



منظمة فيشنت للسلام والتنمية Vision For Peace and Development Organization.

Management Policies and Procedures Guidelines for VPDO

Introduction:

The Vision for Peace and Development Organization (VPDO) is committed to delivering effective and efficient humanitarian services to individuals and communities in need. To achieve this goal, VPDO recognizes the importance of establishing robust management policies and procedures that guide our operations, ensure accountability, and promote transparency. These guidelines outline the key policies and procedures that VPDO will implement to ensure a well-managed and effective operation.

Purpose:

The purpose of these guidelines is to provide a framework for VPDO's management policies and procedures, ensuring that our operations are guided by principles of accountability, transparency, and efficiency. These guidelines will help to:

- Establish clear procedures for managing VPDO's operations
- Ensure compliance with relevant laws and regulations
- Promote transparency and accountability in our operations
- Enhance the effectiveness and efficiency of our programs
- Support the well-being and safety of our staff, beneficiaries, and partners

Scope :

These guidelines apply to all VPDO staff, volunteers, and partners, and cover all aspects of our operations, including program management, financial management, human resources, and safety and security.

Key Principles :

VPDO's management policies and procedures are guided by the following key principles:

- Accountability: VPDO is committed to transparency and accountability in our operations, ensuring that our actions are guided by a commitment to serving the needs of our beneficiaries.
- Efficiency: VPDO strives to deliver effective and efficient services, minimizing waste and maximizing impact.
- Transparency: VPDO is committed to transparency in our operations, ensuring that our actions are open to scrutiny and evaluation.
- Safety and Security: VPDO prioritizes the safety and security of our staff, beneficiaries, and partners, taking all necessary measures to minimize risk and ensure a safe operating environment.



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Essential Policies

1. Health and Safety Policy: This policy outlines procedures for maintaining a safe work environment, including risk assessments, emergency procedures, and employee training.
2. Sickness Absence Policy and Procedure: This policy specifies procedures for employees to follow when absent due to illness, including notification procedures, return-to-work protocols, and support for employees with disabilities.
3. Annual Leave Procedure: This policy outlines rules and notification procedures for employees taking annual leave, including accrual rates, approval processes, and leave scheduling.
4. Grievance and Disciplinary Procedure: This policy establishes a clear process for handling employee grievances and disciplinary matters, including investigation procedures, disciplinary actions, and appeal processes.
5. Equality, Diversity, and Inclusion Policy: This policy commits the organization to anti-discrimination and harassment practices, including equal opportunities, diversity, and inclusion initiatives.
6. Data Protection Policy: This policy ensures the organization handles personal data in accordance with the law, including data collection, storage, and sharing procedures.
7. Safeguarding Policy: This policy outlines procedures for protecting vulnerable individuals, including children and adults at risk, including reporting procedures, risk assessments, and staff training.
8. Code of Conduct: This policy outlines expected behaviour and standards for employees, volunteers, and partners, including confidentiality, integrity, and professionalism.
9. Conflict of Interest Policy: This policy establishes procedures for managing conflicts of interest and ensuring impartial decision-making, including disclosure requirements and recusal procedures.
10. Financial Management Policies: These policies cover budgeting, accounting, and financial reporting procedures, including financial planning, budgeting, and financial control.
11. Procurement Policy: This policy outlines procedures for purchasing goods and services, including tendering processes, contract management, and supplier selection.
12. Personnel Policies: These policies include guidelines for employee management, such as recruitment, performance evaluation, and termination, including employee development and training initiatives.

VPDO Best Practices

1. Involve a staff in policy development: Engage staff in the development of policies to ensure acceptance and effective implementation.
2. Consult with trade unions: Consult with trade unions, if applicable, and negotiate changes to employment terms to ensure compliance with labour laws.

3. Label policies as "non-contractual": Label policies as "non-contractual" to allow for updates without breaching employment contracts.
4. Regularly review and update policies: Regularly review and update policies to ensure compliance with changing laws and regulations.

VPDO Implementation and Monitoring

1. Establish clear procedures: Establish clear procedures for implementing and monitoring policies, including designated responsibilities and accountability mechanisms.
2. Designate responsibilities: Designate responsibilities for policy implementation and oversight, including training and support for staff.
3. Conduct regular audits and evaluations: Conduct regular audits and evaluations to ensure compliance and effectiveness, including internal audits and external evaluations.
4. Provide training and support: Provide training and support for staff to understand and adhere to policies, including induction training, ongoing training, and support for staff in challenging situations.