***HR POLICY***

1. **application**

* The present rules and regulations will take effect as of SADO
* They stipulate the conditions of employment, the duties and rights of all employees working for SADO in Sudan.
* They are an integral part of all individual employment contracts within SADO
* By signing their employment contract, all employees have agreed to read, understand and become familiar with this Internal Regulation.
* SADO retains the right to make alterations and additions if required by circumstances.

*لدى المنظمة سياسات وإجراءات للموارد البشرية مطبقة ، وستدخل القواعد واللوائح الحالية حيز التنفيذ اعتبارًا من سادو ، وتنص السياسات على شروط التوظيف وواجبات وحقوق جميع الموظفين العاملين لدى سادو في السودان.من خلال توقيع عقد العمل الخاص بهم ، وافق جميع الموظفين على قراءة هذه اللائحة الداخلية وفهمها والتعرف عليها اذا.تحتفظ سادو بالحق في إجراء تعديلات وإضافات إذا اقتضت الظروف لذلك*.

2**. general arrangements**

1. Number of working hours:

* The number of working hours is fixed at 40 hours per week. Normally Sunday until Thursday. Friday and Saturday is normally not a working day. Except for guards.

1. To maintain a safe and productive work environment SADO expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on SADO. The basic framework of working hours will be posted in the office. Lack of respect for these working hours can lead to disciplinary measures.
2. Due to the nature of the SADO operations, flexibility of working hours is indispensable and unavoidable at times; an employee may be ordered to work outside normal working time. SADO will ensure that the actual amount of time worked per week will remain within acceptable limits.

**WORK SCHEDULES**

The SADO observe a flexi-time schedule. Working hours starts;

* 8:00 and AM and ends between 4 :00 PM. Working days are from Saturday to Thursday. Thus, the normal work schedule for all office employees is 8 hours a day, five days a week.
* 1 hour with pay is provided each day for a meal break which is normally observed between10:00 and 11:00
* Prayers between 01:30 and 2:00, for five days per week,

**3. Faithful fulfillment of the employment contract:**

1. SADO employees must accomplish the work entrusted to them, while respecting the orders and directives given to them. No one may change the contents of the tasks assigned to their post without prior permission.
2. It is forbidden to use SADO equipment for personal purposes.
3. No other person may fulfill a task than the one to whom it has been assigned.

**3 employEe’s duties and obligations**

3.1. Discretion: The employee is obliged to observe absolute discretion with third parties outside the organization as concerns the role adopted and activities undertaken by SADO in all its offices. No other actions whatsoever which engage SADO towards other NGOs, international organizations or local authorities may be decided upon without the prior consent of the SADO Field Supervisor. The employee should refrain from any act that could damage the reputation and/or operations of SADO at a local, national level.

3.2. The media: The employee is prohibited to make any declarations concerning SADO (in whatever form) to the press or media.

3.3. Respect for SADO property:

1. The employee is obliged to keep in good condition any materials entrusted to him/her for work purposes.
2. Under no circumstances are SADO materials to be put to personal use or to any other use than the one intended.
3. It is forbidden to remove things, which belong to SADO

**Punctuality and diligence:**

1. Any late arrival to work must be explained immediately to the SADO field coordinator. Repeated and inexcusable late arrivals may lead to disciplinary measures.
2. In case of unavoidable absence, the employee must inform the SADO field coordinator (even indirectly) as soon as possible and provide official evidence and a clear explanation for his/her absence within 48 hours.
3. When the employee needs to take time off for personal reasons, he or she must obtain prior written authorization from the SADO coordinator.
4. In case of absence, the employee does not have the right to find their own replacement unless explicitly requested to do so by the SADO coordinator.

**REMUNERATION**

**1. Salary and allowances**:

1. The employee’s monthly salary and the mode of payment are stipulated in the employment contract.
2. The salary will be paid in Sudanese pounds on the last working day of the month.

2. Advance pay: no advance can be granted.

disciplinary procedures

Any action considered to be misconduct may, according to the seriousness of the matter, warrant one or the other of the following disciplinary measures.

Warning:

1. Warnings are sent in writing, and must be signed upon reception by the concerned employee.
2. Written warnings will expire after an 18-month period, provided no further warnings have been issued during that period. In case a further warning is issued before the expiry of the 18-month period, a warning remains valid for 18 months from the date of the second warning. Expired warnings will be kept in the employee's personal file regardless to their loss of effect.
3. Three valid warnings automatically lead to immediate dismissal.
4. Some of the reasons for written warnings are

- breaking or not obeying to the Internal Regulation

- Negligence of duties

- disregarding instructions from direct supervisors

- Careless use of machinery or equipment.

Suspension from one to three days, without pay.

Disciplinary dismissal for serious reasons: Immediate disciplinary dismissal without prior notice can be considered according to the gravity of the misconduct, dismissals are classified as

1. serious professional misconduct:

- Drunkenness

- Refusal to work without acceptable reason

- repeated non-respect of work hours

- Aggressive and violent behavior

- Deliberate breakage and/or damage of SADO material.

1. gross professional misconduct:

- Misappropriation, theft, abuse of trust

- Deliberate disruption of the efficacy of the organization's activities

- Attack against the image of the organization, or threats against the organization

- Abuse of authority, threats, pressure exerted in order to obtain favors (sexual, financial, etc.), etc.

The dismissed employee is entitled to receive payment of the salary up to the date of dismissal. Outstanding claims of authorized expenses up to the date of dismissal will also be compensated. No further claims will be validated.

**Withholding of salary:**

1. In cases of unjustified absence, loss or deliberate destruction of SADO material, fraud leading to misappropriation or theft of materials/funds, SADO may withhold/reclaim a certain percentage of the concerned employee’s salary.
2. In no case may the amount of salary withheld be higher than the equivalent of the length of the absence or the total monetary amount of the damage.

**7. Interruption/TErmination of contract**

Probation period: - 15 days for 1 month agreement and 1 month for over.

1. During this probation period, either party may terminate the contract at any point. No notice is due by either party. SADO is obliged to pay only the days actually worked calculated according to the agreed salary rate.

Contract - Termination by employee:

Once the probation period has been served, the employee must give at least 2 weeks’ notice to SADO before leaving the job. A letter of resignation has to be address to SADO

Upon their departure, SADO will pay:

- Salary for the days worked (including notice period, if served)

- Salary for notice period if permission by Field Coordinator staff has been granted for them not to have to serve it.

- Payment for any paid leave still due

- Certificate of service once their SADO card has been returned

*Contract - Termination as decided by employer for end of project or restructuring:*

Once the trial period has been served, SADO must give the employee 15 days notice if the organization wants to terminate the employment contract. On the departure of the employee, SADO undertakes to pay them

- Their due salary for all the days worked

- Payment of any paid leave still due

- A certificate of service once the SADO card (if any) has been returned

- Full and final payment.

In the 2 cases it is up to SCDO TO decide Whether the employee must serve his notice PERIOD in the organiSation.

For all contract termination, all SADO property have to be returned by the employee, such as ID cards, clothing and tools, radios, reports and records, etc. before the last payment of outstanding wages.

**special ARRANGEMENTS**

NNODHS activities are by nature temporary, in consequence:

.. Evacuation of the mission: In situations of total insecurity where expatriate workers must be evacuated, SADO can give no guarantee whatsoever to transport its local employees into safe zones.

2. Halt of SADO mission: In case the SADO mission stops or is forced to stop, the employment contracts of all employees will automatically end, without the employees being entitled to any other allowances than those provided for in the present Internal Regulation.

3. The present Internal Regulation is valid as from Nov 1st, 2014 any or all aspects of this Internal Regulation may be modified at any time. In that case all contract holders will be notified.

**SADO Staff previous experiences:**

SADO Staff were working in International NGOs in Darfur since 2007 in different agencies such as (MSF Holland, CARE, TEARFUND UK, UNAMD, WV, ARC, PLAN &

SP). They have good experience in different sectors Economic Empowerment, Agriculture, WASH, Health, and Nutrition, Education, protection, gender …etc).

**MANAGEMENT**

**Staff:-**

* General director.
* Programs manager.
* Human resource officer
* Finance officer
* Logistic officer
* Women, Youth and children activities officer
* WASH Officer
* VSLA Officer
* Food security and Livelihood Officer
* Others if need be.

***SADOOffice structure****:*

**Principals:**

**Coherent:**

Our solidary action reflects an institutional ideology which is harmonious with the public development policies and the priorities of the local community.

**Transparency:**

Our work is based on honesty, mutual responsibility and maximum access to information, as pillars of social and economic accountability.

**Participation**

We promote democratic and participative principles as means necessary for social transformation and as an inherent aim of development.

**Professionalism**

We promoteprocess based on the optimization of resources and the quality of our teams' work, which seek the greatest impact.

**Sustainabilit**y

We pursue a balance between social and economic development and respect for and protection of the environment as a means of reducing the causes of vulnerability in a lasting way.

Option for the poor: In every economic, political and social decision, a weighted concern must be given to the needs of the poorest and most vulnerable. When we do this we strengthen the entire community, because the powerlessness of any member wounds the rest of society.

**Stewardship:** There is an inherent integrity to all of creation and it requires careful stewardship of all our resources, ensuring that we use and distribute them justly and equitably - as well as planning for

Future generations

**Provisions:**

**1. JOB POSTING**

SADO, provides employees an opportunity to indicate their interest in open Positions and advance within the organization according to their skills and experience. Job openings should be posted on the office bulletin board and HAC and normally remain open for one to two (1-2) weeks. Each job posting notice should include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities). The agency may concurrently advertise the position internally and externally.

**EMPLOYMENT INTERNAL & EXTERNAL APPLICATIONS**

SADO recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to

support employees’ effort to gain experience and advance within the organization. An applicant’s supervisor may be contacted to verify performance, skills, and attendance.

Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an application to the HR Manager listing job-related skills and accomplishments. It should also describe how their current experience with

SADO prior work experience and/or education qualify them for the position.

SADO, relies upon the accuracy of information contained in the employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any

Misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

**HIRING PROCESS**

The hiring process includes, interviewing and reference checks of all considered applicants for the position.

The hiring process will follow the Humanitarian Affairs Commission’s (HAC) guidelines in accordance to the Labor Act of 1997.

**APPOINTMENT OF NEW EMPLOYEES**

Upon completion of the recruitment process, employees to whom SADO, Office wishes to offer employment will sign an employment contract detailing the proposed

**Provisions:**

**1. DURING ARD EMPLOYEE’S FIRST DAY**

a. SADO, employee’s supervisor will give SADO, employee a tour of SADO, facility and introduce the employee to the co-workers and begin to train the employee for the job.

b. The SADO, employee will receive a copy of this handbook on SADO, employee’s first day on the job.

The employee handbook receipt must be signed and turned in to the Human Resource

It is important for SADO employee to read SADO handbook, as it will

Answer many of the SADO employee’s questions about SADO, and its personnel policies.

**2. DURING EMPLOYEE’S FIRST WEEKS**

a. A job description will be provided within the first week of service with the agency.

b. Throughout the SADO employee’s early weeks at SADO, the employee will be given on-the job during, this time the employee should gain a full understanding of the employee’s job responsibilities and SADO standards for this position. The

SADO, employee should not hesitate to ask questions to the employee’s supervisor

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee’s morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into the day-to-day working

Relatives of persons currently employed by SADO may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the Organization, which has the authority to review employment decisions. SADO employees cannot be

Transferred into such a reporting relationship

**CONFLICT OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which SADO wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Contact the Head of Office for more information or questions about conflict of interest.

**Provisions:**

**1. DEFINITION OF CONFLICT OF INTERESTS**

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or associate as a result of SADO business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of Persons who are related by blood or marriage. An associate is any person with whom the employee has a close relationship through some outside affiliation, whether civic, religious, or otherwise.

**INFLUENCE ON TRANSACTION**

No “presumption of guilt” is created by the mere existence of a relationship with outside interests.

However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Head of SADO as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

**PERSONAL GAIN**

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which SADO does business, but also when employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving SADO,.

Failure to fully disclose any relationships, which may constitute a conflict of interest, may result in disciplinary action including termination.

**HARASSMENT**

SADO is committed to providing a work Environment that is free from harassment, thereby promoting the dignity and equality of the human person.

**Description:**

The SADO intends to provide a work environment that is professional and free from intimidation, hostility or other offenses which might interfere with work performance or the dignity of an individual. Harassment of any sort - verbal, physical, visual - will not be tolerated. This includes but is not limited to harassment based on race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability,

Medical condition, marital status, veteran status, or any other protected status defined by Law. Harassment of co-workers, counterparts, and beneficiaries are all equally Prohibited.

**What Is Harassment?**

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other verbal activity including derogatory statements not directed to the targeted individual but taking place within their hearing.

Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint. In the case of beneficiaries,

it also includes threats, made directly or indirectly, which affect the receipt of assistance.

It is also against Agency policy to download inappropriate pictures or materials from computer systems.

**Responsibility**

All employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an

Incident of harassment, whether by witnessing the incident, being told of it, or being the object of it, is strongly encouraged to report it to their supervisor or Human Resources. When supervisors become aware of possible instances of harassment they should immediately bring it to the attention of Human Resources. Harassment of any beneficiary by a SADO employee or representative must be immediately reported to the Head of SADO.

When management becomes aware of the possible harassment, it is obligated by law to take prompt and appropriate action, whether or not the person(s) affected want the reporting. It is essential to notify your supervisor or Human Resources immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative.

All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed because action must be taken once an allegation is made. Any employee found to have harassed a fellow employee subordinate, or beneficiary will be subject to severe disciplinary action up to and including termination. The Agency will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment

***Sexual Harassment***

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct either:

1. Has the purpose or effect of creating an offensive, hostile or intimidating environment or interferes with an individual's job performance. Examples include, but are not limited to, offensive pictures, cartoons, symbols, or apparatus in the workspace of an employee.

2. Is made a term or condition of employment or compensation (or in the case of a beneficiary a condition for receipt of aid), either implicitly or explicitly, or when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries.

SADO prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

The SADO will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found. This includes investigation of allegations of sexual harassment against program beneficiaries by SADO employees.

***Special Note on the Harassment of Beneficiaries***

Harassment under any circumstances is unacceptable, but when that harassment involves SADO beneficiaries it is particularly abhorrent. Any reports, including rumors, of harassment on the part of SADO or its representatives (including counterparts) must be immediately and thoroughly investigated. Any employee found guilty of harassment will be terminated. Sexual relations with children (under the age of eighteen) is grounds for termination and sexual relations with beneficiaries strongly discouraged. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries. Any harassment, when contrary to local laws, will be reported to the local authorities.

***REPORTING A CLAIM***

Employees who believe they have been the subject of sexual harassment should report the alleged charge within 24hrs to their supervisor, HR Manager or another member of management Team. The SADO will promptly and thoroughly investigate all such complaints.

***CORRECTIVE ACTION SEXUAL AND OTHER UNLAWFUL HARASSMENT***

It is the policy of SADO that employees are provided a work environment free from all forms of discrimination, including sexual discrimination. All employees must refrain from sexual harassment of other employees, clients and business visitors as well as project participants.

Provisions:

***1. DEFINTION***

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or such conduct with the purpose or effect of unreasonably interfering with an individual's work performance; or creating an intimidating or hostile environment.

If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. The employee who has violated this policy will be subject to disciplinary action up to and including dismissal. This determination will be based on all facts of the case.

***CONFIDENTIALITY AND RETALIATION***

It is SADO intention that any reporting employee or employee participating in the investigation of a sexual harassment complaint will not be retaliated against in

any way. SADO employee’s complaint will be investigated as soon as feasible and confidentiality will be maintained to the degree feasible. SADO employee’s employment status will not be jeopardized for filing a good faith complaint.

**3. *SCHEDULES FOR DRIVERS AND SECURITY GUARDS***

Drivers normally work during approximately the same hours as the office, although they may be required to begin early or finish late depending on the requirements of the job. Drivers will normally be compensated with a rest day following trips, which require work on a weekend or holiday.

Duty driver will be assigned after normal working hours to respond to emergencies and staff travelling. Duty Drives Roaster will be prepared by the fleet supervisor.

**4. PERSONAL MATTERS**

Staff requiring time to attend to personal matters during the course of a business day must request and receive approval for such time. Time off may be used in increments no smaller than half a day, which will be counted against earned annual leave. In some instances, staff may make arrangements with their supervisors to make up hours missed for minor absences from the office.

Such instances must be properly recorded on the staff time report each month

**TIME REPORTING**

Every SADO employee is responsible for accurately recording the time worked in the Daily Attendance Sheet and in the monthly timesheet. (Forms are annexed).

Time worked is all the time actually spent in the performance of the assigned duties.

**Provisions:**

**1. RECORD**

Employees should accurately record the time they begin and end their work each day in the Daily Attendance Sheet at the guard house. Overtime work must always be approved before it is performed.

**2. FALSIFICATION**

a. Altering, falsifying, tampering with time records, or signing in or out for another employee may result in disciplinary action, up to and including termination of employment.

b. Accuracy in recording time is critical to the proper financial management of SADO. Employees are expected to complete their monthly time sheets promptly and properly.

3. **EMPLOYEES ENTITLED TO OVERTIME**

Employees entitled to overtime should report to work no more than 60 minutes prior to their scheduled starting time nor stay more than 60 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

4. **TIME SHEETS**

Failure to complete and submit accurate time sheets to the SADO employee’s supervisor for approval on a monthly basis constitutes a serious breach of the SADO policies and jeopardizes SADO ability to meet the employee’s obligations. In order to forestall this situation, the under listed

Measures will be complied with:

a. Staff must complete their individual time sheets on a daily basis according to the actual time worked in a particular program (funding source). See SADO employee’s supervisor for guidance on what funding source the employee’s position is charged. (Timesheet form is annexed).

b. Supervisors will periodically conduct spot checks to ensure all staff are completing their timesheets. This will be done by visually reviewing timesheets at SADO employee’s workstations.

to ensure that SADO employee has entered the time worked up to the previous day.

c. At the end of the month, SADO employee must submit her/his timesheet to her/his supervisor for review and approval before it is submitted to payroll for processing.

d. Repeated failure to comply with this procedure will lead to disciplinary action including delayed payment of salary.

**RESPONSIBILITY**

It is the employees’ responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing

***VISITORS IN THE WORKPLACE***

To provide for the safety and security of employees and the facilities at SADO, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

***Provisions:***

1. SAFETY AND SECURITY

Because of safety and security reasons, family and friends of the employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitors outside their work area.

2. AUTHORIZED PERSONS

All visitors should enter SADOat the reception area. Authorized visitors, upon signing of the visitor’s book will be issued a visitor’s badge and will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

**3. UNAUTHORIZED PERSONS**

If an unauthorized individual (without a visitor’s badge) is observed on SADO premises, employees should immediately notify the security personnel on duty, their supervisor or, if necessary, direct the individual to the reception area.

**leaveS**

**SADO annual leaves:**

1. The annual leaves constitute part of the employee’s rights.
2. The employee is entitled to 2 working days of leaves per full month of service, to be taken after completing 3 months of service with SADO
3. Leaves shall be requested by writing to the SADO HR Sector, at least 2 weeks before the date requested. The SADO administrator has to give approval in writing for the employee to be officially allowed to start his/her leaves.
4. Annual leave will not be compensated financially if not taken within the contract period. Exception could be made by SADOSector Supervisor in case of intensive work period.

**National/religious Holidays**

SADO should respect the following days as national and/or religious holidays:

* Mohamed’s birth 1 day off.
* Eid Fitri 4 days off after the end of Ramadan
* Eid Adha 5 days off after the end of pilgrimage
* National day (1st January) or First day of the new year 1 day off
* Orthodox Easter 1 day off
* Christmas Eid 2 day off

**Sick leave:**

Sick leave will only be paid based on a sick should be, signed by medical doctor.

**Maternity leave**

Maternity leave: Women may claim 8 weeks of paid maternity leave; 2 weeks to take before the approximate date of delivery, and 6 weeks after birth.

A lactating mother will benefit of a reduction of her working hours for a maximum of one hour per day for a period of 20 consecutive months, when back from maternity leave.

1. The decision on the specific working schedule of a lactating mother during those 20 months is subject to approval by the SADO coordinator in charge and must reflect the operational priorities of the mission.
2. Changes in the temporary working schedule initially agreed on are allowed under the same conditions.
3. SADO will neither cover any eventual additional expense incurred by the employee as a result of the temporary reduction of the working hours nor provide transport from and to the place of work in connection with this benefit.

**Circumstantial leaves**:

employee’s wedding: 5 working days

death of first-degree relative: 5 working days

death of second-degree relative: 2 working day   
child’s wedding 2 working days

1. A first-degree relative is defined as the mother; father, brother, sister, child or spouse. A second-degree relative is the grandmother, grandfather, grandchild, uncle or aunt.
2. These days of paid leave shall be granted only upon SADO Field Coordinator's approval.

**Unjustified absences:**

1. Any day of absence from duty that is not justified by SADO HR as circumstantial leave nor explained as an authorized day off or annual holiday, will be treated as an unjustified absence.
2. Any unjustified absence will be deducted from the monthly salary and may be sanctioned by a disciplinary measure (see article 7).
3. An accumulation of more than 5 days of unjustified days of absence in a row may be sanctioned by the immediate dismissal of the employee.

**SICK LEAVE**

SADO provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illness or injuries.

**Provisions:**

Eligible employees will accrue sick leave benefits as stipulated in the Sudan Labor Act 97 as follows:

a- Three months with full pay;

b- Continuing following three months of sickness with half pay;

c- Continuing following three months of sickness with quarter pay;

d- If the sickness still persists for more than the stated period above, the employee shall be on sick leave without pay until the SADO Medical

Commission decides on the employee’s fitness to work.

**1. USAGE OF SICK LEAVE**

Paid sick leave can be used in minimum increment of one half day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee’s household.

**2. EMPLOYEE’S RESPONSIBILITY:**

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for more than three days due to illness or injury, a physician’s statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested for other sick leave absence as well and may be required as a condition to receiving sick leave benefits.

**3. IMPROPER USE OF SICK LEAVE**

Sick Leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Engaging in gainful

Activities in the course of sick leave will be considered an improper use of this benefit and will result in disciplinary action including dismissal. Unused sick leave benefits will not be paid in cash to employees while they are employed or upon termination of employment.

**PATERNITY LEAVE**

SADO shall grant male employees the opportunity to assist in the nursing of both a newborn baby and the mother.

**Provisions:**

1. DURATION OF PATERNITY LEAVE

It is the policy ofSADO to grant 5 days paternity leave to all male employees immediately

Following the birth of their child and such leave shall be taken within 14 days of the delivery date or be forfeited.

2. PRODUCTION OF A BIRTH CERTIFICATE

SADO requires the production of a birth certificate or other proof of delivery of the said Child, formally mentioning that the male employee recognizes the newborn as his child.

**MATERNITY LEAVE**

SADO shall grant fully-paid maternity leave to any woman employee who has completed six months of service from the date of her appointment and for any subsequent year of service.

**Provisions:**

**1. DURATION OF MATERNITY LEAVE**

Such leave shall generally be granted for 8 weeks prior and following the expected date of delivery as certified by a competent medical person. Staff wishing to use this leave in a different arrangement shall be permitted to do so provided they submit written notice at least 1 months prior to the intended start of

the leave, and the total leave does not exceed 8 weeks. However the provisions of the Labor Act 1997 shall be considered if need arises.

**2. ADDITIONAL TIME PRIOR TO OR AFTER DELIVERY**

Employees requiring additional time prior to or after delivery should use available sick leave and vacation leave and will be granted only on presentation of certification by a medical Practitioner that the employee is unfit to resume work as a result of the pregnancy or delivery Complications. Another certification is required before the employee may return to full employment.

3. ADDITIONAL TIME FOR BREASTFEEDING

On resumption of duty, a nursing mother shall be allowed one hour off duty per day until twelve months after the birth, for the purpose of attending to the breastfeeding of the baby.

**BEREAVEMENT LEAVES**

In the event of a death in SADO employee’s immediate family members, SADOemployee may take a leave within 24hrs following the death.

**Provisions:**

**1. ELIGIBILITY**

Up to 6 days of paid bereavement leave will be provided to eligible employees per year.

2. NOTIFICATION FOR BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor within 24hrs. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors’ approval, use any available paid leave for additional time off as necessary.

**3. DEFINITION OF “IMMEDIATE FAMILY**”

For the purposes of this policy, SADO defines “immediate family” as the employee’s spouse, parent, child, and the spouse’s parent and child.

**UNPAID LEAVE OF ABSENCE**

**Policy:**

Employees requiring extended periods of absence from work, which cannot be covered by regular vacation leave, may request a leave of absence without pay. A leave of absence will be granted for no more than 40 working days (approximately 2 calendar months). Such leaves of absence are generally requested for short-term study or travel abroad for family reasons.

Provisions:

**1. ELIGIBILITY**

Full time employees will become eligible to apply for unpaid leave of absence after completing 24 months of employment.

**2. BENEFIT STATUS WHILE ON LEAVE**

During an unpaid leave of absence, accrual of sick leave and vacation leave, as well as National Social Insurance benefits shall be suspended. These accruals shall resume within 24hrs upon an employee’s return to full duty.

**3. CONSIDERATION FOR LEAVE OF ABSENCE:**

Consideration will be given for the following factors in determining whether to grant an unpaid leave of absence:

Position

Length of service

Performance history

Reason for leave request

**4. PROCEDURE FOR REQUEST**

Employees requesting a leave of absence must submit a plan describing how their responsibilities will be carried out while they are absent. Employees with supervisory responsibilities must submit more detailed explanations of how they will ensure that the staff they supervise will continue to perform up to standards. These plans may include provisions for regular communication with the office(s), transfer of responsibilities to other parties (as agreed to with the supervisor) and/or hiring of temporary staff. Leave of absence requests are approved at the Sole discretion of the Country Representative. Failure to report as scheduled following an unpaid leave of absence may result in disciplinary action up to and including termination from service