

YUVA

Rules and Regulations

April 2019

The Organisation (YUVA) places as few restraints and restrictions on your personal conduct as possible. However, establishing reasonable rules and regulations which you are asked to observe and that clearly stipulate terms and conditions of work is essential to not cause disputes within the Organisation as well as for the protection of the Organisation's property and interests and of all its members. This document should be read in conjunction with the **Code of Conduct** of the Organisation.

1. Working Hours

- A. The regular operating days and hours of YUVA' offices are Monday through Sunday, except recognised holidays, 8:00 am to 5:00 pm, or as otherwise established by the Executive Director/Board. There is no work on public holidays.
- B. Be punctual – you need to respect the time in and time out at the YUVA office. You are supervised through the cameras installed in office.
- C. The Organisation recognises that some staff members may have an approved alternate work schedule, which they are expected to observe.
- D. Keep daily time records, and make only true and correct entries in your attendance sheet.
- E. Lunchtime is 30 minutes, and should be taken between noon to 1 PM.

2. Leaves, Absences & Holidays

- A. All leaves, whether with or without pay, are subject to prior authorisation.
- B. Absence application should be sent to info@yuvamauritius.com before one week.
- C. If, for any reason, you cannot report for work, send word to your Supervisor as soon as possible, either by telephone or by personal messenger, informing him/her of the reason for your absence and indicating, if possible, how soon you can report back to work.
- D. Such notification does not mean automatic approval of the leave. Secure formal approval prior to taking a leave.
- E. Any emergency absence will result to the staff producing a proof of absence.

- F. Staff who will be late to work must inform their Supervisor at least two (2) hours prior to normal starting time.

3. Dress Code

- A. Dress code for all staff members is semi-formal.

4. Communications

- A. Dropbox
- B. Email
- C. WhatsApp – on both phone and computer.
- D. Mobile phone – make sure it's on ringing or vibration mode in order not to miss any call.
- E. Office phone – telephone number: 218 1732

5. Professional Ethics

- A. In the performance of your duties, and in your working relations with others, observe the basic rules of courtesy and good behavior. Give due regard to the well-being of others regardless of position and rank.
- B. Members of staff are expected to conduct themselves on the job in a manner that contributes to operating effectiveness, productivity, safety and a harmonious work environment.
- C. Observe high ethical standards and act in good faith in your dealings with members of the Organisation as well as those outside, but do not get into personal life issues. Know your limit.
- D. Personal problems between employees shall not be pursued at work.
- E. A staff must receive permission to leave their assigned work area (other than for lunch). The Supervisor shall be made aware of why the staff has gone, and how long they will be gone.
- F. Should a Supervisor be leaving the work area for any extended period of time, he or she shall tell subordinates who to contact in case of emergency.

- G. No forms of harassment will be tolerated at YUVA. All staff members should abide by YUVA's Sexual Harassment Policy as well as follow the rules on anti-harassment as stipulated by YUVA's Code of Conduct.
- H. Staff should not disclose any confidential information acquired in connection with their work for YUVA. They should abide by YUVA's Privacy Policy (<https://yuvamauritius.com/privacy-policy/> <https://yuvamauritius.com/donor-privacy-policy/>) as well as the rules regarding confidentiality as stipulated by YUVA's Code of Conduct.

6. Work Performance

- A. Know the duties of your position, make productive use of time and equipment, give a good day's work, and maintain services at an acceptable level of competence. Apply yourself to the official work of the Organisation, deferring personal business outside of working hours.
- B. Work smart, not hard – plan your work well and work intelligently. Spend quality time at work, as well as quality time at home. Do not bring home to office; do not take office to home.
- C. Planner and memos – record your work progress for all projects allocated to you, and put reminders of deadlines or events you have to attend/organise.

7. Responsibility for Funds or Property

- A. Exercise care and diligence in handling YUVA funds and property entrusted to your custody by virtue of your position or by direct authorisation or assignment. Likewise, respect each other's personal property.
- B. Staff who work late or on overtime must ensure that all lights, air-conditions and equipments are shut off when they leave the work place.

8. Health and Safety

- A. To provide for the safety and security of staff members and the facilities of the Organisation, only authorised visitors are allowed in the workplace. Restricting unauthorised visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

- B. Report any security or safety hazards, accident or injury promptly to your Supervisor.
- C. Safeguard your health, and show consideration for the well-being of your fellow colleagues. Practice good health habits and help in keeping your workplace clean.
- D. YUVA has installed security cameras inside and outside the office located at Level 2, in the Jade Court Building for the purpose of maintaining security of these premises. A security guard is also available on the premises 24/7.
- E. Staff members shall conduct themselves so that the safety of both themselves and their fellow workers is preserved. All members of the staff are expected to abide by the rules regarding health and safety as stipulated in YUVA's Health and Safety Policy: <https://yuvamauritius.com/yuva-health-safety-policy/>

9. Resignation Policy

- A. In order for a staff member to leave their position at YUVA in good standing, it is important that they give at least one-month advanced notice of resignation.
- B. This policy in no way constitutes a contract or guarantee for advanced notice of termination by YUVA.

10. Acknowledgement

- A. This form describes the rules and regulations of the Organisation, and I understand that I should consult my immediate Supervisor regarding any questions not answered in this document.
- B. Since the information in this document is necessarily subject to change, I acknowledge that revisions to these Rules and Regulations may occur. I understand that revised information may supersede, modify, or eliminate existing policies.
- C. Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document.

D. I have received the document, and I understand that it is my responsibility to read and comply with the policies contained in this document and any revisions made to it.

Employee's signature _____

Employee's name _____

Date _____