

Internally Approved Human Resource Policies and Procedures



Spirit of Ukraine Charity

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1. Purpose

The purpose of this document is to establish clear and comprehensive human resource (HR) policies and procedures for Spirit of Ukraine Charity (SoU). These guidelines ensure fairness, consistency, and compliance with labor laws, fostering a respectful, productive, and safe work environment.

2. Scope

These policies apply to all employees, volunteers, and contractors working with Spirit of Ukraine Charity, regardless of location. All individuals must adhere to these procedures to ensure effective and ethical operations.

3. Equal Employment Opportunity (EEO)

Spirit of Ukraine Charity is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, national origin, disability, sexual orientation, age, or any other legally protected characteristic.

4. Recruitment and Hiring

4.1 Job Postings

All vacant positions will be posted on the charity's website, social media platforms, and relevant job boards.

Internal candidates and volunteers are encouraged to apply for open positions.

4.2 Application Process

Interested candidates must submit a resume, cover letter, and relevant references. The HR department will screen applications based on job requirements.

Selected candidates will undergo a minimum of two interviews before a decision is made.

4.3 Background Checks

For positions involving sensitive or financial duties, background checks may be required to verify qualifications and past experience.

4.4 Hiring Decisions

The hiring committee, composed of the relevant department head and HR representatives, will make final hiring decisions based on qualifications, interviews, and references.

5. Onboarding and Orientation

5.1 New Employee Orientation

New employees will undergo an orientation program that covers the organization's mission, structure, policies, safety procedures, and job responsibilities.

Each new employee will be assigned a mentor or supervisor to help them transition smoothly into their role.

5.2 Documentation

All new hires must complete required paperwork, including employment contracts, tax forms, and confidentiality agreements.

HR will maintain employee records securely and ensure compliance with legal requirements.

6. Code of Conduct

6.1 Professional Behavior

Employees and volunteers must act professionally and respectfully towards colleagues, donors, partners, and beneficiaries.

Any form of harassment, discrimination, or bullying will not be tolerated and may result in disciplinary action.

6.2 Confidentiality

Employees must maintain confidentiality regarding donor information, internal discussions, financial matters, and any sensitive information related to the charity's operations.

Any breach of confidentiality may lead to termination or legal action.

6.3 Conflict of Interest

Employees must disclose any personal or financial interest that could affect their impartiality or decision-making in the charity's activities.

No employee shall use their position for personal gain or in a way that conflicts with the charity's mission.

7. Compensation and Benefits

7.1 Salary Structure

Salaries are determined based on market benchmarks for the nonprofit sector, experience, and the role's responsibilities.

Annual salary reviews will be conducted, taking into account the charity's financial health and employee performance.

7.2 Work Hours and Overtime

Full-time employees are expected to work 40 hours per week, with flexibility depending on project needs.

Overtime must be approved in advance by the department head and will be compensated according to legal standards.

7.3 Benefits

Full-time employees are entitled to benefits such as health insurance, paid leave, and retirement contributions (if applicable).

Volunteers and part-time employees may be eligible for certain benefits on a case-by-case basis.

8. Leave Policies

8.1 Paid Time Off (PTO)

Full-time employees accrue PTO starting from their first day of work. This can be used for vacation, personal days, or illness.

PTO must be requested at least two weeks in advance, except in cases of emergency or illness.

8.2 Sick Leave

Employees are granted sick leave as required by law and as outlined in their employment contract. A medical certificate may be required for absences longer than three consecutive days.

8.3 Family and Medical Leave

Eligible employees are entitled to family or medical leave as per local labor laws (e.g., FMLA in the U.S.) for childbirth, adoption, or serious health conditions.

8.4 Unpaid Leave

Employees may request unpaid leave for personal or family reasons, subject to approval by the Executive Director.

9. Performance Management

9.1 Performance Reviews

Annual performance reviews will be conducted for all full-time employees to assess their achievements, identify areas for development, and set future goals.

Feedback will be given constructively, with a focus on personal growth and aligning individual contributions with the charity's mission.

9.2 Professional Development

The charity encourages employees to pursue training, workshops, and certifications relevant to their roles.

Limited funding may be available for professional development initiatives, subject to prior approval.

10. Disciplinary Procedures

10.1 Grounds for Disciplinary Action

Violations of the charity's policies, misconduct, repeated poor performance, or any action that negatively affects the charity's reputation or operations may lead to disciplinary action.

10.2 Progressive Discipline

Step 1: Verbal Warning – For minor infractions, a verbal warning may be issued.

Step 2: Written Warning – For continued issues or more serious misconduct, a formal written warning will be given.

Step 3: Suspension or Termination – Severe violations or failure to improve after warnings may result in suspension or termination.

10.3 Termination Process

Terminations will be handled professionally and respectfully, with all legal requirements observed. Employees will be given a reason for termination and offered the opportunity to respond.

11. Volunteer Management

11.1 Recruitment and Onboarding

Volunteers will be recruited based on specific project needs and undergo an onboarding process similar to full-time employees, covering key policies, safety, and operational procedures.

11.2 Volunteer Code of Conduct

Volunteers are expected to adhere to the same standards of behavior and professionalism as employees.

Volunteers who fail to meet these expectations may be asked to leave their position.

12. Health and Safety

12.1 Workplace Safety

Spirit of Ukraine Charity is committed to providing a safe work environment. Employees and volunteers must follow all safety protocols, report hazards, and participate in safety training.

12.2 Emergency Procedures

In the event of an emergency, all staff must follow the evacuation plan and notify emergency services immediately if required.

First-aid kits and emergency contact information will be readily available at all charity locations.

13. Grievance Procedures

13.1 Reporting a Grievance

Employees and volunteers may report grievances, such as workplace harassment, unfair treatment, or policy violations, to their supervisor or directly to HR.

13.2 Resolution Process

HR will investigate all grievances promptly, maintaining confidentiality and fairness throughout the process.

A formal resolution will be communicated to the employee or volunteer within 30 days of the complaint.

14. Ethics and Accountability

14.1 Whistleblower Policy

Employees and volunteers are encouraged to report any illegal or unethical activities without fear of retaliation. The charity will investigate such reports and take appropriate action.

14.2 Ethical Standards

Employees and volunteers must adhere to high ethical standards, acting with integrity and in the best interest of the charity and its mission to support Ukraine.

15. Document Review and Updates

These HR policies and procedures will be reviewed annually by the Board of Directors and updated as needed to ensure continued compliance with labor laws and organizational needs.

Changes to the policies will be communicated to all employees and volunteers in writing.