



ANIS FOUNDATION INCORPORATED

PORT MORESBY

Head Office Location: Section 52, Allotment 18, Varahe Rd, Gordons

Address: P.O. Box 6626, BOROKO, N.C.D

Mobile: +675 72452669 | +675 76238875

Email: anishq10pom@gmail.com

Website: www.anisfoundation.org

LAE

Regional Office Location: Opposite Boinamo Gravel, Independence Drive, Kamkumung, Lae, Morobe Province

Address: P.O. Box 3729, LAE-411, Morobe Province

Mobile: +675 77527661 | +675 71612558

Email: anis10lae@gmail.com

HUMAN RESOURCE POLICY MANUAL

Identification

Document title: ANIS Foundation Human Resource Policy Manual

Document Identification Date: Jan 2019

Version Number: Version 1

Date of Version: 01st March 2019

Prepared by: HR Consultant

Reviewed by: Executive Management

Approved by: ANIS Board

Distribution

<i>Name</i>	<i>Quantity</i>	<i>Issue Date.</i>
ALL ANIS Foundation Employees/Clients/Stakeholders	1	March 2019

TABLE OF CONTENTS

1.0 INTRODUCTION

2.0 EMPLOYEE RESPONSIBILITIES

- 2.1 Policy Application
- 2.2 ANIS Vision Statement
- 2.3 ANIS Mission Statement
- 2.4 ANIS Core Values
- 2.5 Conflict of Interest
- 2.6 Confidentiality of ANIS Foundation Affairs
- 2.7 Personal Gain from Employment
- 2.8 Acceptance of Gifts (including travel, entertainment)
- 2.9 Safety Standards
- 2.10 Illegal Drugs
- 2.11 Alcohol Abuse and Betel-nut
- 2.12 Reporting Absences
- 2.13 Personal Email and Telephone Use
- 2.14 Client or Business Relationship
- 2.15 Media Contact
- 2.16 Confidential ANIS Information
- 2.17 Public and Political Activities
- 2.18 Publication and Speeches

3.0 CORPORATE IMAGE

- 3.1 Policy Application
- 3.2 ANIS Logo
- 3.3 Letter Heads
- 3.4 Media Advertising

4.0 RECRUITMENT, SELECTION AND APPOINTMENT

- 4.1 Policy Application
- 4.2 Recruitment Process
- 4.3 Levels of Authority to Recruit
- 4.4 Appointment Letter

5.0 PROVISIONAL / PROBATIONERY EMPLOYMENT REVIEW

- 5.1 Policy Application
- 5.2 Purpose of Provisional Review
- 5.3 Review process

6.0 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- 6.1 Policy Application
- 6.2 of Managers, Supervisors and all Employees
- 6.3 Staff Discrimination or Sexual Harassment
- 6.4 Gender and Social Inclusion
- 6.5 Child Protection and Welfare

- 7.0 COMMUNITY ENGAGEMENT POLICY**
 - 7.1 Policy – Application
 - 7.2 Community Relations
 - 7.3 Social Responsibility
 - 7.4 Engagement Content Plan
 - 7.5 Engagement Agreement and Execution

8.0 PERFORMANCE REVIEW

- 8.1 Policy General Application

9.0 EMPLOYEE SALARIES & BENEFITS

- 9.1 Policy Application
- 9.2 Approach
- 9.3 Statutory Compliance
- 9.4 Payment of Salaries
- 9.5 Over-time

10.0 CONTRACT OFFICERS

- 10.1 Policy Application
- 10.2 Types of Contracts

11.0 LEAVE

- 11.1 Policy Application
- 11.2 Public Holiday
- 11.3 Recreational / Annual Leave
- 11.4 Leave Fares
- 11.5 Leave Without Pay (LWOP)
- 11.6 Sick Leave
- 11.7 Maternity and Paternity Leave
- 11.8 Bereavement / Compassionate Leave
- 11.9 Leave to Contest Election in Government
- 11.10 Long Service Leave
- 11.11 Abandonment of Employment

12.0 STAFF WELFARE POLICY

- 12.1 Policy Application
- 12.2 Welfare & counselling
- 12.3 Fitness To Continue Work
 - 12.3.1 Work-Related Injury Leave

13.0 EMPLOYEE EDUCATION, TRAINING & DEVELOPMENT (EETD)

- 13.1 Policy Application – General
- 13.2 Objectives of EETD Programs
- 13.3 Investment in EETD

14.0 OCCUPATIONAL HEALTH & SAFETY POLICY

- 14.1 Policy Application
- 14.2 Commitment and Responsibilities of Occupational Health and Safety
- 14.3 Occupational Health and Safety Officer
- 14.3.1 Responsibilities of the Occupational Health and Safety Officer
- 14.4 Workplace Health and Safety Officer
- 14.5 Establishment of Health and Safety Committees
- 14.6 Accident Reporting and Investigation
- 14.7 Smoke Free Environment.

15.0 HOUSING POLICY

- 15.1 Policy Application
- 15.2 Housing Allowance
- 15.3 Payment of Housing Allowance

16.0 VEHICLE POLICY

- 16.1 Policy Application
- 16.2 Enforcement
- 16.3 Categories of ANIS Vehicles
- 16.4 Conditions of ANIS Vehicle Use
- 16.5 Statutory Compliance
- 16.6 Liability for Loss and Damages

17.0 NON DISCLOSURE AND CONFLICT OF INTEREST

- 17.1 Policy Application - General
- 17.2 Conflict of Interest
- 17.3 Employee's Responsibilities for Confidentiality

18.0 SEPARATION/TERMINATION POLICY

- 18.1 Policy Application
- 18.2 Dismissal
- 18.3 Summary Dismissal
- 18.4 Resignation
- 18.5 Medical Incapacity
- 18.6 Death During Employment

19.0 EMPLOYEE CODE OF CONDUCT & DISCIPLINARY PROCESS

- 19.1 Policy Application
- 19.2 Disciplinary Processes
- 19.3 Warnings
- 19.4 Offences
- 19.4.1 Minor Offences
- 19.4.2 Serious Offences
- 19.4.3 Very Serious Offences of Criminal Nature

- 19.4.4 Suspension
- 19.4.5 Responsibility for Disciplinary Action
- 19.4.6 Criminal Charges or Offenses
- 19.4.7 Abandonment of Employment
- 19.4.8 Penalties
 - 19.4.8.1 Very Serious Offence and/or Offence of Criminal Nature
 - 19.4.8.2 Serious Offence

20.0 TERMINATION

20.1 Notice of Termination

20.2 Termination Exit

21.0 ANNEXURES

21.1 ALL Forms

1.0 INTRODUCTION

The Human Resource Manual ('Manual') of the ANIS Foundation ('ANIS') contains the basic or general terms and conditions of employment of ANIS's employees. Its purpose is to enable the Organisation's managers, supervisors and team leaders to deal with people management issues at their own level promptly, effectively and lawfully. ANIS's Human Resource Function is responsible for overseeing the functioning and implementation of this Manual, and for this reason it will provide all necessary support needed by the managers, supervisors and team leaders in the use of this Manual.

The Manual is subject to individual employment contracts, in that where there is an inconsistency between them on any matter or issue, the contract will prevail. It will be reviewed periodically incorporating any relevant law or any new Human Resource policy approved and issued through the Executive Management.

DEFINITIONS AND INTERPRETATIONS

Acronym/ Definitions

Acronym/ Definitions

- (a) 'employee', means, employee of Anis Foundation
- (b) 'executive management', means, senior management of Anis Foundation
- (c) 'organisation', means, Anis Foundation
- (d) 'manual', means, the HR Policy Manual
- (e) 'anis', means, Anis Foundation
- (f) 'manager', means, an employed manager of Anis Foundation
- (g) 'executive director', means, Executive Director of Anis Foundation
- (h) 'mentor', means, an employed senior person who provides mentoring to a new employee of Anis Foundation
- (i) 'department', means, any work department of Anis Foundation
- (k) 'management', means, management of Anis Foundation
- (m) 'dept manager', means, an employed manager of a department
- (n) 'manager, human resource', means, Manager HR Dept of Anis Foundation
- (p) 'board', means, Board of Directors for Anis Foundation

Interpretations

The reference to one gender includes a reference to the other or the neuter gender.

Headings are for reference purposes only and do not affect the interpretation or construction of this Manual.

The *Employment Act* (Chapter 373), the *Interpretation Act* (Chapter 2), the ANIS Foundation Constitution, and ANIS Policy Documents may apply to clarify the meaning of any word or phrase in this Manual.

An operational document of ANIS referred to either directly or by implication in this Manual, or which by its very nature be said to govern the employment of ANIS employees, may be deemed to be an extension of the provisions of this Manual, except in so far as their application will cause injustice to a particular employee.

APPLICATION OF MANUAL

Application

Unless otherwise clearly stated in this Manual or in a Board decision, the provisions of this Manual do not apply to the Executive Director or Managing Director.

Unless otherwise clearly stated, the provisions of this Manual apply to all other employees of ANIS.

A particular employment contract of an employee of ANIS may by express provision say something differently to a provision in this Manual, in which case that provision of the employment contract may prevail in the case of an inconsistency.

In the event of an inconsistency between a provision in this Manual and employment legislation, the ANIS Foundation Constitution, a relevant registered award, or a Board decision, the provision in the Manual will not apply to the extent of its inconsistency.

Effective Date

This Manual comes into operation on the approval of it by the Board or on another date specified in such an approval.

Amendment of Manual

This Manual may be amended from time to time by the Executive Management upon approval by the Board when necessary or appropriate. Where the Board makes an amendment, it must give sufficient notice to an employee affected by that amendment before effecting or enforcing such an amendment.

Where an amendment adversely affects the rights and duties of an employee, ANIS will be obliged to make right that adversity, including any consequential amendment to an employment contract. Where appropriate, the Executive Management must ensure that any such amendment is incorporated into the Manual.

2.0 EMPLOYEE RESPONSIBILITIES

2.1 Policy - Application

All employees are bound by the ANIS Core Values and have personal responsibilities to ANIS, its stakeholders and fellow employees. These Core Values form the standards of behaviour and expectations that ANIS has of every employee, which may be taken **as a part of their employment terms and conditions with ANIS**. In return for employees meeting these standards and expectations, ANIS will provide the work opportunities, benefits and conditions, and recognition to meet individual needs of employees. ANIS is also concerned with each employee's personal development, and related behaviour, and will build workforce capacity in learning and growth to enable the ANIS to achieve its vision and mission.

2.2 ANIS Vision: To effectively deliver impact projects to the remotest parts of Papua New Guinea within timelines and at least cause a change in the lives of rural population.

2.3 ANIS Mission: To reach out to the un-reached and the needy people in society across Papua New Guinea with an effective delivery of vital social services to improve their socio-economic status and quality of life.

2.4 ANIS Core Values:

These are the standards of behaviour which is expected of every employee. ANIS 'Core Values' help defined the 'Code of Conduct' or the 'Behavioral Standards' expected of every employee working in this organization. Core values provide the ethical guidelines for decision-making and daily conduct of everyone working in ANIS.

It is therefore absolutely important that each employee has a clear and concise understanding of ANIS's core values and the specific behavioral standards expected of each employee.

Safety Conscious & Practice

Safety comes before every other priority – it is our ultimate mission and provides the reason for ANIS's existence as a Non-Government Organisation (NGO) providing services to the most rugged and remotest parts of Papua New Guinea (PNG). ANIS will therefore ensure the services we provide are safe, timely and affordable to our customers. ANIS will ensure that safety takes priority in all its decisions by actively engaging in promoting a safety culture throughout the company. It will not hesitate to report all unsafe work standards or practice, and in some cases take the extreme disciplinary action of termination against anyone practicing or promoting unsafe work practices and habits.

Professionalism and Accountability

ANIS Foundation is committed to creating a world class organization comprising of highly committed and accountable workforce that is continually committed to realizing the vision and mission of ANIS. To achieve this ANIS will demonstrate the highest ethical and professional standards all the time. It will uphold company policies, procedures and code of conduct which are aimed at promoting professionalism and accountability in the company. It will not hesitate to take corrective actions against all forms of unprofessional, irresponsible and unethical conduct by any employee regardless of their status.

Respect and Teamwork

ANIS Foundation believes in teamwork where individual employees contribute to team efforts, work and achievement and also where respect for the individual employee in teams is maintained – both which are key for success in any organization. ANIS promotes individual dignity and encourages individual contribution where every view point is valued and encouraged. Employees are to engage their talents to the fullest and share our knowledge for the benefit of all members of a team as well as the organization as a whole. Together will all employees celebrate wins, learn from and improve on their mistakes. ANIS is committed to creating a workplace where all employees have equal opportunity for recognition, advancement and reward regardless of faith, gender, nationality, ethnical or cultural affiliations to grow and realize their full professional and career aspirations.

Honesty and Integrity

ANIS Foundation as well as its employees will be honest in their conduct. They will strive to 'walk the talk' at all times. They will be consistent and factual at all times and be free from undue influences or biases. They will uphold the highest standard of corporate and personal honesty or integrity both at work and outside of work as representatives of ANIS. All forms of persistent irresponsible and dishonest behaviors

and practice will be actively identified and removed from the organization, which may include the removal of individuals or groups or clients or found guilty of displaying dishonest work standards.

Fair and Transparent Decision Making

ANIS will ensure that the highest standard of fairness and transparency is demonstrated in its decision making. It will apply and encourage merits based reward and recognition system and will foster and encourage a performance based culture where only those deserving of appointment or promotion will be progressed, including the receiving of training opportunities. On the same token, all forms of discrimination, unprofessionalism, nepotism, bias and unethical conduct will be exposed and dealt with swiftly and effectively.

Continuous Improvement

ANIS encourages new ideas and innovations from within the organization for the purpose of continuous improvement of its business processes, policies and practices. It will actively and regularly review its processes for simplicity, speed and effectiveness without compromising on safety. It will invest in continuous learning and development of its employees and to provide the right skills and knowledge so they can in turn get all jobs done right the first time all the time. Anyone from anywhere in the organization can make a suggestion for improvement and act responsibly to raise it with Senior Management and get a feedback on it.

Customer Orientated

ANIS will live up to its mission to provide safe, timely and efficient service delivery to its customers. It acknowledges that it has both external and internal stakeholders. It will anticipate their needs, actively seek for knowledge and solutions for its customers and pro-actively move to satisfy their needs. It will also identify and remove all unnecessary obstacles to providing excellent and quality customer service.

2.5 Conflict of Interest

- Employees must avoid participating in activities which conflict with the duties and responsibilities of their employment with ANIS. If in doubt about any conflict of interest situation, employees should discuss this with their Supervisor.

2.6 Confidentiality of ANIS Foundation Affairs

- It is a condition of employment that the business affairs of ANIS, including particulars of its clients or customers, remain strictly confidential and so an employee is required not to disclose this to any third party for any reason unless such disclosure is required or permitted by law.

2.7 Personal Gain from Employment

- Employees must not convert to their own benefit any funds, information or property of ANIS, including its customers or clients, or aid or abet others to do this. A breach of this requirement will result in disciplinary action or dismissal.

2.8 Acceptance of Gifts (including travel, entertainment)

- Employees must not accept gifts of any value in return for making or recommending any loan, granting any extension of time for payment of monies to ANIS or for committing ANIS to any financial obligation in favour of the party offering the gift.

2.9 Safety Standards

- Employees are responsible to observe the highest standards of personal safety at all times to protect their own as well as their colleagues' life and health.
- Unsafe behaviour or conditions must be reported immediately. Unsafe behaviour which places other employees at risk will result in disciplinary action and /or dismissal.

2.10 Illegal Drugs

- Employees found to have illegal drugs in their possession on ANIS premises will be reported to the Police, and shall be subject to summary dismissal.

2.11 Alcohol Abuse & Betel-nut

- Alcohol beverages are not allowed to be consumed in any working area, except at company functions where the consumption of alcoholic beverages is only allowed by the Executive Director.
- Employees reporting for work who are affected by alcohol will be stood down from work without pay, and will be liable for appropriate counselling or disciplinary action. Supervisors should discuss any such instances with the Manager Human Resource or respective Department Manager.
- Betel-nut (Buai) is prohibited on all ANIS premises, including company vehicles. Employees in breach of this prohibition will be liable for disciplinary action.

2.12 Reporting Absence

- Employees who are unable to come to work for whatever other reason must inform their immediate Supervisor as early as possible, preferably within one hour of the work start time on the first day of absence.

- Failure to report an absence from work within 24 hours from the time of one's absence will result in a deduction of pay for the period of absence. Any consecutive absence exceeding 72 hours without any reasonable excuse provided will be regarded as 'abandonment of employment' and will be dealt with under the leave of absence/unauthorised absence policy.
- Any period of absence for reason of sickness that does not have a medical certificate to support it will not be paid and will be considered as leave without pay unless the absence is authorised by the Executive Director.

2.13 Personal Email and Telephone Use

- Employees are granted the privilege of the use of email and telephones facilities as these are required facilities in their employment roles for business purposes. Usage of phones and email must be done in accordance with company policies and will be logged. Abuse of this privilege will see such email access and telephone usage withdrawn.
- An employee viewing or transmitting pornographic materials and or entering sexual explicit adult sites on the internet using company email or internet access will be dismissed from employment and referred to the Police for criminal charges to be laid.
- Where an employee receives an email with such gross images, this image must be immediately deleted. Failure to do so will be deemed as intentional possession of these images and disciplinary action will apply.
- Storing of pornographic materials on company computers is a serious offence and will result in serious disciplinary consequences.

2.14 Client or Business Relationship

A possible conflict of interest situation is deemed to exist where an employee, or a member of his immediate family, has a direct or indirect interest in an entity dealing with or competing against ANIS. An employee in such a situation may declare his interest in accordance with company policies or guidelines.

2.15 Media Contact

Only the Executive Director or designated/authorized Senior Manager or such other Relevant Manager may make statements to the media concerning ANIS affairs or operations. Requests for information made to other employees should be declined politely.

2.16 Confidential ANIS Information

Employees must ensure that:

- The surface of their desk is clear of business related documents each evening.
- All customer related or other potentially sensitive documents are locked away
- After-hours access to offices containing documents is controlled
- Confidentiality of customer information is guarded at all times, including both formal and informal communications.
-

2.17 Public and Political Activities

ANIS employees are free to participate in civil or political affairs during their own time. However, employees who take part in civil or political affairs do so as individuals and not as representatives of ANIS.

ANIS does not engage in any political activities, makes no political contributions or representation and refrains from exerting any pressure of a political nature on its employees.

Employees participating in political or civil activities must avoid any real or perceived conflicts of interest with their employment.

2.18 Publications and Speeches

Employees may contribute articles to professional or trade or religious journals and speak before interested groups. However, texts and publications which might be construed as representing ANIS position on any subject, or which are identified with an employee of the ANIS, must be cleared by the Executive Director / Managing Director before presentation.

3.0 CORPORATE IMAGE

3.1 Policy – Application

All managers and employees are responsible for maintaining the corporate image of the ANIS through the following:

3.2 The ANIS Logo

The use of the ANIS Logo shall comply with the approved standards.

3.3 Letter Heads

All ANIS correspondences shall comply with the standard letter head with appropriate positioning of the ANIS logo. Production of letter heads shall be standardized and document controlled. Employees are not to produce the ANIS logo from individual workstations or outside the organisation.

3.4 Media Advertising

All official advertising or media publication shall appropriately display the approved ANIS logo.

4.0 RECRUITMENT, SELECTION AND APPOINTMENTS

4.1 Policy – Application

ANIS recognizes that the recruitment of appropriately qualified and motivated personnel is the key to the company's effectiveness. ANIS will recruit the right people for the right jobs on the basis of qualification, experience and proven track record, and consciously avoid any discrimination on the basis of race, colour, gender, marital status, ethnic connection, religion or physical impairment, and follow correct legal processes.

4.2 General Recruitment Process

Guidelines exist in this policy for completing the recruitment process including:

- **Authorities to Recruit** – includes all processes involved between vacancy arising and obtaining approval to recruit, including relevant statutory approvals
- **Recruitment and Selection** – includes deciding how to recruit, placing advertisements, screening applications and interviewing internal and external applicants.
- **Appointment** – finalizing the selection, appointment and reference checking, and deciding on the successful applicant (s).

4.3 Levels of Authority to Recruit

For any vacant position the levels of authority required to sign the Personnel Requisition Form are:

- The Sectional Manager / Supervisor
- The Department Manager
-
- Manager Human Resource
- General Manager
- Executive Director/Managing Director

Any form without the approval of the Executive Director / Managing Director will not proceed to recruitment and will be sent back to the originating manager with an explanation.

The ED/MD will inform the Department Managers of all recruitment requisitions received by the ED/MD's office. Any discussion before ED's/MD's final approval should be made at that stage.

4.4 Appointment Letter

The Appointment Letter is issued to the successful applicant through email a pdf copy of the offer letter after the hiring manager signed off. Appointment occurs when a successful applicant who has been given an offer of employment in the form of an Appointment Letter returns a signed copy of the Appointment Letter and complies with any outstanding requirements such as:

- Providing information to support completion of referee checks
- Agreeing to a commencement date
- Meeting any medical or health requirements
- Security clearances, a police clearance is required.

5.0 PROVISIONAL EMPLOYMENT REVIEW [PROBATIONARY EMPLOYMENT]

5.1 Policy - Application

The employment of all new employees of ANIS other than ED/MD is subject to an initial three (3) months provisional (probationary) period, at the end of which period their performance will be reviewed and a decision made on whether their employment will be confirmed.

5.2 Purpose of the Provisional Review

The purpose of the provisional review is to:

- Ensure that the employee is doing the job effectively
- Recognize good performance
- Remove obstacles to performance
- Determine if there are any individual development needs
- Get into the rhythm of ANIS work culture

5.3 Review Process

Provisional review is stated in the Appointment Letter and it is expected that employee can read, understand and comply.

5.3a A probationary employee –
Terms and Conditions of Probationary Employment Clause;

(a) cannot be promoted, demoted or transferred to another position, or to act in a position higher than his own;

(b) is not entitled to receive any higher duty allowance or some other form of payment for doing someone else's job;

- (c) will not be eligible to undertake any supervisory or team leader role, unless the job description of the position he occupies requires him to do supervision or lead a team;
- (d) is not entitled to work overtime or receive overtime pay;
- (e) is not entitled to any leave, so if he is absent from work for reason of sickness or on compassionate grounds or for any other reasons acceptable to the Manager Human Resource, the period of absence will be taken as leave without pay;
- (f) if female, will not be allowed to take time off from work in connection with the need to give birth, akin to maternity leave, but where this is necessary the employment will be terminated;
- (g) is not entitled to receive any training other than an induction;
- (h) is not subject to discipline, that if he has committed a disciplinary offence, then his employment stands terminated unless the ED/MD removes this termination;
- (i) may have his employment contract terminated with 5 days written notice given by the ED/MD or his delegated authority, which notice need not give any reason.

6.0 EQUAL EMPLOYMENT OPPORTUNITY POLICY

6.1 Policy – Application

It is ANIS policy that employees are treated equally in all employment matters regardless of gender, nationality, religion, disability, marital status, or personal association. ANIS is an Equal Opportunity Employer.

6.2 Role of Managers, Supervisors and All Employees

It is the responsibility of all employees to contribute to the maintenance of a working environment that is free of unfair discrimination or sexual harassment, intimidation, bullying, and where employees are considered or treated on their merit and on the performance of their job objectives/assignments.

6.3 Staff Discrimination or Sexual Harassment Complaints

Where an employee identifies what he/she regards as discriminatory behaviour or sexual harassment or intimidation / due influence or bullying at the work place, he/she may:

- report the matter to their immediate Supervisor, or next most Senior Manager or Manager Human Resource as soon as possible.

It is the responsibility of the Manager Human Resource to assess each case, and recommend appropriate remedial action to the appropriate Department Manager or the ED/MD.

6.4 Gender / Social Inclusion and Equal Participation

ANIS as an equal opportunity employer has enforced to its entirety the gender equality and social inclusion policy at the work place and communities it deals

with in terms of projects, awareness and training.

Employees have a responsibility to respect other people and participate in Good faith and mutual understanding of all activities including meeting discussions or, decision making, or in-house sporting activities, promotions, or demotions or other favours without fear or favour based on gender, individual personal social associations/affiliations, ethnicity, regionalism, provincial groupings, religious and professional affiliations.

If any employee is unfairly treated or deprived of participation or experienced unequal distribution of resources or materials or such other doings that levelled against gender equality and participation will be disciplined accordingly.

6.5 Child Protection and Welfare

Parent employees are obliged to provide food / clothing, shelter and protection of the minor (children) which is compliant to universal requirements and constitution of the country. Children who reach school age must be enrolled at the educational institutions and those who are sick must be taken care of well and seek medical attention at the nearest health centre. Under age (below 16 years) must not be engaged in any employment activity or such other activity deemed informal or formal that attract payment or such activity would be construed as child labour which contravenes the requirements of the PNG Labour Laws and the Universal Child Abuse / Protection Laws. Parents are trusted and obliged to protect the children and if they fail on their part that breaches that trust and are found to be in breach of this policy would be dealt with accordingly.

ANIS endeavours to provide necessary awareness and community programs that support alleviate child abuse, ill-treatment, gender inequality, violence against women alcohol and drug abuse plus other social disorders within the communities that ANIS carries out its activities or projects.

7.0 COMMUNITY ENGAGEMENT POLICY

7.1 Policy – Application

It is the responsibility of the organisation ensuring that ANIS and the impact communities have proper dialogue, establish understanding and foster cordial relationship, in compliant with any relevant laws or regulations or customary rules or norms or obligations or pre-requisites or social responsibility requirements in adherence to engagement content plan, internal procedures and process, resulting in meeting full client expectations.

7.2 Community Relations – Procedures for Grievance / Dispute Management

7.2.1 ANIS Representative carries out awareness to all impact communities on the procedures for handling grievances and disputes. The procedures below must be adhered to when dealing with issues, problems, grievances or disputes;

- Any reasonable community issue must be raised with Community Affairs (CA) officer or ANIS Site Representative responsible for those impact areas. Then the CA Officer communicates with them ensuring to resolve the issue at that level. A report must be furnished to CA Manager and / or Programs Manager and in all eventualities the issue must be registered in the Grievance Management Register (GMR).
- If the issue is not resolved by CA Officer it escalates to CA Manager or Programs Manager or the Executive Director and then a meeting is convened with the concerned community leaders at the project site. A report must be furnished and issue updated in the Register (GMR). It must be addressed and resolved here.
- The final resort, Client is notified and the report is provided and a joint meeting

(Client/ANIS/Community) is convened for discussion, negotiation and resolution or any other agreement deemed competent and necessary.

7.3 **Social Responsibility**

7.3.1 ANIS, a reliable citizen and professional NGO body has a social responsibility towards the communities in which we interface regularly and run projects that our presence impact them significantly. ANIS has a responsibility as a corporate citizen ensuring that awareness programs on social issues such as violence against women, drug & alcohol abuse, child abuse, rascals, rape, armed robbery, HIV/AIDS, other basic health, and other social disorders. Inclusive of other social activities such as community sports, training on basic health & sanitation programs and financial inclusive program.

7.4 **Engagement Content Plan**

7.4.1 Based on the Content Plan, Community Impact Assessment (CIA) is a pre-requisite to execute before impact projects are implemented. The assessment should be able to identify communities, villages, clanship and genuine land owners affected by the projects, the environmental impact which will be covered by independent Environmental Impact Assessment in detail for projects impacting the actual natural environment, the magnitude and cost implications of the project. The CIA report must be provided to ANIS management and then circulate a copy to the client. Community spin-off business activities engaged must be based on merits required by ANIS and must be awarded to impact community business groups. Sub-contracting shall be awarded to business groups and not individual-owned businesses. All projects must be implemented based on the community engagement content plan.

7.5 **Engagement Agreement and Execution**

7.5.1 ANIS and identified community business group shall sign into a binding contract service agreement and deliver within the scope of works and requirements and expectations of the Agreement or Contract.

7.5.2 ANIS shall also issue casual engagement contracts to individual members of the impact community who meet the requirements to execute project tasks or activities. In dealing with recruitment or engagement of impact area locals preference are given to locals based on the local content preferential order as per below;

- i. Full local (both parents from impact area or either parent from impact area)
- ii. Either parent from the impact District or Province
- iii. Resident of the impact district for more than 5 years
- iv. Other PNG

This preferential order shall be maintained to minimise or avoid any potential disagreement or hiccups or dispute amongst the locals.

7.0 **PERFORMANCE REVIEW**

7.1 **Policy – Application [General]**

ANIS will operate progressive programs of performance management to support achievement of business objectives and priorities, and to provide for individual job satisfaction and career development.

Performance management is a management process for planning, controlling, assessing and developing individual and team performance to strengthen

productivity and effectiveness. It is important if ANIS is to harness the full potential of its workforce to achieve its vision, mission and objective, and to improve employee productivity and job satisfaction.

8.0 EMPLOYEE SALARIES & BENEFITS

8.1 Policy - Application [General]

ANIS will operate remuneration and benefits policies designed to attract, retain, motivate, communicate to, and reward employees of high performance who deliver results, through systems and procedures which also support other important management initiatives in areas such as performance management, continuous improvement, and team work.

8.2 Approach

In developing plans for employee salary and benefit programs ANIS will adopt the most progressive and proven systems, drawing on best international practice. ANIS will review from time to time the structure of its remuneration programs and systems against international best practice.

8.3 Statutory Compliance

ANIS will comply with all relevant statutory obligations under –

- (a) the IRC/Taxation Act and other related such legislations;
- (b) relevant PNG employment legislations such as the Employment Act, the Employment of Non Citizens Act and the Migrations Act;
- (c) the Companies Act and the ANIS Constitution;
- (d) Incorporation of Affiliations / Associations Act;

8.4 Payment of Salary

Salary shall be paid fortnightly in arrears. It is compulsory that all employees have their salaries paid directly into a bank account. Employees are required to provide their bank account details to the payroll office upon commencement of employment or soon thereafter. Each employee shall be furnished on or immediately prior to the pay day with a statement showing details of his/her earnings for the pay period including any deductions.

Each employee shall be paid in accordance with his employment contract, but in any case the salary component must be above the current minimum wages set by the Minimum Wages Board.

Payment of approved overtime worked within the fortnight immediately preceding the pay day, shall be paid no later than the following pay day.

Whenever employment is terminated, the Termination Clause contained herein in this Manual, and relevant procedures therein shall apply for the payment of any termination entitlements or such other requirements of the employment contract.

On dismissal, all wages or salaries and other entitlements due to an employee shall be paid immediately following clearances for payment by management.

8.5 Overtime

- (i) Employees occupying positions lower than the supervisory roles may be required by an authorised manager or supervisor to perform duties outside normal hours of work or outside fixed shift duty hours in order to meet the requirements of the ANIS business operations. That work is overtime work.
- (ii) An employee who works overtime is entitled to overtime pay in accordance with the following rates:
 - 06.00 am Monday to 06.00 am Sunday overtime shall be paid at time and one half for the first three hours and double thereafter.
 - 06.00 am Sunday to 06.00am Monday, at double time.
 - 06.00 am to 06.00 am on a Public Holiday, at double time.
- (iii) Religious objections to working on Saturdays or Sundays will be accommodated and be determined on a case by case basis.
- (v) Overtime rates shall not be payable where hours of duty are worked by arrangement between the employees themselves without the approval of their immediate supervisors or managers.
- (vi) Overtime of less than thirty minutes will not be paid.
- (vii) In computing overtime, worked days' hours shall accumulate to not more than 20 hours and processed by no later than the pay-day of the next pay period.
- (x) An employee who has worked overtime can, if he so chooses, get a day or days off work in lieu of overtime pay for a period that is equivalent to the hours of overtime he has worked. This can only happen on approval given by his supervisor and which must be advised to the Human Resource Department.
- (xi) An employee who has worked overtime on Good Friday or Christmas Day is entitled to both overtime pay and a day off from work. [Note: the Employment Act gives this entitlement].

8.6 Deductions

ANIS is obliged or entitled by law to deduct from the remuneration payable to an employee certain sums for the following purposes:

- (a) salary or wage tax, pursuant to the *Income Tax Act* 1959 (as amended) and also the *Income Tax (Salary or Wages Tax) Act* 1979 (as amended);
- (b) superannuation contributions, pursuant to the *Superannuation (General Provisions) Act* 2000;
- (c) for being absent from work without good reason, a sum equivalent to the normal pay for the period of absence;
- (d) for the repayment of any advance paid to the employee;
- (e) for reimbursement of any wage or salary paid in error in a previous payment;
- (f) for compliance with a current garnishee order from a court of law;
- (g) for reimbursement of any loss suffered by it following a negligent act or omission of the employee;
- (h) in accordance with a specific written authority or direction from the employee.

9.0 CONTRACT OFFICERS

9.1 Policy - Application

The ANIS shall employ contract officers through a standard Contract of Employment. In its endeavour to attract specialist manpower at competitive market prices, the ANIS shall formulate special managerial contracts subject to the Executive Management endorsement.

9.2 Types of Contracts

The contract employees have been grouped into three (3) different levels of employment contracts. These are categorized as groups 1 – 3.

Group 1	-	Department Managers
Group 2	-	Senior Officers
Group 3	-	All other staff

The detailed remuneration and benefits for these three (3) groups of contract officers may vary from each other and shall be reflected in individual performance based employment contracts.

10.0 LEAVE

10.1 Policy - Application

This policy details employees' entitlements to all Forms of leave from work.

Each leave entitlement is treated separately and it is the responsibility of each Manager to ensure leave provisions as specified in this policy are strictly adhered to when handling leave issues.

10.2 Public Holidays

All employees other than those on shift work shall be entitled to all the PNG Government Gazetted (declared) Public Holidays. [This is not a leave].

10.3 Recreational/Annual Leave

Employees are entitled to 3 weeks (15 working days) annual leave with full pay after a completed year of continuous service with ANIS. This leave will be accrued monthly on a pro-rata basis after the initial three months of service.

Employees may accumulate unused annual leave credits up to not more than 30 working days at any one time. Employees who have accumulated or who are about to accumulate more than 30 days credits must make arrangements with their manager to take these credits in order to reduce the accumulated credits balance.

The Company will not pay or cash out annual leave. The annual leave must be taken for rest and recuperation purposes in compliant to PNG Employment Act and will not be encashed.

A public holiday that falls within a period of annual leave will not be counted toward the period of that leave. This means that the employee, who is taking his leave at the time the public holiday falls, will be entitled to take additional leave day or days equivalent to the period of the public holiday. The same goes for an approved sick leave, where the employee falls sick within an approved annual leave.

10.4 Leave Fares

Each permanent employee is entitled to be paid return air or ship tickets or bus fares for himself or herself, for the spouse and two recognised dependents under the age of eighteen years, every two years to and from the place of repatriation for purposes of taking annual leave.

Where both the husband and the wife are employees of ANIS, only one leave fare shall apply. This means that the leave fare entitlement of only one of them will be utilized at any one time. So, by arrangement with the Human Resource Department, each employee can alternate every two years when the entitlement accrues to be taken.

All such travels will be coordinated and arranged by the Admin Officer through the ANIS's nominated travel agent or directly.

Leave airfares will not be cashed out under any circumstance.

10.5 Leave Without Pay (LWOP)

Leave without pay is not an entitlement. Employees may be granted leave without pay for reasons of extended sick leave or maternity leave once sick and recreational leave credits have been exhausted. A registered medical practitioner must certify for additional days in order to validate this leave.

LWOP can also be used to attend to urgent family or personal matters such as attending a child's graduation if an employee does not have sufficient Annual Leave credits to utilize for this purpose.

10.6 Sick Leave

Employees are entitled to sick leave at the rate of 9 working days annually. Unused sick leave may be accumulated up to a maximum of 27 days.

Employees must inform their supervisor before 9:00am on their first day of absenteeism from work on the basis of sickness. If the absence from work on the basis of sickness is for a period that exceeds two consecutive days, a medical certificate from a registered medical practitioner is required to be provided to the Human Resource Department. Employees will be granted sick leave upon the provision of medical certificates. Any unused sick leave credits will not be paid out to the employee upon ceasing employment with the Company.

10.7 Maternity and Paternity Leave

Female employees are entitled to 6 weeks maternity leave with three weeks on full pay and the other three weeks without pay for the purpose of giving birth. These 6 weeks may be apportioned for the period before birth and for the period after birth, by a determination by the employee herself in consultation with her doctor. All permanent full time female employees are entitled to maternity leave where they have been continuously employed by the Company for more than 12 months.

However, female employees with sufficient annual leave accruals can choose to utilise the annual leave accrual instead of the three weeks without pay. In the event that a female employee has exhausted her maternity leave and requires further hospitalisation due to illness resulting from birth, she can apply to utilise her sick leave.

An additional period of maternity leave, may be granted as LWOP if all leave accruals have been used.

Male employees are entitled to 5 working days paternity leave, without pay or may choose to utilise annual leave credits if they have sufficient credits, for the purpose of attending to their wives giving birth.

10.8 Bereavement / Compassionate Leave

Employees are entitled to take up to six working days per annum of which three days are paid leave and other three days non-paid leave of absence for the bereavement of a direct family member. For clarity a 'direct family member' covered in this clause means the spouse, children, parents, siblings (brothers and sisters) only. A death certificate is required before approval is granted for this leave.

10.9 Leave to contest elections

An employee who intends to leave employment with ANIS in order to contest in the National, Provincial or Local Level Government elections must resign from the Organisation in good time before their candidacy in the election is announced

ANIS may re-employ a person to a vacant position who has unsuccessfully contested an election following normal recruitment processes.

10.10 Long Service Leave

An employee shall be entitled to long service leave after completing 15 years of continuous service with ANIS, which leave may accrue at the rate of 9 working days on full pay for each completed year of service. This accrual will apply on a pro rata-basis after 3 continuous years of service.

Employees shall not cash-out long service leave credits prior to 15 years of continuous service whilst still in employment with the Company.

10.11 Abandonment of Employment

When an employee is absent from work without leave for more than three (3) consecutive working days without notice or without any satisfactory explanation and consequent approval, he shall be deemed to have abandoned his employment with ANIS. On this basis, his employment shall be terminated forthwith, effective from the first day of absence.

11.0 STAFF WELFARE POLICY

11.1 Policy – Application

ANIS shall provide Welfare and Counselling Services to its employees as a last means to resolve personal and work related problems or disciplinary matters in order to minimize any negative effect of these issues on the job performance.

11.2 Welfare & Counselling Service

Welfare and Counselling service shall be available under the following circumstances:-

A Supervisor may refer to a trained counsellor for assistance when an employee whose job performance has deteriorated due to a personal problem.

An employee on his or her own accord can also seek counselling from a trained Counsellor where he/she thinks his/her job performance is being affected by a personal problem after consulting the Human Resource Department.

Service rendered by Welfare and Counselling Sections shall remain confidential. All confidential records shall be accessible by authorized persons only.

Where a referral to the Welfare and Counselling Section is of a formal nature, report of services rendered and the results or outcome of such counselling shall be communicated to the Line Supervisor or Manager.

11.3 Medical Unfitness to Continue Work

Where an employee is suspected of suffering from some serious ill health and it is considered that his or her presence at work could be a danger to other employees, the public or himself, that employee shall be required to attend a medical examination by a Professional Medical Practitioner. The medical expenses may be reimbursed by ANIS if it is found to be a work-related injury.

An employee diagnosed or certified, as being temporarily unfit to attend work shall be granted sick leave if he/she has unused sick leave available. Otherwise other accrued leave entitlements such as annual leave, other than long service leave can be used to cover the period of absence. Where such accrued leave entitlements are not available the absence shall be taken as leave without pay.

11.3.1 Work-Related Injury Leave

Any period of absence from work of an employee due to an injury he has sustained in the course of employment, that period of absence will not be set off against sick leave credits. The ED/MD will determine an appropriate period that an employee may take leave of absence, as 'injury leave', without loss of pay to allow for full or partial recovery from such an injury. The Manager Human Resource will appropriately advise the ED/MD.

Any period of absence from work of an employee due to an injury he has sustained due to the gross negligence of ANIS safety requirements or procedures, that period of absence will not be set off against sick leave credits. The ED/MD will determine an appropriate period that an employee may take leave of absence, as 'injury leave', without pay to allow for full or partial recovery from such an injury. Based on the seriousness of the injury and the longevity of the leave ANIS may determine medical redundancy exercise in accordance with redundancy and severance payment provisions of the HR Policy Manual.

Where, under either of the above two paragraphs, ANIS denies liability for the employee's injury, the period of absence from work of the employee, as 'injury leave', will not be with pay, unless and until such time the Workers Compensation Tribunal or a court of competent jurisdiction determines that ANIS is liable. In such a case, the employee may utilize any annual leave or sick leave during the whole or part of the period of his absence.

12.0 EMPLOYEE EDUCATION, TRAINING & DEVELOPMENT

12.1 Policy – Application [General]

ANIS is committed to providing training and development opportunities for its employees to assist them to achieve their position objectives, and provide for their career development needs.

Consistent with ANIS training programs, employees of ANIS are expected to develop their own personal competence to meet their position objectives, and to maximise their career opportunities through the application of their unique skills

and abilities. These personal competencies will be reviewed by the immediate supervisor and endorsed for department manager's approval. Attendance at training programs must be based on a judgement that the employee is capable of benefitting from the training offered.

12.2 Objectives of EETD Programs

ANIS will sponsor and deliver competitive programs of education, training and employee development (EETD) as necessary to provide employees with the extent of knowledge, the range and level of skills and the appropriate attitudes to ensure that:

- they are able to competently and effectively perform on their jobs.
- They are adequately prepared for planned promotion or transfer, or to assume additional responsibilities and duties, as required in their employment
- They are adequately prepared for and continuously kept abreast of technological developments appropriate to their profession or occupation

12.3 Investment in EETD

ANIS acknowledges that EET&D Programs are costly. Therefore only those employees most likely to benefit from training will be selected to participate in these programs. ANIS is committed to ensure that available resources are effectively utilized and wisely invested through properly structured programs for the purpose of achieving the Company's vision, mission and objectives.

External Funding

ANIS will explore all avenues by which it may obtain external funding for employee education, training and development programs through international aid and other multi-lateral, and bilateral aid schemes.

Internal Funding

ANIS recognizes that whilst there must be an on-going allocation of funds to satisfy employee education, training and development needs, it must be a controlled investment, in proportion to annual pay-roll, performance and profitability. The Board of ANIS will determine a level of commitment for each year, in the light of Training Levy imposed on ANIS under the Income Tax Act.

Budgeting

Employee education, training and development budgets, reflecting identified needs and planned activities will be developed in line with ANIS business goals and objectives captured in three-yearly budget.

Cost Control

Expenditure on employee education, training and development will be strictly accounted for to ensure that the long term cost effectiveness of these policies can be evaluated and that maximum taxation concessions are obtained and costed in accordance with the following criteria:

- (i) On the job training - Against operational job cost;
- (ii) Work experience - Against operational job cost;
- (iii) Off-job training - Against specific training appropriations.

At the end of the year, when ANIS prepares and files the Tax Return for the Training Levy with the Internal Revenue Commission, it will claim these training costs that it has spent in reimbursing the employee claim tax rebates for all.

13.0 OCCUPATIONAL HEALTH & SAFETY

13.1 Policy – Application

ANIS is committed to maintaining an effective Occupational Health and Safety Policy and may consider using the following:

ANIS believes in the safety, health and welfare of its employees at the work place. It recognizes that it has a duty under law to provide a safe system of work for its employees. Where it has put in place a safe system of work for its employees, the employees are also under a duty to play their part to ensure their own as well as others' safety.

13.2 Commitment & Responsibilities for Occupational Health and Safety (OH&S)

The management must have a high level of commitment in the prevention of accidents. This message must come from the ANIS Executive Management to all level of managerial responsibilities within ANIS. Each level of management shall be responsible and accountable for the safety of employees at the work-place as set out below.

- (i) The management shall be responsible for the implementation of the ANIS OH&S Policy and to provide support and leadership to supervisory t levels.
- (ii) Department Management shall be fully responsible for the implementation of the OH&S Policy within their Departments. They provide leadership and personal support to Supervisors and general staff through the implementation of the OH&S Policy.
- (iii) All supervisors shall be responsible and accountable for policy implementation within their sections.
- (iv) All employees are responsible for a safe working environment by removing hazards from work sites, reporting accidents promptly to their supervisors and by observing all safety instructions

issued to them for the safety of employees as well as for the safety of others.

13.3 Occupational Health & Safety Officer

The Occupational Health & Safety Officer will ensure of the implementation of the OH&S Policy. He will be responsible for matters relating to health and safety of the employees, protection of persons other than employees and members of the public from danger or risk to their health and safety. The Occupational Health and Safety Officer shall represent Human Resource Department in all aspects of Occupational Health and Safety, and prepare a weekly report of OH&S incidents to the Programs Manager, Executive Director and the Manager Human Resource.

13.3.1 Responsibilities of the Occupational Health and Safety Officer

Particular tasks of the Occupational Health and Safety officer are as follows:

- (i) Enter and remain at any ANIS premises and carry out such inspection and examinations as they are necessary to ensure compliance with the law on occupational safety, in particular the Industrial Safety Health and Welfare Act, Employment Act and other ANIS safety policies.
- (ii) Call to his aid any person who in his opinion is competent to assist him in the exercise of his duties, and where such a person is from outside the organization to first seek approval from his supervisor or manager.
- (iii) Control, restrict or prohibit the movement of any person, at a workplace where a work-related illness, serious bodily injury or some dangerous occurrence has occurred or is likely to occur.
- (iv) In consultation with the ED/MD and the administration Department call to his aid any member of Contracted Security Services or the PNG Police Force where he has reasonable cause to apprehend any obstruction in the exercise of his functions or in the administration of the ANIS policies and PNG Laws and Standards.
- (v) Ensure examinations and inquiries are undertaken to establish whether the provisions of ANIS policies or relevant legislation relating to public health and safety are being complied with in every respect.
- (vi) Require the production of any permit, certificate or other relevant ANIS documentation for inspection and examination and make copies of any and take extracts from the same if these are required as part of the accident investigation.

- (vii) For the purpose of carrying out his role under ANIS policies, he may require any manager, Supervisor or principal contractor for whom work is or is in the course of or has been, performed at the workplace to produce for his inspection all contracts and other documents relevant to the performance of the work if relevant to the concerned safety-related incident.
- (viii) Require any person whom he finds committing or whom he suspects on reasonable ground has committed an offence to answer questions for the purpose of the OHS Policy and PNG Laws, or whose name and place of residence is in his opinion reasonably required for the purpose of the OHS Policy and PNG Laws
- (ix) Take and remove, for the purpose of analysis, samples of any material, substance, article or other thing used or handled in connection with the business or any process carried in any place that in his opinion has a bearing or connection with the concerned safety-related incident. But, in the exercise of this power, he must first notify the owner, occupier or ANIS Management or principal contractor concerned or their representative of the intended exercise of this power.
- (x) Conduct surveys including such tests as in his opinion are necessary to assess the degree of risk existing in the work place.
- (xi) Take photographs or measurements or make sketches or recordings of safety hazards with the view to taking appropriate action to eliminate or manage them,
- (xii) Exercise such other OHS duties as ANIS prescribed from time to time.
- (xiii) From time to time where necessary or appropriate, communicate or consult with the Safety Officer of the Department of Labour and Employment.

13.4 Workplace Occupational Health and Safety Officer

(this clause should be inserted in employment contract)

Duties of the Occupation Health and Safety Officer shall include the following;

- (i) Conduct inspections of the work place concerned for the purpose of discovering unsafe or unsatisfactory conditions and practices and to ensure by all practicable means the observance of occupational health and safety standards;
- (ii) Advice Manager Human Resource on the overall state occupational health and safety in the work-place concerned;
- (iii) Conduct appropriate educational occupational health and safety programs for staff in workplace;
- (iv) Report to Manager Human Resource unsafe or unsatisfactory conditions or workplace practices discovered on the inspections;

- (v) Ensure that all work related injuries, illness and occurrences are reported and investigated in accordance with Accident Reporting and Investigation procedures;
- (vi) In the event of any work injury, work-related illness, dangerous occurrences or immediate risk to health or safety of any person at the workplace concerned, the Occupational Health and Safety Officer is to report the injury, illness, occurrence other situation to the Manager Human Resource or , as the case may be , the Executive Director.
- (vii) Schedule and chair any occupational and health safety meeting in the organization.

13.5 Establishment of Health and Safety Committees

The ANIS Executive Management shall act as a Health and Safety Committee to, at quarterly meetings, fulfil the following requirements:

- Create and maintain at the workplace an active interests and dangerous occurrences.
- Consider measures for the training and education aimed at the promotion of occupational health and safety at the workplace concerned and make recommendations to Executive Management.
- Facilitate cooperation between the management and the employees in instigating development and carrying out measures designed to ensure the Occupational Health and Safety of the employee.
- Formulate, review and disseminate health and safety information to the employees concerned through the Occupational Health & Safety Officer. Undertake reviews of Health & safety Standards within the organizations and advise the management of the results of those reviews and make such recommendations to the Executive Management
- Initiate programs aimed at arousing and maintaining the interest of management and the employees in the workplace about occupational health and safety.

13.6 Accident Reporting and Investigation (General Provision)

ANIS shall ensure that Safety Policy Standards fully comply with required National Standards and Safety methods of work. To this end, every reasonable effort shall be made in accident reporting, investigation and accident prevention by ensuring that everyone is aware of their responsibilities as required by the company Occupational Health and Safety policy.

Every employee must report all injuries or illness suffered by him /her or other employees, arising out of or in connection with their employment in order to ensure early investigation and proper medical or other attention is given.

All supervisors and managers must investigate and document all accidents or other safety-related incident in Accident Report Forms so as to ascertain the cause and to take corrective action for each accident, whether or not it has caused any injury.

All levels of management are fully responsible and accountable in reporting, investigating and handling accidents in all premises occupied and managed by ANIS.

The ED/MD has ultimate responsibility for the handling or management of accidents and safety-related incidents within ANIS.

The following investigating/reporting procedure shall be adopted by the supervisors or line managers following reports of hazards, near accidents, injury or damage arising from work practice, personal factors, equipment or environment.

- (i) Supervisor or Manager shall immediately ensure that any person injured receives appropriate medical attention. The Supervisor will visit the scene of accident immediately following the accident.
- (ii) Inform the next-of-kin in the case of death or very serious injury.
- (iii) Interview all witnesses as soon as possible at the scene of the accident and obtain all necessary information.
- (iv) Note whether any negligence, misconduct, carelessness or failure to observe relevant legislation, regulation or instruction by the injured employee or any other person has caused or contributed to the injury or death.
- (v) On the same day of the accident, dispatch "Accident Notification Message" by email/whatsapp/text message/phone call to the Manager Human Resource and the ED/MD. In due course write-up detailed report.
 - (a) Message to be prefixed by the word "Accident Notification"
 - (b) Name of employee, Department.
 - (c) Classification and nature of the injury. No injury, Near-miss accident, Medical Expense only, Lost Time, Fatality.
 - (d) Location and time of accident
 - (e) Brief description of injuries
 - (f) Brief details of circumstances of the accident
 - (g) Condition of the injured (very seriously ill, seriously ill or satisfactory).
 - (h) Current location of injured person (e.g. Hospital, Home etc.)
 - (i) Name, relationship and address of next-of –kin

- (j) Whether next-of kin have been advised
 - (k) Any restrictions on the details to be passed to the next-of kin
 - (l) Any additional information.
-
- (vi) Obtain signed statements from the injured employee and other witnesses to the accident to give material information on the time, date, place and circumstances.
 - (viii) Ascertain and report the cause and the general nature of the accident/injury/incident
 - (ix) Ascertain and report whether the employee injured was on duty, or travelling directly to or from their place of employment when the injury was sustained, and if on duty, the nature of such duty.
 - (x) Report whether any negligence, misconduct, and carelessness of failure or failure to observe any act, regulation or instruction on the part of the injured officer/employee or any other person.
 - (xi) Ensure that the Human Resource Department attended to the Workers Compensation matter, including the giving of notice of injury, completing the application Forms, collecting written statements and any other documents relevant to the accident and injury, and organising things with the Office of Workers Compensation at the Department of Labour and Employment. All documentation pertinent to the injury are submitted to the Workers Compensation Office within one (1) week from the date of accident but no later than six (6) months.
 - (xii) Where an injured worker is hospitalized as a result of total or partial incapacity, a Leave Application identifying the relevant leave option should be completed and forwarded together with details required at clause (v) above.
 - (xiv) On receipt of the report, the Human Resource Department will register it and determine whether it is a workers compensation case or not.
 - (xiii) Where an injury results in death, total or partial incapacity, notice to Registration is to be served on the same day.

ANIS Manager Human Resource will be responsible for the co-ordination of this policy and procedures; however, the overall responsibility for implementation rests equally with all levels of management and employees of ANIS

13.7 Smoke Free Policy

It is a policy of ANIS to provide a safe and healthy working environment for every employee and every effort will be made to promote accident prevention, fire protection and good health.

In recognition of the increasing awareness of adverse health effect of smoking and discomfort to non-smoking employees that tobacco smoke causes in the work environment, the following company policy has been developed.

All work areas throughout ANIS premises are “non-smoking” areas.

The implementation of this policy is equally the responsibility of all employees and the Management of ANIS. Management and supervisory employees are expected to lead by good example to achieve the aims of this policy. Employees who do not comply with this policy shall be counselled and if necessary disciplined.

Approved signs requesting that persons do not smoke shall be displayed at all areas of ANIS premises. Manager Human Resource is responsible for the supply of No Smoking signs.

14.0 HOUSING POLICY

14.1 Policy – Application

As a general rule, housing is not a condition of employment at ANIS. Only in certain cases will ANIS provide housing assistance to certain of its employees, as the following provisions in this Section will show.

14.2 Housing Allowance

ANIS will pay housing allowance to certain employees. It will also allow certain employees do salary-sacrifice in order to use a portion of their salary as a housing ‘allowance’. Housing allowance for eligible positions is in accordance with position Grade as per individual Contracts of employment. Eligible employees may choose to sacrifice up to 40% of their gross salary for the purpose of organising their housing or accommodation. However, the total amount they can salary sacrifice must not exceed their combined total of all allowances due to them in their contract of employment. These eligible employees will be those occupying positions of Manager and above.

14.3 Payment of Housing Allowance

Housing allowance for eligible employees will be payable as follows:

- (a) directly to the employee who has organized his own accommodation;
- (b) directly to a landlord whose name and address has been supplied by the employee;
- (c) with-held by ANIS if the employee occupies an institutional house or ANIS arranged house.

Where ANIS is paying the accommodation rent directly to the landlord under paragraph (b) above, a sum equivalent to the accommodation rental will be paid out of the housing allowance directly to the landlord, and any remaining balance of their housing allowance will be paid to the employee.

Bond fee is the sole responsibility of the employee.

15.0 VEHICLES POLICY

15.1 Policy – Application

All ANIS vehicles are to be considered as fleet vehicles available for the use of only authorised employees. No ANIS Fleet vehicle is reserved for the exclusive use of any particular employee or manager unless otherwise authorised by the Executive Director on a case by case basis. The ED/MD must approve the use of any ANIS Fleet Vehicle to be driven home and garaged overnight at an employee's residence.

Vehicles represent a significant cost to ANIS in terms of capital cost as well as the cost of maintenance and running expenses. In order to ensure proper control and management of vehicles the following policy applies:

15.2 Enforcement.

- i. The Manager Administration is responsible for developing policies and procedures for purchasing, use, storage, maintenance, repair, and disposal of ANIS vehicles, and has the overall management responsibility of these vehicles.
- ii. The Transport Officer is responsible for the daily operational management of ANIS fleet and for, administering, monitoring, insuring, and enforcing all policies and procedures concerning vehicle assignment, utilization, maintenance, repair, and replacement. He will also oversee accident reporting and inquiries.
- iii. Department Managers are responsible for monitoring and enforcing, within their division, all policies and procedures governing the assignment, use, maintenance and repair of vehicle. They must ensure the timely submission of various reports. General Managers must also designate a Manager within its department to serve as liaison between the division and the Transport Officer.
- iv. The Manager designated under paragraph iii above is responsible for carrying out the duties and responsibilities as assigned by his/her respective Department Manager to comply with the policies and procedures regarding the management and operation of ANIS vehicles in his division. Such duties include the following:
 - a. Orienting employees to ensure vehicle drivers are aware of company policies and procedures, and of their individual responsibilities concerning the use of a vehicle;
 - b. Establishing internal agency procedures to assure vehicle drivers possess a valid driver's license and acceptable driving record;
 - c. Informing the Transport Officer of any changes pertaining to vehicle assignment and/or location;
 - d. Monitoring vehicle utilization to assure optimum use and efficiency;
 - e. Reporting any commuter use of vehicles to the Relevant Manager, and
 - f. Submitting weekly vehicle reports to the Transport Officer, or when required
- v. Vehicle drivers are required to understand and conform to all policies and procedures of this Transport Policy

15.3 Categories of ANIS Vehicles

i. Category 1 Vehicles:

The fleet under this category are restricted for specific operational purposes. This means that vehicle is delegated to a division for the use of ANIS operation. These vehicles are to be used during normal working hours between 0800Hrs and 1700Hrs every working day (Monday – Friday).

The division that is designated the vehicle is responsible for the appearance, assignment, records keeping and inspections of the vehicle.

ii. Category 2 Vehicles

The fleet under this category are restricted for specific ANIS operational purposes. That is these vehicles are used during normal working hours between 0800 hrs and 1700 hrs and, parked afterward at the residence of the authorised duty officer on standby. This vehicle will be on standby as contingency for urgent ANIS operational requirement and therefore it is important that the duty officer on standby must use the vehicle for this purpose only.

iii. Pool Vehicles

Pooled vehicles are to be available for use during normal working hours commencing at 0800hrs. This means that any vehicle, for which the driver is authorised to garage at home overnight, must be available for operational use from 0800 the following morning.

Any changes that occur for whatever reasons, it is imperative that the Transport Officer is advised of them accordingly. Nonetheless the Transport Officer must ensure that all pooled vehicles are used only during the normal working hours between 08:30hrs and 16:30hrs from Monday-Friday only.

15.4 Conditions of ANIS vehicle use

i. General Operation:

Drivers should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the company vehicle, the driver must be aware that averting his eyes from the road may cause an accident.

The driver must use “best judgment” when changing climate control settings, using the radio, or accessing other settings on the vehicle’s dashboard. Before driving off, the drivers must perform a visual inspection of the vehicle.

ii. Official Use Only:

Drivers shall use ANIS vehicles for official business only. Drivers found using the vehicle for personal or other non-business use will be subject to disciplinary action. If found guilty they may lose their privilege to drive ANIS vehicle or be terminated from their employment. Vehicles are to be driven in a manner which avoids even the appearance of impropriety.

iii. Vehicle Usage after Official Hours:

Any ANIS vehicle classified 'pool vehicle' that is leaving the ANIS company premises after official working hours (1700hrs) on weekends must be checked at the gate by the duty security guards to verify the legality of the trip.
The driver must present a written approval letter (signed) by his/her respective General Manager(s) or the Manager Administration.

iv. **Relatives/Non-ANIS Employees:**

ANIS employees are not allowed to carry family members/relatives/hitchhikers in company vehicle unless their travel is directly related to official business.

v. **Non-ANIS Employees (including Part time, trainees, graduates and cadets):**

Non-ANIS Employees are not allowed to drive any company vehicle. This policy applies to, part time workers, trainees, seconded employees, private contractors (consultants), graduates and cadets.

vi. **Animals**

Animals are not allowed to ride in any ANIS vehicle.

vii. **Mobile Phones or Handheld Devices**

Cell phones, blackberries, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

viii. **Eating**

Eating food is prohibited while driving or riding on an ANIS vehicle. Drivers must ensure that this is also observed by all passengers.

ix. **Compliance with Motor Vehicle Laws:**

It is the responsibility of each individual driver to observe all motor traffic rules of Papua New Guinea. Drivers must not knowingly drive vehicles that do not comply with legal requirements.

All violations and fines are the responsibility of the assigned driver at the time of such violation/traffic infringement. Abuse of motor traffic rules by a driver may result in the loss of the privilege of ANIS vehicle usage.

x. **Alcoholic Beverages and Drugs (Including Chewing Betel nuts):**

Under no circumstances may an ANIS employee drive a vehicle while under the influence of intoxicating liquor, drugs or other substances including betel nut. Conviction of such offenses will result in the loss of the privilege of ANIS vehicle usage or termination of employment.

xi. **The driving privilege shall be revoked if:**

- a. The driver does not adhere to the responsibilities listed above.
- b. The driver's license is revoked, suspended, withdrawn or denied by civil traffic registry or a court of competent jurisdiction.

- c. Operating outside the limitations of a restricted driver's license or other restrictions placed by ANIS

15.5 Statutory compliance

i. Driver's License:

- a) Only designated or authorized employee driving ANIS **vehicle** must have a valid Class 3 or Class 6 PNG driver's license. Also the employee must have a valid ANIS ID-Card stating Authorized Driver (AD). The employee must provide these license and permit prior to driving any company vehicle.

15.6 Liability for Loss and Damages

An employee who causes damage to any ANIS motor vehicle due to negligence, or being under the influence of alcohol or drugs shall be liable to refund the full cost of the damage. That is because accident or incidents caused by drunkenness are not covered by the insurance policy and will not be tolerated.

Disciplinary action including termination of employment will be taken against the employee.

16.0 NON DISCLOSURE AND CONFLICT OF INTEREST

16.1 Policy – Application [General]

These policy areas are covered in the Employee Responsibilities Policy 2.0, however ANIS believes that the obligation on each employee should be supported by procedures appropriate to the employee's responsibilities.

This policy covers the importance of:

(i) Confidential Information and Secrecy Provisions

Employees are required to maintain the confidentiality of the affairs of ANIS or its clients/customers and not divulge or disclose such affairs to any third party unless such divulging or disclosure is compelled by law or authorised by the ED/MD or his delegate.

(ii) Conflict of Interest

Employees should avoid participating in decisions or activities which may give rise to a conflict between the interests of ANIS and their personal interest. A conflict of interest is deemed to exist when an employee or any of his/her immediate family has a direct or indirect propriety or financial interest in an entity that has a dealing with ANIS or is a competitor of ANIS, and the interest is of such an extent or nature that the impartiality of the employee in his decision might be affected. If there is doubt over such a conflict of interest situation, clarification may be sought from the ED/MD. Only the ED/MD has the authority to 'clear' an employee of a deemed conflict of interest situation.

16.2 Conflict of Interest Declaration

"I agree to declare any potential conflict of interest which might affect the decisions of ANIS I am involved in when dealing with any third party, where either I or an associate or family member of mine has an interest in that third party by way of employment or financial interest or other potential gain".

16.3 Employee's Responsibilities for Confidentiality

To maintain confidentiality, employees are requested generally to ensure that:

- They are aware of information and documents in ANIS that are classified confidential
- They are aware of their respective access and use authority of these confidential information and documents
- They are aware of when and how they may lawfully divulge or disclose confidential information to other employees or stakeholders of ANIS
- Their work area is clear of business related information at the close of business each day.
- Customer related or other potentially sensitive information is locked away overnight
- Offices and Files are appropriately secured.

17.0 SEPARATION/TERMINATION POLICY

17.1 Policy – Application

Separation or termination of employment will occur in accordance with relevant legislation, the employment contract and this Manual, and must be implemented in a fair and consistent manner throughout ANIS.

17.2 Dismissal

An employee may be dismissed by ANIS for the breach of the ANIS Employee Code of Conduct contained in Section 25 of this Manual.

Such dismissal shall be carried out in compliance with ANIS Code of Conduct and Disciplinary procedures and/or per the employment contract.

Final approval for dismissal of an employee rests with the ED/MD. In all cases, line managers and supervisors shall consult, in the first instance, the Manager Human Resource before any action for dismissal is effected.

17.3 Summary Dismissal

ANIS may summarily terminate an employee without notice or payment instead of notice where an employee commits a serious and fundamental breach of the Code of Conduct or breach of serious company policies.

The following acts are generally recognized as constituting summary dismissal offences:

- (i) Being found in unauthorized possession of ANIS property.
- (ii) Theft
- (iii) Drunken driving or being drunk at a place of employment
- (iv) Dishonest practices
- (v) Conduct including negligent driving of a ANIS vehicle in a manner that may result in serious injury to people or damage to materials, equipment or products
- (vi) Consuming intoxicating liquor on the premises except at authorized ANIS functions
- (vii) The use of illegal drugs on ANIS premises.
- (viii) Gross moral misconduct as determined by the ANIS Executive Management.
- (ix) Malicious offensive behaviour or extreme sexual harassment
- (x) Fighting
- (xi) Incompetence when employee has stated they possess skill and, in fact, do not, including impersonating or falsifying certification qualifications.

Managers and Supervisors shall deal fairly and consistently with all employees in an impartial investigative process where allegations of these offences have been made. They will avoid discrimination, favouritism or unfairness of any kind. No dismissal shall be made unless the offence is proven to the satisfaction of the ED/MD.

17.4 Resignation

- (i) A permanent employee who no longer wishes to be employed by ANIS may give notice of resignation to ANIS. A notice period of two weeks is required unless another notice period is stated in the individual employment contract.
- (i) Notice of resignation shall be submitted to the Manager Human Resource through the employee's line manager. The manager shall immediately interview the person resigning to determine cause for resignation and offer advice/counselling. The manager is to complete a brief report of his findings/opinion and forward the report with the resignation notice to the Human Resource Manager.
- (ii) This resignation is not effective until or unless it is accepted by the ED/MD.
- (iii) All termination entitlements due shall be paid to the employee upon the ED/MD's acceptance of his resignation. The employee shall be responsible for his own repatriation unless specified otherwise in his contract of employment.

17.5 Medical Incapacity.

- (i) A permanent employee who is declared by a registered medical practitioner as unfit to be employed may apply for termination of employment on medical grounds.
- (ii) Whilst the employee or his/her medical practitioner is required to provide necessary evidence of medically disability, the Manager Human Resource shall seek independent medical opinion at ANIS's cost. If the medical specialist's opinion confirms the employee's incapacity to discharge the duties required of the position, the employment may be terminated on medical grounds.
- (iii) The ED's/MD's approval for a termination of an employee on the ground of medical incapacity is needed for a termination on this ground to be effective.
- (iii) The Manager Human Resource will advise the employee concerned in writing of the decision to terminate employment due to medical incapacity and explain to the employee his or her entitlements upon termination.
- (iv). The employee shall be given a notice period equivalent to the notice period contained therein his signed employment contract, or payment in lieu of notice, in order to provide sufficient time for affairs to be finalized.

17.6 Death During Employment

- (i) In the event of the death of an employee during employment, whether at workplace or otherwise, ANIS shall seek to alleviate unnecessary hardship or distress by the surviving declared dependents within reason. The ED/MD will determine a relevant funeral assistance including associated costs of coffin, embalming and storage.
- (ii) ANIS shall repatriate the deceased employee and the declared dependents to their home sub-district within Papua New Guinea or such other place specified in individual employment contracts.

18.0 EMPLOYEE CODE OF CONDUCT & DISCIPLINARY PROCEDURES

18.1 Policy – Application

Where an employee has committed a disciplinary offence or is in breach of this Manual, including the rules and responsibilities set out in Section 2 (Employee Responsibilities), disciplinary action will be taken.

Guiding principles of a Disciplinary Action include the following:

- (i) **Prior Notification**

Discipline which comes as a surprise is unfair and amounts to infringement of the rules of natural justice. The Management must, therefore, ensure that disciplinary offences, procedures and penalties are known to employees, and that the relative seriousness of individual breaches is clear. To this end all employees shall be provided with access to or a copy of this ANIS Human Resource Manual.

(ii) **Promptness**

Any disciplinary action that needs to be taken against an employee who has breached the rules should be taken as soon as practicable after the event. The longer the delay between a breach of rules and a reaction to the breach by Management, the more easily it may be said that Management has condoned the breach.

(iii) **Impartiality**

It is also essential that any disciplinary action is applied to all employees equitably and fairly. Employees are usually very quick to spot the inequalities in handling all disciplinary matters. It is understandable that a Manager might be more lenient with an employee with good work record, but not when leniency applies to an employee with whom he is particularly friendly. If any disciplinary action is to be effective, personal considerations including nepotism or personal affiliations must not be allowed to influence the process.

(iv) **Fairness**

The degree of disciplinary penalty must be proportionate to the nature of the offence and the employee's service record. Thus, a minor breach does not justify the imposition of a severe disciplinary penalty, unless the employee has committed offences several or many times in the past. The idea is to be fair.

18.2 Disciplinary Processes.

The Four major phases involved in the processes of a disciplinary action are as follows:

(i) **Investigation**

A thorough investigation must be conducted with all of the evidence for and against the employee obtained. In all cases, the allegations against the employee should be committed to writing and he/she should be given the opportunity to respond.

(ii) **Disciplinary Interview**

The employee must be interviewed by his/her Supervisor or manager and the matter in contention is discussed in detail. It is advisable that a witness for the management is present and the employee is permitted to have his/her witness present also.

(iii) **Decision**

After the interview (not before), the Supervisor or Manager must decide and recommend on an appropriate penalty, if any.

Depending on the seriousness of the offence, however, more than one warning may be given. The normal pattern would be:

First Offence	-	Counselling/Oral Warning
Second Offence-	-	Written Warning
Third Offence	-	Penalty

This pattern should be regarded as a guideline only and the decision on the appropriate action to be taken should take into account the following factors.

- The seriousness of the offence or offences.
- The frequency of the offences: Have there been other discipline problems in the past and over how long a time span.
- Employees work record: How long has the employee worked for the ANIS and what is the quality of performance he has exhibited.
- Extenuating factors: Are there extenuating circumstances related to the problem for example, if there was a fight, was the employee provoked.
- Degree of communication: To what extend has management tried to educate the employee about offences and their consequences.
- History: How have similar infractions have dealt with in the past within the ANIS
- Implications: What impact will the decision have on other employees within the ANIS

(iv) **Action**

After reaching a conclusion, the Manager may, having regard to his level of delegation, need to refer a recommendation to a higher level manager for a decision. In these circumstances, a written report should normally be forwarded to the higher Manager concerned. However, when the offence is of a serious nature and the facts are clear, then termination of employment can be the decision.

18.3 Warnings

The written warning, if given should state:-

- The date; (if written)
- A clear statement of the problem
- Identification of any rule/procedure that has been violated;
- Corrective action required of the employee
- A clear statement of the proposed action by the employer failing corrective action (e.g., dismissal)
- Reference to previous oral warnings and the date given;
- The date of the follow-up review (no later than 1 month from the date of the warning).

When the warning is written, a copy of the warning should be kept on file and employees should be asked to sign this copy as evidence that he/she has been issued with it. Should the employee decline to sign the copy, a notation to this effect should be made.

18.4 Offences

It is the ANIS definition to mean either of the following types of offences which automatically attract any of the appropriate penalties described in **Clause 18.4.8**

18.4.1 Minor Offences

- (i) First but minor or less serious offence, or breach of any Part of the Employee Code of Conduct or part of the terms and conditions of employment. In upholding the principles of natural justice, a verbal counselling by line manager will take place.
- (ii) A repeated offence of the same or similar nature, after three (3) counselling sessions have occurred, a written warning notice will be served by the line manager. This will be followed by a joint counselling between the line manager, the employee concerned and a Human Resource representative.
- (iii) Where no further improvement is evident after counselling and there are habitual committing of offences, the offence is now considered serious and he/she will be dealt with under Clause 18.4.2 of this Code of Conduct as the final resort

18.4.2 Serious Offence

The following are considered serious offences under ANIS code of conduct:

- (i) A record of attendance proves an employee to have not been punctual or has been habitually neglectful of his/her duties even after sessions of counselling, or
- (ii) Acts or activities of an employee which result in the ANIS image being tarnished or compensation is sought from ANIS, or
- (iv) Wilful and unlawful use of or damage to ANIS properties with or without authority but as a result of deviation from authorized purposes, or
- (v) Being wilfully neglectful of duty or under the influence of alcoholic beverages or drugs, or absent for more than 3 consecutive days without lawful reason.

18.4.3 Very Serious Offence of Criminal Nature

The following are considered very serious offences under ANIS code of conduct:

- (i) Conviction of a criminal offence, such as theft, bribery, corruption, fraud, fraudulent inducement, or misappropriation or
- (ii) Guilty of unwelcome sexual advancement or harassment for first time against peers, subordinates or employees of cross-functional areas within the ANIS with evidence of it being reported instantly to authorities in writing, or
- (iii) Wilfully or intentionally engaging in a life threatening activity or less safe behaviour or manner which results in loss of lives or properties, including a claim for or making of compensation payments, or
- (iv) A serious breach of any of the provisions in Section 36 (1) of the Employment Act, or
- (v) Wilfully or intentionally using ANIS resources for personal benefits, or
- (vii) An employee who directly or indirectly divulges any information or matter in respect of ANIS business or affairs which are sensitive in nature and the same was not previously made public by the Board or the ED/MD, which has the potential of harming the interests of ANIS.

18.4.4 Suspension

An employee may be suspended from duty where he/she is suspected of committing a serious offence and where he/she clearly needs to be removed from work while the matter is fully investigated.

Suspension from duty may be with or without pay, and will be determined by the ED/MD acting on advice from the preliminary investigation, and based on the seriousness of the allegation.

A period of the suspension will be specified in the notice of suspension, which period may be extended from time to time.

18.4.5 Responsibility for Disciplinary Action

The responsibility for disciplinary action shall be that of line management of the employee concerned.

The following principles and delegations should, however, be complied with:

- (i) Department Managers and higher have the delegations to impose a penalty specified in the provisions of this Code of Conduct.
- (ii) Warnings should normally be given by the employee's immediate supervisor. When it is likely that a penalty will be the likely outcome of a disciplinary investigation, the matter should be handled by a senior manager.
- (iii) When any Supervisor is personally involved in an offence, e.g., when he has been assaulted, then the investigation, etc., should be handled at senior management level.

18.4.6 Criminal Charges or Offences

- (i) Where an employee is suspected of a criminal offence occurring during working hours, or otherwise related to his/her employment, the matter may be referred to the police after a decision by the Human Resource Manager.

A referral to the police does not prevent disciplinary action to be taken against the employee concurrently.

- (ii) When an employee has been charged with a criminal offence and where a decision of the Court is awaited, the employee shall be suspended without pay pending receipt of the court decision. In the event that the employee is found to be not guilty, the employee will be back-paid for the period of suspension.
- (iii) When an employee is convicted (found guilty) of a criminal offence, the Manager Human Resource will action the dismissal of the employee in relation to this offence following the appropriate disciplinary process.
- (iv) The disciplinary committee so formed may confirm, reject or modify the decision under review, but shall not increase the penalty imposed. The Committee shall make a recommendation on the review to the ED/MD, whose decision on the matter shall be final.
- (v) The employee shall, in the proceedings before the committee, be entitled to be represented by a nominated representative approved by the committee.

18.4.7 Abandonment of Employment

When any employee is absent from work for three consecutive working days without reporting in, and where there is no valid explanation for the failure to so report in, the employee may be assumed to have abandoned his employment and his employment may be terminated forthwith. This termination may be done by removing the employee's name from the payroll. Where the employee makes a case to return to work, then normal disciplinary processes will be followed including appeal process with the view to confirming the termination.

18.4.8 Penalties

18.4.8.1 Very Serious Offence and/or Offence of Criminal Nature

- (i) Where an employee is convicted of a criminal offence he shall be dismissed.
- (ii) Where the offence is both criminal and civil in nature, then ANIS will refer the employee concerned for criminal charges to be laid and for civil lawsuits to be considered to appropriate authorities or interested persons. On the making of such a referral, the employee will be suspended without pay. If the offence or claim is not proven in court, the employee may be paid the salary he did not receive during the period of suspension.
- (iii) If the employee is not found guilty declared by the competent jurisdiction, he will be reinstated to his substantive position with full entitlements.
- (iv) If he is found guilty he shall be terminated and suspension period not to be back-paid and also notice period not to be paid in lieu.

18.4.8.2 Serious Offence

- (i) Final Written Warning issued for serious or repeated offences.

- (ii) Written Warning issued for less serious but significant habitual offence.

Be suspended for two weeks without pay. After the investigation and if found to be not in breach or responsible for the offence he will be back-paid for the suspension period and reinstated without any loss to the entitlements.

19.0 TERMINATION

19.1 Notice of Termination

In accordance with Employment Act 1978, Notice of Termination shall be issued to either party upon termination of the employment contract in consistent with the following;

- (i) One Day Notice shall be given to the other party if the employee has worked for less than four weeks
- (ii) One Week Notice shall be given to the other party if the employee has worked for more than four weeks and less than three months
- (iii) Two Weeks' Notice shall be given to the other party if an employee has worked for more than three months and less than one year
- (iv) Four Weeks' Notice shall be given to the other party if an employee has worked for more than one year but for contract officers only.

The Company may in its discretion either requires the Employee to work such notice period or pay the salary equivalent in respect of the notice period in lieu of such notice.

If the Employee terminates this contract, they will be required to give the Company notice of such period (above) as may be applicable by operation of relevant PNG Labour Laws or Award. The Employee will be required to work the full notice period unless the Company otherwise agrees, failing which the Employee will forfeit the salary equivalent in lieu of such notice.

The Company may also terminate this Contract immediately, with no requirement for payment in lieu of notice, in the following cases:

- (a) The Employee is in breach of Company policy and standards.
- (b) Serious misconduct as detailed in the Company's Code of Conduct, or any conduct which in the opinion of the Company has the effect of prejudicing the Employee's ability to continue to work in the relevant districts of PNG.
- (c) The Employee is convicted of a criminal or civil offence deemed to have caused, or potentially caused, damage to the Company or its Directors.

19.2 Termination Exit

On termination, employee will go through exit process. A Human Resource Officer will facilitate the exit procedure including necessary clearance and exit interview.

The clearance form will be signed off by respective departments where the employee has accessed to systems, resources, materials, services and other items. The signed off clearance form will be last signed by the Human Resource Manager and submit to payroll for processing final entitlements.

20.0 ANNEXURES / APPENDIX

A

20.1 ALL Forms

20.1.1 Personal Requisition Form

20.1.2 Exit Clearance Form

20.1.3 Exit Interview Form

20.1.4 Personal Details Form

20.1.5 ICT User Declaration Form

20.1.6 Conflict of Interest Declaration Form

20.1.7 Housing Allowance Variation Form

20.1.8 Counselling or Warning Record Form

20.1.9 Banking Detail Form

20.2.0 Salary & Wages Declaration Form

B

20.2.1 Financial Management Policy & Procedures

20.2. 2 Procurement Management Policy & Procedures

20.1.1 Personnel Requisition Form

Human Resources to complete	Job Grade:	Recommended Rate:

	Site Accommodation Required?	<input type="checkbox"/> No If yes, Location: <input type="checkbox"/> Yes

	Action by Human Resources;	
Candidate:	Result of Medical:	
Date of Letter of Offer:	Deadline for acceptance:	

20.1.2 Exit Clearance Form

EXIT CLERANCE FORM

Date of Exit:	Name of Employee:	Pay No:
Department:	Position:	Employment Start Date:

Clearance By Department

Employee Department:

1. Final Timesheet Signed Off By Manager/Supervisor (YES/NO):
2. Issued Tools & Materials Returned (YES/NO):
3. Vehicle or Machinery Keys (YES/NO):

Department Manager Signature:

Date:

OH&S Department:

1. PPE Issued returned:
2. Other outstanding incident cost:

Department Manager Signature:

Date:

Accounts/Finance Dept (Payroll):

1. Any Advance / Money owing (YES/NO):
- Total Amount:

Department Manager Signature:

Date:

Human Resource Department:

1. ID Card Returned:
2. Access Card Returned:
3. Final Timesheet submitted:

HR Manager Signature:

Date:

20.1.3 Exit Interview Form

EXIT INTERVIEW QUESTIONNAIRE

Date of Exit:
Department:

Name of Employee:
Position:

Pay No:
Employment Start Date:

As a normal HR Practice we will take you through the exit interview process and all your answers will be kept confidential by HR, your responses will assist us improve on certain areas of our operation and try to be the continuous improving organization going forward.

Questionnaire

1. How long have you worked for ANIS?
2. What was the motivation in your job for this long with the organisation?
3. Have you enjoyed staying with ANIS? If so, what have you enjoyed most with and what have you enjoyed least with?
4. Have you achieved something whilst working for ANIS? If so, what have you achieved?
4. Why did you have to exit/resign from ANIS?
5. Do you wish to return to ANIS in future? If so, why would you return to ANIS?
6. What do you think would be done by ANIS to retain you?
6. During your tenure with ANIS you have worked, involved and known about the company in terms of the work environment, organizational culture, employee work relationship and style of management. With this in mind, how would you describe ANIS in three (3) words?

Any other special mention that you want to make about the organization (ANIS) that you think we need to look into and improve on?

Thank you very much for your time and responses and wish you all the best in your future endeavours.

20.1.4 Personal Details Form

Name: _____ Employee ID: _____
Position: _____ Effective From _____
Date: _____
Change Details: Location: _____

	From	To	Reason/Comment
Manager			
Position/Title			
Classification			
Rate			
Location			
Status			
Pay Cycle			
Commencement Date			
Bank Details			

Approval:
Functional/
Department Manager: _____
Human Resource
Manager: _____
Executive Director: _____
Name Signature Date

Actioned by HR:
Advised to Payroll: _____
Name Signature Date

Payroll Use:
Master file
Updated: _____
Standard Pay
Updated: _____

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Pay Adjustment Required:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Processed By:	<hr/>
Period End Date:	<hr/>	Date Paid:	<hr/>

20.1.5 ICT User Declaration

ANIS FOUNDATION ICT POLICY AND USER AGREEMENT

All employees are required to comply with the following stipulated ICT Policies at all times for all Computers and IT system owned and operated by Anis Foundation Inc.

Policy & Procedures:

1.0 PC/LAPTOP

- 1.1 All PC and issued laptops must be installed with licensed software.
- 1.2 All open source software must be approved by ICT administrator before installed.
- 1.3 Windows Operating system must not be later than windows 7.

2.0 PRINTING

- 2.1 Any printed document must be related to organization business purpose.
- 2.2 Copies and duplicate must be minimized as much as possible.
- 2.3 Printing papers must environmentally friendly.
- 2.4 Publication for media should be shared in digital format as much as possible rather than printing.

3.0 EMAIL

- 3.1 All emails must be business related ONLY
- 3.2 Attachment on emails must be compressed as much as possible and must have maximum size of 2MB and NOT more than that.
- 3.2 Email must not be used as a medium for advertising other business products and services outside of Anis Foundation Inc.
- 3.3 No sharing of non-business related emails within the email group.

4.0 INTERNET

- 4.1 Internet download is not allowed without permission from ICT administrator.
- 4.2 Accessing of sites such as phonography, betting, dark web, social media are strictly prohibited. Anyone found in breach of this will be dealt with seriously.
- 5.0 OTHERS 5.1 No external drives, thumb drives or flash drives are allow to be inserted into organization computers.
- 5.2 Only antivirus software to be used will be Windows defender.
- 5.3 All work related files must be saved on network drives.
- 5.4 No unauthorized personal must be allowed using organizational computers.
- 5.5 Password must be minimum of 8 characters and mixture of alpha numeric characters
- 5.6 All ICT equipment must be switched off properly after use.
- 5.7 All calibration or maintenance works required on ICT equipment must first be endorsed by the ICT Administrator and then approved by an authorized relevant manager.

Declaration / Agreement:

I have fully read and understood the IT Policy of the company and I will comply with all policies whilst being in the employee of ANIS Foundation. In the event that I breach any of these policies I will be subject to serious disciplinary procedures including termination of my employment.

Name of Employee:

Signature:

Position:

Date:

Name of Witness:
Signature:
Position:
Date:

20.1.6 Conflict of Interest Declaration Form

CONFLICT OF INTEREST DECLARATION FORM

Declaration:

I,..... hereby declare that I or an associate or a family member of mine has an interest in the third party activity by way of employment or financial interest or other potential gain which may cause a conflict of interest with the ANIS business interests or activities.

ANIS Position:

Department Name:

Name of Business:

Nature of Business:

Cross out what is not applicable:

You/ Your Associate/ Your Family role in the business:

- **Director:** (YES/NO)
- **Share Holder:** (YES/NO)
- **Obtain Commission:** (YES/NO)

Other, please specify:

Employee Signature:

Date:

Witness Name (HR Rep):

Signature:

Date:

20.1.7 Housing Allowance Declaration Form

HOUSING ALLOWANCE VARIATION FORM

Personal Details of the Applicant - To be Completed by ALL Applicants

	Surname	Christian Name
FULL NAME - MR / MRS / MS		
	Postal Address For Service of Notices	
Postal Address		
	Residential Address	
Residential Address		
	Occupation	Income Tax File Number
Occupation and Income Tax File Number		

Rental Details - Complete Where Allowance is Used to Rent Accommodation

	Date First Rented	Rental Per Annum
Date Property First Rented and Rental Payable Per Annum		1.
	Name and Address of Real Estate Agent	
Name and Address of Real Estate Agent		
	Name and Address of Landlord or Owner	
Name and Address of Landlord (or Property Owner)		

Estimated Housing Expenditure - Complete Where Allowance Used to Purchase Home

	Annual Payment of Principal	Annual Payment of Interest
Details of Loan Repayments		2.
	Annual Rates and Taxes	Annual Insurance Premiums
Rates and Taxes (not Water) And Property Insurance	3.	4.
	Annual Repairs	Annual Body Corporate Fees
Repairs (not Improvements / Alterations) And Body Corporate Payments	5.	6.
	Cost of Property	Year of Purchase
Cost of Property And Year of Purchase		
	Land Component of Cost	Building Component of Cost
Apportionment of Cost between Land and Buildings		7.
	Expense:	Expense:
Other deductible Expenses – State Nature of Expense	8.	9.
	Expense:	Expense:
Other Deductible Expenses – State Nature of Expense	10.	11.

Taxpayer's Declaration - To be Completed by ALL Applicants

<p>I hereby declare that the information shown above is true and correct in every particular and that the estimates of Housing Expenditure are soundly based. I also acknowledge the necessity of lodging an Income Tax Return as a precondition for gaining a Housing Allowance Variation.</p> <p style="text-align: center;">Signed.....Date.....</p>

Employer Details - To be Completed by Your Employer

Employer's Name		
Employer's Postal Address		
	Per Fortnight	Per Annum
Amount of Allowance		
	Low Cost Housing Scheme	Group Employer Number
Is Allowance Paid Under Low Cost Housing Scheme and Group Employer Number	YES / NO	

For Office Use Only

- To be Completed by Internal Revenue Commission

Annual Allowance	12.....
Less: Housing Expenditure	
Rent	1.....
Interest	2.....
Rates and Taxes	3.....
Insurance	4.....
Repairs	5.....
Body Corporate	6.....
Depreciation (Cost x 3%)	7.....
Other Expenses	8 - 11
Annual Housing Allowance	_____
Net Housing Allowance :-	26
Fortnightly Net Housing Allowance	_____

Notes For Guidance

Who Should Use This Form

Persons who should use this form are employees, not in any approved low cost housing scheme, who nevertheless received a housing allowance from their employer, and who use that allowance to either rent the housing which they reside or to purchase the housing in which they reside.

Who Need Not Use This Form

1. Persons whose accommodation is provided to them free of charge or at subsidised rates or whose accommodation is rented for them by their employer. Such employees will be taxed on the prescribed value of their housing, less the amount of any rent paid to their employer. Tax on the prescribed value will fully discharge their tax liability in relation to housing your employer will deduct the tax payable.
2. Citizens in an approved (by Internal Revenue Commission) low cost housing scheme (because payments under such a scheme are exempt from

When Must This Form Be Lodged

This form should be lodged annually, ie, a variation only covers the period to the next December 31, and should (ideally) be lodged prior to the commencement of the financial year during which the variation is intended to apply or prior to the first payment of housing allowance if first is to occur after any December 31. Your employer must deduct tax from your housing allowance unless and until approval has been given by the Internal Revenue Commission not to. Hence it is important to renew the form each year.

To Housing Allowance Recipients

Section 65E (1) (g) of the Income Tax Act provides that the amount of any “housing allowance” paid which exceeds “housing expenditure” is subject to salary or wages tax. To enable your employer to determine the amount of salary or wage tax they are obliged to deduct from your housing allowance, it is necessary to fill this form out in duplicate, with one copy being kept by the employer and the other copy being sent to the Internal Revenue Commission to assess the level of deductible “housing expenditure” and the revised amount of salary or wages tax payable on your housing allowance. To the extent that “housing expenditure” exceeds the “housing allowance” no tax will be paid on the allowance. However, excess expenditure is not available to be carried forward and applied against next year’s housing allowance, nor is it deductible against any other income except the housing allowance. Those whose “housing expenditure” does not exceed “housing allowance” will still pay some tax, but a reduced amount.

“Housing Expenditure”

“Housing Expenditure” is defined in Section 4 of the Income Tax Act. Basically, it is an expenditure (but also including depreciation) incurred by an employee in receipt of a housing allowance, which is associated with housing which is their sole or principal residence, and which would be deductible under the Act if the allowance received had been rent in respect of any income producing property. The things which would normally be deductible are those things which are specified on the other side of this form. Those things which are not deductible would include the following expenses stipulated in Regulation 5G:

1. Electricity
2. Water rates, including excess water rates
3. Payments for domestic servants, ie, hausmeris, gardeners, security staff etc
4. Travelling expenses to and from property
5. Telephone, fax, or telefax expenses
6. Entertainment expenses

Other expenses which are not deductible are capital expenses and these include:

7. Repayment of loan principal (note: only those in a low cost housing scheme can claim these expenses against their housing allowance.)
8. The cost of any alterations or additions to the property, ie, capital improvements (repairs are allowable, however).

Depreciation

Depreciation is specifically included as being “housing expenditure”. However, the depreciation allowable is restricted to depreciation on the house itself and fittings; it does not include depreciation on such things as furniture, stoves, refrigerators etc which make up a normal household. As depreciation is not allowable in respect of land, where the property purchased consisted of land with an existing home upon it, it will be necessary to apportion the cost price between the land and the building components. Where separate values have not been specific in the contract of sale a realistic assessment of the two components will need to be made. Bearing in mind that this form can only be provided an estimate of “housing expenditure” for the coming year, this office proposes to calculate depreciation on a prime cost basis at the standard rate of 3% per annum. When you lodge your income tax return you can use the diminishing value method if you ???

Other Deductible Expenses

It is impossible to anticipate all expenses which might be deductible as “housing expenditure”. If you think you have other expenses which are deductible but have not specifically been mentioned on this form, there is a space to claim them on this form. Where any “other deductible expenditure” is claimed you should show the nature of the expenses adjacent to the word “expenses”. If the expenditure is not “housing expenditure”, as defined, you will be advised accordingly.

Lodgement of Income Tax Return

Any person lodging this form to have the amount of tax payable in respect of their housing allowance varied must also lodge an income tax return. This return, to be lodge by February 18 next following the close of the relevant financial year, must disclose your income from all sources (whether in PNG or overseas) and must show your housing expenditure (in addition to any other deductions you may have.) Failure to lodge this return will lead to legal action to obtain lodgement and will mean you are not eligible to apply for a variation of your housing allowance tax in the next year; these variation only apply for one year and must be renewed.

Where to Send This Form

This form (in duplicate) can be posted or delivered to the following address:
The Taxation Enquiry Officer
Internal Revenue Commission
PO Box 777, PORT MORESBY
Phone: 322 6508

20.1.8 Counselling or Warning Record Form

PART 1 – EMPLOYEE DETAILS

First Name: _____

Surname: _____

Phone Number/s: _____ Date: _____

Position: _____ Location: _____

Counselling Record: ☐ or Written Warning Record ☐

PART 2 – COUNSELLING / WARNING RECORD

Name of supervisor giving the counselling or warning: _____

Counselling and/or warnings will be used where an employee's performance or conduct is unsatisfactory or fails to comply with Company policies or procedures. The intention is to discuss the identified areas where the employees' conduct or performance is unsatisfactory and agree on action to be taken by the employee to address these problems. It should involve an open, two way discussions between the employee and their supervisor and the employee should be given opportunity to respond to issues raised by the supervisor.

Provide specific details of the reason for this counselling session or formal warning:

A continuation of this behaviour is not acceptable, and if continued will lead to your dismissal.

Agreed actions for improvement:

PART 3 – EMPLOYEE COMMENTS

Employee's comments regarding the reasons for this counselling or warning, or other related issues:

--

PART 4 – ACKNOWLEDGE

Supervisor

I verify that the reasons for this counselling session or warning were fully explained to the employee, and possible further actions or consequences have been clearly explained.

Supervisor's Signature: _____ Date: _____

Employee

I understand the counselling or warning I have been given and understand the possible further action.

Employee's Signature: _____ Date: _____

Witness (if applicable)

Witnesses Signature: _____ Date: _____

PART 5 – OFFICE USE ONLY

Date Received in LAE Office: _____

Reviewed by Dept Manager, (National Employees Only): _____

Reviewed by Executive Director, (Senior Staff Only): _____

Signature: _____ Date: ____/____/____

Comments:

--

Date copy supplied to employee: _____ Date copy filed: _____

PART 3 – EMPLOYEE COMMENTS

Employee's comments regarding the reasons for this counselling or warning, or other related issues:

PART 4 – ACKNOWLEDGE

Supervisor

I verify that the reasons for this counselling session or warning were fully explained to the employee, and possible further actions or consequences have been clearly explained.

Supervisor's Signature: _____ Date: _____

Employee

I understand the counselling or warning I have been given and understand the possible further action.

Employee's Signature: _____ Date: _____

Witness (if applicable)

Witnesses Signature: _____ Date: _____

PART 5 – OFFICE USE ONLY

Date Received in LAE Office: _____

Reviewed by Dept Manager: _____

Reviewed by HR Manager: _____

Reviewed by ED/MD (Snr staff only): _____

Signature: _____ Date: ____/____/____

Comments:

Date copy supplied to employee: _____ Date copy filed: _____

20.1.9 Banking Detail Form

EMPLOYEE BANKING INFORMATION

PAY PERIOD ENDING DATE : _____

EMPLOYEE DETAILS

Business Unit _____ Employee No _____
First Name _____ Surname _____

PRIMARY BANK ACCOUNT (This account is to be used for net pay)

Bank Name _____ Branch _____
Account Number _____ Account Name _____

ADDITIONAL BANK ACCOUNTS

BANK	BRANCH	ACCOUNT NO.	ACCOUNT NAME	AMOUNT	REMARKS

Employee Signature _____ Date _____ HR Approval _____
Action By _____ Date Actioned _____ PPE Date _____

20.2.0 Salary & Wages Declaration Form



SALARY OR WAGES DECLARATION

NOTICE TO EMPLOYEE

- (1) EVERY EMPLOYEE MUST COMPLETE AND FURNISH THIS FORM TO THEIR MAIN EMPLOYER IN DUPLICATE.
- (2) WITH YOUR MAIN EMPLOYER, YOU CANNOT HAVE MORE THAN ONE SALARY OR WAGES TAX DECLARATION BEING USED ANYWHERE AT THE SAME TIME.
- (3) EVERY TIME ANY EVENT HAPPENS WHICH CHANGES THE AMOUNT OF TAX YOU SHOULD PAY YOU MUST FILL OUT A NEW SALARY OR WAGES DECLARATION FORM WITHIN 14 DAYS AND GIVE THIS TO YOUR EMPLOYER. SUCH MATTERS INCLUDE A CHANGE IN THE NUMBER OF DEPENDENTS EG. THE BIRTH OR DEATH OF A CHILD OR A CHANGE IN A BENEFIT OR ALLOWANCE RECEIVED.

NAME	MR/MRS/MISS	SURNAME (BLOCK LETTERS)	GIVEN NAMES (IN FULL)
ARE YOU A NON-RESIDENT OF PAPUA NEW GUINEA		YES / NO	SEE EXPLANATION OVER PAGE
Type of work you do			
Name of your Employer			
Business address of your Employer			
Is this a full time or part time job?			
Do you work for another Employer?	YES / NO		
Residential Address			

Note: A claim cannot be made in respect of any dependent if that dependent is partly or wholly from subsistence farming. If more than one member of the family helps maintain a dependent refer to notes on the back.

CLASS OF DEPENDENT	NAME OF DEPENDENT	DATE OF BIRTH	IS DEPENDENT WHOLLY MAINTAINED BY YOU AT PRESENT?
SPOUSE			
CHILDREN Under 16 Years			
STUDENT CHILDREN 16 - 25 Years			

Read notes on the back of this form to see if you are entitled to claim for any other dependent. If you are, fill in the details in the block below.

CLASS OF DEPENDENT	FULLNAME OF DEPENDENT	AGE	RESIDENTIAL ADDRESS	IS DEPENDENT WHOLLY MAINTAINED BY YOU AT PRESENT
*				
*				
*				
*				
*				

Are you in receipt of any of the following Allowance/Benefits? If so Tick Appropriate Box

Housing				Motor Vehicle		Housing Allowance	Entertainment	Meals	Telephone
High	Medium	Low Cost	Barrack	With Fuel	Without Fuel				

DECLARATION

I DECLARE THAT

- a) All the information set out above is true and correct in every particular
- b) I have not lodged a SALARY OR WAGES TAX DECLARATION with any other employer that is being used at the same time as this declaration.
- c) That I am in receipt of the benefits/allowances marked above and that these benefits/allowances will apply for the stated purpose.

GROUP NUMBER

SIGNATURE OF EMPLOYEE: DATE:

GP:

SIGNATURE OF EMPLOYER: DATE:

NOTES FOR GUIDANCE

DEPENDANT

A claim may be made for the following classes of dependants – SPOUSE (WIFE OR HUSBAND), CHILDREN UNDER 16 YEARS OF AGE, STUDENT CHILDREN 16 TO 25 years of age. INVALID

RELATIVES permanently incapacitated from work and PARENT of yourself and your wife.

Your dependants are taken into account in working out how much tax will be taken out of your salary or wages. However, they can only be used if they satisfy the following conditions:

- (1) A claim may not be made for a dependant who receives a separate net income or more than K1040 per year or more than K40 per fortnight.
- (2) A claim may not be made for a dependant who is not wholly maintained by you, or who also receives support from other members of the family or other sources.
- (3) In addition, the following specific conditions apply:

STUDENT CHILDREN - must be no older than 25 and must be receiving full time education at a school, college or university.

* **INVALID RELATIVES**- must be your child, brother or sister. A certificate from a Government Medical Officer must be attached to this declaration, stating that the Invalid relative is permanently incapacitated for work.

NOTE: The certificate must be attached before claiming the invalid relative a dependant.

* **PARENTS** - must be resident in Papua New Guinea and must not be maintained partly or wholly from subsistence farming or receive support from other members of the family.

NOTE: A claim for the dependants marked with the asterisk (*) may only be allowed if the employee produces a letter from the Internal Revenue Commission authorising the employer to allow that claim.

Non-resident of Papua New Guinea means a person who arrives in Papua New Guinea with the intention of staying for less than 183 days during a twelve-month period. If you require further information you may contact the Internal Revenue Commission on telephone number 322 6600.

Allowances. The income Tax Act has been recently amended to provide for the inclusion into the calculation of employee's salary or wages, the value of certain benefits paid to them, or on their behalf, by their employers. These adjustments are imposed whether such benefits come to the employee directly or indirectly.

ACCOMMODATION

TYPE OF HOUSING	AREA 1	AREA 2	AREA 3
HIGH COST House or flat	225	156	NIL
MEDIUM COST House or flat	131	100	NIL
LOW COST House or flat	55	50	NIL
MESS OR BARRACK STYLE BASIC ACC	45	40	NIL
GOVERNMENT MESS OR BARRACKS	5	5	NIL
CITIZEN EMPLOYEES IN RECEIPT OF HOUSING ALLOWANCE	NIL	NIL	NIL

1. Employees provided with accommodation outside of Papua New Guinea by their employer are automatically deemed to reside in AREA 1. They are subject to the inclusion of the taxable benefit for private high cost housing.
2. Low cost housing is any unit of accommodation which would fetch K95,000 or less if sold on the open market, and in any other case for which the market rental is K300 per week or less.
3. Medium cost housing is any unit of accommodation which would fetch between K95,000 and K220,000 if sold on the open market, and in any other case for which the market rental is between K 300 per week and K 950 per week.
4. High Cost housing is any unit of accommodation which would fetch more than K 220,000 if sold on the open market and in any other case for which the market rental is more than K950 per week.
5. The areas mentioned refer to the area located in or within a 15 Kilometre radius of the boundaries of any of the following towns.
AREA 1: Goroka, Lae, Madang, Mount Hagen, Port Moresby.
AREA 2: Alotau, Bulolo, Bwagaoia, Daru, Kainantu, Kavieng, Kerema, Kimbe, Kiunga, Kundiawa, Lorengau, Mendi, Popondetta, Porgera, Rabaul, Tabubil, Wabag, Wau and Wewak.
AREA 3: Is any place within Papua New Guinea not included in Areas 1 and 2.

HOUSING ALLOWANCE PAID IN LIEU OF ACCOMMODATION

The full amount of any housing allowance paid to any employee is to be included in the calculation of the Salary and Wage of the employee and taxed accordingly. Exemption (Variation). Citizen employees where the allowance is solely for the provision of accommodation are taxed on the excess of the housing expenditure. It is expected that the allowance could also be used for the purchase of the first home and in approved low cost housing schemes. The employee is to submit a form to the Commissioner General stating the expected housing expenditure for the year and the Commissioner will make a determination as to the amount of the allowance is to be included in the employees salary or wage. The necessity to request a variation is not required where the allowance is applied under a low cost housing scheme.

MOTOR VEHICLE

Where the vehicle is provided by the employer and the employee has unrestricted use of the vehicle the following amount is to be included:

- a. Motor Vehicle supplied with fuel K125 per fortnight
- b. Motor Vehicle supplier without fuel K 95 per fortnight

Where the employee has restricted use of a vehicle supplied by the employer, such value as determined by the Commissioner General, shall be included in the Salary or Wages of the employee. If no determination is made then the values shown above apply.

MEALS

Where the employee is provided with "messing" type meals the sum of K 30 is added to the employee salary or wages. In all other cases where meals are provided the actual cost of the employer is included in the employees salary or wage and taxed accordingly.

DIRECTION TO EMPLOYERS

After receipt of this form duly completed in duplicate and signed by any employee the employer is to deduct from the employee's Salary or wages the tax deductions appropriate to his or her income (including or allowance and benefits) and dependants.

An employee who has furnished a declaration must complete a new declaration if the employee's entitlements to rebates on account of dependants (if any) has changed since the previous declaration was furnished or, where he is supplied with any benefits or allowances.

- An Employer
- shall not allow a rebate in respect of a dependant not claimed in a salary or wages declaration.
 - shall cease to give effect to a declaration
 - (a) where the employee who furnished the declaration so request; or
 - (b) after the last day prior to 1 January next following the date on which the declaration was furnished or such date as determined by the Commissioner General of Internal Revenue
 - send the original of this form to the Internal Revenue Commission with the next monthly remittance.
 - in special circumstances may apply in writing to the Commissioner General, to waive the requirement (set out in (b) above) for the lodgement of a declaration.
 - retain the copy for inspection purpose.

20.2.1 Financial Management Policy & Procedures



ANIS FOUNDATION INCORPORATED

PORT MORESBY

Head Office Location: Section 52, Allotment 18, Varahe Rd, Gordons

Address: P.O. Box 6626, BOROKO, N.C.D

Mobile: +675 72452669 | +675 76238875

Email: anishq10pom@gmail.com

Website: www.anisfoundation.org

LAE

Regional Office Location: Opposite Boinamo Gravel, Independence Drive, Kamkumung, Lae, Morobe Province

Address: P.O. Box 3729, LAE-411, Morobe Province

Mobile: +675 77527661 | +675 71612558

Email: anis10lae@gmail.com

FINANCIAL MANAGEMENT POLICY AND PROCEDURES

Sil Poi, CPA PNG, Founding Director Anis Foundation Inc

Table of Contents

1.	GENERAL PURPOSE	3
2.	FINANCIAL RESPONSIBILITIES	3
3.	ACCOUNTING METHODS & STANDARDS	3
4.	REVENUE RECOGNITION	4
5.	EXPENSE RECOGNITION	4
6.	ACCOUNT RECORDS, IDENTIFICATION, AND SOURCE DOCUMENTS	4
7.	RECORDS AND INFORMATION MANAGEMENT	5
8.	FINANCIAL REPORTS	6
9.	CASH MANAGEMENT POLICY	6
10.	BUDGET ADMINISTRATION	7
11.	PURCHASE OF GOODS AND SERVICES	8
12.	ALLOWABLE COSTS	8
13.	CAPITAL ASSETS	9
14.	AUDIT	11
15.	PETTY CASH	12

1. GENERAL PURPOSE

The purpose of the Anis Foundation Inc (AFI) Financial Management and Internal Controls Policy is to establish guideline for control of the administration and implementation of the fund in accordance with the goals and objectives; to properly safeguard the assets of AFI to make sound financial decisions, and have the ability to provide accurate financial report to client, donors, partners and stakeholder. AFI is an NGO administering donor funded or members funded programs and therefore required to account for and present their basic financial statements according to generally accepted accounting Principles (GAAP) standards set by the Governmental Accounting Standards Board (GASB)

This Policy governs the financial management system of AFI and complies with all provisions of accounting standards.

2. FINANCIAL RESPONSIBILITIES

This policy and any later changes shall be submitted to the Board of Anis Foundation Inc Board for approval. The Board is responsible for ensuring that any policy to be adopted is appropriate for the organization.

The Council/Board appoints and delegate financial and budget authority to the Executive Director and the Financial Manager. The Financial Manager oversees the daytoday financial management activities of the fund, ensuring the accuracy of the accounting records, internal controls are in place and adhered to, financial reports are prepared and communicated to the Executive Director timely.

The Accountant or the Finance Manager, is responsible for the preparation and maintenance of the accounting software's chart of accounts, maintenance of the general ledger, reconciliation of subsidiary system accounts such as cash management, accounts payable, account receivable, job costing, payroll, journal entries, and responsibility of preparing required reports for compliance with the Internal Revenue Service (IRC), State and Fund reporting requirements.

4 3. ACCOUNTING METHODS & STANDARDS

Accounting methods employed by the AFI shall at a minimum, satisfy such requirements as may be prescribed by Internationally Accepted Accounting Standards and enforced by the Accounting Standards board of PNG, regulations or guideline. Additional accounting methods shall be employed to satisfy applicable government accounting standards promulgated by such competent authoritative sources as the Government Accounting Standards Board (GASB) and Financial Accounting Standard Board)FASB, where applicable.

5 4. REVENUE RECOGNITION

Revenue shall be recognized in the accounting period in which they are earned and measureable. The AFI major revenue categories are:

- **Government Grant:** PNG Government or state. And Local: these revenue types are recognized in accordance with the legal and contractual requirements of the specific programs. Grant revenue are recognized based on expenditure recorded.
- **Donor Funded:** Revenue are recognised when earned, based on monthly billing to donor as mutually agreed.
- **Other Income:** Revenue are recognised as earned
- **Donations & Members Contributions:** Revenue from donation and contributions income
- **Fees and Registrations:** Revenue from trainings is recognized when earned
- **Income from Farming Initiative:** Revenue from sale of access produce from farmers extension services

6 5. EXPENSE RECOGNITION

Expenses are generally recognized in the accounting period in which they are incurred, when measurable. Exceptions to this general rule include:

- **Prepaid Expenses:** Expenses are recognized as they are used or consumed.
- **Capital Assets:** Assets are recorded at historical costs expensed through depreciation over the useful life of the assets.

7 6. ACCOUNT RECORDS, IDENTIFICATION, AND SOURCE DOCUMENTS

In the administration of AFI as an NGO, Accounting software's such as MYOB or Quick Books or any other financial management system must be set up so that it can maintain adequate accounting records that are supported by source documents which are the basis for the accounting transactions that are entered into the software's, For Examples include cheque copies, invoices copies and receipts, timesheets, etc

The system must maintain records which adequately identify the source and application of funds provided. For example:

- a. **Donor Funded Funds:** All Donor Funded Projects received and expended by the AFI must be properly identified and accounted for and

must include, set up of separate project chart of accounts, reporting periods, records keeping, reporting, all accordingly to terms and conditions of the agreement

- b. **All Other Funds:** All Other funds received and expended must be properly identified and accounted for and must include, as applicable, the title and name of the funding, the funding period, years and the reason of funding.

AFI Accounts must maintain source documents that adequately support the funding award, authorizations, obligation, unobligated balance, assets expenditures, income and interest.

8 7. RECORDS AND INFORMATION MANAGEMENT

The AFI shall apply uniform rules for the records (including financial) and information which meet legal standards and best practices for effective records and information management for existing records and yet to be created records, and shall apply to all employees and contractors who generate information. AFI Accounts shall ensure:

- Control of all the information, regardless of media form;
- Records are retained in accordance with program requirements;
- Records are maintained and stored in a manner that is secure and accessible through the retention period;
- Appropriate safeguards are in place against illegal access, removal, loss, or destruction of the records and information;
- Disposal of records and information is performed in accordance with an approved records retention schedule.

In addition to the general records and information retention policy, the accounts of AFI shall also comply with program requirements on records management in accordance with generally accepted accounting practice.

- Records must be retained for 3 years from the end of the program period which the expenditures occurred.
- If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-years period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-years period, which is later.

- After the 3 year period is lapsed then the records must be kept in an archives

9 8. FINANCIAL REPORTS

The Accounts of AFI must be able to produce accurate, current, and complete disclosure of the financial results of each of the financially assisted activities made in accordance with the financial reporting requirement of donor. The AFI management shall use the financial reports as tools to manage, control, ensure compliance, monitor, and inform AFI's board on its financial activities.

- a. **Reports to Donor and partners:** The AFI Accounts shall complete and submit all reports to the board, partners and donors in accordance with, and in the format and timelines require by the donor or partner agency. The Executive Officer or Finance Director shall oversee all administrative and financial reports before its due dates, and presented to its board for approval prior to publishing for donors and partnering agencies within the deadline timeline.
- b. **Management and Council/Board reports:** The Accounts shall prepare and make available to management and the Council/Board on a monthly basis, financial reports to include:
 - Statement of Net Position.
 - Statement of Revenue, Expenses, and Changes in Net Position □ Statement of Cash Flow.
 - Budget to actual reports detailing significant variances of sources and uses of funds as a management tool.

10 9. CASH MANAGEMENT POLICY

Anis Foundation Inc recognizes the importance of cash management to ensure there are sufficient funds to pay for the expenses of operating. The Finance Director shall be responsible for monitoring the daily cash flow and balances of all cash funds, including investments. On a monthly basis, the Finance Director shall provide a report that shows the cash position from all sources that are accounted for in the cash accounts and investment accounts, along with bank and investment statement. The cash and investment funds can be from variety of sources or programs, from unused donations, and program income.

The Finance Director shall be responsible for providing monthly reports to the Executive Director, to include:

- Book cash and investment position reports;

- Cash flow projections for the following month;
- Statements from the depository that show the activities of the accounts, such as amounts deposited and withdrawn revenue, fees, and gains or losses on investment.

If at any time, the Finance Director finds the in a potential cash deficiency situation, the Council/Board and Executive Director Must be notified immediately.

Any cost allocable to a particular program may not be charged to other programs to overcome fund deficiencies. The Finance director shall not divert funds between programs and/or activities when managing more than one donor funded program.

11 10. BUDGET ADMINISTRATION

a. Budget Responsibility and Adoption:

Annual Budget or Program Budget represents a financial plan for management to carry out the objectives of the funds. The Executive Director, Finance Manager and managers are responsible for preparing the annual or program budget, and are responsible for presenting the budget to the Council/Board for final approval. Total projected revenue or sources and uses of funds are identified and included in the budget, allowing for inclusion of all funding sources and all funding outlays during the budget period. In addition to grant revenue, other sources of funds, such as debts are included in the annual budget to accurately portray total resources used to fund operating and capital plans in the fiscal year, and expenditure budgets for funding are in compliance with the funding agreement. The Council/Board approves the budget and those approved activities are the ones ready for implementation.

b. Budget Preparation Timing:

The budget process should begin early in the fiscal year to allow the Executive Director, the Financial Director, and the department managers to engaged in the process and present the budget plan to the Council/Board for approval.

Once the budget has been approved, the Finance Director shall input the approved budget in the accounting system for the new fiscal program year.

c. Budget Management and Report:

Program managers shall be responsible for managing transactions that are charged against their department budgets, and are accountable for ensuring their department revenues and expenses posted against their department budget are accurate, and are responsible for providing jurisdictions on budget variables.

The budget for specific funding awards provides a spending plan against which fiscal and program performance can be measured. Therefore, the AFI accounting system must be set up in a manner that allows producing financial reports that compare expenditures with budget amounts in compliance with AFI requirements and funding agreement.

12 11. PURCHASE OF GOODS AND SERVICES

The AFI purchase shall be governed by its Council/Board approved procurement policy, which establishes guidelines to ensure reasonable buying practices and competition, quality and integrity.

13 12. ALLOWABLE COSTS

As the recipient of funding, the basis of its allowable cost principles shall expand funds only for activities that are expressly approved in the funding agreement. No moneys shall be expected for activities that are unallowable or that are included as a cost of any other funded program in either the current or a prior year. Any other credits or debts related to any other programs are not to be included in any program funded. The total cost of a program funded is the sum of the allowable direct and allocable indirect cost, less any applicable credits.

In the determining the allowable costs for any funding, AFI must apply the following criteria to costs:

- Be necessary, reasonable, and allocable;
- Conform to any limitations or exclusions;
- Be consistent with policies and procedures;
- Generally be treated in accordance with generally accepted accounting principles (GAAP);

AFI must adequately document cost to include, compliance with statutory and national policy requirements and be able to prepare reports that measures performance.

The AFI shall have written procedures for determining the allowability of costs that comply with the terms and conditions of any given contract.

14 13. CAPITAL ASSETS

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP.

Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (Not ordinary repairs and maintenance).

AFI shall comply with its capital assets policy and procedures that provides guidance for employees to manage and safeguard the capital assets including active management of assets with processes in place for tracking additions through purchases and donation, dispositions, and depreciation.

- Donation assets shall be recorded at their fair market value (FMV) at the time of donation. Depreciation of donated assets is prohibited from charging the value of the donated item or costs associated with the donated asset.
- Depreciation of assets is allowable using the straight-line method. Any other depreciable method to be used shall come after approval by CEO.

a) CAPITALISATION PROCEDURES

- I. Physical assets, such as property and equipment, are in integral part of the operation and shall be safeguard in much the same manner as cash assets.
- II. All Organization's property and equipment shall be stored in a secure place.
- III. The Accounts shall keep a separate Ledger for the properties in the book of accounts of the Department
- IV. Detailed records of individual capital assets shall be kept and periodically (atleast annually) balanced with the general ledger accounts.

- V. All property and equipment owned shall be divided into two categories: Expendable items or Non-expendable items, defined as follows:
- i. Expendable items are purchased or donated items having a useful life of less than twelve (12) months and costing less than K5, 000.00, and can be expended.
 - ii. Non-expendable items are purchased or donated items having a useful life of more than twelve (12) months and costing more than K5,000.00.
- VI. The Finance Director or his/her designee for budgeting and financial control purposes shall capitalize non-expendable items.
- Detailed records of individual capital assets shall be kept and periodically (atleast annually) balanced with the general ledger accounts. Adjustments for depreciation should be made as necessary.
- VII. AFI shall maintain a physical inventory of all equipment and property at least annually, which shall be reconciled to the general ledger accounts.

15 14. AUDIT

AFI shall have a financial audit completed annually by a certified, external, independent accounting firm, unless it is required by constitution or statute, to undergo audits biennially. The Finance Director shall have direct responsibility in overseeing the implementation of the audit. The selection of an auditor shall be competitively procured using the Request for Proposal (RFP) method with the objective of obtaining a high quality audit, and the selected audit firm must provide a peer review report as part of the selection process.

The Executive Director and the Finance Director shall make available the completed audit report to the Council/Board. The auditors shall present the audit to the Council/Board for the Council/Board to approve and accept. The audit shall meet the Generally Accepted Auditing Standards (GAAS) and comply with the audit requirements of any funding agreement.

If a funding period extends to more than a year, the donor within the agreement shall decides how many audits to be covered whether audit will be for more than a year or more. Or a single audit at the end of the completion period. Regardless of the changes in number of audits, the auditor shall

- I. comply with requirements of GAAS, and
- II. comply with requirements of the program.

- a. **Audit Findings and follow-up:** AFI shall submit the audit to the board with the Annual

Performance Report (“APR”). The board shall develop a plan to correct all deficiencies (if any) noted in the audit and shall implement sufficient and appropriate corrective actions in order to preclude repeat findings in subsequent audits. The management shall be required to describe in the audit document, reasons for reoccurrence of the finding, planned corrective action, and any partial corrective action taken.

- b. **Report Submission:** The audit shall be submitted to the Board within thirty (30) days after receipt of the auditor’s report, or nine (9) months after the end of the audit period, whichever is earlier.

15. PETTY CASH

The Accounts of AFI is authorized to maintain a petty cash fund of K2, 000.00. The purpose of the fund is to have a small amount of cash available for paying small amounts owed, rather than writing a cheque. The petty cash shall be in the safekeeping of the designated custodian who shall keep track of payouts from the fund with receipts. At all times, the amount of cash on hand and the receipts shall total the amount of authorized petty cash. When the cash in the petty cash fund is low, the custodian shall request a check to replenish the cash that has been paid out. The fund shall be subject to surprise audits.

20.2.2 Procurement Management Policy & Procedures



ANIS FOUNDATION INCORPORATED

PORT MORESBY

Head Office Location: Section 52, Allotment 18, Varahe Rd, Gordons

Address: P.O. Box 6626, BOROKO, N.C.D

Mobile: +675 72452669 | +675 76238875

Email: anishq10pom@gmail.com

Website: www.anisfoundation.org

LAE

Regional Office Location: Opposite Boinamo Gravel, Independence Drive, Kamkumung, Lae, Morobe Province

Address: P.O. Box 3729, LAE-411, Morobe Province

Mobile: +675 77527661 | +675 71612558

Email: anis10lae@gmail.com

Procurement Management Policy

Procurement Management Process

This is a policy guidelines adopted by Anis Foundation Inc that contains techniques, structured methods, and means used to streamline Anis Foundations Inc (AFI) organization's procurement process with the purpose to achieve cost saving, time reduction and to build win-win supplier relationships.

It is a step by step process built to guide procurement so that AFI as an NGO can achieve the best results in terms of:

- cost management
- Quality output
- And timely delivery of works and services
-

In this policy we outline the process in which all procurement is done. It covers:

- Procurement of Materials for projects
- Procurement for Materials and supplies for office use
- Procurement for suppliers of services for subcontracts and short term hires

1.0 The Ordering System

The right ordering system will ensure we maintain good relationships with suppliers, keep steady cash flow and assists with inventory control. Therefore in AFI the process MUST start with the purchasing manager, supervisors or line managers. They requests for purchase of goods and services by filing the purchase requisition forms.

2.0 The Purchase Requisitions

The Manager or supervisor in any requesting department must identify the need for service so he or she fills out the purchase requisition forms. The purchase requisition forms are then sent to Purchasing Department or in the absence is the Finance or administration department to source more than one quotations. Prior to obtaining quotations, discounts must be sought to reduced costs. And the way to do it is to get quotation from one supplier or service provider first and use that to ask another supplier to bit the prices and then finally ask the 3rd supplier to provide quote

for the same item. During this process AFI also asked suppliers for the lead time in delivering the material or service. Quality of the materials and brand names are also enquired at this stage.

3.0 3 Quote Comparisons

In AFI we make in compulsory for 3 separate quotations for the same listed items are collected so that AFI accounts or purchasing department makes comparisons and then recommend to purchase the item or order the service based on quality and costs. Lead time is also enquired to make sure time is saved in procurement and supply to any given project site. At this stage the managing director or in his absence the Finance Manager or in their absence the Project Manager makes the decision as the last person to choose which supplier to purchase from. After their signature on the quotations, attached to the Purchase requisitions AFI Purchasing proceed to place orders through purchase order requisitions or raising payments through cash or cheque payments based on the supplier preference. AFI must do direct deposit for all nonaccount payments.

4.0 Supplier Selection

Supplier selection is based on quality, prices of items or services required as well as lead time. In business today time and convenience is also an important factor in selections. Business wants to buy from shops closer than shops that are located out of town. AFI also consider buying for convenience given the fact that 3 quote Is obtained with approval is sought. Below is the listed guideline to supplier selection:

- 4.1 After the 3 quotes requirements are obtained selection must be done from the supplier with the lowest price, best quality and can supply quick. These rule is applicable to items costing more than K3000.00.
- 4.2 After the 3 quotes requirements are obtained selection must be done from the supplier with the 1st or 2nd lowest or can supply on hand at the time of purchased. These rule is applicable to items costing **less** than K3000.00
- 4.3 Suppliers that are monopoly or only 2 available for the same item AFI consider rule 2 for supplier selection

5.0 Raising of Purchase orders

Purchase orders are raised only for suppliers who established credit account with AFI. There are some suppliers who also accept our purchase orders without credit account but with a guarantee of payment. Purchase Order is a quarantee to pay and its legally binding so Purchase order book is well maintained and kept within the accounts. Is only issued to purchasing department or operations department but approval is only given by managing director. What should accompany the Purchase order at this stage is 3 quotations obtained from supplier with the signed indication for selected supplier attached to the purchase requisitions.

Once the purchase order is signed logistics and procurement department proceed to deliver the Purchase Order with supplier to obtain the items or services needed.

6.0 Price Changes

A Price change is what business mostly expects from suppliers or service providers to maintain business relationship. Prices that are quoted are not the final prices until sales are done and

invoice is processed. For that reason AFI also embark on price changes with suppliers during the period of obtaining quotation to actual purchasing. During this period if the price is changed to the benefit of AFI proceed to purchase the item and save the costs to AFI. If the prices increased against the original quotation, AFI must cancel the purchase order and repeat the process of obtaining 3 quotes again.

7.0 Unit Costs Comparison

The more something costs, the more attention you should pay to it simply because the more money you have tied up in any kind of product, the more it can affect your bottom line profit. After 3 Quotes are collected it is a policy requirement that unit costs of each item and compared and analyzed. AFI must pay for item with the lowest unit Cost comparatively. A further quotes must be obtained on selected items that costs less compared to other suppliers. Some suppliers might have costs for some item more than others while another might have low costs for item which is of higher costs to another supplier again. For that reason a unit costs comparison must be done prior to finalizing the prices and items to buy from each supplier.

16 8.0 Extended Costs

Even if something doesn't cost very much because you're buying in high volume to get a discount, if it takes you a long time to sell or use, that's money you've got tied up a while. Therefore what AFI buy must have higher priority despite the low unit cost. For that reason at AFI it is a policy requirement that we buy what we only need to use and not to keep.

17 9.0 Lead Time

Some items will take longer to get to you after you place the order. If you have a low-cost item with a long lead time that means spending more time and attention checking on its delivery status until it's received. That's why at AFI we check delivery schedules to meet our selection criteria when choosing vendors.

18 10.0 Freight and Shipment Rejections

If there's a high likelihood you'll have to reject an item because of issues with quality or technical problems, place it at a higher priority so it doesn't have a chance of slipping through the cracks. Given the fact that PNG roads are not the same all the time, we consider conditions of the road blend that into our procurement planning of when and what to buy.

11.0 Cash Purchases

Cash purchases are a risky business and we do not promote in AFI. Society and businesses are now going into a cashless society but in a smaller economy like Papua New Guinea most of the business accepts cash then cheque or purchase orders. For that reason AFI use cash to purchase items for not more than K2000.00. There are payments in local communities that only cash is acceptable and we allow a minimum carriage of K5000.00 only at any given point in time and this is for community development projects I rural population.

12.0 Cheque Purchases

All purchases are done through cash, cheque, eftpos or credit. A cheque purchase is accepted where the supplier agreed to terms and conditions with Anis Foundation. It is a requirement by our policy that all payments are made in cheque where supplier or service provider accepts it. Anything more than K2000.00 payment must be done in cheque payable to the supplier

13.0 Account Purchases

In account purchases, only purchase orders are used subject to credit limit. When the purchase requirements exceeds the credit limit than a bank cheque payable to supplier must be arranged for convenience and quick lead time.

14.0 Casual Engagement

The process which AFI uses to hire services of casual labor for temporarily services refer to our Human Resource Policies

15.0 Storage and Disbursement

To avoid extended costs consequence or damages and theft we do not promote storage for more than 3 months. Unless a project is affected by a situation beyond our control we keep stock safely. Or in the event that we buy extra and left overs from project we keep for future use.

16.0 Inventory Management

At the end of the procurement process Accounting for stocks takes over in any business that involves stocks. Refer to our Finance Management Policy for Stocks and inventory Control. But AFI is not a profit making entity we do not buy and keep stock. We only buy and procure to project sites.

17.0 Onsite Stock Controls

Once an order is placed for stocks or an item is purchased, the requesting site keeps their lists to ensure that what's being purchased is received safely onsite. AFI strongly stand on the principal of honesty to avoid theft and damaged. Stocks are nicely packed according to their strength and weight and send to sites. Sites receive and signed off on the delivery docket and invoices which is then later delivered at the office for final verification and payment. AFI stock master updated the stock listing to ensure that there is no double order or double supply to each sites.

18.0 Onsite Service Providers

All service providers follow the 3 quote policy system. And the same procurement policy detailed in this process is followed. Once a supplier or service provider is selected, a TOR is signed as detailed in Human Resource Policy and their performance is managed accordingly.

19.0 Selection of Service Providers

All Service contracts are advertised through facebook page, post courier, the national news papers and public notice board for potential service providers to bid. During this advertisement strict selection guidelines are outlined and due date and application process are detailed. Bids are then collected at the due date, screenings are done and contracts awarded to service providers with the following criteria:

- 19.1 Contractor or service provider who have technical capacity
- 19.2 Contractor or service provider who have experience in delivery similar projects

19.3 Contractor who are located within the vicinity of the project site. If none is available we look at the next closer candidate

19.4 Contractor or service provider who comply with all government and statutory regulations

19.5 Contractor or service provider who have bank accounts and operate business for sometime

20.0 Approval Process of Bids

All bids less than K10, 000.00 must be approved by the CEO. All bid less than K50,000.00 must be approved by the CEO with the inclusion of senior managers through weekly management meetings. All bids over K50, 000.00 are passed through the board for special board meeting and approval is given during that time with recommendation from senior management at the close of the bid. A board meeting resolution for this matter is passed through absolute majority.

Less than K10,000.00	CEO Approval
Between K10,000.00 - K50,000.00	Approved by Senior Managemnt
More than K50,000.00	Approved by the Board

21.0 Bid Contracts Management

Bid contracts must be managed according to the signed terms of agreement

DECLARATION AND ACCEPTANCE

I, JEFFREY WAKI, the current Chairman of ANIS Foundation do solemnly declare that pertaining to the Human Resource Policy Manual, Financial Management Policy and Procurement Policy for ANIS Foundation the Board in its Special Meeting Resolutions have Approved and therefore Accepted them to their operational entirety, hence, they have been implemented and in force effective dates specified and stipulated below;

<u>Name of Policy</u>	<u>Date of Approval</u>	<u>Date of Review/Amendment</u>
1.Human Resource Policy Manual	01/03/2019	18/05/2020
2.Financial Management Policy	05/05/018	11/05/2020
3.Supply & Procurement Policy	10/07/2018	22/05/2020

Signature of Board Chairman:

Date: 25/05/2020

Name of Executive Director:

Signature :

SIC POI

Date: 24/05/20

