per the instructions from the Executive Director/Deputy Director.
- To maintain the privacy of the client
- To provide legal counseling, Para legal support, court representation services.
- To provide referral services such as shelter support, health support and income generating support to the client.
- To refer clients to psychosocial counseling, if the client is suffering from trauma.
- To prepare case studies both of success and failure and update them in website and share them among the network through email.
- To submit the client's registration forms for the purpose of data upload in computer at the end of each working month.
- To follow the duties and responsibilities as assigned by the job description.
- To maintain the confidentiality of the organization.

p. Duties and Responsibilities of Employees

The duties and responsibilities of the Employees shall be as follows:
b. Performance evaluation criteria

- Time taken for a particular job
- Quality of job performed by the employee
- Interpersonal skill and personal relationship with other employee of the organization
- Reporting to the higher authority
- Academic and professional qualification of the employee
- Whether the employee has done any work contrary to the interest of the organization or not?
- Evaluation of the LACC employees (centre level and district level) should be held on annual basis and report should be maintained and submitted to the Executive Board meeting for further proceedings.