

Policy

On

Staff

Youth Council of

Cambodia

(YCC)

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1. GENERAL PROVISIONS

1.1. Objective

The purpose of this Staff Policy of the Youth Council of Cambodia (YCC) is to determine all work conditions, work procedures, and all staff responsibilities including dignity, transparency and trust among staff. This Policy will serve as a replacement and abrogation of all existing policies or decisions made regarding staff of the YCC.

1.2. Scope

This policy is applicable to all staff, including full time staff, part time staff, volunteers, and interns. However, any benefits stated in this Policy are only applicable for full-time employees who are contracted by the YCC. Benefits for part time staff, volunteers, interns, or advisers shall be stated in a separate contract.

2. STAFF RECRUITMENT AND PROBATION

2.1. Staff Recruitment

Staff recruitment shall commence when a staff member has resigned or/will resign from the YCC by providing a written resignation letter or as required by the YCC to ensure a smooth transition of the YCC's workflow. All youths are encouraged to apply to work at the Youth Council of Cambodia.

2.1.1 Internal Recruitment

Staff selection shall be made by the Management Committee:

- A. The Management Team is in charge of creating a Recruitment Committee whose responsibilities are to advertise a job announcement, to examine applications, and to conduct writing tests and interviews. Such Recruiting Committee shall consist of at least one supervisor (of the position being recruited), a Finance Officer, and an Administration Officer.
- B. The Recruiting Committee shall discuss and make the decision to select at least two candidates to forward to the Management Team for the final decision. If there's only one candidate applied, the Recruitment Committee should conduct the writing test and interview. If the candidate/s are not qualified, the Recruitment Committee will proceed to external recruitment.
- C. The Executive Director is in charge of signing a working contract with employees on behalf of the YCC.
- D. However, the position of Executive Director shall be recruited by the Board of Directors and be contracted by Chairman of the Board.
- E. However, the position of Program Director and Admin and Finance Director shall be recruited by the Executive Director.

2.1.2 External Recruitment

Staff selection shall be made by the Management Committee:

- A. The Management Team is in charge of creating a Recruitment Committee whose responsibilities are to advertise a job announcement, to examine applications, and to conduct writing tests and interviews. Such Recruiting Committee shall consist of at least one supervisor (of the position being recruited), a Finance Officer, and an Administration Officer.
- B. The Recruiting Committee shall discuss and make the decision to select at least three candidates to forward to the Management Team for the final decision. The Recruitment Committee will conduct the reference check for the selected applicant. If the candidate/s are not qualified, the Recruitment Committee will re-announce the vacant job.
- C. The Executive Director is in charge of signing a working contract with employees on behalf of the YCC.
- D. However, the position of Executive Director shall be recruited by the Board of Directors and be contracted by Chairman of the Board.
- E. However, the position of Program Director and Admin and Finance Director shall be recruited by the Executive Director.

2.2. Staff Orientation

The Administration Department shall provide all relevant documents such as statute, all policies, code of ethics, and other related documents to the newly hired employee. He/she will undergo an orientation of YCC's policies before can start working. The Administration Department shall ensure that the new staff will be equipped with enough office supplies needed to perform his/her duties. The Administration Department shall provide the new employee with an introduction to the office floor and other staff.

The supervisor shall clearly explain roles, responsibilities and the YCC's projects to the new employee to ensure the smooth workflow of YCC's operation.

2.3. Probation and Evaluation

All new employees shall have a probationary period of 3 (three) months. Up to 10 (ten) days before the due term of the probation, the Management Team shall create an Evaluation Committee, which at least consists of the employee's supervisor, a Senior Admin and Finance Director/Manager and Program Director. Such a Committee shall evaluate and see whether the employee shall pass the probationary period and continue the post as a full-time staff; or the probationary period shall be extended for one more month; or the contract shall be ended. The evaluation form is attached in annex 10. The Management Team shall decide on this matter.

On-probation employees shall receive the same benefits as the full-time staff do, which are stated in this policy.

2.4. Age Limit for Executive Director (ED)

The Executive Director of the YCC shall not be older than 50 years of age. In case the Executive Director turns 50 years old, the Executive Director shall

provide an appropriate advanced notice of his/her resignation as stated in Article 5.2. In case that the Executive Director fails to inform such event, the YCC has the rights to terminate him/her immediately when the Executive Director turns 50 years of age, without prior notice or provided compensation.

3. SALARY AND BENEFITS

3.1. Salary

The YCC's staff shall receive their salary rates based upon their positions/roles, responsibilities, experiences, and skills in performing their duties. Staff's salary of the Youth Council of Cambodia (YCC) is determined in an individual contract for each employee, which is listed in the payroll table as attached in annex 1. The staff salary will be paid every 25th of the month if the funds are available. All staff salaries shall be deposited into YCC's payroll bank account and transfer directly to the staff's individual bank account. Any bank charges for this service are paid for by YCC. In case the newly hired staff don't have a bank account yet, the salaries shall be paid by cheque or by cash.

The Staff may get full of the salary if he/she charges 100% to the project. However, if full-time staffs' salaries have a shared cost with the other project, he/she will receive the salary based on the Level of Effort (LOE) charged to the project and based on the available funds or budget from each donor. For example, if a full-time staff charges 25% of his/her salary from donor A, the remaining 75% of his salary will be charged from another donor. If there is no other donor available to support, YCC will pay for him/her. And if YCC has no available funds, the YCC Management Team will inform the staff if he/she can work as a volunteer for the remaining LOE that is not covered by the donor.

Salary advances will be granted under any circumstances, especially emergency cases.

Salary Tax

The YCC is responsible for withholding the tax on salary in accordance with Cambodian Law. The YCC will submit the employees' tax return monthly at the General Department of Taxation. The Administration and Finance Officer is responsible for this matter. Each individual staff member will receive a monthly salary slip (annex 2), which shows the monthly gross pay, tax on salary, pension fund contribution and monthly net pay after the deductions, which is the amount the staff member receives.

3.2. Annual Salary Increase

The staff salary may increase by up to 10% of the basic salary based on the staff annual appraisal and available funding. The Management Team will decide on any salary increase.

The staff who remains in his/her post, but whose salary has already reached the last level of the salary scale, will not be entitled to a salary increase. However, that staff will receive an additional monthly allowance, not exceeding 20% (twenty percent) of his/her monthly salary, and such an event also depends on his/her annual staff appraisal, as well as the available funding.

3.3. Insurance Coverage

3.3.1 National Social Security Fund (NSSF)

All YCC staff are required to register at NSSF. NSSF is paid entirely by the organization. The NSSF shall provide ID Number and issue 'Occupational Risk Insurance Card' for each employee free of charge. 'Occupational Risk Insurance Card' shall be given to employees through the organization. In case of the loss or damage of 'Occupational Risk Insurance Card', the owner of the card shall make an *immediate notification to line manager and request duplication within 30 days* at the latest after the date of notification. In case of a work-related accident, employee shall inform the immediate supervisor within 24 hours for processing the claim and benefits from NSSF.

3.3.2 Private Insurance

All employees are provided with in-patient insurance for hospitalization expenses through a private insurance company. This insurance covers employees at all times, including non-working hours such as annual leave and holidays. YCC staff will be provided by a group accident insurance if there is an available funding from each project.

Youth volunteers such as Community Accountability Facilitators (CAFs) will be provided by a group accident insurance if there is an available funding from each project.

3.4.3 Expense on Medication and Medicine

In case that the YCC has an adequate funding, all YCC employees are entitled to medical benefits of US\$50 (fifty US dollars) per year (from January to December) to pay for personal, spouse's, child's or parents' medical bills which are not covered by the insurance. This benefit is to be claimed back with receipts.

3.4. Seniority Pay

All staff under the Fixed Duration Contract (FDC) shall receive seniority pay equivalent to 5% (five percent) of his/her monthly salary.

All staff under the Undetermined Duration Contract (UDC) shall receive seniority pay equivalent to 15 days of his/her monthly salary.

Seniority pay be paid twice, 1st in June for 7.5 days of staff salary and the 2nd will be paid in December for the remaining 7.5 days of staff salary.

If the staff did not pass the probation period, he/she is not entitled for the seniority pay.

3.5. The 13th Salary

The YCC will pay the 13th month salary equivalent of one month basic salary of all employees who have worked with YCC for 12 months or more. The 13th month salary will be paid in December of each year.

Employees who have worked less than 12 months are paid the 13th month salary on a prorated basis based on the actual working period up to the final day at YCC. Employees who resign or whose contract period finishes prior to the specific period will not be entitled to receive the 13th month salary.

3.6. Phone Bills

The YCC's staff shall be provided with a monthly SIM-card credit and allowance for use of calling cards based upon the availability of the funding. The management Team shall decide on this matter. A monthly allowance for use of calling cards doesn't need the invoice.

3.7. Employee Loan

All employees who have completed one year of service at YCC are eligible for an interest-free loan subject to availability of funds. Any kind of tax liability applicable on the loan amount will be borne by the employee. The basic criterion for eligibility is a genuine verifiable purpose for which the employee has applied for a loan. The staff will write the loan letter together with the guarantor from one of the family members who is capable of repayment in case the staff is unable to pay.

The maximum amount to be sanctioned as loan will be two months basic salary of the employee. Application for a higher amount will be subject to approval from the Management Team. The loan will be repayable within 12 months in equal monthly deductions from the salary every month. The deduction of instalments from salary will start from the month subsequent to which the loan has been sanctioned. If an employee wants to repay the balance amount in a single instalment within 12 months the employee can inform the Management Team about his/her intent and the Admin and Finance Officer shall facilitate the repayment.

If an Employee leaves the organization before the repayment of the full loan amount, the employee is liable to pay the balance of the loan amount before being relieved.

3.8. Additional Benefits

The YCC's staff will be entitled to additional benefits only up to 20% (twenty percent) of his/her monthly salary in case YCC has a new project for implementation and that staff member is required to take on extra responsibilities. The Management Team shall decide on this matter.

4. TRAVEL

4.1. Local Travel

Employees who travel on official organization business within the country are eligible for per diem (meal costs), accommodation and transportation allowance.

YCC Staff and Board of Director from Phnom Penh to Province and Vice Versa:

The Board of Directors and YCC staffs who are permitted to go on a mission on behalf of the YCC from Phnom Penh to another province and across province and vice versa shall receive advanced money to pay for accommodation, food, and travel as follows:

- Accommodation: \$25 (Twenty-five US dollars) per night (no receipt needed)
- Per-diem: \$19 (Nineteen US dollars) per day (no receipt needed)

- \$5 (five US dollars) for breakfast (departure before 9:00AM)
- \$7 (Seven US dollars) for lunch (departure after 9:00AM and before 2:00PM)
- \$7 (Seven US dollars) for dinner (departure after 2:00PM)
- Transportation: Transportation allowance from Phnom Penh to provinces and from provinces to Phnom Penh is listed in annex 3 (no receipt needed)

In case the expense exceeds the annex, The staff is required to ask for an approval from his/her direct supervisor and the Admin and Finance Director. The travel expenses from province to province and within a local town or within the province shall be billed based on actual receipt.

YCC staff and Board of Director who will be traveling within the province: The Board of Directors and YCC staff who are on assignment within the province that has to travel to field over 45 kilometers (one way) to implement the activity will be provided with food, accommodation and transportation as follows:

- Accommodation: \$15 (Fifteen US dollars) per night (no receipt needed)
- Per-diem: \$ 13 (Thirteen US dollars) per day (no receipt needed)
 - \$3 (Three US dollars) for breakfast (departure before 9:00AM)
 - \$5 (Five US dollars) for lunch (departure after 9:00AM and before 2:00PM)
 - \$5 (Five US dollars) for dinner (departure after 2:00PM)
- Transportation: The travel expenses from province to province and within a local town or province shall be billed on actual receipt.

In case the expense exceeds the annex, The staff is required to ask for an approval from his/her direct supervisor and the Admin and Finance Director.

Project Partners who travel from Phnom Penh to Province and Vice Versa:

Food, Accommodation and Travel Allowances for project partners (youth, local authorities, teachers, school principals and parents' youth) who will be travelling from Phnom Penh to other provinces and other provinces to Phnom Penh:

- Accommodation: \$15 (Fifteen US dollars) per night (no receipt needed)
- Per-diem: \$14 (fourteen US dollars) per day (no receipt needed)
 - \$4 (Four US dollars) for breakfast (departure before 9:00AM)

- \$5 (five US dollars) for lunch (departure after 9:00AM and before 2:00PM)
- \$5 (five US dollars) for dinner (departure after 2:00PM)
- Transportation: Transportation allowance from Phnom Penh to provinces and from provinces to Phnom Penh is listed in annex 3 (no receipt needed)

Field Staff Motorcycle fuel and Maintenance

The Project field staff is entitled to a monthly in-field travel cost package for motorcycle fuel and Maintenance for a maximum of 25 USD per month provided that the field staff has go to the field for 12 working days per month. The payment for in-field travel cost will require the staff will submit his/her actual workplan for the month and motorcycle logbook.

The computation for the in-field travel cost is number of days worked in the field per month x distance traveled per day x fuel consumption per kilometer (0.03L/km) x fuel cost per liter (\$1.15/L).

*Example: 12 days worked per month x 61km per day x 0.03L/km x \$1.15/L
=25.25 US\$/month*

Note: The fuel cost per liter can be changed based on the market price.

4.2. International Travel

YCC Staff and Board of Directors and members and Project Beneficiaries:

YCC Staff and Board of Directors and members and Project Beneficiaries who are permitted to go on a mission on behalf of the YCC to outside country shall receive advanced money to pay for accommodation, food, and travel as follows:

- Accommodation: US\$100 (One Hundred US dollars) per night (no receipt needed)
- Per-diem: US\$80 (Eighty US dollars) per day (no receipt needed)
 - \$20 (Twenty US dollars) for breakfast (departure before 9:00AM)
 - \$30 (Thirty US dollars) for lunch (departure after 9:00AM and before 2:00PM)
 - \$30 (Thirty US dollars) for dinner (departure after 2:00PM)
- Airfare and local travel: Airfare will be based on actual airfare ticket paid. Local transportation outside the country will be based on the travel allowance listed in Annex 3 (no receipt needed)
- Pocket Money: YCC will receive a pocket money of \$100

In case the expense exceeds the annex, The staff is required to ask for an approval from his/her direct supervisor and the Admin and Finance Director.

Project Beneficiaries joins the activity:

Project beneficiaries including youth, government staff, citizens, NGO networks and private sector will be provided with food, lodging and

transportation as listed in annex 15. Payment to the government staff will be based on the agreement with the donors.

5. TRAINER/CONSULTANT/ADVISOR FEE

YCC will provide \$150-\$250 per day for trainer, consultant and advisor to conduct the training, project evaluation and finance audit. The payment will be based on the experience and skills of the service provider.

The YCC's Management Team is responsible for negotiating with and hiring the local or international consultants. They will develop the contract and Terms of Reference.

Consultants will sign a contract with YCC specifying the timeframe and place of work and the tasks to be performed (as detailed in the Terms of Reference). A contract must be signed before the assignment begins.

- The contract will outline the reporting requirements and deadlines for the assignment. Reports may be in the form of a written output (e.g. A workplan) if necessary. The Management team will make the final decision on whether to accept the consultant's product or report.
- Consultants will be paid according to the contract. The contract should specify a daily or total rate. Any extra time spent on the assignment will not be paid for by the YCC unless approved in advance by the Management Team. Consultants will be paid the full fee on receipt of a satisfactory product.
- Wherever suitably qualified consultants (national or foreign) can be found locally, consultants will be hired from within Cambodia.
- The contract procedures and general conditions and policies will be the same for all consultants, both national and expatriate.
- All consultants will be responsible for their own insurance coverage and tax payments.

Terms of Reference (ToR)

All contracts must be accompanied by a Terms of Reference, which should specify:

- Background of the consultancy
- Objectives of the consultancy
- *Specific methodology to be used (if appropriate)*
- Specific tasks to be completed.
- Outputs to be produced and in what form (disk and hard copy)
- Reporting deadlines
- A report has to be produced in a softcopy and hard copies.

The Final Report/Product

The content of the Final Report or Product asked for will depend on the purpose of the consultancy. However, all Final Reports should contain the following (either as text or appendices):

- Record of itinerary
- Key places, people and organizations visited
- Acknowledgement of co-operation, assistance and resource materials used.

Refreshment for organizing project activities:

- Half day, YCC will provide 2 US dollars each to all participants.

(no receipts needed but required allowance list with signatures)

- Full day, YCC will give 4 US dollars each to all participants. (no receipts needed but required allowance list with signatures)
- One-time refreshment/snack can be provided when the meeting or training lasts for three hours a day, and two times for meeting or training that lasts for six hours or more a day. The refreshments amount includes drinking water.
- When the service package is purchased, refreshment cost should be reasonable in relation to an appropriate context.

Exchange Rate:

YCC will use the National Bank of Cambodia on the first day of the month.

6. LEAVE AND WORKING DAYS

6.1. Working Hours and Working Days

The YCC full time employees are required to work full time 5 (five) days a week, for 40 (forty) hours, which makes it 8 (eight) hours a day, from Monday to Friday as scheduled below:

- Morning shift: 8:00AM to 12:00PM
- Afternoon shift: 13:30PM to 15:30PM

However, most of the YCC's work is with youth; therefore, there might be times that the YCC employees may be asked to work during a holiday or over the weekend. In this case, the employee may choose any other regular workday to compensate the days which the employee worked during the holiday/weekend.

Working hours and working days may differ from this Policy if it is clearly specified otherwise by a separate employment contract, or if such a decision is made by the direct supervisor and the Executive Director.

The YCC employees may work outside the office/ headquarter up to 5 (five) days a year. Any work done outside the office shall obtain permission from the direct supervisor, and such an event shall be informed to the Administration Officer. One employee cannot request to work outside the office for more than 1 (one) day per month.

6.2. Substituted Days

In the even that a YCC employee works or has a mission on a holiday or a public holiday with an approval from his/her direct supervisor, that employee is entitled to take any other regular workday as a paid holiday within the next 15 (fifteen) days, and that is not an annual leave. All employees shall complete a leave form to request a time off with a proper signature and an approval from the director supervisor (annex 6).

6.3. Public Holidays

The public holidays are determined in accordance with all the public days stated in the Prakas of the Royal Government of Cambodia.

The Administration Department shall share such a Prakas with all employees and shall write any public holiday on the information board at least 1 (one) day prior to the holiday. During all holidays (closed office), the Youth Council of Cambodia shall provide such information to relevant institutions and all staff via the information board or email. The Administration Department shall provide additional information about any holidays that might fall on different dates mentioned above.

6.4. Leave on Personal Affairs (Special Cases)

All YCC employees are entitled to take leave in the special events as follows:

- A funeral of his/her father, mother, spouse, child, or sibling: 7 (seven) working days
- Parents, spouse, children or siblings in serious illness: 3 (three) working days
- Marriage leave: 1 (one) week (excluding holidays)
- Maternity leave: 3 (three) months (including holidays) and 1 (one) hour per working day for a period of 3 (three) months upon return to work after childbirth.
- Paternity leave: 2 (two) weeks (excluding holidays)

6.5. Annual Leave

All YCC employees are entitled to a maximum of 18 (eighteen) days' annual leave.

6.6. Sick Leave

The YCC employees are entitled to 7 (seven) days of sick leave per year. For any sick leave that lasts for 1 (one) day or less, a doctor's prescription is not required. For any sick leave that lasts for 3 (three) consecutive days or more, a doctor's prescription is required.

If an employee becomes seriously ill with a certified medical letter from a doctor and cannot perform his/her duties, the said employee shall take sick leave up to 3 (three) months consecutively (within one year) with a full salary paid for the first month and half of the employee's normal salary for the next months and will not get paid for the third month. If the said employee is still on sick leave after using all leave, the YCC's Management Committee may terminate the said employee immediately.

6.7. Procedures for Requesting Leave

All YCC employees shall submit a leave request form as attached in annex 6:

1. Must notify at least one day in advance for one-day leave or less. However, the employee may inform on the day of leave.
2. Must notify at least 3 (three) days in advance for 2 to 5 days leave.
3. Must provide one-week notice for 5 to 10 days leave.
4. Must provide one-month notice for 15-day leave.

All leave requests must be submitted to the director supervisor of each employee for approval and then forward to the Administration Office for review. The

Administration Office is responsible for keeping track of all employees' leave.

Any employee who comes to work late or leaves work early shall give notice to the Administration Office via mobile phone or by any means in advance.

6.8. Leave within Calendar Year

All leave must be taken within the YCC's calendar year, which is from January to December every year. Any unused leave will not be carried forward into the next year, nor will be settled into cash.

7. EMPLOYMENT CONTRACT, CONTRACT END AND TERMINATION

7.1 Employment Contract

YCC prepares 2 types of contracts for its regular employees: 1 is the fixed duration contracts (FDCs) and undetermined duration contracts (UDCs) "Labor Law Arts 67, 73". An FDC may be renewed one or more times only if the total length of the employment relationship does not exceed 2 years. If an FDC is extended or renewed, the total period of the contract is more than 2 years, then the contract will automatically become a UDC.

YCC employees contract will be signed by the Executive Director and the employee. An employment contract shall state any necessary articles that *determine all work conditions, position, roles, responsibilities.*

A letter of acknowledgement from a relative who is to receive the seniority pay in case the said employee dies.

Expatriate Employee: YCC will make sure that expat employees shall obtain a work permit and shall be registered with the Ministry of Labor.

7.2 Discontinuity of An Employment Contract

In case that an employment contract has expired and either party does not wish to continue, such a party shall provide advanced notice as follows:

- 7.2.1 Must provide a seven-day notice if the employee is in a probationary period.
- 7.2.2 Must provide a fifteen-day notice if the employee length of continuous service is less than 1 (one) year including the probationary period.
- 7.2.3 Must provide a one-month notice if the employee length of continuous service is longer than 1 (one) year and up to 5 (five) years including the probationary period.
- 7.2.4 Must provide a two-month notice if the worker's length of continuous service is longer than 5 (five) years including the probationary period.

The Executive Director is responsible for providing a written letter to an employee whose contract is not to be renewed, while the said employee shall give notice to the Executive Director in a written letter via the Administration Office.

7.3 Staff Resignation

A YCC employee may choose to leave voluntarily, while providing his/her service at the YCC. The duration of an advanced notice to the YCC is as stated in Article 5.2. A resigning employee shall submit a written document to his/her direct

supervisor and the Executive Director via the Administration Office. The date on which the Administration Office receives the letter is deemed to be the official date of such a letter (therefore, the day of notification shall be counted from the day on which the Administration Office receives the letter).

7.4. Contract Elimination and Termination Before Term

The YCC shall have the rights to terminate an employee's employment contract with immediate effect and without prior notice in the following events:

- A. Running out of funding: Any employment contract shall be ended if the YCC runs out of funding or if the donors cease funding. In case that the YCC does not have adequate funding, the priorities of employees to be terminated shall be based on capacity, seniority, and family situation.
- B. Giving bribes, receiving bribes, misappropriation, or stealing money or materials from the YCC
- C. Occurrence of physical dispute or physical injury to an employee or target audience at work or at the area of a mission
- D. Becoming a political activist
- E. Sexual and child abuse
- F. *Consuming alcohol and using drugs while on duty at work (both at the office and the target area)*
- G. An employee who is absent from work for more than 15 (fifteen) days
- H. An employee who has passed away.
- I. An employee with serious misconduct or serious neglect of his/her duties

This elimination or termination shall be decided by the Management Team by providing evidence and a report as proof.

7.5. Work Suspension

An employee may suspend his/her work from the YCC for up to 1 (one) month, and the employee is eligible to do so only if the worker's length of continued service is at least 2 years. The work suspension shall be made in writing by the Administration Officer and be submitted to the employee's direct supervisor and the Executive Director for review and approval or disapproval at one-month in advance. During the suspension, the employee shall not receive any monthly salary from the YCC.

7.6. Payment on an Expired Contract with YCC

An employee whose contract with the YCC has expired shall return all working equipment and settle any outstanding balance to the YCC and fill in the expense form (annex). The YCC shall have the right to deduct the employee's salary and seniority pay in case the said employee still owes some credit to the YCC or refuses to return working equipment to the YCC. Employees who will suggest stopping working before YCC contract, they will not receive the provident fund and 13th salary.

7.7. Letter of Employment

When the employment contract ends, all YCC employees are entitled to receive a letter of employment. A sample letter of employment is attached in annex 9.

8 STAFF EVALUATION AND TRAINING

8.1 Types of Evaluation

There are two types of evaluation: an evaluation for probationary staff (as stated in article 2.3) and staff annual appraisal.

8.2 Procedures of Staff Annual Appraisal

All YCC employees and interns shall be evaluated on a yearly basis. The appraisal shall take place in December every year to learn about the effectiveness of the worker's performance, his/her encouragement and training. The Management Team shall make final decision on the evaluation after receiving appraisal forms from all employees, as well as their supervisors. The procedures and forms are attached in annex 10. The Executive Director will be evaluated by the Board of Directors.

8.3 Staff Training

All YCC employees are encouraged to learn and improve their capacity and skills needed for their duties. Computer literacy may include the ability to use Microsoft Word, Microsoft Excel, Microsoft Outlook, and the Internet.

All YCC employees are encouraged to improve their skills and capacity by attending workshops, meetings and short courses both inside and outside YCC. All training shall be relevant to each staff's roles and responsibilities.

If YCC has a budget to organize technical training for its employees or sponsor an employee to attend a technical short course relevant to his/her work if the Executive Director finds it necessary. However, the sponsorship shall not exceed 80% (eighty percent) of the whole training cost, and the maximum sponsorship is up to US\$300 (three hundred US dollars) per year per employee in case the YCC has adequate funding. A sample training request form is attached in annex 11.

9 STAFF'S DOCUMENTS AND INSTITUTION'S ASSETS

9.1 Staff's Documents

Each YCC employee shall have his/her own set of documents. The Administration Officer is responsible for arranging and ensuring the confidentiality of those documents. Those documents may include employment contract, warning, or any other private document for each staff. The staff may request to see his/her own documents, but the presence of the Administration Officer is required.

9.2 Use of YCC's Assets

The YCC may permit employees to use some of the equipment, while providing his/her service to the YCC such as a laptop, a motorcycle, a camera, etc. The Administration Office is responsible for managing all equipment and maintains sign-up and return sheets for staff. The sample of such a sheet is attached in annex 12.

An employee may use some of the YCC's equipment kept in the Administration Office for mission purposes or for any other work purposes. The employee shall submit a form as attached in annex 13.

Any damage to or loss of the YCC's equipment caused by an employee while on his/her duty, the said employee shall buy a replacement to the damaged or lost

equipment or shall pay in cash as determined by the Management Committee, unless such a damage or loss is beyond the said employee's control and with a proper report and a witness such as robbery, damage caused by a traffic accident, damage or loss caused by a natural disaster or fire, or by any other cases determined by the Management Committee.

The Administration Office is responsible for all YCC's equipment.

An employee may borrow some of the YCC's equipment for personal use, but not for commercial use. All equipment lent to an employee for personal use shall not exceed 1 (one) week. In case the YCC need to use the lent equipment, the employee shall return the equipment to the YCC immediately. The said employee shall be held accountable for repair or payment for the replacement in case of breakdown, damage, or loss. The said employee may use the form in annex 13.

Some of the YCC's equipment is applicable for partner organizations to borrow for his/her project implementation. The duration of lending such equipment shall not exceed 4 (four) days. The said partner organization shall be held accountable for repair or payment for the replacement in case of breakdown, damage, or loss and may use the form in annex 13.

10 CONFIDENTIALITY

Employees often have access to confidential or proprietary information that may not be available to the public. This information may be specific to YCC, YCC's staff, its donors, peer partners or clients. Particular care must be taken to keep this information confidential.

Confidential information includes, but is not limited to:

- Salary information;
- Employee's personal demographic information (home addresses and phone numbers);
- Employee's health or disability status;
- Personnel files;
- Payroll files;
- Accounting or financial data;
- Contractual agreements;
- Applicant data;
- Proposal submissions and proposal budgets;
- YCC's intellectual property;
- Disciplinary or grievance procedure findings;
- Non-public information about donors, peer partners or clients; and
- Any YCC data/information that has not been released to the public.

Access to confidential information does not carry with it personal benefit or advantage but imposes an obligation to keep such information confidential and to use it solely in the interest of the organization. This obligation also extends beyond the employment period.

Any employee who experiences a breach of confidentiality or believes in good faith that there has been a violation the staff has the right and responsibility to report the

actual or perceived violation to his/her direct supervisor or to the Administration officer.

The Administration officer must report to the Management Team immediately regarding the breach of confidentiality.

YCC reserves the right to administer appropriate disciplinary action for violation of the Confidentiality Policy. The disciplinary action taken may vary depending on the gravity of the offense. Severe violations of this policy may result in an immediate discharge of an employee with or without notice and/or legal action being taken against the offending individual.

When in doubt regarding the confidential nature of a document or how this policy may apply to a specific situation, an employee should discuss the exact circumstances with his/her direct supervisor.

11 CONFLICT OF INTEREST AND ANTI-CORRUPTION

11.1 Conflict of Interest

All YCC employees shall avoid any form of conflict of interest, both directly and indirectly. In case a conflict of interest occurs during the YCC's project activity, the employee shall give notice about such an event in advance and shall immediately withdraw from such a task. For example, the YCC is looking for a supply bidder. If any bidder is a relative of a bidding committee member, the said member shall announce publicly and withdraw from such a bidding committee. The conflict of interest may occur in a different form, including the staff and intern recruitment process.

11.2 Prohibited Practice of Siblings or Spouses Working Together

The YCC does not permit husband and wife, siblings, cousins and in-laws to work together in the YCC. During the recruitment process, the Administration Office shall reveal all shortlisted candidates to be interviewed to all staff to ensure that all YCC employees have no kinship as mentioned above with any candidate. In case a candidate has a relative with a YCC staff member, as mentioned above, the said candidate shall be eliminated automatically. In case that a YCC employee is marrying his/her colleague, one of them will have to resign by the wedding, at the latest.

In case the YCC staff does not report about his/her relationship with the candidate, the said employee shall be terminated immediately without prior notice or any compensation.

11.3 Receiving Gifts from YCC's Service Suppliers

A YCC employee who accepts a gift or money from a company who has been a supplier to the YCC, the said employee shall report and give such a gift to the Administration Office to manage and for the Management Team to decide whether or not the said employee shall receive the gift, or the gift shall be kept as YCC's Assets or be returned to the supplier or returned to the gift giver.

11.4 Part-time Work in Other Institutions

All YCC employees may not accept any other employment, which can interfere with the work at YCC. Any YCC staff may do so only if there is written permission of the Executive Director.

11.5 Anti-Corruption

The YCC does not pay bribes or take bribes, and all employees at the Youth Council of Cambodia shall remain transparent for purchasing supplies and providing any service related to the Youth Council of Cambodia

All YCC employees shall not embezzle the YCC's budget. No matter how little the amount is, the punishment remains the same. In case an employee is found guilty of embezzlement, the said employee shall pay all the embezzled amount back to the YCC and will face punishment as mentioned in section 9.

11.6 Procedures of Filing and Reporting

The YCC employees, interns, networks, relevant bodies, and public are entitled to report any unusual activity of any YCC employees. The procedure of this process is stated in section 10 on *Mechanisms of Filing, Reporting and Punishment*.

12 MECHANISMS OF FILING, REPORTING AND PUNISHMENT

12.1 Eligibilities to File / Report

All YCC employees, interns, volunteers, networks, relevant bodies, and public have the rights to report or file a complaint against any abnormality of the YCC's decision, a YCC employee's behavior, or the YCC Board of Directors, breach of the Policy of Regulations, etc. or any person implementing an activity on behalf of the YCC such as networks or work environment in the YCC.

12.2 Institution Resolving Complaints and Punishments

Any unusual activity or complaint filed directly to the supervisor and solved by the supervisor, while both parties are satisfied with the outcome, such a complaint is deemed to be finished. The supervisor has the right to coordinate only. In case there is an unsatisfied party, the said party shall forward the complaint to the Management Team.

The Management Team will become a Resolution Committee in charge of resolving complaints and any unusual activity. Any committee member who is involved in the case or the unusual activity shall withdraw from the Resolution Committee.

The Management Team is a final body responsible for resolving a complaint or an unusual activity and determines the punishment, except the unusual activity or the complaint involving a member of the Management Committee, an employee or the complainant shall file the complaint to the Board of Directors to deliver the final decision 10 (ten) working days after the decision made by the Management Committee.

The Resolution Committee has the right to form other working groups as deemed necessary in order to resolve complaints or any unusual activities.

12.3 Mechanisms of Reporting or Filing

All YCC employees, interns, and networks are entitled to report or file a complaint against any abnormality of the YCC, interns, or networks to their direct supervisor or a member of the Management Committee in person or in writing. A sample of report is attached in annex 14 or written in any way.

The complaint box and reports are kept in the shared bathroom. The complaint

box is locked by two different locks, whose keys are kept by two different members of the Management Committee. In every Management Committee meeting, the two members who are the key holders shall collect all reports or complaints inside the box and show [those] to the Committee in the meeting for resolution and responses.

Complaint forms or reports shall be stored on the YCC website and placed along with other official letters (leave request form, etc.) at the YCC's office.

12.4 Reports of Resolving Unusual Activities or Complaints

Every first week of the month, the Management Team shall complete a report on all reports or complaints on unusual activities or complaints they have received, types of complaints and solutions. The report shall not mention the names of relevant people, and that report is to be shared with all staff.

12.5 Types of Misconduct and Punishment Levels

Below are the types of misconduct and the level of punishment for each misconduct. In case that the incurred misconduct is not listed, the Management Committee will conclude whether or not it is misconduct and what the level of punishment will be. The conclusion will be announced to all staff.

Levels of punishment:

1st: Verbal warning (punishment level 1)

2nd: Warning letter level 2

3rd: Warning letter level 3

4th: Warning letter level 4

5th: Immediate termination

Types of Misconduct	Punishment Level
Be absent from mission twice (intentionally avoid work without proper reasons)	Punishment level 1
Be absent from work without permission/inform twice	Punishment level 1
Smoke at the office or in target areas	Punishment level 3
Get into a physical fight at work	Punishment level 5
Get into a physical fight or cause injuries to an employee or target audience at work or at the mission location	Punishment level 5
Accept a benefit from an institution/the YCC's supplier and keep it as his/hers without giving notice to the Management Committee	Punishment level 5
Pay bribes, give bribes, misappropriate or embezzle the YCC's budget or steal the YCC's equipment	Punishment level 5

Get involved in political activities with a political party	Punishment level 5
Become a political activist of a political party	Punishment level 5
Sexually abuse or abuse children	Punishment level 5
Consume alcohol, use drugs, and gamble during mission at work (both at the office and target areas)	Punishment level 5

The count of punishment level: An employee who suffers the same punishment twice is deemed to suffer the punishment of the next level. For example, Employee "A" has suffered punishment level 1 twice. That means Employee "A" is deemed to suffer punishment level 2 once. Until Employee "A" receives the punishment level 4 twice, s/he will be terminated.

The punishment count starts when an employee starts working with the YCC, not when the contract of the said employee is renewed.

13 EMPLOYEE RELATIONS

The employee relations cover the following:

1. Equality of Opportunity
2. Grievance Procedures
3. Employee Health and Safety at Workplace
4. Security

13.1 Equality of Opportunity

The YCC gives equal opportunities in employment regardless of gender, sexual orientation, marital status, age, wealth, race, religion, or ethnic origin. This applies to recruitment, training, pay, conditions of employment, allocation of work and promotion.

13.2 Grievance Procedures

13.2.1 Purpose

YCC shall resolve grievances quickly, fairly, and informally. The Grievance Procedure is intended to enhance communication, improve working conditions and relationships, and to resolve differences in a confidential, non-adversarial setting.

13.2.2 Informal discussions

Employees should first discuss grievances informally with their line manager. If this discussion is unsuccessful, or the particular circumstances of the grievance make this discussion difficult, then the grievance should be raised formally through the grievance procedure.

13.2.3 Grievance Procedure

Where an employee's informal discussion regarding a grievance with their line manager is unsuccessful, or the particular circumstances of the grievance

make this discussion difficult, the employee should set out the grievance in writing and provide this to the senior manager.

As soon as possible after receipt of the written grievance, the senior manager will meet with the employee to discuss the matter. The employee has the right to be accompanied to this meeting.

The senior manager will give a response within five working days in an endeavor to resolve the matter.

If the matter is not resolved to the employee's satisfaction, the employee should set out their objection in writing and provide this objection to the senior manager.

This dispute will then be referred to private conciliation, where the employee and the organization will endeavor in good faith to settle the dispute.

In the event that the conciliation is unsuccessful, the dispute will be referred to binding private arbitration.

The Conciliator and Arbitrator must be experienced in the resolution of labor disputes in Cambodia and will be appointed by agreement between the employee and the organization.

13.3 Employee Health and Safety at Work Areas

YCC is committed to ensuring a safe and healthy workplace for employee and visitors at all work locations in accordance with its obligations under the Cambodian Labor Law.

13.3.1 Safety

YCC is committed to the safety of its employees and its property and equipment. To this end, we should utilize a safety program in our daily activities. Disregard of any organization safety rule and regulation may result in disciplinary action including termination of employment. It is necessary that the organization establishes safety rules and regulations to be observed by all employees at all times. With regard to these rules, the following should be considered standard procedure for all employees:

All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time. The employee should inform the line manager or the senior manager in the event that a safety regulation is modified that may compromise an employee's safety.

Employees' decisions should always be guided by the organization's commitment to safety. Should a hazardous situation or condition exist and a decision has to be made on safety or operation, safety concerns should always take precedence over operation.

It is the responsibility of each direct supervisor to see to it that every employee at the organization is provided with safe working conditions, all safety regulations are observed and employees use good common sense to protect themselves as well as others. Management and supervisors should periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is the employee himself. It is the responsibility of each employee to abide by the safety rules; these rules are made for your protection. Employees are expected to report any personal injury immediately, however minor and all dangerous conditions and practices should be reported to direct supervisor or Administrative Officer.

13.3.2 Health-Related Issues

Employees who become aware of any health-related issue, including pregnancy, should notify their direct supervisor and Administrative Officer of their health status. This policy has been instituted strictly to protect the employees.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their direct supervisor and the Administrative Officer.

13.3.3 Safety Rules

Besides the following listed safety rules, each employee should make himself familiar with the workplace and check if there are any additional special safety rules in the designated work area.

- First aid supply kits are provided in the work area. It is the responsibility of the Administrative Officer to see to it that the kits remain well stocked.
- Know where the fire extinguishers are located and how to use them.
- All defective materials or tools must be brought to the attention of the supervisor and not remain on the job.
- The organization should provide hearing protection for jobs that require such devices.
- Wear clothes suited for the job. Do not wear open toed shoes when the employee is on the field.
- Practice good housekeeping. Keep work area clean and free from stumbling hazards, grease, etc.
- Learn to lift the correct way. Bend knees. Keep back erect. Get help for heavy loads.
- No scuffling or horseplay on the job.
- Do not run within the work area.
- Employees must be sure that their actions do not endanger other employees or damage the organization or personal property.
- Keep guards and protective devices in place at all times.
- Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
- Do not attempt to operate equipment without permission and instructions.
- *Do not repair or adjust equipment while it is in operation and never oil moving parts except on equipment fitted with safeguards for this purpose.*

13.3.4 Employee Requiring Medical Attention

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called and notified. If the health condition requires Emergency Medical Services to evaluate the injury/illness of an employee on-site, the organization will take care of the first-aid help and bring the employee to the hospital immediately. A physician's "return to work" notice may be required.

13.3.5 Security & Parking Area

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement (BKD) form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the working day assumes the responsibility to ensure that all doors are securely locked, airconditioned, all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on the organization property after working hours without prior authorization from the responsible people.

13.3.6 Emergency Procedures

The organization has a duty of care to provide all persons with a safe and healthy environment. The emergency events or situations the service's Emergency Policy identifies and responds to are:

- In case of fire

- Employees should familiarize themselves with the location of the fire extinguishers and fire hydrants, in case of fire.
- Efforts should be jointly made with colleagues to put out by means of firefighting equipment.
- Inform line managers and senior managers who are on duty.
- Shut all doors and windows and switch off all electrical appliances in the vicinity of fire.
- Evacuate the spot if your life is likely to be in danger.
- Clients/Guests should be assisted to evacuate the premises first.
- Do not use a lift, use the emergency exits for evacuation.

- In case of Accident

Whenever accidents happen, the other employee members should inform the line manager immediately for appropriate arrangement.

13.3.7 PARKING AREA

Employees must park their vehicles in areas indicated and provided by the organization.

14 OTHER REGULATIONS

14.1 Savings

Savings are the main principles of YCC. Therefore, all employees are required to embrace savings when necessary, including phone bills, water, electricity and any office supplies.

14.2 No Smoking, Alcohol or Drugs

Every YCC office is an area with no smoking, alcohol, or drugs. All employees and interns are prohibited from smoking, consuming alcohol or any form of drug at work or during missions. The office and places that YCC rent for implanting activities shall obtain no-smoking, no-drinking, and no-drug signs.

14.3 Staff Identification Card

The YCC employees and interns shall have an identification card signed by the Executive Director with YCC stamp. An identification card is valid from from the beginning until the end of the year every year and the Administration Officer, with support from the IT Officer is responsible for issuing each card for each employee at the beginning of every calendar year.

14.4 Staff Meetings

All YCC employees stationed at the headquarter and provincial offices shall have a weekly meeting online to update the achievements from last week, plan for the week and challenges faced. Every meeting shall be attended by at least 50% (fifty percent) of all the Youth Council of Cambodia employees. The Management Team may request to have an in-person meeting with all the YCC staff. The Administration Officer shall give notice about such a meeting at least 1 (one) week in advance.

All employees both at the headquarter and provincial offices shall take turn to be the moderator of the meeting.

The staff will take turns as note takers during the meeting. The notetaker will send the meeting minutes within 1 (one) week at the latest after the meeting to the Administration Officer. The Administration Officer shall send a draft minute of the meeting to all employees via an email for feedback. All employees shall provide feedback within a week after the minute is sent. In case no feedback is given, the draft minute will become a final and official draft, and the Administration Officer shall send the final draft of the minute to all employees via an email.

14.5 Project Report

Activity, project, finance reporting, report samples, report timelines and who is responsible for making reports, are determined by the Management Team at the beginning of every calendar year and after every amendment. The Executive Director is responsible for issuing a letter and other forms for all employees to comply.

15 FINAL PROVISIONS

15.1 Amendment

More than 50% of YCC's Staff, 2/3 of the Management Team, Executive Director, or any member of Board of Directors can request an amendment to this Policy.

15.2 Any practice contrary to this Policy shall be null.



Phnom Penh, September 29, 2023

Chairman of the Board and Members

Sot Rin

Annex 1: Payroll table

Annex 2: Monthly salary slip

Annex 3: Travel allowance rate from provinces to and from Phnom Penh

Annex 4: Working outside the office

Annex 5: Working on a holiday

Annex 6: Leave request form

Annex 7: Employment contract sample

Annex 8: Seniority pay

Annex 9: Letter of Employment

Annex 10: Staff appraisal form

Annex 11: Training request form

Annex 12: Equipment sign-up form

Annex 13: Equipment request form

Annex 14: Report form

Annex 15: Payment for beneficiaries