

COMPASSION BRIDGE INITIATIVE UGANDA (CBIU)

HUMAN RESOURCE AND VOLUNTEER MANAGEMENT POLICY

Approved By	Board of Directors
Effective Date	
Review Date	
Version	1.0

1. POLICY STATEMENT

Compassion Bridge Initiative Uganda (CBIU) recognizes that its staff and volunteers are among its most important resources.

The Organization is committed to creating a professional, respectful, inclusive, safe, and productive working environment that enables staff and volunteers to contribute effectively to the mission of the Organization.

This Policy establishes standards and procedures governing recruitment, management, development, conduct, welfare, and separation of staff and volunteers.

2. PURPOSE

The purpose of this Policy is to:

- Promote fairness and consistency in human resource management.
- Attract and retain qualified personnel.
- Support effective volunteer engagement.
- Promote professionalism and accountability.
- Protect the rights and responsibilities of staff and volunteers.
- Strengthen organizational effectiveness.

3. SCOPE

This Policy applies to:

- Employees.
- Volunteers.
- Interns.
- Consultants where applicable.
- Temporary workers.
- Contract personnel.

4. GUIDING PRINCIPLES

CBIU shall be guided by:

- Respect for human dignity.
- Equal opportunity.

- Non-discrimination.
- Accountability.
- Professionalism.
- Integrity.
- Compassion.
- Transparency.

5. EMPLOYMENT CATEGORIES

The Organization may engage:

- Full-time employees.
- Part-time employees.
- Temporary employees.
- Project staff.
- Consultants.
- Interns.
- Volunteers.

6. RECRUITMENT AND SELECTION

6.1 Recruitment Principles

Recruitment shall be:

- Fair.
- Competitive.
- Transparent.
- Merit-based.

6.2 Equal Opportunity

The Organization shall not discriminate on the basis of:

- Gender.
- Religion.
- Tribe.
- Disability.
- Political affiliation.
- Social status.

6.3 Recruitment Process

The process may include:

- Vacancy announcement.
- Application review.
- Interviews.
- Reference checks.
- Selection approval.

7. APPOINTMENT

All staff shall receive:

- Appointment letters.
- Job descriptions.
- Terms and conditions of service.

8. ORIENTATION

New staff and volunteers shall receive orientation covering:

- Organizational history.
- Vision and mission.
- Policies.
- Safeguarding standards.
- Reporting structures.

9. PERFORMANCE MANAGEMENT

Staff performance shall be reviewed periodically.

Performance assessments may consider:

- Quality of work.
- Accountability.
- Professional conduct.
- Achievement of objectives.
- Teamwork.

10. TRAINING AND CAPACITY BUILDING

The Organization shall encourage:

- Professional development.
- Leadership development.
- Technical training.
- Safeguarding training.
- Governance training.

11. VOLUNTEER MANAGEMENT

11.1 Role of Volunteers

Volunteers are valued partners in the mission of CBIU.

11.2 Volunteer Rights

Volunteers shall have the right to:

- Respectful treatment.
- Safe working conditions.

- Appropriate supervision.
- Access to relevant information.

11.3 Volunteer Responsibilities

Volunteers shall:

- Follow organizational policies.
- Respect beneficiaries.
- Maintain confidentiality.
- Protect organizational reputation.

12. WORKPLACE CONDUCT

All personnel shall:

- Act professionally.
- Treat others respectfully.
- Avoid harassment.
- Promote teamwork.
- Protect organizational assets.

13. HARASSMENT AND DISCRIMINATION

CBIU adopts a zero-tolerance approach toward:

- Harassment.
- Bullying.
- Discrimination.
- Intimidation.
- Abuse.

Complaints shall be investigated promptly and fairly.

14. SAFEGUARDING

All staff and volunteers shall comply with the Child Protection and Safeguarding Policy.

15. CONFIDENTIALITY

Personnel shall maintain confidentiality regarding:

- Beneficiary information.
- Financial information.
- Personnel matters.
- Donor information.
- Organizational records.

16. LEAVE

The Organization may provide leave including:

- Annual leave.
- Sick leave.
- Compassionate leave.
- Maternity leave.
- Paternity leave.

Subject to organizational capacity and applicable law.

17. DISCIPLINE

Misconduct may result in:

- Verbal warning.
- Written warning.
- Suspension.
- Termination.
- Legal action where appropriate.

18. GRIEVANCE PROCEDURE

Personnel may raise grievances through:

- Immediate supervisor.
- Executive Director.
- Board representative.

Grievances shall be handled fairly and confidentially.

19. SEPARATION

Separation may occur through:

- Resignation.
- Retirement.
- End of contract.
- Termination.
- Mutual agreement.

20. EXIT PROCEDURES

Upon separation, personnel shall:

- Return organizational property.
- Complete handover procedures.
- Settle outstanding obligations.

21. HEALTH, SAFETY AND WELLBEING

The Organization shall promote:

- Safe workplaces.
- Risk awareness.

- Reasonable wellbeing measures.
- Healthy work practices.

22. POLICY REVIEW

This Policy shall be reviewed every three years or earlier as necessary.

23. APPROVAL

Approved by the Board of Directors of Compassion Bridge Initiative Uganda.

BOARD CHAIRPERSON

SECRETARY

FOUNDER & EXECUTIVE DIRECTOR

Peter _____

OFFICIAL STAMP

DOCUMENT CONTROL

Document Title	Human Resource and Volunteer Management Policy
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Review Cycle	Every Three (3) Years

OFFICIAL PUBLICATION

This document is an official governance policy of Compassion Bridge Initiative Uganda (CBIU). It shall be read together with the Constitution and other governance policies approved by the Board of Directors.

COMPASSION BRIDGE INITIATIVE UGANDA (CBIU)

"Restoring Dignity. Building Futures."