



Uganda Hotels, Food, Tourism, Supermarkets & Allied Workers' Union (HTS-Union)

HUMAN RESOURCE POLICY



EDITION: 2025



FORWARD

Uganda Hotels, Food, Tourism, Super Markets & Allied Workers' Union (HTS-UNION) management with pleasure congratulates its employees, esteemed members, clients and all stakeholders upon the institution of this Human Resources Manual whose noble goal, aim, objectives and purpose is herein elucidated.

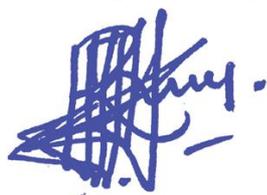
The rules and procedures herein provided shall be and remain consistent with the terms and conditions of service with HTS- Union and the relevant labour laws.

The Human Resource Department will help the employees to grow and adapt to diverse cultures of the Union that they encounter on a day to day basis.

Employees have to face members and clients directly on a full time basis. Membership satisfaction is a key success factor in the Union Industry which is premised on HTS-Union employee's hands and as such we do appreciate that the employee is key to success in the Union. Thus, Employee Satisfaction is the foremost goal for the Union as it remains an attribute to member/client satisfaction. Employees thereby should at all times feel proud for being associated with the legend of HTS- Union if they are to maintain their performance levels high for high productivity of the Union.

This manual therefore comes into force to guide the operations of the Union in a manner that best satisfies the workers and the esteemed members/clients of HTS- Union and in that respect, I take the pleasure to most sincerely urge all workers, HTS- Union community and stakeholders to support and effectively put this manual to its full implementation as a way to improve our labour relations, improve our quality in service delivery, customer satisfaction and hence the general productivity of HTS-Union.

We assure our officers, staff, members, tripartite partners and development partners of our brand promises therein.



Mauku Richard Moses
GENERAL SECRETARY

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LIST OF ABBREVIATIONS

HTS-Union - Uganda Hotels, Food, Tourism, Super Markets & Allied Workers' Union

FAGPC - Finance, Administration and General Purpose Committee

NEC - National Executive Council

INTERPRETATION

In this policy unless otherwise:

- The masculine will be used to refer to male or female staff.
- The singular will be used to also refer to plural.
- Top management shall mean the General Secretary, The National Chairperson and the General Treasurer
- Management shall mean the top management, their deputies, Directors and Heads of departments
- Union shall mean HTS-Union
- Council shall mean the National Executive Council/NEC of HTS Union
- FAGPC. shall mean Finance Administration & General Purpose Committee.
- ADC
- SDC
- QDC

HTS-Union Dedication

HTS-Union strategic Plans are also hereby dedicated and guided by the references herewith.

Proverbs 10:4 “being lazy will make you poor, but hard work will make you rich” and

1 Corinthians 1:10 “By the authority of our Lord Jesus Christ I appeal to all of you brothers and sisters to agree in what you say, so there will be no divisions among you. Be completely united with one thought and one purpose”

VISION:

All Men, Women and Youth employed under HTS-Union jurisdiction in Uganda, working under Decent Work environment.

MISSION:

To fully organize and represent workers employed under HTS-Union jurisdiction to have their social-economic rights and interests well-articulated, advanced, advocated, promoted, protected and defended by the Union in accordance to the existing legal framework.

THE STRATEGIC GOAL:

To improve the Union functional capacity to undertake its mandate to full potential.

THE STRATEGIC OBJECTIVES OF THE UNION:

1. To organise, raise awareness of tripartite partners for responsive and sustainable Union membership recovery and informative systems enhancement.
2. To promote good governance, employment creation, improve finance resource base and infrastructure development for sustainable growth.
3. To promote Social Dialogue, compliance, improved standards, competitiveness, Climate change and Just Transition.
4. To strengthen strategic alliances with local and international likeminded organisations for improved Union Viability, Visibility and solidarity.

The HTS-Union BRAND PROMISES:

1. Balanced, Consistent, Powerful and Trusted Voice of Workers
2. Lasting, Committed, Responsive and Sustainable Services

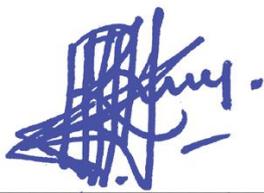
Main Objective of this Human Resource Policy

This Human Resource (HR) manual is basically intended to present and institute a consistent and systematic framework that will guide and streamline the management, operations and administration of HTS-Union to favorably fit in the ever changing, dynamic global and local labour movement fraternity and world of work.

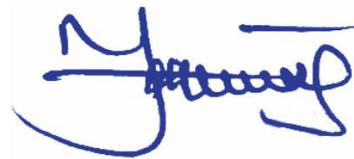
Approval of the Policy

The National Executive Council shall approve this manual and the signatures of the General Secretary and National Chairperson of HTS-Union and official stamp/seal shall signify such approval.

The HTS- Union Human Resource Policy Manual is hereby endorsed by the General Secretary and the National Chairman on this 5 Day of FEBRUARY 2025 at Kampala.



Mauku Richard Moses
GENERAL SECRETARY



Muzaale Patrick
NATIONAL CHAIRMAN

PART ONE:

PRELIMINARIES

Section: 1. Revision and Amendment of the Manual

Management shall from time to time revise the Manual or any part thereof as may be necessitated by the changes and developments in the Union employment setting and the relevant law or regulations.

Section: 2. Application

The Human Resource Manual, upon coming into force, shall apply to all officers and staff elected, appointed and or contracted in the service of HTS-Union.

Section: 3. Accessibility and distribution of the Manual

- a) Management shall ensure that all officers and staff have access to copies of this Manual.
- b) Every employee of HTS- Union shall have the responsibility of reading and regularly updating him/herself with the provisions of this Manual and the subsequent amendments.
- c) Its distribution outside HTS- Union shall be at the discretion and approval of the Union

PART TWO:

RECRUITMENT POLICY

Section: 4. Policy Statement

- a) HTS-Union is committed to hiring and retaining qualified and competent employees that have actual and future potential to effectively and efficiently perform their duties and responsibilities in accordance with HTS-Union's vision, mission and strategic objectives. HTS- Union is an equal employment opportunity provider.
- b) There shall be no discrimination on the basis of gender, creed, tribe, religion or disability in the recruitment into the service of HTS-Union.

Section: 5. Recruitment Procedures

- a) Vacancy Declaration
The need to fill a vacancy shall be initiated by the Head of Department to the General Secretary or His/her designatee in writing detailing factors that caused the vacancy. The head of HR shall submit the declared vacancy(s) to Top Managements for approval.
- b) After approval, to fill the vacancy, the General Secretary or His/her designate shall coordinate the recruitment and Appointment process.

Section: 6. Advertisement Process

- a) All vacant positions in HTS- Union shall be advertised either internally, externally or both.
- b) The job adverts shall be prepared by the General Secretary or his/her representative in liaison with the respective Heads of the user Department and the adverts shall be approved by Top Management.

Section: 7. Contents of the Job Advertisement

Summary information about HTS-Union;
job title; job grade; pay scale; Reporting procedures; overall objective of the job; job specification and summary competencies for the position; Number of Vacancies; Application procedure; Closing date for receiving applications and any other relevant information as per the policy with the Union.

Section : 8. Application letters:

All application letters and any attached/documented material shall be received, serialized, date-stamped, registered and secured by the General Secretary's office. Application letters may be destroyed after one year from the date of receipt of the application. Application letters shall include the following:

- a) Copies of relevant Academic/professional certificates
- b) Detailed Curriculum Vitae, (typed)
- c) Names and addresses of at least two referees
- d) Applicant's address, telephone contact, e-mail or electronic address
- e) Any other relevant information

Section: 9. Unsolicited Applications:

The Union may receive unsolicited applications from persons scouting for employment prospects. These shall be received and applicants informed of the recruitment policy.

Section: 10. Screening/Selection of Candidates:

The following procedure shall apply while screening candidates:

- a) The General Secretary's office shall peruse through all applications and summarize them in a tabulated format, following the job specifications that shall be stated in the advertisement.
- b) The Recruitment and Selection Committee shall screen all applications against the job specifications and prepare short resume profiles to aid short-listing of all eligible candidates.
- c) The shortlist for staff shall be approved by the General Secretary or His/her designatee or any other person authorized to do so on his/her behalf.

Section: 11. Canvassing and Lobbying:

Canvassing, lobbying and bribery by any applicant directly or indirectly in connection with any appointment shall lead to an automatic disqualification.

Section:12. Interview Procedures

Interviews for recruitment and selection of employees for the same job positions shall be structured and other administrative arrangements shall be done by the General Secretary or His/her designatee during the process.

Section: 13. Interview Panels

Top Management, Heads of Departments, and any other officers from relevant departments and experts from outside the Union management if need be shall constitute the Interview panel.

Section: 14. Referee Checks and Verification of Academic Qualifications:

The General Secretary, or any other person so delegated, may carry out referee checks to at least two independent professionals, previous employers or any other relevant employment referees mentioned by the applicant.

Section: 15. Appointment/Employment Contract Policy

- a) The successful candidate shall be formally appointed or contracted and issued with an Appointment or contract letter and shall be required to sign an acceptance form within fifteen (15 days) from the date of receiving the Appointment Letter.
- b) The appointed person shall take up the job within thirty (30) days from the date of receipt of appointment.
- c) Appointed candidates failing to report for duty as specified above shall lose their offers and the job shall be offered to the second best candidate or re-advertised as shall be approved by the Appointing Authority.

Section: 16. Medical Examination

All Appointed applicants shall undergo a medical examination administered by a registered medical practitioner. Medical fitness for the job shall be a prerequisite for assumption of duty.

Section: 17. Types of Appointments

Appointments to HTS- Union shall take different forms among which are the following;

- a) Constitutional Appointments by elections
- b) Appointment on Full Time/Permanent
- c) Appointment on Contract
- d) Acting Appointment
- e) Temporary Appointment or Fix Term Contract

Section: 18. Employee Personal Bio-Data

- a) Every member of staff shall, on first appointment, be required to furnish particulars about him/herself using the Employee

Personal Bio-Data form which shall be kept on his/her personal file together with two recent passport photographs.

- b) Employee personal files herein shall be updated each calendar year.

Section: 19. Deployment of Staff

Upon acceptance of the job offer, an employee shall be deployed to work for HTS- Union in any Department or Office or Branch in any part of Uganda as Management may deem appropriate and as much as possible in line with his/her appointment and qualifications.

Section: 20. Engagement of interns/trainees/Volunteers

HTS- Union may engage Trainees, Interns and Volunteers under such terms and conditions stipulated in this policy as shall be approved by Management from time to time.

Section: 21. Internship Policy

- a) The Union may offer internship opportunities as part of its Corporate Social Responsibility (CSR) to selected students at their own cost upon recommendation by their respective educational institutions. Under special circumstances the Union may facilitate them at its discretion.
- b) Applicants shall present their request in writing attaching a recommendation letter from the educational institution. Each applicant shall be formally advised of the outcome of his/her application.
- c) For instances of indiscipline or unbecoming behavior, an intern may be terminated at any time after a fair hearing.

Section: 22. Induction and Orientation

All new employees, trainees, Interns and volunteers shall receive induction and orientation to familiarize them with the vision, mission, objectives, policies, structure, systems, working relationships, his/her job description, Terms and Conditions of service between the Union and the employee(s). The General Secretary or his /her designatee shall coordinate this exercise.

PART THREE

PERFORMANCE MANAGEMENT AND PROMOTION POLICY

Section: 23. Appraisal Design:

HTS-Union shall carry out a formal Annual and/or periodical Output-Based Performance Review to assess employees' general performance.

Section: 24. Performance Appraisal Period

The annual performance shall be the performance for the financial year (January to December) and the formal appraisal exercise shall be performed once every performance calendar year. Where the management finds it necessary it shall carry out a periodic performance review.

Section: 25. Performance Appraisal Procedures

- a) Performance appraisals shall be an on-going process between the employee and his/her supervisor. The officer responsible for human resources shall make comments on each employees'
- b) Performance and conduct which shall carry a proportion of the marks/grade the employee will finally get.
- c) During the discussions of the report with the supervisor the employee should be made to know his/her ratings and thereafter sign the report certifying that he/she is in agreement or disagreement with the ratings.

Section: 26. Action Resulting From Appraisal Assessment

In principle, Appraisal is not necessarily for punishment, however, subject to this Manual, Management may recommend actions based on the appraisal results and such actions may include:

- a) Confirmation of Appointment
- b) Extension of probationary period
- c) Renewal or termination of the service contract
- d) Award of merit
- e) Promotion

- f) redeployment of staff to a suitable position
- g) Training and retraining/refresher courses in the specific area to improve performance and productivity

Section: 27. Performance Record

The supervisor and the supervisee shall keep record on the following:

- a) The job description
- b) The individual performance plan based on Key Result Areas
- c) Notes from performance review discussions

Section: 28. Responsibility for Appraisal

- a) Performance appraisal is a direct responsibility of the management/supervisor and shall be regulated by the General Secretary's office.
- b) The employee however should be aware of the same and hence work towards achieving Key Performance Indicators (KPI) during the said exercise.

Section: 29. Employee Responsibility

Preparing and participating in appraisal meetings, developing action plans and endorsing on the appraisal forms.

Section: 30. Supervisor's Responsibility:

Ensuring that the performance appraisal forms is correctly and administered professionally without bias and fully endorsed and submitted to the General Secretary or His/her designate for appropriate action

Section: 31. Responsibility for the General Secretary's office

The General Secretary shall have the following responsibilities:

- a) Providing guidelines for Performance Management.
- b) Spearheading the review of the Performance Appraisal tools.
- c) Training, counseling and mentoring staff on performance appraisal procedures and practices.
- d) Initiate various communications to staff on performance management process and providing assessment forms to line managers.

- e) Monitoring and ensuring that performance appraisal is managed as per policy.
- f) Receiving and filing completed performance assessment forms for future use.
- g) Implementation of recommended performance action plans and track employee performance.

Section: 32. Employee Promotion Policy

- a) HTS- Union shall be committed to attract, retain and motivate competent and talented employees that will efficiently and effectively contribute to the attainment of the organizational goals and objectives. This policy therefore aims at rewarding qualifying and excellent performing employees by way of promotion.
- b) Management shall refer to established structure and procedures while promoting its deserving employees.

Section: 33. Cancellation of existing contract on promotion

Where an employee's duties, responsibilities, terms and conditions significantly change on promotion, a promotion and/or new contract shall be entered with the employee immediately after their promotion

PART FOUR

STAFF WELFARE/BENEFITS POLICY

Section : 34. Salary Payment Policy and Procedure

- a) Staff shall be paid a salary for the position to which they are contracted on the approved scale and as defined in the formal letter of contract or confirmation or promotion.
- b) All employees shall be paid their salaries by the end of month and shall receive a salary pay slip every month.
- c) All salary shall be paid through individual employee bank accounts and shall be net of all Statutory and other authorized and or approved deductions.
- d) All salary advances extended to employees shall be deducted at source.
- e) If a staff fails to account for the money advanced to him/her within one month from the date of completing the activity/ project, the impress or advance to the employee shall be recovered from his/her salary, the following month.
- f) The concerned staff, shall be required to provide both the financial and narrative reports for the activity so conducted.
- g) When a staff is liable to refund any amount of money to the Union, such amount may be deducted from the salary or any other sums due to the employee in such installments as shall be agreed between Management and the staff concerned.

Section: 35. Employee Salary Scales

- a) The Union shall review its salaries for all established positions and this may be revised from time to time as may be determined by the management depending on the prevailing circumstances.
- b) All positions shall be ranked, graded and placed in one of the established hierarchical levels based on job responsibilities, competence, profiles and commensurable factors as outlined in the salary structure.
- c) An employee on first contract shall be paid a minimum starting salary of the approved scale. Exceptions to this rule basing on qualifications, experience and previous salary may be considered in special situations where the employee is head hunted for exceptional skills.

Section: 36. Salary Queries

- a) All salary queries shall be raised with the office of the General Secretary his designatee before the 15th day of every calendar month. Salary queries raised after the 15th day of a calendar month shall be handled during the following month.
- b) Employees shall notify the General Secretary in case of an overpayment or underpayment on salary. Over payments or underpayments shall be recovered at the latest from the subsequent monthly payment.

Section: 37. Salary Advance

The Union encourages all her employees to plan their personal finances properly. In the event that an employee has dire need for a salary advance, the Union may pay employees a salary advance and the following guidelines shall apply: -

- a) Salary advances shall be requested for in writing.
- b) Salary advance shall not exceed one's monthly gross salary and shall be recovered in one to four equal installments.
- c) All salary advances shall be recoverable within the contractual period.
- d) No employee may be accorded salary advance without completing payment for the previous advances. All salary advances received after the 15th day of the calendar month shall be recovered through the payroll deduction in the following month.
- e) An employee who is leaving the Union shall have his/her outstanding salary advances recovered against his/her terminal/retirement /gratuity benefits if any.
- f) An Employee shall be eligible to not more than four advance requests in one financial year.

Section: 38. Loans

The Union encourages its employees to economically develop themselves. Management further advises employees to establish or join a viable SACCO for their economic advancement. However, management shall consider to issue introductory letters to staff wishing to acquire loans from financial Institutions.

Section: 39. Staff Allowances

- a) The Union shall pay allowances to staff under various

circumstances as shall be determined by the management or any law in force.

- b) The rates of Allowances shall be reviewed from time to time as deemed necessary by Management in consultation with the FAGPC.
- c) Such Allowances shall include but not limited to the following; Transport, Leave Transport Allowance, Out of station, per diem, acting allowance, travel, Bonus Payment, communication (Airtime & Data) and any other allowances as may be determined by management.

Section: 40. Acting Position/Allowance

- a) The officer or Staff acting in a position higher than his shall attract an allowance of the difference between his and the senior staff salary.
- b) Where the officer or staff has been given other duties or combined duties the staff or officer combining duties shall be given an allowance as shall be agreed between the General secretary and the staff concerned.
- b) Any officer who is in acting position for a period of 120 days may be confirmed in that position after a performance appraisal

Section: 41. Staff meals while on duty

- a) The Union shall provide its employees and staff decent meals while on duty. In case the employee is out of station on official duties, he/she will be paid an allowance in lieu.
- b) The Union shall provide appropriate facilities and equipment for use so as to provide employees with decent meals while on duty.

Section: 42. Service Related Awards

- a) The Union shall recognise employees during annual functions for their dedicated service to the Union.
- b) The criteria for selection of employees may inter alia include any of the following; long service, Creativity and Innovativeness, outstanding performance, collective effort and excellence, Professionalism and Academic achievement.
- c) Details of the awards shall be determined by the management and where necessary in consultation with the FAGPC.
- d) The staff shall nominate candidates for the above awards at

the end of the year.

- e) The General Secretary or his designatee shall present the nominees to Top Management for approval.
- f) Such employees shall qualify for special certificates of service and other awards as may be determined by Top Management.

Section: 43. Other Benefits

- a) NSSF it shall remain the duty of the Union to deduct 5% from every staff and add the 10% and remit the same as per the NSSF Act Cap 229.
- b) Any other benefits shall be provided and paid to the employees as shall be determined from time to time by the Union.

Section: 44. Medical Policy Statement

The Union shall provide Medical cover, Welfare and Social security and protection to its staff. Medical cover/policy shall be for all its employees and their agreed upon registered spouse and maximum of four biological children up to age of 21 years, at the rates as may be determined by the management from time to time. This shall depend on the ability, affordability and sustainability by the Union to meet such expenses.

Section: 45. Medical Expenses

The Union shall make an annual budgetary provision for medical cover/policy and where need be, outsource medical insurance service providers for that purpose.

Section: 46. OSH POLICY

- a) *Policy Statement;*
HTS –Union OSH Policy aims to ensure that all workers conditions of employment are safe, health, secure and in tandem with the legal framework of Uganda as a way to ensuring realization of Decent Work Agenda.
- b) The Union pledges to provide effective leadership, representation, guidance and information on OSG matters in all forms and at all levels.

Section: 47. Responsibilities for General Secretary's office

- a) Development and Successfully implementation of the staff medical policy
- b) Coordinating and periodically reviewing the medical,

- Occupational Health and Safety programs, activities and issues.
- c) Coordinating with staff and service providers to ensure effective health cover for staff and their beneficiaries.
 - d) Ensuring that First-Aid kit boxes are available and adequately equipped.
 - e) Preparing and analyzing reports related to medical cover and health of staff.

Section: 48. Responsibilities of the Union

- a) Put in place Occupational Safety and Health (OSH) Committee
- b) Coordinating and periodically reviewing the Occupational Safety and Health programs, activities and issues.
- c) Ensuring that training on occupational Safety and Health issues is carried out for the Union staff.
- d) Ensuring that all accidents that may affect the Safety and Health of employees are properly investigated and corrective action is taken in good time.
- e) Preparing and analyzing reports related to occupational Safety and Health.
- f) Ensuring that all fire equipment are regularly inspected and serviced in liaison with Maintenance services.
- g) Ensuring that the working environment for staff is kept healthy, clean and safe.
- h) Ensuring that employees handling food are subjected to regular medical check-ups.

Section: 49. Responsibilities for the Employees:

- a) To ensure their own safety, and that of their colleagues.
- b) To reasonably ensure the safety of the Union Clients, members and individuals working on the Union premises.
- c) Reporting immediately to their supervisors or competent authorities all instances of damage or accidents or potential hazards that come to their knowledge.
- d) Suggesting to their supervisors or leaders, ways and means of improving medical, health and safety provisions.
- e) Co-operating fully in the investigation of accidents and incidents.
- f) Co-operating fully with fire fighters and emergency rescue teams particularly in cases of evacuations.

PART FIVE

STAFF TRAINING AND DEVELOPMENT POLICY

Section: 50. Policy Statement

The Union shall support staff training and development while striving to achieve its vision and Mission. The policy shall guide maintenance and retention of talented, highly motivated, developed and enterprising human resources. The Union is committed to ensuring that all employees are trained to acquire skills, knowledge and better attitudes to carry out their jobs effectively and prepare them for any changes and challenges arising out of employment.

Section: 51. Training and Development Procedures

- a) A Head of Department or his/her designate shall carry out Training Needs Assessment (TNA) and have prior discussion with an employee in his/her Department regarding training objectives, before the employee proceeds on the training or human resource development activity.
- b) Immediate supervisors shall continuously monitor performance of their subordinates and discuss training and/or development activities that the employee needs to pursue during the formal Performance Management process
- c) Once an employee is selected to undergo training/human resource development, the intervention is considered compulsory. Employee not attending shall be regarded as having absconded from duty and disciplinary procedures shall commence accordingly.

Section: 52. Nomination for Training

- a) Nomination shall be the responsibility of Heads of Department as per the identified training needs.
- b) The Top Management shall evaluate nominations and make recommendations to the General Secretary for approval.

Section: 53. Forms of Employee Training and Development Programs

The Union shall provide for the following employee development programs in a fair, transparent and equitable manner:

- 1) Granting Paid Study Leave;
- 2) Granting Unpaid Study Leave
- 3) Internship/Industrial Training and Research.

PART SIX:

LEAVE POLICY

Section: 54. Leave General

- a) Leave is authorised absence from duty, and its objective is to offer diversion, recreation, relaxation and recuperation to the employee with a view to increasing the efficiency, output, productivity and enthusiasm when he/she returns on the job.
- b) Leave shall be taken by all staff whenever due. Leave may inter alia be classified as: Annual, Sick, Maternity, Paternity, Compassionate, Study, Unpaid and any other leave.
- c) All employees of the Union are entitled to leave.
- d) The General Secretary or his designatee shall, in consultation with the employees, schedule annual leave and display schedule for information of staff.

Section: 55. Leave Procedures

- a) Application for leave shall be addressed to the General Secretary through the employee's Head of Department for approval in accordance with the Departmental or Office Leave Roster.
- b) Staff shall apply for leave at least one week before the intended commencement date and shall proceed on leave after receiving approval.
- c) The Head of Department shall authorize the application for leave pending approval by the General Secretary.
- d) In the event that the leave is deferred, the deferment shall be recommended to the Gen. Secretary for approval.
- e) The completed leave forms shall be forwarded to the Gen. Secretary that shall record and file the forms.
- f) Staff proceeding on leave shall be expected to prepare a written handover report in accordance with this manual.
- g) Leave allowance shall be 50% of an employee's monthly basic pay. Leave allowance shall be paid even if leave is encashed.

Section: 56. Leave days

Leave days shall be given as per the table below

ANNUAL LEAVE DAYS ALLOCATION (Calendar Days)		
	Employee Service Seniority	Leave days
1	1 - 5 Years	21
2	6 - 10 Years	24
3	11 - 15 Years	26
4	15 and above Years	30

Section: 57. Types of Leave:

The various types of leave for the employees shall be as provided in the policy herein or the law in force.

Section: 58. Sick Leave

An Employee who has been in writing or orally appointed or contracted by the Union who becomes unable to attend duty because of prolonged illness, shall be granted sick leave under the following conditions: -

- a) The Employee shall receive full pay for the first 4 (four) months of illness.
- b) The Employee shall receive half pay for a further 4(four) months.
- c) Upon expiry of the aforementioned period, retirement on medical grounds shall be considered. However, should the Employee recover and be fit to work again, the Union may, at its discretion, consider re-employing such employee.
- d) An employee on sick leave shall continue to enjoy his/her seniority in regard to service seniority and continuity in employment.

Section: 59. Leave from Duty Approval on Excusable, Non-Excusable and other forms of Absenteeism

Policy Statement

- a) Arising from the rate of absenteeism in form of different reasons ranging from but not limited to sickness, obituary, compassionate, family matters among other personal concerns;
- b) Also considering the very pressing operational programs and activities within the Union, it is prudent that we operate on the following positions for action so as to best plan and manage the day to day operations and future activities adequate programming of the Union.
- c) That all employees, staff and officers shall observe the terms of their respective employment contracts.

- d) That all forms of absenteeism shall be requested in writing from the General Secretary through the respective Head of Departments, where the occurrence takes effect while you are away from duty, then endeavor to fill the respective form soon as you report for duty.
- e) That the said request for leave of absence and or absenteeism should be specific to the reason for which the same is being sought.
- f) That such leave or scheduled absence shall be approved by the General Secretary.

Section: 60. Compassionate Leave

- a) In special circumstances and upon application in writing, an Employee may be granted compassionate leave for a period agreed upon between the Employee and the Management depending on the circumstances of each case.
- b) In the event of loss of a relative, the Employee may be granted compassionate paid leave of 4 days.
- c) An Employee who intends to take compassionate leave must follow the Union's leave application procedure.
- d) In this section, a close relative shall mean the Employee's registered spouse (husband or wife), child, father, mother, sister and brother from a nuclear family. In other circumstances, the Employee may at the Union's discretion, be allowed to proceed on an unpaid leave.
- e) In case an employee requires more days, the days will be deducted from annual leave or regarded as unpaid.

Section: 61. Maternity and Paternity Leave

- a) A female employee shall as a consequence of pregnancy, be entitled to 60 (sixty) working days' maternity leave on full pay in accordance with the law. This leave may be extended at the Company's discretion.
- b) Maternity leave shall be applied for and recommended by the HoD for approval by the General Secretary.
- c) For a female employee whose baby passes on shortly after birth, the employee may return to work upon the recommendation of an authorized medical Doctor and also upon written request by the said employee to the Company.
- d) A male Employee shall, immediately after the delivery or miscarriage of his registered wife, be granted (4) four working days of paternity leave.

Section: 62. Study Leave

- a) An employee, who requests for study leave may, at the discretion of the management of the Union, is granted such paid or unpaid study leave.
- b) Study leave days shall not exceed 15 working days in every calendar year. A study leave exceeding 15 working days may be unpaid or recovered from annual leave days.

Section: 63. Protection for female Employees

- a) A pregnant woman whose pregnancy is above 6 (six) months shall be exempted from heavy work load and recommended for light duty.
- b) Days off duty for **antenatal services** and those for **post-natal** including **days for immunization** of a child shall not be deducted from mother as absence as long as proof of attendance is provided to management i.e. antenatal record and immunization card. However, the weekly off duty may be rescheduled to cover such scheduled hospital visits.
- c) Management shall design favorable duty roster for breast feeding mothers so as to allow them easy access to their babies for feeding purposes.
- d) Female employees with babies of below one 1 (one) year old shall have the option of whether to or not to work night shift, provided they have been in service for at least 1 year.

Section 64. Gender Based Violence, Sexual Harassment & HIV/AIDS Policy

- a) That the Company and the Union do agree that they both shall promote efforts to control and or eliminate Gender Based Violence (GBV) at workplace through awareness raising on the same and putting in place mechanisms to deal with GBV and its effects.
- b) The Company in consultation with the Union shall establish and publish a Sexual Harassment and HIV/AIDS policy at the workplace and a committee shall be established for purposes of implementation and Management of the said policies.

PART SEVEN

DISCIPLINARY POLICY/GRIEVANCE HANDLING PROCEDURES

Policy Statement

The Union recognizes the importance of having a disciplined workforce, which operates within the framework of the organization's core values as provided in the terms and conditions of service. All officers/employees of the Union shall be subject to strict observance of any lawful order or instructions issued by an authorized officer or competent authority for the purpose of regulating their duties and discipline.

Section: 65. Policy Objectives

- a) It is the intention of the Union that disciplinary action shall have the goal of correcting or improving performance and conduct of an Employee;
- b) Any disciplinary action(s) taken by the Union shall be documented and copies thereto entered on the Employee's personal file. Any notification of disciplinary action taken by the Union shall be acknowledged by the Employee.
- c) The Union shall ensure that all disciplinary actions are carried out in a fair, just manner and in accordance with the relevant laws.

Section: 66. Disciplinary Committee (DC)

- a) The DC shall be responsible for professionally, justly and expeditiously dispensing off all disciplinary matters involving or arising between the Union and staff at all times and in accordance to this HR Manual, and the law in force.
- b) The disciplinary hearings shall be conducted by the Disciplinary Committee under the auspices of the General Secretary's office, which shall comprise of not more than three persons, two of whom shall be representatives of the Management and one representative of the Staff.
- c) Any person aggrieved by the decision of the DC shall reserve the right to appeal to the competent authority.

Section: 67. Disciplinary offences and Procedures

a) Procedures;

The following are the disciplinary procedures for offences involving misconduct which do not warrant Summary/Instant Dismissal:

b) Informal/Verbal Warning:

This shall arise in cases of breach of rules or failure to meet or maintain standards. This will result in an informal/caution warning by the concerned supervisor. Such warning may not be recorded but the above Management representative and the employee representative may examine and propose adequate and appropriate ways to remedy the breach, neglect, failure or shortcoming of the employee.

c) Written Warning:

1) First Written Warning: Where an Employee commits an identical or similar offence or more serious breach of Union policy, rules and/or procedure, including offences listed in **68 below**, the Employee's HoD or representative of the Union may notify the relevant head of department or management of the particulars of offence, misconduct and/or misbehavior of the Employee. The HoD or his representative shall investigate the matter and if the Employee's explanation is found to be unsatisfactory, he/she shall issue the Employee with a first warning letter, copies of which shall be placed on the Employee's personal file. The Employee will be required to acknowledge receipt of the warning.

2) Second Written Warning: Where the same Employee commits an identical or similar breach of the Union policy, manual, rules and/or procedure within 12 months following the warning letter in **(1) above**, the General Secretary or His/her designate shall issue a second warning letter, a copy of the same shall be placed on the Employee's personal file.

3) Final Written Warning:

- i. Any further breach of Union policy, manual, rules and/or procedure by the Employee, and if, despite the previous warning, the Employee fails to remedy the breach, misconduct and/or misbehavior, the General Secretary shall issue a final warning letter, and a copy of the same

- shall be placed on the Employee's personal file.
- ii. No written warning shall be valid for more than 12 (twelve) months. Such warnings shall be cancelled by the General Secretary after (12) twelve months from the date of issue unless another warning has been issued before the expiry of the 12 months (extended term) another 12 months period shall start and the previous warning shall not be cancelled until the extended term is elapsed. No future response shall be made on all "expunged" warnings.

Section: 68. Offences and breaches in respect of which Written Warnings may be issued:

Written warnings shall be given for the following breaches, misconduct or offences:-

- a) **Absenteeism.** Absenteeism refers to the state of not being present that occurs when an employee is absent or not present at work during a normally scheduled work period. The Absences may be scheduled or unscheduled.
- b) **Scheduled absences,** taken with the approval of the Union, include annual leave, public holidays, medical appointments, funerals, and other happenings which cannot be scheduled outside of regular work hours. No warning may be issued in respect of a scheduled absence.
- c) **Unscheduled absences** to be defined as when an employee is absent from duty without permission or just cause as shall be determined by the disciplinary committee either from the premises of the employer or any other proper place appointed by the employer for performance of such employees' work)
- d) **Written warnings** may be issued in respect of all inexcusable absences subject to the decision of the disciplinary Committee depending on each circumstances of the matter in question.

Section: 69. Insubordination

- a) Insubordination will include but not be limited to, the refusal to obey some rightful order which a superior is entitled to give and the employee is required to have obeyed.
- b) Insubordination will also constitute both unwillingness to carry out a directive from a leader or supervisor; and disrespectful behavior towards a leader or supervisor.

Section: 70. Neglect of duty;

Neglect of duty involves a simple neglect of duty that constitutes the failure to give proper attention to a task expected from an employee resulting from either carelessness or indifference; and may include, but not be limited to any of the following:

- a) Being absent from work without reasonable notice or permission;
- b) Arriving for work unfit for duty or failing to remain fit during work hours;
- c) Being less than alert or inattentive to job functions and responsibilities;
- d) Sleeping on the duty for no unjustifiable cause;
- e) Leaving a duty station or assigned responsibility without permission; or
- f) Failing to follow prescribed department or work site policy relevant to job duties and responsibilities

Section: 71. Dereliction/Negligence

- a) Dereliction will constitute the conscious or willful neglect of an Employee's duty and will include the following situations.
 - i. Dereliction of duty will include the following situations or examples
 - ii. Giving the vault/strong room/car keys to an unauthorized person in order to be able to go & do something he/she wants to do (prolonged lunch, visit a friend etc.).
 - iii. Deserting a position or post without an acceptable reason /authorization;
 - iv. Downloading data from an unauthorized website or one that the Employee knows or ought to know can cause virus infections or spam related retardation of a computer system;
 - v. Because he/she wants to leave, Employee fails to implement essential security procedures;
 - vi. Willful neglect leading to loss or damage of the Company interests and property, revenues and/or image;
 - vii. Willfully ignoring member/client or clients.
 - viii. Employee consciously fails to switch off any safety device or initiate safety procedures on a machine and as a result someone oblivious to such action, gets injured or dies.
 - ix. Reporting to work under the influence of an intoxicant

- x. Incompetence, that is, failure to perform assigned tasks for which the employee was recruited, in accordance with reasonable service standards or as directed by the Union.
- xi. Refusal to comply, adhere or execute Union Policies.
- xii. Inciting other employees to abscond from duty or behave in a manner that is contrary to the Union's directives, interests or policies.
- xiii. Any public behavior which has or may have the effect of bringing the Union's reputation into disrepute.
- xiv. The Union may subject to the provisions of the law, dismiss or terminate an Employee for any of the above offences.

b) Suspension

- i. Where it requires Union to make investigations in case of an offence, an Employee may be suspended, such suspension shall be in writing by the General Secretary's office
- ii. Suspension under this Section shall not exceed 4 (four) weeks. If after 4 (four) weeks the investigations are not complete, the employee shall be reinstated to his/her duties. The reinstatement shall not affect the disciplinary procedures and the employee may be subjected to a hearing upon conclusion of the investigations as the case may be. The salary of the employee on suspension may be reduced by half.

c) Suspension as a sanction:

Suspension may be preferred to an employee as a sanction arising from the decision of a disciplinary hearing where the employee is not terminated but rather suspended.

This type of suspension will be on half pay or without pay and for a period not exceeding two weeks.

d) Summary Dismissal

Where an Employee is proved beyond reasonable doubt to have committed any of the following offences he/she will be liable to instant dismissal by the Union:

1. Theft
2. Fraud or dishonest dealing of any manner;
3. Gross insubordination in the performance of an Employee's duties.
4. Physical assault or fighting at workplace.
5. Verifiable intoxication on duty whether of drugs or alcohol;

6. Bringing dangerous weapons onto the Union premises.
 7. Drug abuse
 8. Willful damage of Union property
 9. Rudeness to clients, members and employers witnessed by a third party
 10. Inexcusable prolonged absenteeism
 11. Divulging confidential Union information.
 12. Conducting yourself in a manner that causes disrepute to the Union and any other offenses centrally to the Union policy
- e)** Notwithstanding the foregoing provisions, the Union may in cases deserving of summary dismissal, inflict upon any Employee arising from a Disciplinary Hearing, any of the following sanctions instead:-
- i. Demotion;
 - ii. Reduction of salary;
 - iii. Suspension;
 - iv. Withholding of salary increment or promotion; or
 - v. Recovery of the loss so caused by the staff
 - vi. Reprimand.

Section: 72. Appeals:

- a) Decisions of the disciplinary committee in any disciplinary action shall remain final until otherwise appealed against by the respective employee in question.
- b) Every employee who has been subjected to a disciplinary committee and or one who has been sanctioned with any punishment in any case and who feels strongly dissatisfied with the decision of the disciplinary committee or management shall reserve the right to appeal his/her matter with a higher authority within the Union for further guidance in the matter thereto.
- c) All appeals shall be lodged within fourteen (14) days from the time the decision is communicated to the employee. Any appeals beyond the 14 days are time barred and the Union shall proceed to implement the decision of the respective disciplinary committee.
- d) Appeal procedures shall be subject to the relevant provisions of the law in force.

Section: 73. Right to Stop and Search

- a) The Union pursuant to its security for property, safety of its staff, members or clients and maintenance of good practices, shall avail facilities to foster proper and professional and
- b) Humane search on the persons accessing or leaving the Union premises at all times.
- c) To this end cognizant of the importance and the right of security personnel of the Union to carry out the Stop and Search practice, all employees, members and clients shall be subjected to the said search. However, the act of carrying out this practice shall be done in the most humane and professional manner possible so as to avoid causing embarrassment to the person being subjected to the said search.

PART EIGHT:

CESSATION POLICY

Policy Statement:

Any staff member shall cease to be an Employee of the HTS-Union by virtue of the following;

- a) Abscondment, Resignation, Termination, non-renewal of employment contract, Prolonged illness, Accidents/incapacitation, Imprisonment, Redundancy, Lay-off, Retirement and Death.
- b) When any of all these herein above befalls an employee, he/she shall be treated separately in each case according to this policy and/or the relevant Labour Law in force.

Section: 74. Resignation:

At the discretion of Management, the Union may consider payment of up to the equivalent of the employees' contractual notice period entitlement to an employee who has served the Union for a continuous period of at least five years and who has given a written notice to the Union to resign as per his/her contractual obligation and as provided for in the terms and conditions of service.

Section: 75. Abscondment from Duty

- a) An employee shall be considered as having absconded from duty after absenting himself or herself from his/ her workplace for 7(Seven) consecutive days without permission from the General Secretary or his designatee without a justifiable cause or reason.
- b) The disciplinary committee will take into account extenuation circumstances if reported.

Section: 76. Expiry of Contract

- a) The contract of employment shall run for between one to two (2) years or as stated in a particular contract of employment for the case of short-term contracts. The Appointing authority shall reserve the right either to renew or not to renew an employment contract.
- b) Where an employment contract is not renewed the employee shall handover office at the end of the contract in accordance

with the provisions of his/her contract.

- c) The employee shall also make a comprehensive hand over report before his terminal benefits are paid.
- d) The employee shall be entitled to accrued gratuity as per the Employment Contract and
- e) The employee herein shall be paid any other accruing benefits less any outstanding on his/her account with the Union as per his/her contract.

Section: 77. Termination:

- a) Either the Employee or the Union may terminate the employment by giving the other party notice or payment in lieu thereof as follows:
 - i. During probation 14(fourteen) days
 - ii. After six months to 5years service 1(one) month
 - iii. Over 5 to 10 years 2 (two) months
 - vi. Ten years and above 3(three) month
- b) When an Employee is discharged under this Section all entitlements and benefits due to him/her e.g. annual leave, public holidays, overtime and transport allowances paid to the employee on the date on which the notice expires.
- c) This Section shall be without prejudice to the Union's right to dismiss the employee for any breach of the Union's rules and policies in accordance with Schedule 1 sub section (6) of the Employment Act 2006 or any other law in force.

Section: 78. Retirement

A qualifying Employee may retire from his or her service with the Union in any of the following circumstances;

- a) Upon an employee making 60 years of age (Retirement age);
- b) Upon an employee being declared Medically unfit for work;
- c) Voluntarily at 50 (fifty) years of age and after working for 10 years;
- d) Voluntarily after working for 15 years regardless of the employee's age.
- e) Upon an employee officially and procedurally resigning from duty.

Section: 79. Lay off and Redundancy

- a) **Lay off**, for purposes of this Policy, Lay-off or redundancy refers to temporary suspension or permanent cessation of employment of an officer or employee or group of them due to situations of Natural calamities, pandemics, epidemics, technological changes, staff right sizing, finances, or work not being available.
- b) **Lay-off or Redundancy** may occur in the following two situations:
 - i. Where the Union has ceased or intends to cease to carry on the business for the purposes of which the Employee was employed; or to carry on that business in the place where the staff/employee was so employed; or
 - ii. The fact that the requirements of that business for staff/employees to carry out work of a particular kind in the place where the Employee was employed by the Union, have ceased or diminished or are expected to cease or diminish.

Section: 80. Incapacitation due to industrial accidents

- a) This refers to a situation where an employee is unable to work due to incapacitation as a result of physical and or mental incapacitation and Industrial Accident.
- b) The cessation of employment as a result of incapacitation shall be based on a report from the Medical Board.
- c) Upon incapacitation of an employee, the Union shall provide the following to him/her or a next of kin;
 - i. Gratuity package equivalent to one month pay for completed year in service as gratuity.
 - ii. Payment in lieu of outstanding leave where applicable
 - iii. Certificate of service

Section: 81. Procedure for Lay-off or Redundancy

- a) The principles of last in-first out shall apply subject to skills, ability to do the job and work record being equal.
- b) The Union shall give the affected employee a written notice or salary and allowances in lieu of the notice as follows:
 - i. After 6 months and 14 Days
 - ii. From 1- 5 years of service 1 (one) month
 - iii. After 5 - 10 years of service 2(two) months
 - iv. Ten years and above of service 3(three) month

- c) During the period of notice the employee shall as far as it is practicable be entitled to reasonable amount of time off without loss of pay in order to look for alternative employment.
- d) An offer of re-engagement to an employee laid off may be made by Union in the event of a suitable vacancy arising within 6(six) months of the date of the employees lay off except that in certain circumstances, the employee may be subjected to an interview
- e) The onus of leaving a forwarding address lies with employee and if a reply from the employee is not received within 15 (fifteen) days from the date of the Union's notification, the vacancy may be otherwise filled.

Section: 82. Lay-off/Redundancy/Retirement Benefits

- a) An employee who retires from the Union for reasons of old age and/or medical unfitness shall be entitled to benefits calculated at 8.33% of the employee's annual gross basic pay times the number of years worked, using the current pay.
- b) **Voluntary/Early Retirement** shall apply where an employee attains 50 years of age and after working for 10 or more years. The employee qualifying under this Section shall be paid at 8.33% of his/her gross pay times the number of years of service with the Union to be calculated using the current salary.

Section: 83. Death and Bereavement

- a) In the event of death of an employee, the Union shall take full responsibility to transport the deceased's body to its place of final rest, provide all necessary burial materials, grave construction and official assistance/contributions of one month's pay of the deceased employee.
- b) The Union shall also pay all the deceased's dues to the deceased's personal representative (next of Kin). Such dues shall include outstanding pay, leave and gratuity.
- c) In the event of a staff losing his/her registered spouse, biological parent or child of 25years and below, the union shall pay not less than one month's basic salary as the union contribution (condolence) towards the burial arrangements.

Section: 84. Clearance by an officer or employee during Cessation Process

- a) Any employee upon cessation of employment for any reason, shall be required to clear with his/her department on all official equipments, gadgets and Union property in his/her possession.
- b) The clearance form shall be approved by the respective head of department and the General Secretary or his/her designate before final dues are paid to the employee.

Section: 85. Responsibilities and Sanctions

- a) All employees, staff and officers of the Union are supposed to adhere to this policy accordingly and failure of which shall constitute an offence where a befitting sanction may be preferred by the competent office.
- b) Employees holding or using Union property like motor vehicles, uniforms, IDs, office equipment/furniture and others shall handle and/or use the said properties responsibly and in accordance to this manual and any other further regulations/guidelines provided by the Union from time to time.
- c) The employee who destroys or lose any the Union asset/ equipment by negligence or on purpose will be liable for reimbursing the full or part of the cost of the equipment/ asset or will endure any other punishment deemed by the management.

Section: 86. General Note:

Any other terms of employment which are not specifically provided for in this HR policy shall be thereby determined by the Union management and where necessary in consultation with the employees and when it so arises and in reference to the employee's contract.

Section: 87. Governing Law:

This Human Resource Policy/Manual shall be read and applied in conformity with the relevant Labour Laws in force.

Section: 88. Modification and Amendments to this HR Policy

- a) The Union may amend or modify the policy by giving to the NEC a one-month written notice detailing the proposed

amendments/modifications.

- b) Notwithstanding the foregoing provisions, this Policy shall remain in force until otherwise amended, and shall not be affected by actions of any third party.

Section: 89. Commencement

This Human Resource policy that came into force on 4 day of FEBRUARY 2025 shall apply retrospectively and remain in force until further amendments.

Section: 90 Endorsement

IN WITNESS WHEREOF the representative of the HTS-Union hereto have set their signatures and seals this 5 day of FEBRUARY 2025.

SIGNED FOR AND ON BEHALF OF HTS-Union.

Sign
NAME.
TITLE.

MAUKU RICHARD MOSES
GENERAL SECRETARY

IN WITNESS OF
SIGN:
NAME:
TITLE:

MUZALE PARTRICK
NATIONAL CHAIRMAN

IN WITNESS OF
SIGN:
NAME:
TITLE:

NAMANSA RONALD
STAFF REPRESENTATIVE

ANNEXES

ANNEX 1: JOB CLASSIFICATION AND GRADING 1

ANNEX 2: EMPLOYMENT CONTRACT 2

ANNEX 3: EMPLOYEE PERSONAL BIO DATA RECORD FORM

ANNEX 4: PERFORMANCE APPRAISAL FORM 4

ANNEX 5: MEDICAL TREATMENT REQUEST FORM

ANNEX 6: ANNUAL LEAVE APPLICATION FORM

ANNEX 7: LEAVE OF ABSENCE FORM

ANNEX 8: SICK LEAVE FORM

ANNEX 9: GREIVANCE REPORT FORM



UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED WORKERS' UNION (HTS-Union)

HTS – Union Secretariat Structure 2024 - JOB GRADING											
No	Grade	Directorate	Directorate	Directorate	Directorate	Entry Notch	1 st Notch	2 nd Notch	3 rd Notch	4 th Notch	
1	A		General Secretary								
1	B			STA							
2	A	GT (DFL)	DPO	DOT/GH	Consultant						
2	B	DDFL (Finance & Logistics)	DDPO (Projects, Programs & Events)	DDOT&GH (Organizing/ Education)	DDG/SIGs (SIGs Programs)						

3	A	Accountant (Finance Officer) (AFO)	Projects Coordinator (PC) Research, Data Management & Documentation Officer (RDMDO) Industrial Relations/Legal Officer (IRLO (HR).	Operations/ Grievance Handling Officer (OGHO) Union Branches Coordination Officer (UBCO)	Senior Gender Officer (SGO) Labour Migrant & Domestic Workers Officer (LMDW)					
3	B	Accounts Assistant (Receivables & Publications Officer) (AARP)	Administration Officer (AO) Snr. Regional Coordinator (SRC) Data Management/Documentation Officer (DMDO)	Grievance Handling Officer (GHO) Organizing & OSH Officer (OOO) Organizing Officer	Gender Officer (GO) OSH Officer (OO)					

4	A	Debt Collection Officer/Deliveries (DCO)	Regional Coordinators (RC)	Organizing & Recruitment Officer (ORO)	OSH Officer (OSH-O) Project Desk Officer				
4	B	Snr Driver/Deliveries (SDD)	Office Admin. Assistant, Receptionist (OAAAR) Assistant Regional Coordinators (ARC)	Education & Recruitment Officer (ERO)	Assistant OSH Officer				
5	A	• Data Management • Accounts Clerks • Driver • Security	Security Guards	Field Organizing & Recruitment Officer (FORO) Welfare Assistant (WA)	• Data Management • Accounts Clerks • Driver • Security				
5	B	Support Staff (Cleaners)	Office Assistant	Field Assistant	Support Staff (Cleaners)				



UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED WORKERS' UNION (HTS-Union)

EMPLOYMENT CONTRACT

(Status – New/Renewal)

EMPLOYEE: _____ (HTS 10/14 G4A)
POSITION FOR CONTRACT: _____

This Contract is made at Kampala this _____ Day of _____ between UGANDA HOTELS, FOOD, TOURISM & ALLIED WORKERS' UNION (HTS-Union) of P.O. Box 3799, Kampala (hereinafter referred to as the "Union") of the one part, and _____ of contact _____ Entebbe, NIN No. _____ (Hereinafter referred to as "The employee" on the other part).

WHEREAS the Union is desirous of procuring the services of the employee (_____) and **WHEREAS** the employee is desirous of offering his services to the Union for the position herein above indicated, NOW DO HEREBY AGREE AS FOLLOWS:

1. DESIGNATION & CONDITIONS OF ASSIGNMENT

a) The Union shall engage your services as _____ within the Union Structure Scale, **HTS – G4. A.**

b) Your main function and role as an employee in the position of Regional Coordinator- Wakiso, Entebbe-Sub Region of the Union shall be to _____

2. **Job Description:** In close consultations with your immediate supervisor, you will undertake the following roles:

a) You shall report to

b)

c)

d) Undertake your role in close collaboration and consultation with the Directors or their respective deputies and with the

- approval of the General Secretary's office.
- e) Required to make and file reports on all matters herein in accordance to the Union Constitution, Strategic Plan and other policies.
 - f) Work for six days each week starting from 8:00am to 5:00pm where a Sunday shall be your weekly rest day.

OTHER PRESCRIPTIONS:

- a) On matters within the different Directorate's jurisdiction, you will liaise with the respective directors and where necessary the concerned officers.
 - b) You shall, as an employee during the continuance of this contract devote the whole of your energies during business hours to the Union and shall in all matters act loyally and faithfully to the Union.
 - c) You are expected to perform your duties in such place or places as the Union may direct from time to time, **provided that** if you are required to relocate as a result of any such direction, the Union shall facilitate you as per established policy.
 - d) Pursuant to your duties as specified above, you shall perform such services for Union's associated projects, bodies and programs without additional remuneration unless otherwise agreed, and accept such designation, as the Union Management from time to time reasonably require.
 - e) You shall carry out such other duties that are incidental to the above and exercise other functions and powers as the Union may from time-to-time delegate to you.
 - f) You shall do and perform all other acts and things in the ordinary course of your duties as may be considered necessary or proper in the interest of the Union.
 - g) You shall adhere to provisions of the Union's Terms and Conditions of Services as established by policy.
 - h) You shall be required to work harmoniously with others as a team with respect to your bosses, peers and subordinates at all times as a way to ensure peaceful industrial relations at workplace.
 - i) You should inform the employer, office of the General Secretary in writing your next of kin for the purpose of contract in case of emergency or otherwise.
3. **Confidentiality:** You as an employee shall not, except as authorized by the Union Management, reveal or disclose to any person any of the trade secrets or confidential operations, processes, dealings or affairs of the Union and its projects or programs which come to your

knowledge during your employment, and shall keep confidential information entrusted to you.

4. **DURATION**

The contract duration shall be ____ years starting from the _____ to _____. Renewal of this contract shall be at the discretion of the Union Management which may be guided by your performance arising from open appraisal and other conditions obtaining from the Union. This contract of employment however takes cognisance of your 1st contract with the Union.

5. **REMUNERATION AND OTHER BENEFITS**

a) During contract period, you will receive a consolidated monthly Basic Salary amounting to UGX. _____, transport refund of UGX. _____ monthly and lunch facilitation as shall be communicated to you by the office of the General Secretary or his representative. This remuneration may be improved at the discretion of the Union Management depending on whether your contract is renewed, your evaluated performance and other conditions obtaining from the Union.

6. **GRATUITY:**

a) You will be entitled to a gratuity as specified in the staff general terms and conditions of service/policy if secession of employment is not occasioned by a summary dismissal.

b) You as an employee and/or your legitimate representative will receive any other benefits as may from time to time be determined by the Management of the Union in the Human Resource Policy.

7. **TERMINATION OF CONTRACT**

a) The Management or the employee herein may terminate this employment contract at any time by written notice of not less than 1 (one) month or payments in lieu thereof.

b) Upon termination of this contract for whatever reason, you shall hand over to the General Secretary or his representative and vacate the place of work.

c) Thereafter, if you qualify, you shall be paid all dues accrued to you which shall include unpaid wages, outstanding leave,

gratuity or severance pay, less obligatory and/or authorized deductions after clearing with the management.

This contract is to be read at all times together with the existing Terms & Conditions of Service and Human Resource policy or other policies of the Union.

This contract is binding and supersedes any previous contracts and terms and conditions of services between HTS-Union and the employee save for the Union standing policies in respect to its employees.

IN WITNESS WHEREOF this Agreement, is signed by the General Secretary of the Union and/or his representative and the employee being contracted hereto.

Signed for and on behalf of the Union:

Names in full _____

Signature _____

GENERAL SECRETARY

Signed by the said employee

Names in full _____

Signature _____

In Witness of:

Name in full _____

Designation _____

Address _____

Signature _____

In Witness of:

Name in full _____

Designation _____

Address _____

Signature _____



UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED WORKERS' UNION (HTS-Union)

EMPLOYEE BIO DATA FORM

Notes:

- *Please complete and return this form with a photocopy of your National ID or passport and two passport photographs for self and the registered dependants.*
- *All employees are encouraged to update this form if any of the information provided herein changes. For example, a new form should be filled in case an employee decides to appoint a new next of kin or separation / change / death of beneficiary.*

Employee's Bio-Data:

Name:

Position:.....

Date of Birth:

Gender: Blood Group:

Nationality:

National Identification Number.....

TIN Number:

NSSF No.:

Physical/Residential Address:

Telephone Contact:

Marital status.....

Religion.....

Ancestral Home Address

Village.....

Parish.....

Sub County.....

County/Constituency.....

District.....

Spouse:

First Name:

Last Name:

Date of Birth:

Nationality:

National Identification Number.....

Contact:

Children / Dependants:

No.	Full Names	Gender	Date of Birth	Relationship

Next of Kin:

1. Name:.....

Relationship with employee:.....

Address:.....

Telephone Contact:.....

Email:.....

National Identification Number.....

2. Name:.....

Relationship with employee:.....

Address:.....

Telephone Contact:.....

Email:.....

National Identification Number.....

Staff Declaration:

I confirm that the information provided on this form is true to the best of my knowledge.

Name:.....

Date:.....

Signature:.....



UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED WORKERS' UNION (HTS-Union)

ANNUAL PERFORMANCE APPRAISAL

EMPLOYEE INFORMATION

Name: Job Title:

Manager's Name: Department:

Date of Hire: Last Appraisal Date:

KEY JOB RESPONSIBILITIES

.....
.....
.....

DEFINITION OF RATINGS

EXCEPTIONAL (5):

Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. Active in industry-related professional and has excellent personal character/behaviour.

EXCEEDS EXPECTATIONS (4):

Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas and has very good personal character/behaviour.

MEETS EXPECTATIONS (3):

Averagely meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.

BELOW EXPECTATIONS (2):

Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

NEEDS SUPPORT TO IMPROVE (1):

Consistently falls short of performance standards.

INSTRUCTIONS

Describe the employee’s contributions in each of the performance categories below.

It is IMPERATIVE that you illustrate specific, detailed examples since the last performance evaluation.

Ratings MUST be supported and substantiated by narrative comments.

Average Score		Performance Ratings	
1.0 – 1.5	1	NEEDS IMPROVEMENT – Below standard	0 - 35
1.6 – 2.5	2	BELOW EXPECTATIONS – Adequate	36 - 50
2.6 – 3.5	3	MEETS EXPECTATIONS – Effective	51 - 65
3.6 – 4.5	4	EXCEEDS EXPECTATIONS – Highly effective	66 - 80
4.6 – 5.0	5	EXCEPTIONAL – Consistently exceeds expectations	81 -Abov

PERSONAL ATTRIBUTES (Matrix format) Score: (Filled by the Manager)

Competency	Rating	Comment	Score
<p>Job Knowledge/ Awareness Knows his/her core job responsibilities, possesses skills and knowledge to perform the job competently. Aware of the job environment.</p>			
<p>Work Output & Quality of performance Completes high quality work according to specifications. Has a strong sense of quality and knows how to achieve it whilst minding the number of tasks performed in the time. Thoroughly follows standards and procedures. Keeps complete records.</p>			
<p>Time management Reports in time on duty, does not go home before time, does not dodge work for personal commitments, does not absent him/herself unnecessarily and oftenly, does not mind staying longer on duty when there are assignments with strict time lines for completion.</p>			

<p>Communication and Interpersonal skills Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information. Is sensitive to the needs, feelings and capabilities of others.</p>			
<p>Respect Respects him/herself, superiors, peers & those lower in ranks, and Approaches others in a humane, non-threatening and pleasant manner and treats them with respect. Able to read the minds and moods of colleagues.</p>			
<p>Ethics & Integrity/Trust/ Personal character Maintains high level of character and a professional attitude. Manages issues and situations to avoid causing division & confusion among the team. Is able to conform and promote the company's standards of conduct. Maintains good morals and commands respect amongst workers. Advises fellow staff and does not mislead others</p>			

<p>Teamwork and Cooperation</p> <p>Works on tasks/projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members. Fulfills commitments to team members. Self-motivated and motivates others in the team.</p>			
<p>Innovation, Creativity and Initiation</p> <p>Is on the-lookout for new and innovative approaches that improves efficiency. Embraces and champions new ideas/changes and encourages others to do likewise. Strives to learn and improve. Does not remain idle – is hard working. Self-motivated.</p>			
<p>Reporting and Seeking Feedback</p> <p>Formally reports all relevant tasks and issues under his/her roles to superiors. Seeks out feedback for the purpose of improving work performance and listens to such feedback with an open mind. Positively responds to feedback.</p>			

<p>Committed to the organization All the time thinks of the progress of the organization. Most of the calls received are about the organizational activities. Has plans for remaining with the organization longer.</p>			
<p>Compatibility and ability to work under pressure Easily adaptive to changes, flexible with the ever changing situations in the organization and ready to take on any other tasks as may be assigned to him/her by the superior. Able to work with extra pressure and remains calm. Produces good results even under pressure.</p>			
<p>Attitude towards work Perceives work assigned positively without complains, regards fellow staff as colleagues and respects them. Not confrontational with others</p>			
<p>Consistence/ Dependability Takes care of work, property and attributes of the organization cautiously. Takes ownership of tasks & follows them through until completed.</p>			

<p>Acceptance of house rules/Organizational culture; Welcomes and embraces the organizational rules, norms, practices etc without taking offence. Implores others to follow suit.</p>			
<p>Decision making; Analyses, defines problems and opportunities; takes the right course of action and/or provides alternatives for the boss to implement.</p>			
<p>Total Score according to management</p>			



**UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED
WORKERS' UNION (HTS-Union)**

MEDICAL TREATMENT AUTHORISATION FORM

TO: _____

DATE: _____ TIME: _____

PATIENT'S NAMES: _____

Kindly render the required medical treatment to the above-mentioned person on HTS-Union account.

Thank you for taking care of us.

Authorised by:

NAME: _____ SIGNATURE: _____

.....
To be filled by the Medical Personnel and returned to HTS-Union

Patient's Name: _____ Date: _____

Bill: _____ Cost Slip No.: _____ Doctor's Sign; _____

NOTE: To be filled in duplicate



**UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED
WORKERS' UNION (HTS-Union)**

ANNUAL LEAVE APPLICATION FORM

SECTION A: EMPLOYEE'S PARTICULARS

Name of Employee

Position Department

Ancestral Home: Current Residence

SECTION B: LEAVE DETAILS (Filled by Employee/Officer)

I do hereby apply for: - *(Please tick where appropriate)*

Annual Leave	Sick Leave	Maternity/ Paternity	Unpaid Leave	Others (Specify)

Date of leave commencement Date approved.....

Date of resuming work Date approved.....

Number of leave days to be taken Days approved

During my leave, I can be contacted directly or through

1..... Tel.

2..... Tel.

APPLICANT'S SIGNATURE.....

DATE.....

Head of Department's Comment & Approval:

.....

.....

Approved by: **Signature:** **Date:**

SECTION C: DAYS ENTITLED

TO BE COMPLETED BY GENERAL TREASURER FOR FINANCIAL PURPOSES

Leave Allowance Entitlement.....

Cost Leave Days to be sold (@management's request, if any).....

GENERAL TREASURER'S SIGNATURE Date

SECTION D: LEAVE ALLOWANCE APPROVAL

TO BE COMPLETED BY GENERAL SECRETARY BEFORE LEAVE APPROVAL

Options	Seniority	No. of Leave days
Leave Entitlement		
Leave Requested		
Leave Allowed		
Leave days already taken		
Days payable if any		
Total Number of days to be taken		

SECTION E: LEAVE APPROVAL

TO BE COMPLETED BY GENERAL SECRETARY FOR APPROVAL

In reference to section "D" here above, your respective leave has been approved as such.

(Please note that any leave taken without approval of General Secretary's office or his representative shall be considered as unauthorized leave for which disciplinary action shall be taken against the concerned individual)

Comment

.....

.....

GENERAL **SECRETARY'S** **SIGNATURE**.....
DATE.....

NOTE:

Approved copy of the Leave Form is to be filed on the staff's personal file for reference.



**UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED
WORKERS' UNION (HTS-Union)**

LEAVE OF ABSENCE FORM

Name of Staff			
Department			
PERIOD OF ABSENCE			
	FROM	TO	TOTAL
By-Hours			
By-Days			
Reason for absence:			
Absence Reported to: (Director)			Authorized by: (Director)
Treatment of the Absence herein (GS)			

EMPLOYEE'S SIGN:

Name _____
Date _____

Approved by:

Name _____
Date _____



**UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED
WORKERS' UNION (HTS-Union)**

SICK LEAVE APPLICATION FORM

**This is to request that I be authorized to take some working days as
sick leave**

Employee Name: _____ NO _____

Position: _____ Department: _____

Type of sickness: _____

No. of days recommended by Dr: _____

Sick Leave Start Date: _____ End Date: _____

Approved No. of days: _____

Contact person/ care taker:

Name: _____ Tel: _____

Comments by HoD/Director _____

NOTE: Attach Medical Documents from the Hospital

Authorized by HOD/ Director

Name: _____

Contact: _____



**UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED
WORKERS' UNION (HTS-Union)**

GREIVANCE REPORT FORM

1	Date	
2	Particulars of Complainant	
3	Name & Department of Accused	
4	Type of Grievance	
5	Summarised narration/ particulars of the Grievance or Complainant	
6	Office Receiving the Complaint (HoD)	
7	Course of Action by the Head of Department	
8	Disciplinary Hearing	
9	Hearing Recomendations	
10	General Secretary's Descision	



UGANDA HOTELS, FOOD, TOURISM, SUPERMARKETS & ALLIED WORKERS' UNION

HTS-Union

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