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# Employee Handbook

Version 1.0



## Table of Contents

pages

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1. Employee Handbook Introduction .....	4
1.1 Changes in policy.....	4
1.2 Employment applications.....	5
1.3 Employment relationship .....	5
2. Definitions of Employee Status .....	5
2.1 Types of Employees.....	5
3. Employment Policies .....	5
3.1 New employee orientation .....	5
3.2 Non-disclosure and confidentiality agreement .....	5
3.3 Non-discrimination.....	6
3.4 Probationary period for new employees.....	6
3.5 Work hours.....	6
3.6 Lunch periods .....	6
3.7 Break periods .....	6
3.8 Emergency closings .....	6
3.9 Employee personnel files .....	7
3.10 Personnel data changes .....	7
3.11 Performance review .....	7
3.12 Outside employment policy .....	7
3.13 Disciplinary action. ....	7
3.14 Employment termination. ....	8
3.15 Work safety .....	8
3.16 Health issues .....	9
3.17 If an employee requires medical attention .....	9
3.18 Building security .....	9
3.19 AfroLeadership supplies and expenditures. ....	9
3.20 Expense reimbursement .....	10
3.21 Visitors in the workplace .....	10
3.22 Parking .....	10
4. Wage and Salary Policies:.....	10
4.1 Wage or salary increases.....	10
4.2 Timekeeping.....	10
4.3 Paydays .....	10



5. Code of ethics and code of conduct.....	11
6. Benefits and Services .....	11
6.1 Insurance.....	11
6.2 Social Security .....	11
6.3 Vacation.....	11
6.4 Record keeping for vacation hours.....	11
6.5 Holidays.....	11
7 Employee Communications:.....	12
7.1 Procedure for handling complaints .....	12
7.2 Bulletin boards .....	12
7.3 Suggestion box .....	12
7.4 Staff meetings .....	12

# AfroLeadership Employee Handbook

## AfroLeadership Employee Handbook

This handbook was created to introduce you to AfroLeadership and provide information about working conditions, benefits, and policies essential to your employment at AfroLeadership. The information you'll find in this handbook applies to all AfroLeadership employees.

Following the policies described in this handbook is a condition of your employment. However, nothing in this handbook alters an employee's status. Nothing in this handbook shall constitute nor be construed as a promise of employment or a contract between AfroLeadership and its employees.

The handbook is a summary of our policies, which are presented here for informational purposes. You are responsible for reading, understanding, and adhering to the provisions of this handbook. We hope to provide you with a work environment that is constructive to your personal and professional growth.

### 1. Employee Handbook Introduction

Welcome to **AfroLeadership!** We're glad to have you here.

We've been in business since 2010 and since that time we have developed the philosophy that AfroLeadership is a civil society organization that provides a thriving space for employee development, and great psychological safety for all. Our overriding goal is promoting and advocating for human rights, Internet rights, digital rights, technology rights, business human rights, data rights, data justice, data ethics, data protection, data privacy, geospatial data, open data, data economy, digital economy, and tech governance for the achievement of Agenda 2030 and Agenda 2063 in Africa, every country and every city at once. Our mission is to offer citizens a reason to dream of a thriving, participatory, well-governed, peaceful, inclusive and prosperous Africa, through the use of open data in every sector, by governments, private companies, civil society organizations, youth, women and vulnerable groups.

If you're reading this, we think you're a good fit for helping us fulfill our mission and achieve our goals.

#### 1.1 Changes in policy

This handbook replaces previous employee handbooks, memos, and manuals. We reserve the right to interpret, cancel, change, suspend, or dispute, with or without notice, all or any part of these policies, procedures, and benefits at any point. Employees will be notified of changes.

Changes take effect on dates determined by AfroLeadership. After changes take effect, previous policies are void. Individual managers and supervisors cannot change policies.

## 1.2 Employment applications

We rely on the accuracy of employment application information and any other data candidates provide during the hiring process.

Falsifications, misrepresentations, or material omissions may result in the exclusion of the candidate from consideration for employment. If the candidate has been hired, termination of employment may be considered.

## 1.3 Employment relationship

You enter into this employment voluntarily, and are free to resign at any time for any reason or no reason. Likewise, AfroLeadership is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy in force at AfroLeadership.

# 2. Definitions of Employee Status

An “employee” of AfroLeadership is a person who regularly works for AfroLeadership on a wage or salary basis. “Employees” may include exempt, non-exempt temporary, regular full-time, regular part-time employees, and other employees who are subject to the control and supervision of AfroLeadership in the performance of their duties.

## 2.1 Types of Employees

- Exempt
- Non-exempt
- Regular full-time
- Regular part-time
- Temporary.

# 3. Employment Policies

## 3.1 New employee orientation

Human resources provide an orientation for new employees. This includes an overview of the AfroLeadership history, an explanation of AfroLeadership vision, mission, values, goals and objectives. Orientation also includes an explanation of tax, social and legal issues, benefits, and help completing necessary paperwork.

Employees are presented with codes, keys, procedures, and secret handshakes needed to access their workspace. Supervisors introduce new hires to staff, explain AfroLeadership evaluation procedures, review position scope and job description, and help them start working.

## 3.2 Non-disclosure and confidentiality agreement

Protecting sensitive information, trade secrets and confidential business information is essential to the success of AfroLeadership.

Such sensitive and confidential information include (but is not limited to): pending projects and proposals, proprietary production processes, compensation data, personnel/payroll records, financial information, marketing strategies, partners' information, and conversations with people and organizations associated with AfroLeadership.

As a condition of employment, employees must sign a non-disclosure agreement. Employees improperly disclosing or using confidential business information or trade secrets are subject to disciplinary action, including termination and legal action, even if the disclosure does not benefit them.

### 3.3 Non-discrimination

AfroLeadership does not discriminate in employment opportunities or practices because of race, sex, national origin, color, religion, age or disability. We make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

### 3.4 Probationary period for new employees

The probationary period for regular employees is for 90 days from hire date. This is a time for management to evaluate new employees, and for new employees to evaluate AfroLeadership.

During the probationary period, AfroLeadership and the employee can terminate employment without notice. Upon completion of the probationary period, a review will be given and benefits will begin as appropriate.

### 3.5 Work hours

AfroLeadership is open from 8am to 5pm, Monday to Saturday. The standard workweek is 40 hours.

### 3.6 Lunch periods

Employees receive a 60 minutes break for lunch. Lunch breaks generally are taken between the hours of 12 pm and 2:30 pm.

### 3.7 Break periods

AfroLeadership allows breaks times. If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary.

### 3.8 Emergency closings

Emergencies including fires, severe weather, or power failures can disrupt AfroLeadership operations. Executive Staff will make the decision to close. Employees will receive an official notification from their supervisors, if AfroLeadership is closed due to emergency.

### 3.9 Employee personnel files

Employee personnel files include: job application, job description, résumé, records of training, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are AfroLeadership property. Access to information they contain is restricted. Management personnel of AfroLeadership who have a legitimate reason to review the file are allowed to. To review their own file, employees should contact their supervisor or Human Resources Representative.

### 3.10 Personnel data changes

Employees are responsible for notifying their supervisor or AfroLeadership Human Resources Department of changes such as: mailing address, telephone number, name, number of dependents, and emergency contacts. An employee's personnel data should be accurate and current at all times.

### 3.11 Performance review

Supervisors give formal performance reviews every 12 Months. Informal performance reviews may be conducted more often.

Performance reviews are for employees and supervisors to talk about current tasks and discuss ideas for meeting work goals. Performance is directly tied to wage and salary increases. Performance reviews will have a direct effect on your compensation.

### 3.12 Outside employment policy

Employees may hold outside jobs in non-related businesses or professions as long as there is no conflict of interest, performance standards and scheduling demands are met, and AfroLeadership resources are not used for outside employment.

### 3.13 Disciplinary action.

AfroLeadership holds each of its employees to certain work rules and standards of conduct (see other AfroLeadership policies). When an employee deviates from these rules and standards, AfroLeadership expects the employee's supervisor to take action.

Though committed to a progressive approach to disciplinary action, AfroLeadership considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

These include but are not limited to:

- Unauthorized access to AfroLeadership property outside of business hours.
- Using AfroLeadership equipment and/or vehicles without authorization.
- Theft.
- Insubordination.
- Vandalism or destruction of AfroLeadership property.
- Misrepresentations of AfroLeadership to a customer, a prospective customer, the general public, or an employee.

- Sharing AfroLeadership business practices.

### 3.14 Employment termination.

Terminations are part of personnel activity at any organization.

Examples and definitions of common termination types:

- Termination – Employment termination initiated by AfroLeadership.
- Layoff – Employment termination initiated by AfroLeadership for non-disciplinary reasons.
- Resignation – Employment termination initiated by an employee.

Exempt employees shall give at least four (4) weeks written notice. Since employment with AfroLeadership is based on mutual consent, both the employee and AfroLeadership have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees.

When a non-exempt employee intends to terminate his/her employment with AfroLeadership, he/she shall give AfroLeadership at least two weeks written notice.

Employees who terminate employment with AfroLeadership shall return organization property. No final employee's payment will be made until all items are returned in appropriate condition. Cost of replacing un-returned items is deducted from the employee's final pay.

Any outstanding financial obligations owed to AfroLeadership will also be deducted from the employee's final pay.

Benefits are affected by employment termination in the following manner:

AfroLeadership will pay accrued vested benefits due and payable at termination. Some benefits may be continued at employee expense. The employee will be informed of benefits that may be continued and how to do so.

### 3.15 Work safety

AfroLeadership gives information to employees about health issues and workplace safety through:

- Training sessions.
- Meetings.
- Bulletin board posts.
- Memos.
- Other written communications.

Employees must be cautious and obey safety rules. Unsafe conditions should be reported to a supervisor immediately. Disciplinary action, including termination of employment, may

result from violating safety standards, creating dangerous situations, or failing to report or remedy such situations.

A supervisor should be notified immediately in case of accident-related injuries, no matter how insignificant.

### 3.16 Health issues

Strictly for the protection of employee health, employees should inform supervisors or human resources representatives of health-related issues.

A doctor's note stating whether the employee can perform his/her job duties is required when or shortly after notice has been given.

Employees should notify their supervisor and Human Resources Representative if a health issue requires a leave of absence. These are granted on a case-by-case basis.

### 3.17 If an employee requires medical attention

If an employee requires medical attention, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility.

Due to potential liabilities, AfroLeadership's employees will not be responsible for transporting another employee.

The employee will be responsible for transportation charges when an emergency requires Emergency Medical Services to evaluate the employee on-site.

### 3.18 Building security

Employees are not allowed on AfroLeadership property after hours without proper authorization.

Employees given the responsibility to close the office at the end of the day assume responsibility for locking doors, arming alarm systems, and performing any additional building care, such as turning off lights or setting thermostats.

Employees issued work keys are responsible for them.

### 3.19 AfroLeadership supplies and expenditures.

Employees whose regular duties do not include purchasing shall not make purchases on behalf of AfroLeadership without written approval.

In order to make purchases in the name of AfroLeadership, you must be authorized by a Manager or a Supervisor.

### 3.20 Expense reimbursement

Reimbursements under 10 000 F CFA (Ten thousand) will be included in the employee's next regular paycheck. Larger amounts will be processed as an invoice. Reimbursement request forms should be turned in to Payroll Department/Accounts Payable.

Supervisors must give prior approval of expenses.

### 3.21 Visitors in the workplace

To protect the safety and security of employees, visitors, and facilities only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, guards confidential information, decreases insurance liability, protects employee welfare, and limits distractions.

### 3.22 Parking

Employees must park their cars in parking lots or other areas indicated and provided by AfroLeadership.

## 4. Wage and Salary Policies:

### 4.1 Wage or salary increases.

Given socio-economic context, employee wages may be reviewed for eventual increase and compensation. Anyway, employee wages are reviewed every three years. The employee's review date is typically on or about the anniversary date of employment or the date of the previous compensation review, although reviews may be conducted more often, depending on the circumstances. Board of Directors will decide if socio-economic context is favorable for any wage increase, the practical conditions of increase, and the extend of wage increase.

### 4.2 Timekeeping.

The following is for employees using a time clock. Non-exempt employees are responsible for recording their time worked correctly. Time worked is time actually spent performing assigned duties. Employees are responsible for recording time spent on individual jobs.

AfroLeadership does not pay for time spent on personal business or extended breaks.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, including termination of employment.

Time records are reviewed weekly. Time record changes must be approved by a supervisor/manager. The appropriate person can handle questions about timekeeping.

### 4.3 Paydays

Except in case of constrained financial circumstances, all employees are paid monthly. Monthly salary is bank wired in employee bank account on the last day of the month of work. Every employee is entitled to receive a salary slip, on the last day of the month.

## 5. Code of ethics and code of conduct.

Standards of ethics and conduct for AfroLeadership are important, and the organization takes them seriously. Employees are expected to follow codes and standards in conducting the organization's business and doing their jobs.

Deviating from AfroLeadership rules and standards can lead to disciplinary action, including termination of employment.

## 6. Benefits and Services

AfroLeadership does not yet offer a benefits program for its regular full-time and regular part-time employees. The organization hopes to be able to provide benefits program to all its staff in the future, as it grows.

### 6.1 Insurance

AfroLeadership does not yet offer health and life insurance programs for regular full-time employees. It is also considered as a possibility in the future, given organization's growth.

In the eventuality of AfroLeadership considering health and life insurance programs for its staff, types of insurance offered by the State or by private companies will be reviewed to select the best offer and service possible for employees.

The condition to be involved in the programs will be examined and agreed with each employee specifically.

### 6.2 Social Security

AfroLeadership withholds income tax from employee earnings and participates in Social Security withholding and matching programs as the law requires.

### 6.3 Vacation.

Paid vacation is available to regular part-time employees and regular full-time following their first year anniversary with AfroLeadership.

Paid vacation hours are based on country laws and regulations.

### 6.4 Record keeping for vacation hours.

The Human Resources Department maintains vacation day records.

### 6.5 Holidays.

**AfroLeadership** observes all official non paid or paid holidays per year, according to country laws, regulations and practices.

## 7 Employee Communications:

### 7.1 Procedure for handling complaints

Under normal working conditions, employees who have a job-related problem, question or complaint should go to their immediate supervisor first to get the fastest and best solution. If the employee and supervisor do not solve the problem, AfroLeadership encourages employees to contact the Human Resources Representative.

### 7.2 Bulletin boards

Employees are responsible for reading important announcements and information posted on the bulletin boards in every AfroLeadership office, or sent through emails.

### 7.3 Suggestion box

**AfroLeadership** encourages employees with suggestions. Employees who do not want to provide them verbally, will be provide a specific anonymous space on AfroLeadership website to this end.

### 7.4 Staff meetings

Staff meetings will be held every week, and normally every Monday.

These meetings allow employees to be informed about AfroLeadership activities and important news. It's also a chance to recognize employee performance, and to provide eventual correction.