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HR policy for CESEL

Purpose

The purpose of this Employee Code of Conduct Policy is to establish clear expectations for employee behavior and to promote a positive and productive work environment at CESEL. All employees are expected to adhere to these standards.

Scope

This policy applies to all employees, contractors, and temporary workers at CESEL, regardless of their role or location.

Equal Employment Opportunity

CESEL is committed to providing equal employment opportunities to all qualified individuals. Our policy prohibits discrimination against employees or applicants based on:

- Race
- Color
- Religion
- Gender
- Sexual orientation
- Age
- Disability
- National origin
- Any other protected characteristic as per local, state, and federal laws

We strive to create a diverse and inclusive workplace where all employees feel valued and respected. We encourage the reporting of any incidents of discrimination or harassment.

Employee Conduct

Employees are expected to adhere to high standards of behavior. This includes:

- **Professionalism:** Maintain a professional demeanor in all interactions.
- **Respect:** Treat colleagues, clients, and company property with respect.
- **Confidentiality:** Protect sensitive company information and personal data.

- **Substance Abuse:** The use of illegal drugs or alcohol during work hours is strictly prohibited.
- **Conflict of Interest:** Employees must disclose any potential conflicts of interest and refrain from engaging in activities that could harm the company's interests.

3. Attendance and Punctuality

Regular attendance is crucial for operational efficiency. Employees are required to:

- **Work Hours:** Adhere to their designated work schedules. Any changes must be communicated to management in advance.
- **Notification:** Inform their supervisor as soon as possible regarding absences or tardiness, ideally at least [insert timeframe, e.g., one hour before the start of the shift].
- **Excused Absences:** Provide documentation for absences due to illness or other qualifying reasons when required.
- **Patterns of Absenteeism:** Excessive absenteeism or patterns of tardiness may result in disciplinary action.

Leave of Absence

Employees may be entitled to various types of leave, including:

- **Sick Leave:** Employees accrue [insert number] sick days per year, which can be used for personal illness or medical appointments. Unused sick days may roll over annually, up to a maximum of [insert limit].
- **Vacation Leave:** Employees are entitled to [insert number] vacation days per year. Vacation requests must be submitted [insert timeframe] in advance for approval.
- **Family and Medical Leave Act (FMLA):** Eligible employees may take up to 12 weeks of unpaid leave for serious health conditions or to care for a family member. Employees must provide at least [insert timeframe] notice before taking leave.
- **Bereavement Leave:** Employees may take up to [insert number] days of paid leave upon the death of an immediate family member.
- **Jury Duty:** Employees will receive paid time off for jury duty, provided they notify their supervisor as soon as possible.

Performance Management

We believe in the importance of ongoing feedback and development. The performance management process includes:

- **Regular Reviews:** Employees will participate in annual performance evaluations that assess accomplishments and areas for growth.
- **Goal Setting:** Employees are encouraged to set professional goals in collaboration with their supervisors at the beginning of each review period.
- **Feedback:** Constructive feedback should be provided regularly to support employee growth.

- **Performance Improvement Plans:** If performance issues arise, a performance improvement plan (PIP) may be implemented to outline expectations and timelines for improvement.

Compensation and Benefits

CESEL aims to provide competitive compensation and a robust benefits package, including:

- **Salary Structure:** Salaries will be reviewed annually and adjusted based on performance, market conditions, and budget considerations.
- **Benefits Package:** Employees may be eligible for health, dental, and vision insurance, retirement plans, and other benefits as outlined in the employee handbook.
- **Bonuses and Incentives:** Performance-based bonuses may be awarded based on individual and company performance metrics.
- **Professional Development:** Employees are encouraged to pursue training and development opportunities, which may be funded by the company.

Health and Safety

We are committed to ensuring a safe and healthy work environment. Employees are expected to:

- **Safety Protocols:** Follow all safety guidelines and procedures, including the use of personal protective equipment (PPE) when necessary.
- **Reporting Incidents:** Report any accidents, injuries, or unsafe conditions to their supervisor immediately.
- **Emergency Procedures:** Participate in safety drills and familiarize themselves with emergency procedures, including evacuation routes.

Disciplinary Procedures

To maintain a professional work environment, the following disciplinary procedures will apply:

- **Types of Violations:** Violations may include, but are not limited to, policy infractions, misconduct, and poor performance.
- **Progressive Discipline:** Depending on the severity of the violation, the disciplinary process may include:
 - Verbal warning
 - Written warning
 - Suspension without pay
 - Termination of employment
- **Documentation:** All disciplinary actions will be documented in the employee's personnel file.

Grievance Policy

Employees have the right to express concerns and grievances. The grievance process includes:

- **Informal Resolution:** Employees are encouraged to discuss their concerns with their immediate supervisor first.
- **Formal Grievance:** If the issue is not resolved, employees may submit a written grievance to HR, detailing the nature of the complaint.
- **Investigation:** HR will conduct a thorough investigation and respond within (insert timeframe)
- **Confidentiality:** All grievances will be handled confidentially to the extent possible.

Training and Development

Continuous learning is vital to our success. CESEL will provide:

- **Orientation Program:** New employees will undergo an orientation program to familiarize themselves with company policies, procedures, and culture.
- **Ongoing Training:** Opportunities for professional development, including workshops, seminars, and online courses.
- **Tuition Reimbursement:** Eligible employees may receive reimbursement for job-related coursework or certifications.

Employee Separation

When an employee separates from the company, the following procedures apply:

- **Resignation:** Employees are encouraged to provide at least (insert number) weeks' notice. An exit interview may be conducted to gather feedback.
- **Termination:** Involuntary terminations will be conducted in accordance with company policies and applicable laws.
- **Final Paycheck:** Employees will receive their final paycheck, including any accrued vacation pay, in accordance with state laws.

Policy Review and Amendments

This HR policy will be reviewed annually to ensure it remains relevant and effective. Changes may be made as necessary, and all employees will be notified of significant updates.

Yours sincerely,



Dr Patrick Tolani

Director/Chief Executive Officer.