



EMPLOYEE HANDBOOK

UNDERSTANDING EMPLOYMENT AT INNOVATIVE UNIVERSITY OF ENGA

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VERSION 1.0

Prepared By:
Innovative University of Enga
Executive Leadership and Management Board

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Welcome to Innovative University of Enga!

On behalf of the University Council and your colleagues, we welcome you to Innovative University of Enga and wish you every success here.

At Innovative University of Enga, we believe that each employee contributes directly to the growth and success of the University, students and other colleagues, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should become familiar with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Innovative University of Enga.

We believe that professional relationships are easier when all employees are aware of the culture and values of the University. This guide will help you to better understand our vision for the future of our involvement in the higher education sector and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Professor Dr. Benedict Yaru, Ph.D. (UTS).

Chairperson, IUE Council

1. University Description

1.1 Introductory Statement

This handbook is designed to acquaint you with Innovative University of Enga and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Innovative University of Enga to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Innovative University of Enga continues to grow, the need may arise and Innovative University of Enga reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

1.2 University's Motto

The Innovative University of Enga motto is: **Aut viam inveniam aut faciam.**

The meaning of the Latin phrase, "Aut viam inveniam aut faciam" is "***I shall either find a way or make one.***" It was made famous by the Carthage general Hannibal. He coined the term when he made the impossible journey over the Alps on elephants and used them to attack the Italian Peninsula in the Second Punic War.

All great history has drama. It is forged by leaders leading groups through challenges. Nevertheless, the greats never give up. Nowhere is this better demonstrated than in the persistence of Hannibal, whose invasion of Rome required him to pass two impassable mountain ranges. When advised that he could not do that, he counseled his generals: I shall either find a way or make one.

The Innovative University of Enga is committed to investing its time to focus on what needs to be done to "find a way or make one" to achieve its desired educational outcomes. The University is dedicated to finding through research innovative ways of teaching and learning so graduates of IUE will have the necessary skills and sound ethical values entrenched in Christen Faith to overcome life challenges. They will be equipped

with the knowledge to make them succeed. They will have the intellectual capacity to find a way to succeed, or we will make one.

1.3 University's Logo



This design is inspired by a gear structure that performs the transmission of power in any mechanism in the specific mechanical sense of parts by which a motor communicates motion. The Innovative University of Enga refers to the transmission of knowledge that moves staff and students to find a way or make one.

The design is composed of a figure consisting of four bows with a small semicircle in the middle, forming a structure similar to an entrance that symbolizes a door to IUE that opens the way to knowledge, research, and innovation in the future.

The design also refers to the importance of the single parts (individuals) of an engine in the University and later in society, fulfilling its function to make the system in the University and the country function.

The color choice is blue because it relates to technology, efficiency, and long-lasting, and that reinforces the concepts and values that a technological university wants to transmit. The second color is gold to put emphasis on the quality, prestige, and high standards-focused institution.

1.4 University's Vision and Mission

VISION

The Innovative University of Enga's vision aspires to have a transformative impact on society and sustainable development by providing high-quality, internationally recognized academic programmes which focus on developing professional skills promoting employability, entrepreneurship and continual innovation in education and research, creativity.

MISSION

The mission of the Innovative University of Enga is to create a transformative educational experience for students focused on deep disciplinary knowledge; problem-solving; leadership, communication, and interpersonal skills; and personal health and well-being. To cultivate a transformative and innovative impact, the University community is committed to the following:

1. Attracting and retaining diverse, world-class talent;
2. Creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish;
3. Ensuring individuals can achieve their full potential;
4. Becoming the leading responsible and sustainable higher education institution that effectively combines online learning with face-to-face instruction;
5. Contribute to academic research and professional practice which serves the interests of the local communities and the country in which the University is present and the broader global environmental agenda; and
6. Impact society in a transformative way: regionally, nationally, and globally by engaging with partners outside the traditional borders of the University campus.

1.5 University's Core Values

1. **Dedication:** reflected in our distinctive work ethic entrenched in Christian Faith and in our commitment to excellence.
2. **Impact:** reflected in our commitment to address critical issues facing society regionally, nationally and globally.
3. **Collaboration:** reflected in our interdisciplinary approach, our focus on internal and external partnerships and our capacity to create new fields of inquiry.
4. **Innovative thinking and Creativity:** reflected in our openness to new ideas and forms of expression, intellectual curiosity, willingness to take risks and entrepreneurial spirit.
5. **Empathy and compassion:** reflected in our Christian Faith on improving the human condition and on the personal development of the members of our community.
6. **Inclusion:** reflected in a culture and climate that seeks, welcomes and advances talented minds from diverse backgrounds.
7. **Professionalism and Diligence:** reflected in our adherence to the highest ethical standards in academic integrity, personal and professional behavior, and in our commitment to transparency and accountability in governance, leadership, management and everything we do.
8. **Sustainability of Resources:** reflected in our shared commitment to lead by example in preserving and protecting our natural resources, and in our approach to responsible financial planning.

ACADEMIC QUALITY

1. The Innovative University of Enga is committed to maintaining national and international academic standards, enhancing the quality of teaching, learning, and research offered while providing a unique student experience.

2. The professionalism and creativity of our faculties, individually and collectively, make a vital contribution to enhancing the student experience. Student engagement is promoted through active learning, student-centered activities, dynamic discussions, and continuous feedback and support

1.6 Governance at the University

The governance at the Innovative University of Enga has nine elements: participatory, students-oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive, and follows the rule of law.

1. Rule of Law: It is important for the Innovative University of Enga to comply with all the regulatory and legal frameworks that are applicable in the University. Along with compliance with the existing laws and policies, the University has in an internal legal framework to protect all staff, students and stakeholders. The University will always work on developing new policies, keeping records, formats for reports, trip and field reports and internal minutes.

2. Transparency: An important element of good governance is transparency, which simply means that all information pertaining to the Innovative University of Enga shall be easily and freely available. Our reports, information related to IUE Council members, partners, donors etc. will be always accessible to relevant stakeholders. The University will also publicize on the University's website activities to enhance our visibility and promote public trust.

3. Responsive: Another element of good governance is being responsive. The University has necessary policies that allow us to take necessary decisions in a timely and thoughtful manner.

4. Consensus Oriented: All decisions within the University shall be taken only after consultation from various stakeholders and necessary frameworks is adopted to ensure consensus from all Council members and the Executive Management Team.

5. Accountability: Accountability is a very large term and encompasses several issues of the Innovative University of Enga. At the University, we included University al management structure, financial procedures, human resource policies etc. The Innovative University of Enga has four Divisions taking full responsibility for academia, research, administration, students services and timely reporting

6. Participatory: Good governance at the University requires participation from staff, students all stakeholders in decision making. Participation ensures that there is freedom of expression, collaboration and respect among decision-makers.

7. Equity and Inclusiveness: Good governance at the University is based on the principles of Christian Faith, equity and inclusiveness, which implies that policies and frameworks of our University facilitate an equal opportunity to its staff and students irrespective of physical ability, age, gender, culture differences.

8. Effectiveness and Efficiency: All the processes as per the University al Structure within the University will help in enhancing effectiveness and efficiency of our services. The various policies such as Academic polices, Human Resources polices, Financial policies and Communication policy will enhance the overall performance of the University.

9. Ethics of Governance at Innovative University of Enga: The ethics of governance at Innovative University of Enga is about the incorporation of moral conditions and requirements in the governance, management, and control structures of the University. This is the contextual precondition for the long-lasting and beneficial effects of the virtues of individuals within the University.

The Ethics Governance encompasses the ethical system by which the University is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.

1.7 Students Relations

Students are among our University's most valuable assets. Every employee represents Innovative University of Enga to our students and the public. The way we do our jobs presents an image of our entire University. Students judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any student or potential students. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to students.

Innovative University of Enga will provide student relations and services training to all employees with extensive student contact. Students who wish to lodge specific comments or complaints should be directed to the Vice President Students Administrative Services for appropriate action. Our personal contact with the public, our manners on the

telephone, and the communications we send to students are a reflection not only of ourselves, but also of the professionalism of Innovative University of Enga. Positive student relations not only enhance the public's perception or image of the University, but also pay off in greater student loyalty and increased quality of education.

1.8 Academic Programmes

The Innovative University of Enga has three Faculties: Faculty of Medicine and Health Sciences, Faculty of Education and Faculty of Business, Economics and Informatics. You will find more information about our academic programmes and services on IUE website: www.iue.ac.pg or by reading the Innovative University of Enga academic policies and information about the Academic Division of the University.

1.9 Location

Head Office:

Innovative University of Enga
PO Box 387
Wabag, Enga Province
Papua New Guinea

1.10 Management Philosophy

Innovative University of Enga management philosophy is based on responsibility and mutual respect. Our wishes are to maintain a work environment that fosters on personal and professional growth for all employees and students. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

People who come to Innovative University of Enga want to work here because we have created an environment that encourages creativity and achievement. Innovative University of Enga aims to become a leader in deglazed education that forces on quality of learning and teaching and it is advised by research. The mainstay of our strategy will be to offer a level of student focus that is superior to that offered by our competitors.

To help achieve this objective, Innovative University of Enga seeks to attract highly motivated individuals that want to work as a team and share in the commitment,

responsibility, risk taking, and discipline required to achieve our vision. Part of attracting these special individuals will be to build a culture that promotes both uniqueness and a bias for action. While we will be realistic in setting goals and expectations, Innovative University of Enga will also be aggressive in reaching its objectives. This success will in turn enable Innovative University of Enga to give its employees above average compensation and innovative benefits or rewards, key elements in helping us maintain our leadership position in the worldwide marketplace.

1.11 Functions and Objectives of the University

The University is dedicated to the pursuit, advancement and dissemination of knowledge, understanding and wisdom in all areas or fields of learning based on Christian philosophy of education and faith.

In pursuing the objectives specified above, the University pays particular attention to the human resource development and other development needs of the Enga Province and Papua New Guinea and endeavors to achieve academic and professional excellence to meet those needs through learning, teaching, research and community service. The objectives of the University include the provision of University education within the context of the Christian faith, and the University values.

The functions of the University include the following:

- (a) to encourage and provide facilities for study and education in all subjects and to give instruction and training in all branches of learning and skills;
- (b) to provide for research into all branches of learning and teaching to assist in its practical application leading to the nation development;
- (c) subject to the By-laws, to award and confer degrees, diplomas, certificates and other academic honours;
- (d) to provide facilities for higher education throughout Papua New Guinea by the affiliation or amalgamation of educational institutions, by the establishment of tutorial classes, online and blended classes, extension classes and vocation classes and by such other means as the Council deems appropriate; and
- (e) to liaise, collaborate and reciprocate with other institutions of learning and training institutions, inside or outside Papua New Guinea, in the provision of facilities, the recognition of degrees, diplomas and certificates and other status and the interchange of staff, students and information, and in any other way not inconsistent with its status as the University; and

(f) to uphold the Section 55 of the Constitution of Papua New Guinea for equality of citizens in all areas of social, economic and political development irrespective of race, tribe, place of origin, political opinion, colour, creed, religion or sex. This allows the University to make regulations or by-laws for special benefit, welfare, protection or advancement of females, disabled persons, children and young persons, members of underpin.

2. The Employment

2.1 Nature of Employment

Employment with Innovative University of Enga is voluntarily entered and the employee is free to resign according to the contract signed. Similarly, Innovative University of Enga may terminate the employment relationship with notice or cause, if there is violation of applicable Papua New Guinea or University law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Innovative University of Enga and any of its employees. The provisions of the handbook have been developed at the discretion of University Council and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Innovative University of Enga sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Innovative University of Enga Council.

2.2 Employee Relations

Innovative University of Enga believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this higher education sector. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

The University's experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Innovative University of Enga amply demonstrates its commitment to employees by responding effectively to employee concerns.

To protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

2.3 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at Innovative University of Enga will be based on merit, qualifications, and abilities. Innovative University of Enga does not discriminate in employment opportunities or practices based on physical abilities, race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department at IUE. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 Diversity

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time or temporary, will be treated fairly and with respect. When University selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude, their skills, abilities and merit.

We are opposed to any form of illegal and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

Innovative University of Enga is committed to:

- a. Create an environment in which the individual differences and contributions of all team members are recognized and valued;
- b. Create a working environment that promotes dignity and respect for every employee;
- c. Attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside;
- d. Ensure appropriate selection criteria based on diverse skills, experience and perspectives is used when hiring new staff, including Council members. Job specifications, advertisements, application forms and contracts will not contain any direct or inferred discrimination;

- e. Ensure that applicants and employees of all backgrounds are encouraged to apply for and have fair opportunity to be considered for all available roles;
- f. Provide, to the greatest extent possible, universal access to safe, inclusive and accessible premises that allow everyone to participate and work to their full potential;
- g. Comply with equal opportunity and anti-discrimination legislation;
- h. Not tolerate any form of intimidation, bullying, victimization, vilification or harassment and to take disciplinary action against those who violate this policy;
- i. Provide training, development and advancement opportunities for all staff based on merit;
- j. Ensure each gender represents at least 50 % of the management team;
- k. Encourage anyone who feels they have been discriminated, to express their concerns so that we can take corrective action;
- l. Encourage employees to treat everyone with dignity and respect;
- m. Regularly review all our employment practices and procedures so that fairness is maintained at all times;
- n. Ensure to the greatest extent possible that all panels that University organizes or participates on include representation of each gender;
- o. Set measurable objectives for gender diversity which will be monitored and reviewed against the effectiveness of this policy and associated procedures; and
- p. Monitor and report annually on diversity and inclusion performance commitments.

2.5 Business Ethics and Conduct

The successful operation and reputation of Innovative University of Enga is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the Christian values and spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Innovative University of Enga is dependent upon our students', parents and partners trust and we are dedicated to preserving that trust. Employees owe a duty to IUE, its students, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Innovative University of Enga will comply with all applicable laws and regulations and expects its Council Members, officers, and employees to conduct business in accordance

with the letter, Christian values and spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President of the Innovative University of Enga for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Innovative University of Enga employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

2.6 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of the University may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although Innovative University of Enga has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, Innovative University of Enga will take prompt action, and this can include reassignment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

2.7 Conflicts of Interest

Employees have an obligation to conduct responsibility within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Innovative University of Enga wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Transactions with outside firms or other Higher Education Institutions must be conducted within a framework established and controlled by the executive level of IUE. Business dealings with outside firms or other Higher Education Institutions should not result in unusual gains for those firms or other Higher Education Institutions. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of Innovative University of Enga business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms or other Higher Education Institutions. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Innovative University of Enga as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Innovative University of Enga does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Innovative University of Enga.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your Vice President or President.

2.8 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the University. All employees will be judged by the same performance standards and will be subject to Innovative University of Enga scheduling demands, regardless of any existing outside work requirements.

If Innovative University of Enga determines that an employee's outside work interferes with performance or the ability to meet the requirements of Innovative University of Enga as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with IUE.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Innovative University of Enga for materials produced or services rendered while performing their jobs.

2.9 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of the Innovative University of Enga. Such confidential information includes, but is not limited to, the following examples:

- | | |
|--------------------------------|-------------------------------------|
| * Compensation data | * Pending projects and proposals |
| * Computer processes | * Disciplinary processes |
| * Computer programs and codes | * Research & development strategies |
| * Student lists and marks | * Scientific data |
| * Student preferences and data | * Scientific formulae |
| * Financial information | * Scientific prototypes |

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential University information will be subject to disciplinary action, up to and including termination

of employment and legal action, even if they do not actually benefit from the disclosed information.

2.10 Disability Accommodation

Innovative University of Enga is ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, University al structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Innovative University of Enga is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Innovative University of Enga will follow any National or Provincial law that provides individuals with disabilities greater protection.

This policy is neither exhaustive nor exclusive. Innovative University of Enga is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable National, provincial, and IUE laws.

2.11 Job Posting and Employee Referrals

Innovative University of Enga provides employees an opportunity to indicate their interest in open positions and advance within the University according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Innovative University of Enga reserves its discretionary right to not post a particular opening.

Job openings will be posted on the IUE Intranet or IUE Website and/or in the email system, and normally remain open for 25 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Human Resources Department listing job-related skills and accomplishments. It should also describe how their current experience with Innovative University of Enga and prior work experience and/or education qualifies them for the position.

Innovative University of Enga recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the University.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the University.

Innovative University of Enga also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the University, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the Human Resources Department for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

2.12 Whistleblower Policy

Innovative University of Enga is committed to conducting its business with honesty and integrity at all times. If, at any time, this commitment is not respected or appears to be in question, Innovative University of Enga will endeavor to identify and remedy such situations. Therefore, it is the University's policy to ensure that when a person has reasonable grounds to believe that an employee, manager or any other person related to the University has committed, or is about to commit, an offence that could harm the University's business or reputation, it denounces the wrongdoers in question.

The whistleblowing policy has been put in place to:

- Encourage employees, partners or managers to disclose this information or behavior; Protecting complainants from reprisals;
- Treated all parties to an investigation in a fair and equitable manner;
- To ensure confidentiality as much as possible;
- Take corrective and disciplinary action if wrongdoing is discovered.

It is the duty of all employees, contractual third parties or partners to report misconduct or suspected misconduct, including fraud and financial impropriety to the University's President. This includes misconducts such as but not limited to:

- Providing false or misleading information, or withholding material information on IUE financial statements, accounting, auditing or other financial reporting fraud or misrepresentation;
- Pursuit of material benefit or advantage in violation of IUE's Conflict of Interest Policy; Misappropriation or misuse of IUE resources such as funds, supplies or other assets;
- Unauthorized alteration or manipulation of computer files;
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of National, Provincial or IUE law or regulations or otherwise obstructing, influencing, or impeding any official proceeding, in violation of National, Provincial or IUE law or regulations;
- Violations of National, Provincial or IUE laws that could result in fines or civil damages payable by IUE, or that could otherwise significantly harm IUE's reputation or public image;
- Unethical business conduct in violation of any IUE policies and/or IUE Code of Conduct;
- Danger to the health, safety, or well-being of students or employees and/or the general public;
- Forgery or alteration of documents;
- Authorizing or receiving compensation for goods not received or services not performed, or paying for services or goods that are not rendered or delivered;
- Authorizing or receiving compensation for hours not worked;
- Embezzling, self-dealing, or otherwise obtaining an unlawful private benefit (i.e., IUE assets being used by anyone in the University improperly for personal gain).

2.13 Accident and First Aid

Innovative University of Enga believes that the best practice in case of an accident, is to ensure staff have access to a trained First Aider or someone who can take charge in the event of an accident.

Details of these trained staff will be displayed from your line manager and you should familiarize yourself with names and contact details.

An Accident Book is also available from your line manager and it is the responsibility of everyone to report and record any accident involving personal injury.

Employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

3. Employment Status and Records

3.1 Employment Categories

It is the intent of Innovative University of Enga to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either **academic staff** or **administrative staff** or **auxiliary staff** (all staff engaged in a clinical supervision are considered as academic staff) as per the IUE Job Ranking & Salary Grading approved by the University Council on February 25, 2023 through Motion: 12 /02/2023.

Employees classification may be changed only upon written notification by Innovative University of Enga Council.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those who are not in a temporary or probation status and who are regularly scheduled to work at the Innovative University of Enga full-time schedule. Generally, they are eligible for Innovative University of Enga benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 28 hours per week. While they do receive all legally mandated benefits, they are ineligible for all of Innovative University of Enga other benefit programs.

PROBATION employees whose performance is being evaluated to determine whether further employment in a specific position with Innovative University of Enga is appropriate. Employees who satisfactorily complete the probation period will be notified of their new employment classification.

CONTRACTUAL employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific tasks or project.

Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for all of Innovative University of Enga other benefit programs.

CASUAL employees are those who have established an employment relationship with Innovative University of Enga but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits, they are ineligible for all of Innovative University of Enga other benefit programs.

3.2 Access to Personnel Files

Innovative University of Enga maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Innovative University of Enga, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Innovative University of Enga who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in Innovative University of Enga offices and in the presence of an individual appointed by Innovative University of Enga to maintain the files.

3.3 Personnel Data Changes

It is the responsibility of each employee to promptly notify Innovative University of Enga of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and

current at all times. If any personnel data has changed, notify the Human Resources Department.

3.4 Probation Period

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Innovative University of Enga uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees in the academic and administrative categories work on a probation basis for the first six (6) months calendar days after their date of hire. All new and rehired employees in the category of ancillary staff work on a probation basis for the first four (4) weeks. Any significant absence will automatically extend the probation period by the length of the absence. If Innovative University of Enga determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

During the probation period, both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first six months or four weeks of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice.

Please take note that your manager's role is to support you in developing and transferring your knowledge, skills and abilities to be successful in your job. We suggest you to take advantage of this resource.

Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.

During the probation period, new employees are eligible for those benefits that are required by law. After becoming regular employees, they may also be eligible for other Innovative University of Enga-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

3.5 Employment Applications

Innovative University of Enga relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.6 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way. The annual salary review of all employees is based on performance and is evaluated beginning the month of November and effective on January 02 of the current year.

3.7 Job Descriptions

Innovative University of Enga makes every effort to create and maintain accurate job descriptions for all positions within the University. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

Innovative University of Enga maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

3.8 Salary Administration

The salary administration program at Innovative University of Enga was created to achieve consistent pay practices, comply with National and University laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Innovative University of Enga is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other Universities in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Innovative University of Enga periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of Innovative University of Enga and based on each employee's individual contributions to the University.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The accounting department is also available to answer specific questions about the salary administration program.

3.9 Professional Development

At the discretion of your manager/supervisor, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. When these opportunities are directly related to the employee's position, or are suggested by the manager/supervisor, then Innovative University of Enga will cover the cost of registration, course materials and some travel expenses.

If Innovative University of Enga has agreed to pay for a course, the fees will be paid on evidence of successful completion. If the University sponsors a course (or courses) and the employee departs the University within a year of completion, the course fees will become repayable in full.

4. Employee Benefit Programs

4.1 Employee Benefits

Eligible employees at Innovative University of Enga are provided a wide range of benefits. Several programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee

- Maternity leave paid for 14 weeks
- Paternity leave paid for 5 days
- Sick leave paid for 12 days
- Long service leave is six (6) months pay after 15 years of service
- Leave of absence without pay 5 days
- Hardship Allowance

classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

Eligible employees are provided with the following benefits:

- Subsidized Housing
- Relocation allowances
- Free access to email and Internet for every staff member
- The University contributes for each employee's salary to NASFUND 8.4%

The Innovative University of Enga might assist employee to pay for an insurance or life insurance and it can make contribution for the employee of 20 % of the applicable premiums.

4.2 Vacation Benefits

Paid annual vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All employees are eligible to earn and use vacation time as described in this policy:

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

Upon initial eligibility, the academic employee (this includes the President and Vice Presidents) is entitled to a maximum of six (6) weeks' vacation days each year.

Upon initial eligibility, the administrative employee is entitled to a maximum of four (4) weeks' vacation days each year.

Upon initial eligibility, the auxiliary employee is entitled to a maximum of three (3) weeks' vacation days each year.

If the employee has less than 1 year of service as of the end of the reference period, which is calculated from the date of ended probation period to the time the employee seeks leave.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including University needs and staffing requirements.

Vacation time off is paid at the employee's pay rate at the time of vacation. It includes overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. It does not include Christmas bonuses or gifts.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the reference period, the balance of unused vacation will be paid out to the employee.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

4.3 Religious Observance

National and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The University respects your religious beliefs, however, and therefore, will provide one (1) day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. Employees who require additional time off may use vacation and/or personal days. This leave must be requested through the department manager six (6) weeks prior to the event.

4.4 Holidays

Innovative University of Enga will grant holiday time off to all employees on the holidays listed below:

Christmas, Easter, Independence Day, King's Birthday, National Day of Repentance, National Remembrance Day, New Year's Day and any other day as declared by the National Executive Council.

Innovative University of Enga will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s): **Employees who worked a minimum of 60 days.**

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A statutory holiday that falls on a Saturday will be observed on the preceding Friday or in the case it falls on a Sunday will be observed on the following Monday or as declared by the National Executive Council.

If a statutory holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

4.5 Workers Insurance

Innovative University of Enga provides basic employment insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither Innovative University of Enga nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Innovative University of Enga.

4.6 Sick Leave Benefits

Innovative University of Enga provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Full-time employees: Academic, administrative and auxiliary.

Eligible employees will accrue on a pro-rated basis sick leave benefits at the rate of days served at IUE per year. Sick leave benefits are calculated based on a "calendar year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one half-day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may need to be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as basic employment insurance. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers' compensation or Innovative University of Enga-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will be paid to the active employees at the end of the calendar year. Employees who quit or that are terminated are not entitled to be paid any unused sick days upon termination of employment.

4.7 Bereavement Leave

Employees who require taking time off due to the death of an immediate family member should notify their supervisor immediately.

Paid bereavement leave will be provided to employees having worked 60 calendar days for Innovative University of Enga:

- a) Five (5) working days in the case of the death of an employee's spouse, child or the employee's spouse's child.
- b) Three (3) working days in the case of the death of an employee's father, mother, sister or brother.
- c) One (1) working day in the case of the death of an employee's grandfather, grandmother, uncle, aunt, nephew, niece, son-in-law,

daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandson, grand-daughter (except the uncle, the aunt, the brother-in-law, the sister-in-law, the grandfather, the grandmother, the nephew and the niece of the spouse).

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or house cry compensation. The employees on leave without balance, of maternity, disease, in preventive withdrawal, parental leave, will not be able to prevail themselves of this benefit.

Bereavement leave will normally be granted unless there are unusual University needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

4.8 Relocation Benefits

When Innovative University of Enga asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred employee who must relocate in order to reside within 45 km of the new place of work. For specific information regarding the terms and extent of relocation benefits, discuss with your immediate supervisor.

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. Innovative University of Enga will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

Innovative University of Enga extends these relocation benefits in an effort to contribute to the success of every employee's relocation. However, if an employee separates from Innovative University of Enga service within one year of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse all relocation expense.

4.9 Educational Assistance

Innovative University of Enga recognizes that the skills and knowledge of its employees are critical to the success of the University. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Innovative University of Enga.

Innovative University of Enga will provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Only full-time employees are eligible for educational assistance.

Employees should contact their immediate supervisor or the Human Resources Department for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, Innovative University of Enga cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

4.10 Long Term Disability

Innovative University of Enga provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan: Full-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Innovative University of Enga and the insurance carrier if available.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described above to eligible employees. Contact the Human Resources Department for more information about LTD benefits.

4.11 Marriage, Maternity and Parental Leave

Marriage

One (1) paid working day off is allowed for the marriage of the employee or one of his children.

An employee may take one (1) day leave of absence for the marriage of a parent, brother, sister or child of joint sound.

Maternity Leave Admissibility

The employee is entitled to a maternity leave according to:

Current Government legislation entitles employees to a combined Maternity/Parental leave, without pay, of up to 14 weeks. However, during this leave of absence, employees may be eligible to receive other benefits in accordance with eligibility rules. Employees that wish to benefit from Parental Leave only are entitled to a leave of absence, without pay, of up to 5 days.

Notice:

- a) The employee must provide in writing to the University, at least three weeks in advance the date of the beginning of her maternity leave and the date envisaged of her return to work. A medical certificate attesting of the date envisaged of the birth must University the notice.
- b) The notice can be less than 3 weeks if the medical certificate attests need for the employee to cease working within a less time. If physical dangers are possible, the employee will be assigned to other tasks while preserving the rights and preferences connected to her regular position.

Complications:

If the employee or the child suffers from complications preventing the return to work at the end of the maternity leave, the employee will have to forward a medical certificate to

the University. The employee will be entitled to a prolongation of her maternity leave, which can reach a 16-week maximum including the parental leave.

Return to work:

- a) The employee must provide in writing to management the expected date of her return to work and this, three (3) weeks before returning from his maternity leave or parental.
- b) The employee who does not present himself to work five (5) days after the expiration of his maternity leave or parental leave may be known to have resigned.
- c) The direction can require of the employee who returns to work two (2) weeks after her childbirth, the production of a medical certificate attesting of its sufficient re-establishment to resume work.
- d) At the end of its maternity leave, or parental leave not exceeding 14 weeks, the employee will be reinstalled in her regular function and it will be entitled to all the advantages of which it would have profited if she had remained with work.
- e) If the regular job of the employee does not exist anymore on her return, the direction will recognize all the rights and preferences that she would have profited at the time from disappearance of her job if she had then been with work.

Miscarriage:

- a) In the event of miscarriage, the employee as soon as possible must deliver to the direction a notice accompanied by a medical certificate attesting of the miscarriage or the urgency.
- b) When a danger of miscarriage requires a stop of work, the employee is entitled to a special maternity leave of the duration prescribed by the medical certificate, which attests existing danger.
- c) When occurs a miscarriage before the beginning of the twentieth (20th) week preceding the date envisaged of the childbirth, the employee is entitled to a sick leave.
- d) If an employee is confined of a child dead-born after the twentieth (20th) week preceding the date envisaged of the birth, she is entitled to the maternity leave of fourteen (14) weeks.

Special maternity leave:

When there is a danger of miscarriage, or a danger to the health of the mother or of the child to come caused by pregnancy and requiring a stop of work, the employee is entitled

to a special maternity leave of the duration prescribed by the medical certificate which attests existing danger and which indicates the date envisaged of the childbirth.

Preventive withdrawal:

When there is a danger of miscarriage, or a danger to the health of the mother or the child to come caused by the working conditions, the employee must ask to be assigned to tasks not involving such dangers. If the direction cannot offer other tasks, the employee can then make the request for a preventive withdrawal. The maternity leave will then begin at the date envisaged from the childbirth.

Birth of a child or adoption

Two (2) paid working days off during the birth of the employee's child or of the adoption of a child (leave of paternity) other than those of joint sound. Moreover, the employee can prevail himself of a leave without balance of three (3) days. This leave can be split but must be taken in the 15 following days of the arrival of the child at the house.

5. Timekeeping / Payroll

5.1 Timekeeping

Accurately recording time worked is the responsibility of every employee. National and University laws require Innovative University of Enga to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

5.2 Paydays

All employees are paid fortnightly. Each pay will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees shall be paid directly deposited into their bank accounts if they provide advance written authorization to Innovative University of Enga . Employees will receive an itemized statement of wages when Innovative University of Enga makes direct deposits.

5.3 Employment Termination

Termination of employment is an inevitable part of personnel activity within any University, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Termination for Cause: An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice, or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the University.
- Layoff - involuntary employment termination initiated by the University for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the University.

Termination Without Cause: An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead, and severance pay if applicable, as is minimally required by the law, as amended from time to time.

In addition to notice, and pursuant to the law, the employee shall be entitled to an additional one (1) week notice or payment in lieu of notice for every year of completed service (severance pay) with the Employer to a maximum of six (6) weeks.

5.4 Administrative Pay Corrections

Innovative University of Enga takes all reasonable steps to ensure that employees receive the correct amount of pay in each payday and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the University's Bursar so that corrections can be made as quickly as possible.

6. Work Conditions and Hours

6.1 Work Schedules

The normal work schedule for all employees is 8 hours a day, Monday to Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

6.2 Absences

As an employee, you will be treated as a professional, which means that you will be expected to complete your work on time and at the expected level of quality. If extra hours are needed to complete your work, you will be expected to put in those extra hours. If, on the other hand, you are able to complete your work in less than a standard workweek, you are free to use those extra hours as you see fit. In return for being treated as a professional, we expect you to behave as one and not to abuse these privileges.

Even though you will be treated as a professional and will presumably behave as one, general absence guidelines are nevertheless necessary to ensure that we are able to conduct business in a predictable manner. Although we are not interested in monitoring your comings and goings, we need to know, in advance where possible, when you will be absent from work. Here are those guidelines:

Absences

Employees are expected to be at work and to work a full workweek, except for authorized absences. Authorized absences include the following:

- vacation time scheduled in advance
- sick leave
- time off for a workers' compensation injury
- a death in your family
- jury duty
- time off to vote
- emergency situations beyond your control

Notification procedure

To obtain an authorized absence, call in, where possible, and let the appropriate person know that you are unable to come to work. The call should be made, if possible, no later than before your regular starting time.

As for notifying someone that you will be late to work or will be leaving early in the event your work has been completed, we ask that you use your best judgment. If you know someone is likely to need to know that you will be coming in late or leaving early, you should call that person and let him or her know.

Failure to notify

If you don't come to work and don't call in, at some point we have the right to determine that you're not coming back. Thus, our rule is that unauthorized absences of three or more consecutive days without notice will be considered as a voluntary termination, and we will remove you from the payroll.

If you are repeatedly absent without authorization, you could be subject to counseling, suspension, and termination.

Inclement weather

During inclement weather, you should call to find out whether to report to work. Also, while the weather may be nice where you are, hazardous weather conditions could exist

at or near the workplace. If you know hazardous conditions have been reported in the area, protect yourself and call work first.

6.3 Legal Issues or Jury Duty

Paid Absence

Time off taken for legal issues or jury duty is treated as a paid absence for up to five (5) days during any one year. Employees are paid for the time they are absent for legal issues of jury duty, less the amount they receive for performing jury duty service.

Advance Notice

Employees must give advance notice of the need for time off for legal issues of jury duty. A copy of the summons should University the request.

Return to Work

If employees are dismissed from legal issues of jury duty before the end of the workday, they must report to work for instructions on whether to return for work for the rest of the workday.

6.4 Use of Phone and Mail Systems

Personal use of the IUE telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse Innovative University of Enga for any charges resulting from their personal use of the IUE telephone.

The use of Innovative University of Enga -paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

6.5 Smoking

In keeping with Innovative University of Enga intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, students, and visitors.

6.6 Meal Periods

All employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

6.7 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all full-time employees in accordance with the University wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including **possible termination of employment**.

Business travel for conferences, meetings, etc., which cause an employee to depart or arrive home on a non-workday does not constitute overtime.

6.8 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using IUE property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

6.9 Telecommuting

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook and elsewhere. In addition to their existing obligations and responsibilities telecommuters must agree to do the following:

- Maintain a regular work schedule and an accurate accounting of what they work on and when rental fees, only for compact or mid-sized cars;
- Comply with all of the safety regulations that apply to an office. That means

having a safe work environment free of clutter, exposed wiring, slippery surfaces, etc. Any employee who telecommutes grants a license to the University to inspect their work premise during normal work hours;

- Not allow business visitors to their home or off-site work location without the express written permission from their supervisor;
- Understand that the policies and procedures relating to legal compliance and ethics obligations remain in full force and effect while off-site;
- Be responsible for any University equipment used off-site. The employee may be responsible for the cost of repair or replacement of any equipment if handled in a careless or reckless manner. The University is not responsible for personal equipment used without express written authorization from the University;
- Maintain their work product in a safe and secure environment. Any confidential materials, trade secrets or proprietary information should be maintained under lock and key and appropriately discarded;
- Understand that any injuries occurred at home, or off-site, are covered by the University's worker's compensation insurance coverage. The reporting requirements for a telecommuter related to a workplace injury are the same as if they worked on University premises;
- Arrange for proper day care or elder care services so as not to interfere with getting your job done.

Remember that you are a representative of this University no matter where you are. Please use your best judgment at all times.

6.10 Emergency Closing

At times, emergencies such as severe weather, fires or power failures, can disrupt University operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

6.11 Business Travel Expenses

Innovative University of Enga will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved should make all travel arrangements through Innovative University of Enga Human Resources Department. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Innovative University of Enga. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or bus fare for travel in coach or economy class;
- Car rental fees, only for compact or mid-sized cars;
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel;
- Taxi fares, only when there is no less expensive alternative;
- Mileage costs for use of personal cars, only when less expensive transportation is not available;

- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings;
- Cost of meals, no more lavish than would be eaten at the employee's own expense;
- Charges for telephone calls and similar services for business purposes; and
- Charges for laundry and valet services, only on trips of five or more days (Personal entertainment and personal care items are not reimbursed).

Employees are encouraged to use their cellular telephone or calling cards when traveling, as hotel charges are excessive.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Innovative University of Enga may not be used for personal use without prior approval.

Cash advances of K 300.00/day to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

6.12 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Innovative University of Enga, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Innovative University of Enga at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Innovative University of Enga premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

6.13 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are valuable, vital assets and Innovative University of Enga property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Innovative University of Enga has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems.

Innovative University of Enga strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Innovative University of Enga prohibits the use of computers and the **email system in ways that are disruptive, offensive to others, or harmful to morale.**

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside University, or other non-business matters.

6.14 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by Innovative University of Enga to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Innovative University of Enga and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Innovative University of Enga. As such, Innovative University of Enga reserves the right to monitor Internet traffic, and retrieve and read any data

composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Innovative University of Enga in violation of law or Innovative University of Enga policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the University's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the University;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the University or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the University 's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another University or person;
- Refusing to cooperate with a security investigation;

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the University's electronic communications systems;
- Sending or posting messages that disparage another University's products or services;
- Passing off personal views as representing those of the University;
- Sending anonymous email messages;
- Engaging in any other illegal activities.

6.15 Workplace Monitoring

Workplace monitoring may be conducted by Innovative University of Enga to ensure quality control, employee safety, security, and student satisfaction.

Employees who regularly communicate with students may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances

our students' image of Innovative University of Enga as well as their satisfaction with our service.

Computers furnished to employees are the property of Innovative University of Enga. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Innovative University of Enga is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

6.16 Workplace Violence Prevention

Innovative University of Enga is committed to preventing workplace violence and to maintaining a safe work environment. Innovative University of Enga has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by National and University law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Innovative University of Enga will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Innovative University of Enga may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Innovative University of Enga encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. Innovative University of Enga is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

7. Employee Conduct & Disciplinary Action

7.1 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Innovative University of Enga expects employees to follow rules of conduct that will protect the interests and safety of all employees and the University.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or student-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;

- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

7.2 Sexual and Other Unlawful Harassment

Innovative University of Enga is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations;
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Anyone

engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

7.3 Attendance and Punctuality

To maintain a safe and productive work environment, Innovative University of Enga expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Innovative University of Enga. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

7.4 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Innovative University of Enga presents to students and visitors.

During business hours or when representing Innovative University of Enga, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with students or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Jeans, Bermuda, T-shirt and shorts do not present appropriate professional attire;
- Unnaturally colored hair and extreme hairstyles, such as spiked hair do not present an appropriate professional appearance;
- Offensive body odor and poor personal hygiene is not professionally acceptable;
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours;
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours;
- Visible excessive tattoos and similar body art must be covered during business hours.

7.5 Return of Property

Employees are responsible for all Innovative University of Enga property, materials, or written information issued to them or in their possession or control. Employees must return all Innovative University of Enga property immediately upon request or upon termination of employment. Where permitted by applicable laws, Innovative University of Enga may withhold from the employee's payment or final pay the cost of any items that are not returned when required. Innovative University of Enga may also take all action deemed appropriate to recover or protect its property.

7.6 Resignation and Retirement

Resignation is a voluntary act initiated by the employee to terminate employment with Innovative University of Enga. Although advance notice is not required, Innovative University of Enga requests at least four (4) weeks' written notice of resignation from employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

In line with actual legislation Innovative University of Enga does not have an age where it expects employees to retire. It is however our policy to have discussions with all our staff where they can discuss their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

You should ensure that you inform your line manager at least three (3) months before you plan to retire to ensure that all appropriate arrangements are made (ex: sourcing a replacement etc.).

7.7 Security Inspections

Innovative University of Enga wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Innovative University of Enga prohibits the possession, transfer, sale, or use of such materials on its premises. Innovative University of Enga requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Innovative University of Enga. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Innovative University of Enga at any time, either with or without prior notice.

7.8 Progressive Discipline

The purpose of this policy is to state Innovative University of Enga position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced comes from good leadership and fair supervision at all employment levels.

Innovative University of Enga own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Innovative University of Enga is based on mutual consent and both the employee and Innovative University of Enga have the right to terminate employment at will, with or without cause or advance notice, Innovative University of Enga may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Innovative University of Enga recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and University rules or policies includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Innovative University of Enga.

7.9 Problem Resolution

Innovative University of Enga is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Innovative University of Enga supervisors and management.

Innovative University of Enga strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Innovative University of Enga in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resources Department or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resources Department if problem is unresolved.

4. Human Resources Department counsels and advises employee, assists in putting problem in writing and visits with employee's manager(s), if necessary.
5. Employee presents problem to the President in writing.
6. The President reviews and considers problem. The President informs employee of decision and forwards copy of written response to Human Resources Department for employee's file. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

7.10 Workplace Etiquette

Innovative University of Enga strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Innovative University of Enga encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources Department if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them;
- Replace paper in the copy machine and printer paper trays when they are empty;
- Retrieve print jobs in a timely manner and be sure to collect all your pages;
- Be prompt when using the manual feed on the printer;
- Keep the area around the copy machine and printers orderly and picked up;
- Be careful not to take or discard others' print jobs or faxes when collecting your own;
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor;
- Try to minimize unscheduled interruptions of other employees while they are working;
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace;
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas;
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others;
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace;
- Try not to block walkways while carrying on conversations;
- Refrain from using inappropriate language (swearing) that others may overhear;
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear;
- Clean up after yourself and do not leave behind waste or discarded papers.

7.11 Suggestion Program

As employees of Innovative University of Enga, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Innovative University of Enga by solving a problem, reducing costs, improving operations or procedures, enhancing student service, eliminating waste or spoilage, or making Innovative University of Enga a better or safer place to work. Statements of problems without University solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the President and, after review, they will be forwarded to the Direction. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to employees who submit a suggestion that is implemented.

IF YOU HAVE ANY COMMENTS OR SUGGESTIONS REGARDING THE CONTENT OF THE EMPLOYEE HANDBOOK, PLEASE DIRECT THEM TO HUMAN RESOURCES DEPARTMENT.

**WISHING YOU A LONG AND REWARDING CAREER AT
INNOVATIVE UNIVERSITY OF ENGA!**

