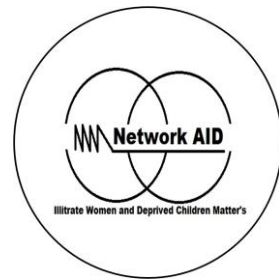


# **NETWORK AID REMOTE WORK POLICY 2023**

**Work Anywhere and Everywhere**

Tel: +23278195696 [www.networkaid.org](http://www.networkaid.org) or Email: [contact@networkaid.org](mailto:contact@networkaid.org) or [nnetaid@gmail.com](mailto:nnetaid@gmail.com)



# Network AID Remote Work Policy 2023

## BACKGROUND

- A. This Remote Work Policy (the "Policy") is made effective as of the following date: 16<sup>th</sup> June 2023 and the Organisation (the "Organisation").
- B. This Policy outlines the terms, conditions, procedures, and expectations for employees/volunteers who work remotely.
- C. This Policy includes details about who may work remotely, remote work schedules, best practices, and job responsibilities for remote work employees/volunteers.
- D. The Policy describe guidelines, rights, and responsibilities for employees/volunteers who work remotely outside of their physical office location.
- E. The policy reinforced the Organisation's flexible work/employment conditions to increase productivity and enhance the employee's quality of life and mental well-being.
- F. This Policy is not the same as a remote work agreement. This Remote Work Policy is more general and applies to much, if not all, of the Organisation's workforce.

## APPLICABLE LAW

- A. Employment policies and agreements in the Republic of Sierra Leone are subject to specific laws. For example, the Employment Act 2022 covers wages and overtime pay for certain sectors. The laws, however, may define and restrict how Organisations can protect themselves if an employee tries to take their clients or use confidential information.

By signing this document, an Employee agrees to the following terms:

### I. SCOPE

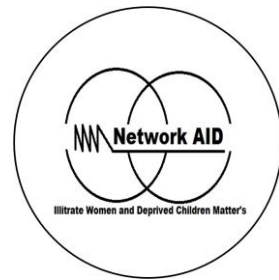
1. This policy applies to all employees/volunteers who are permitted to work remotely for the Organisation.

### II. ELIGIBILITY

1. Employees/volunteers may work remotely at the sole discretion of the Organisation and if remote work is stipulated according
2. Employees/volunteers may work remotely at the sole discretion of the Organisation and if remote work is stipulated according to any applicable employment contracts.
3. An Employee must complete the following procedure to be considered for remote work eligibility by the Organisation:
  - a) Eligible employees should submit a written request to the administrative coordinator or human resources coordinator. Upon approval, the remote work guidelines will be issued to the employee.

### III. DURATION.

1. Employees/volunteers may work remotely for the following amount of time: three to six months



#### **IV. REMOTE WORK SCHEDULE AND RESPONSIBILITIES.**

1. Full-time Employees/volunteers shall work remotely according to the following schedule:
  - a) Full-time employees/volunteers are expected to be online from 8 am to 4:30 pm.
  - b) Employees/volunteers may work anywhere and at any but can respond to email within 8 hours during the workweek Monday to Friday.
2. Full-time Employees/volunteers will work in the office according to the following schedule:
  - a) Full-time employees/volunteers will come to the office for the quarterly hands-on strategic and team-building meeting
3. Part-time Employees/volunteers shall work remotely according to the following schedule:
  - a) Part-time employees/volunteers are expected to be online from 8:30 am to Noon and from 2 pm to 3 pm.
  - b) Employees/volunteers may work anywhere at any time but can respond to emails within 1 hour during the workweek Monday to Thursday.
4. Part-time Employees/volunteers will work in the office according to the following schedule:
  - a) Part-time employees/volunteers will come to the office for the quarterly hands-on strategic and team-building meeting and performance review as scheduled with line coordinator
5. Employees/volunteers will be responsible for communicating with the Organisation as necessary or appropriate to receive work assignments and feedback.
6. Employees/volunteers will complete all assigned work according to work procedures mutually agreed upon by the Employees/volunteers and the Organisation according to the guidelines and standards provided by the Organisation.
7. Employee/volunteer should check in with the line coordinator at the end of each weekday via chat. Employees/Volunteers must also provide to their line coordinator/supervisor a report at the end of each month on the work done during the time and will have an hour of Skype, zoom, WhatsApp, Google Meet etc.
8. Employees/volunteers shall perform all duties required by their position to the best of their skill, ability, and experience. Employees/volunteers will execute the position faithfully and in compliance with any of the Organisation's instructions, howsoever provided.
9. Employees/volunteers will communicate and check in with the supervisor on an as-needed basis in the following manner:
  - a) Every two week



10. The terms and conditions of the relationship between the Organisation and Employees/volunteers shall be determined by any applicable policies and procedure manuals, employee manuals, or other written governing documents used by the Organisation.

## **V. COMPANY-PROVIDED EQUIPMENT**

1. Employees/volunteers shall use the following equipment provided by the Company:
2. To effectively perform their assigned tasks, Employees/volunteers may use the Organisation's equipment remotely with the approval of the Organisation. This equipment must be protected against damage and unauthorized use.
3. Company-provided equipment will be serviced and maintained by the Organisation. Employees/volunteers shall be responsible for the daily maintenance and proper care of the equipment provided by the Organisation.
4. Employees/volunteers agree to return all such property to the Organisation with no damage or disrepair thereto at the termination of their employment.
5. Employees/volunteers shall submit a written request to the Organisation if they need any additional equipment.

## **VI. OVERTIME**

1. Employees/volunteers will be eligible to receive overtime pay for any overtime work that has been ordered and approved by the Organisation. Employees/volunteers are entitled to compensation with applicable policies and rules of the Organisation.
2. Employees/volunteers shall submit a written request to the Organisation if they need any additional equipment.

## **VII. COMPENSATION AND BENEFITS.**

1. Employees/volunteers working remotely are entitled to remuneration, leave, and other employment benefits as described in any relevant employment contracts.
2. Remote Employees/volunteers are entitled to the following benefits:
  - a) reasonable internet and electricity costs and a sum for work-related tools as per the availability of funds within the organisation.
3. Any compensation received by Employee/volunteer will be subject to normal local, state, and federal deductions as required by applicable law.



## **VIII. REIMBURSEMENT**

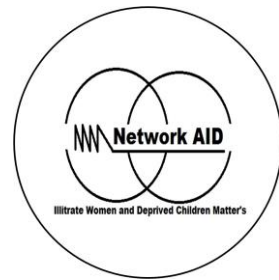
1. Employees/volunteers shall be entitled to reimbursement for authorized expenses incurred while conducting business for the Organisation.
2. Employees/volunteers' reimbursement amount per year will be limited to a sum negotiated unless otherwise authorized by the Organisation.
3. The organisation shall not be responsible for reimbursing unauthorised costs, home maintenance, or any other incidental costs associated with using Employees/volunteers' residences for their remote work.

## **IX. TRAINING AND CONFERENCES**

1. Remote Employees/volunteers shall be eligible to attend trainings, conferences, and other professional development opportunities made available by the Organisation.
2. The organisation will notify Employees/volunteers of any relevant and available training and conferences.
3. The Organisation where applicable supports 100% of employee/volunteer professional development or the attendance of conferences and trainings. However, if such is not applicable the employee/volunteer is responsible for providing 100% support and the Organisation may provide all the assistance needed.
4. The Organisation may provide some of the total cost while the employee/volunteer provides the remaining amount.

## **X. REMOTE WORKSITE LOCATION AND INSPECTION**

1. Employees/volunteers must work in a space suitable to perform their work, whether at their residence or another location.
2. Employees/volunteers shall work in a space that is free from distraction, well organized, able to support a good internet connection, and functions in service of Employees/volunteers' goal of adhering to a steady and reliable remote work schedule.
3. Organisation shall not be held liable for any environmental hazards or injuries that occur in an Employee's remote work environment.
4. Organisation may authorize an agent, supervisor, or other officer to periodically inspect an Employee's remote work location to ensure proper maintenance of the Organisation's equipment and to ensure compliance with safety norms and Organisation policies.
5. The following amount of prior notice must be provided to an Employee in advance of an inspection: one week.



6. Any inspections must be done during normal working hours at Employee's convenience.

## **XI. PERFORMANCE REVIEWS**

1. Employees/volunteers shall be subject to performance reviews in the following intervals: every six months.
2. Evaluation of Employees/volunteers' performance shall be based on norms derived from past performance and occupational standards consistent with these guidelines. For assignments without precedent or pre-established standards, regular and required progress reporting by Employees will be used to rate job performance and establish standards.

## **XII. NON-COMPETE**

1. Upon termination of their employment with Organisation, Employees/volunteers shall not engage in the same or similar activities as were performed for Organisation, directly or indirectly, as proprietor, partner, officer, employee, or otherwise, at any business in the same district/city as Organisation's business for six months after the termination of their employment.
2. Employees/volunteers are prohibited from hiring or attempting to hire any of the Organisation's other employees/volunteers or staff.
3. Employees/volunteers are prohibited from soliciting any business from current clients of the Organisation for six months.

## **XIII. ORGANISATION RECORDS**

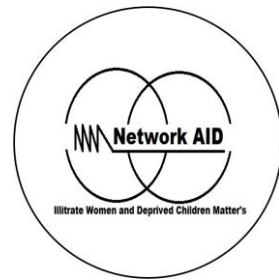
1. Employees/volunteers shall apply all due care and safeguards to protect Organisation records from unauthorized disclosure or damage.
2. Work done at a remote work location is considered property of the Organisation.
3. All records, paper, computer files, and relevant correspondence must be safeguarded for their return to the Organisation's primary business location.

## **XIV. WORKER'S COMPENSATION**

1. Employees/volunteers are covered under the relevant organisation policy if injured while performing official duties while doing remote work.

## **XV. MODIFICATIONS**

1. The organisation reserves the right to amend, modify, or revise this Policy at any time in its sole discretion. If substantive changes are made to the Policy, Employees/volunteers will be notified in writing of such changes.



**XVI. ACKNOWLEDGMENT**

1. By signing this, Employees/volunteers acknowledge and confirm that they have read and understood this Policy and agree to comply with all provisions herein.
2. Employees/volunteers acknowledge and understand that this Policy is a guide and does not create contractual obligations upon the Parties. Any existing employment contracts shall prevail.
3. Employees/volunteers shall comply with all provisions of this Policy, as non-compliance shall, at the Organisation's sole discretion, result in disciplinary measures and/or removal from the remote work program.

**XVII. GOVERNING LAW**

1. This Policy shall be governed by the laws of the Republic of Sierra Leone and countries where Network AID operate. Both Parties consent to jurisdiction under the state courts within the Republic of Sierra Leone and where Network AID operate. The Parties agree that this choice of law, venue, and jurisdiction provision is not permissive, but rather mandatory.

**XVIII. EXECUTION**

1. IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:

Employee Signature:.....

Employee Name:.....

Date:.....