
INITIATIVE FOR PEOPLE IN NEED (IPN)



PERSONNEL POLICY-2014

(Revised Edition-May 2024)

IPN — An Agent for Social Change & Development in Pakistan

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INTRODUCTION

Initiative for People in Need (IPN) is a non-government, not-for-profit and non-religious, impartial, research, relief & development organization established in January, 2012. IPN was officially registered on April, 04, 2013 under the office of the provincial registrar joint stock companies & societies Peshawar, KP, under the registration of societies act XXI of 1860, with registration no 134/5/7361.

Goal

The ultimate goal of the establishment and existence of IPN is human welfare through reaching the unreachable, the most vulnerable, and above all the neediest.

Vision

IPN envisages a developed & just society which is free from all kinds of discrimination based on race, color, religion, language & ethnicity.

Mission statement

To bring a positive change in the society while meeting the miseries of people and peoples' empowerment through peoples' participation, mobilization of available resources, a pool of professional humanitarian aid workers, & philanthropists leading to sustainable development.

IPN's Core Values

Following are the core values of the organization which determines the way and direction of actions for those who are associated with it.

1. Professionalism

We are professionalism in terms of organizational environment and delivery of services.

2. Team work.

We believe in team work for better, effective and efficient results of activities carried out.

3. Accountability

We believe that we are accountable to all the stakeholders we are connected with or having any direct or indirect relationship.

4. Networking

We believe in networking for reciprocal learning, sharing of experiences and delivering the better results.

PERSONNEL POLICY

The personnel policy is framed to familiarize a person with IPN and provide information about the internal working conditions, benefits and policies affecting employment of an individual. The information contained in this policy shall apply to all the regular employees of IPN. The contents of this policy shall neither be considered as a promise of employment or as a contract between the organization and any of its employees nor changes an employee's existing status. Every employee has to read, comprehend and comply with the provisions of this policy. It is intended that this policy will provide a working environment that is conducive to both personal and professional growth.

1. EMPLOYEE STATUS

Employee of IPN is a person who regularly works for IPN on a wage or salary mutually agreed upon. This employment can be regular full-time, regular part-time and temporary persons, and others who are subjected to the control and direction of INITIATIVE FOR PEOPLE IN NEED (IPN) in the performance of the entrusted duties.

1.1 Regular Full Time

These employees work 36 or more hours per week regularly after completion of 3 months probationary period. They are eligible for the organization's benefit package subjected to conditions and limitation of each benefit program.

1.2 Regular Part Time

These employees work less than 36 hours per week regularly after completion of 3 months probationary period. Part time regular employees are only eligible to some benefits given by INITIATIVE FOR PEOPLE IN NEED (IPN) subjected to terms and condition of each.

1.3 Temporary (Full Time/ Part Time)

Employees who are hired temporarily for a work in the absence of an appropriate employee or for a temporary work in the organization or employees whose performance evaluations are still in progress.

2. NON DISCRIMINATION

IPN shall ensure that all decisions are based on merit, qualification and abilities and does not discriminate in any condition in employment opportunities based on race, religion, sex, political adherence, nation origin or disability. However reasonable space shall be provided to qualified individuals with known disabilities unless doing so would result in an undue hardship. This will govern all aspects of employment comprising of selection, task assignment, compensation, discipline, termination and access to benefits and training.

Every employee is encouraged to bring issue concerning any of the above discrimination to its supervisor without fear of revenge. Anyone found to be engaged in illicit discrimination will be subjected to strict disciplinary action including suspension and termination.

3. CONFIDENTIALITY

Confidentiality of information is inevitable to the interests of IPN. The following are few examples of confidential information;

- Financial information
- Pending projects and proposals
- Personnel/ Payroll record
- Conversations between any persons linked with organization

IPN Systems & Procedure (Policies) Employees who use or disclose any confidential information will be subjected to disciplinary action including termination and legal action.

4. NEW EMPLOYEE ORIENTATION

To make new employee familiar with the work environment of the organization and the position an orientation will be organized by IPN. New employee orientation will be conducted by an HR representative. This orientation shall constitute of organization's history, vision, mission, goals and objectives. Employees are also told about the procedures within the workplace and the benefits which will be given to them by IPN.

5. PROBATIONARY PERIOD

All full time and part time regular employees will have to last up to 3 months from the date of their hiring as probationary period. During this period, both the employee and the organization have the right to terminate employment without any advance notice. Upon successful completion of this introductory period, IPN will initiate the benefits. All the employees of regular status are expected to keep the standards of the organization regarding job performance and behavior.

6. OFFICE HOURS

The standard workweek is 40 hours of work where the office will open for its activities from 09AM to 05 PM except for Holidays.

7. LUNCH PERIODS

Employees are given a 60 minutes lunch break from 1PM to 2PM.

Note: Office timings and holidays may be adjusted in accordance with local context.

_____ **POLICY DOCUMENT ENDS** _____

Approved by: Members Board of Directors