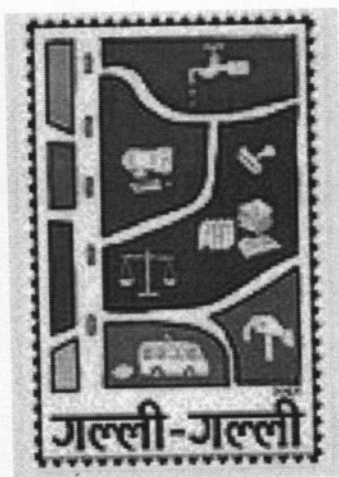


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Human Resource Policy

(In format of HR Handbook)



Galli Galli

Sanepa, Lalitpur

Adopted in 2079 BS

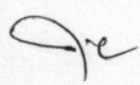
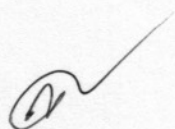
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Welcome To GALLI GALLI

Dear Newest Team Member,

Welcome to Galli Galli ! This handbook is designed to orient you towards our policies and practices. Galli Galli is a growing dynamic organization that is always looking for fresh energy and ideas to keep us moving forward. You have been selected from a competitive and meritocratic recruitment process, and that is why I feel confident that you will add lots of value to our team and our clients.

We welcome you to Galli Galli not just personally but also on behalf of the management team. The management team is responsible for ensuring that Galli Galli fulfills its mission and its obligations to its stakeholders. As an employee of Galli Galli you will be our most important asset and resource in achieving this goal.

Processes, policies and procedures are important because great organizations are sustained by great processes. But great organizations are built around competent and creative people that care about each other deeply. Community and teamwork is at the heart of our success.

This handbook will serve as one of your guides on your new and exciting journey.

Management team
Galli Galli



Handwritten signatures of the management team, including a stylized signature, a signature with a large flourish, a signature with 'y' and 'time' written below it, a signature with '18' written below it, and a signature with '3' written below it. The Galli Galli logo is visible in the bottom right corner.

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1. Introduction

1.1 Introduction to Galli Galli

Galli Galli is located in Sanepa, Lalitpur. Galli Galli was registered as a non-profit company in January 2013. Since its inception, Galli Galli's goal has been to understand, intervene in, and improve the relationship between citizens and the state/bureaucracy. Galli Galli believes that any successful state-citizen relationship must be founded on practices of dialogue and participatory decision-making through evidence-based service delivery, policy and action. Galli Galli believes that citizens' access to information regarding government services is central to maintaining public faith in democratic government. We are limiting ourselves in interventions through facilitating open access to the information and evidences in public service delivery including education governance and local governance practices.

Currently, Galli Galli is hosting Annual Status of Education Report (ASER) Research in Nepal. The Annual Status of Education Report (ASER) is a Citizen-led Assessments. ASER is a citizen-led assessment (CLA) methodology to assess the literacy and numeracy learning of all children aged 5-16. It is implemented at the household level in the communities. Citizen-led means that all activities are conducted by common citizens. These citizens, usually volunteers, take the opportunity to connect with communities across the country and gather data that can help learning better. ASER Nepal also conducts additional studies to add to the findings of the ASER. In particular, ASER Nepal is deeply interested in generating more data about the learning of skills and digital literacy. GalliGalli is part of People's Action for Learning (PAL), a network of 14 countries from Global South countries in Africa, South Asia and Latin America, those working to ensure every child learns through various learning assessment methods.

The bottom of the page features several handwritten signatures and a stamp. From left to right, there are four distinct signatures. The fifth signature is a large, stylized 'G' or 'Galli' logo. To the right of this is another signature, followed by a date '9/2' and a small number '7'. At the bottom right, there is a bold, black stamp that reads 'GALLI GALLI' in two lines.

"To create public services better through transparency, open data and citizen mobilization for a just world"

a. Focus accountability.

b. Be small.

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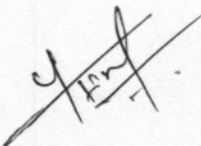
c. Be experimental.

There are no known solutions to the complex issues we are working on. There is no guarantee that any given intervention will succeed. And there is no shame in failure. We are willing to try out new ideas at Galli Galli. We are equally willing to admit that our ideas failed, and move on to trying new things.

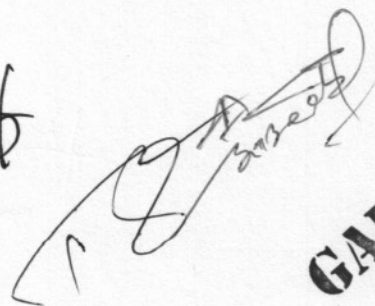
d. Be self-sufficient.

Over the long run, we intend to be able to earn enough money to support core operate. We intend over time to vend services to keep operations running. Galli Galli work with government agencies and other non-government organizations to collaborate on various research and intervention project as technical partners in both non-financial as well as financial costings.

In nutshell, Galli Galli focuses on accountability, transparency and open data for effective public service delivery, particularly in education governance and local administration. We embrace smallness, relying on limited resources and citizen-volunteers. Join us as we pave the way for a more transparent, accountable, and just society.





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1.3 Major Working Areas and Strategic Activities

The following are Galli Galli's overall working areas:

1.3.1 Data driven Decision Making in Education Governance:

Galli Galli aims to work in generating data on learning outcomes of children of the age group 5-16 and basic status of infrastructures of schools in specific area of a local government and creating a base for the evidence based decision making in education.

The **strategies** for this working area include Citizen-led Assessments and Citizen-led Actions through mobilizing local youths of particular local government areas and partnering with other similar organization in ensuring the foundational literacy in Nepal.

The major **activities** include:

- Citizen-led assessments including Annual Status of Education Report (ASER), ICAN, ICARE etc learning assessments in Nepal in the *Rural* and *Urban Palikas*;
- "Data in Education" workshops to increase policy awareness in education governance for college students and professional who has interest in education sector; assessment and
- CLA training and Citizen-led Action Projects to support improving foundational literacy of school-age children in Nepal such as "My-Village" projects.

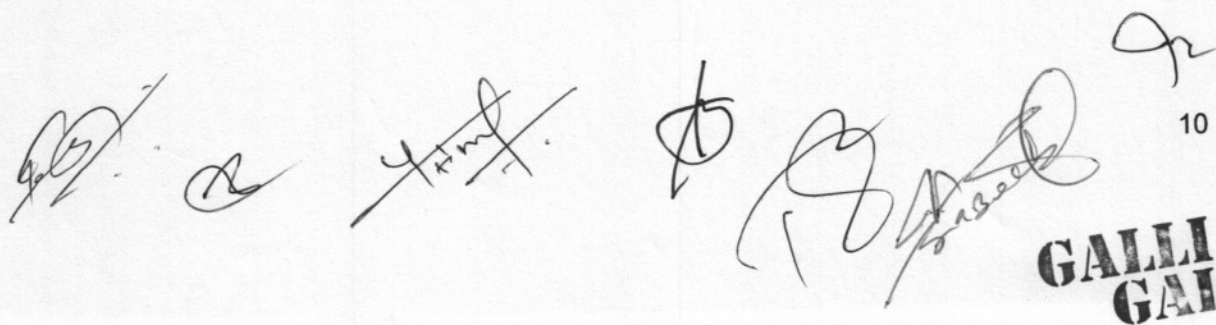
1.3.2 Transparency and Accountability in Public Service Delivery through Open Access to Information:

Galli Galli Nepal works to strengthen citizen-state relationship by prioritizing dialogue and participatory decision making in the public sphere, with a focus on participatory decision making at the local level.

The **strategies** for this working area include both using civic-tech (newly invented online technologies) and off-the-ground mobilization. We will run some of the activities ourselves and also are open to collaborate with other organizations in this sector.

Major **activities** in this working area include:

- Creating web-portal which makes all the Citizen-led assessment and action data open and public.
- Share the reports and citizen-report cards to government and other stakeholders free of cost and publicly.
- The nalibeli.org wiki (www.nalibeli.org), a crowdsourced platform with thousands of pages detailing step-by-step processes for a range of services; providing information on how to access public services and what are the citizen charters through



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- Collaborative mobile app; and mobilizing our volunteers to public offices to ask to make the citizen charters clear and public as well as make the steps to access public services accessible through both online and offline means.

1.3.3 *Strengthening Peace Education through the Participation of youths:*

GalliGalli works to strengthen the "education for peace" concept in Nepal through encouraging the participation of youth in sharing and practicing peace education strands.

The **strategies** for this working area include training and mobilization of volunteers in collaboration with universities/higher education institutions as well as community schools, school clubs and local governments (*nagar* and *gau palikas*) to explore the existing social issues which are creating obstacles for peace and justice in the communities; and then encouraging for the collective and co-created participatory interventions to address those social obstacles.

The major **activities** include:

- Organizing co-creation workshops, events and research to generate knowledge
- Explore and identify resources and information on peace education; also work to adapt in Nepalese context.
- Organizing monthly or bi-monthly training and discussion program at office; discussions & dialogues with college students;
- Short training for the teachers, decision makers and local government officials and other relevant stakeholders;
- Organize interaction among volunteering youths and elected representatives.

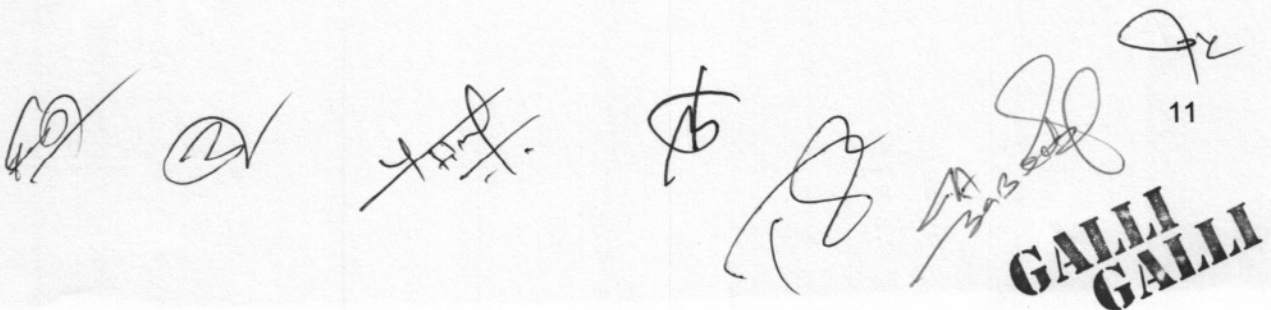
1.3.4 *Research and Mapping Exercises on Digital Rights and Open Data Governance:*

GalliGalli works on the ground to facilitate conversations and build community level interaction on the issues of digital rights, open data, data governance and public service delivery. Galli Galli aims to conduct research and consulting services for sustainability.

The **strategies** for this include gathering and disseminating information on digital literacy and tech-skills including government services through research and providing consulting services and research work for other organizations and development agencies to make some profit for the sustainability of the organization.

The major **activities** include:

- Developing tools and modules on digital literacy, open data and tech-skills in Global South context.
- Conducting digital literacy assessment and creating public open-sourced evidences and citizen-reports.

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1.4 Purpose and coverage of this manual

This Employee and HR Handbook contains information about the policies and practices of Galli Galli. Each employee should read this important document that helps you understand your employer and also your job. However the policies outlined in this Employee and HR Handbook are only management guidelines that require changes from time to time. As an evolving organization it will be necessary to update these policies and practices to keep up with the changing situation in which we operate. The organization retains the right to make decisions involving employment as needed to conduct its work to benefit our employees, clients and the organization itself. This Employee and HR Handbook supersedes and replaces any and all prior Employee and HR Handbooks. It also replaces and supersedes all inconsistent verbal or written policy statements.

Galli Galli complies with the laws of the Government of Nepal and this handbook generally reflects those laws. Additional policies and practices reflect the values and culture of Galli Galli.

Galli Galli reserves the right to revise, delete and add to the provisions of this Employee and HR Handbook at any time without further notice. All such revisions, deletions or additions to the Employee and HR Handbook must be in writing and must be signed by the management. No oral statements or representations can change the provisions of this Employee and HR Handbook.

The provisions of this Employee and HR Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee and HR Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the management.

All positions at Galli Galli are at-will. This means that regardless of anything said in the Employee and HR Handbook, either you or the organization may terminate the employment relationship. The employment relationship may be terminated at any time, for any reason, without cause or notice. Nothing in this handbook, or any other statement, written or oral, will limit the right to terminate employment at-will. No one is allowed to enter into an employment relationship - expressed or implied - without a formal written agreement that specifies a time limit to the employment and has the signatures from the management.

This Employee and HR Handbook refers to current benefit plans maintained by the organization in compliance with laws of Nepal. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlled rather than this handbook. Likewise, if a written contract is inconsistent with the Employee and HR Handbook, the written contract is controlling.

2. Organizational Structure

The annual general meeting (AGM) comprises an annual meeting of all the general members of the organization. The AGM is key for strategic decision, and policy making of the organization. The AGM also approves the expenditures and financial audit reports from past fiscal year(s) as well as approves the budget and plans for upcoming fiscal year(s).

The Executive Board of 7 members led by a chairperson is an executive committee which decides on the day-to-day functions of the organization. The Organization's Articles of Association (AOA) has delegated certain decision making powers, authority to decide about projects, agreements, budget, and other required duties for the regular operation of the organization.

Director / Executive Director is overall lead of the organization for the execution of day-to-day activities and projects. The Executive Director represents the organization in public. He/She oversees regular operation and office of the organization. He/She is liaison between the executive board and the projects/activities of the organization. He/She directs and supports the office manager, finance controller and other project staff for the smooth operation as per the existing legal arrangements.

Office Manager and office lead will oversee the daily administration at office and oversee other project leads under the direction of executive director / director. He/She is responsible for the record keeping, logistical arrangements, and administrative requirements for renewal and operation of the organization. Support staff and assistants work under him/her for administrative operation and record keeping as per requirements.

Finance Controller is a staff lead to ensure the finance and book-keeping in proper order. He/She ensures the procurement, payments and other finance related operations in place as per the financial policy of the organization, project agreements and existing national laws. Finance staff and assistants work under him/her for financial operations and record keeping as per requirements.

As per the projects, the organization hires project leads, project managers, and support staff including researchers and citizen-volunteers. Project support staff and consultants report to their line manager and project lead. The project leads to a report to the Executive Director/Director.

3. General policies

3.1 Working days and hours

Galli Galli has 40 working hours in a week. Galli Galli follows a 5 days a week working schedule from Monday to Friday. Galli Galli practices flexible working hours as long as the members are contributing the required 40 hours per week.

3.2 Equal opportunity employer

Equal Employment Opportunity

Galli Galli does not discriminate against employees nor applicants on the basis of sex, gender, ethnicity, religion, age, sexual preferences, marital status, nor political beliefs.

Furthermore, we make a positive effort to cultivate diversity in our workplace. As educators and changemakers, we understand that people need role models that look, sound and act like them. Thus, we make an extra effort to create a diverse workforce that represents all the people we serve.

Pregnancy and Young Children Accommodation

Galli Galli is a pro-family employer. We believe that all children deserve special care from their most important teacher i.e. their parents.

During pregnancy Galli Galli remains committed to providing all reasonable accommodations to allow for changes that assist the expectant employee. These accommodations might include adjusting the position to eliminate strenuous tasks, excessive travel, modifying work hours and increasing time for rest.

Employees with very young children will be provided all reasonable accommodations at work. Galli Galli will attempt to provide, where and when possible, spaces for lactation and feeding. As well as spaces for other childcare needs, when possible. We encourage both fathers and mothers with young children to integrate their babies into our community wherever it can be achieved without creating a strong adverse impact on our mission and commitments to our clients.

Driver's License/Driving Record

If you are required to drive as part of your official duties you are required to maintain your license legally and in good standing with the appropriate authorities in the Government of Nepal. In cases where an employee, who is required to have a Driver's License loses it for any reason at all, Galli Galli is not responsible for any consequences of driving without the appropriate documents.

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Professional Development

Professional development is strongly encouraged. Galli Galli and your supervisor will make strong efforts to allow you the time to engage in professional development activities. Where budgets and other resources permit, Galli Galli will provide financial support for relevant professional development activities.

Galli Galli's extensive international networks often result in opportunities for international travel to conferences and professional development events. These opportunities are shared between team members based on interest and contribution to the organization.

Suggestions and Ideas

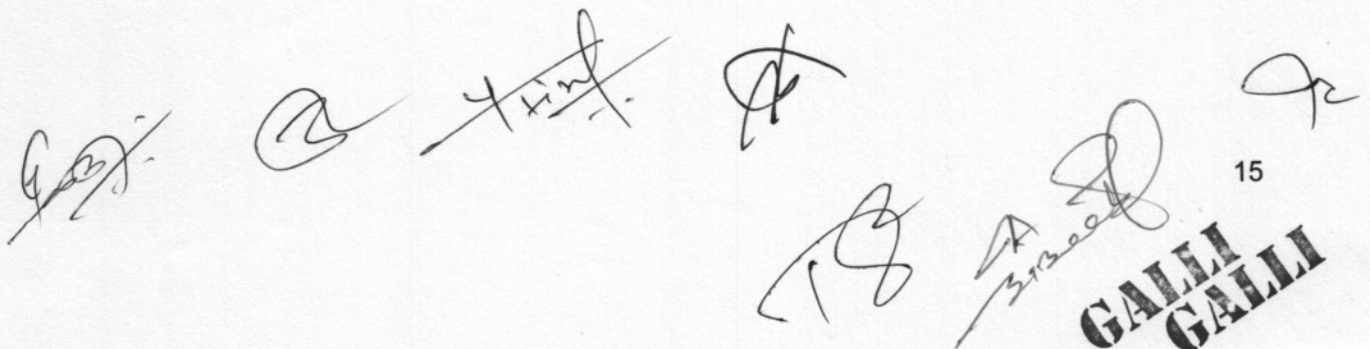
Your supervisor, team leads and management team are always willing to listen. Go talk to them about any ideas or suggestions you have. Many of the best ideas in our organization come from people looking at our work and mission with fresh eyes. So we encourage you to share ideas from the very start and your progress/changes at every point.

Your supervisors and mentors are here not only to help you do better at work, but also to assist you in building a long term career. Talk to them about your goals, aspirations and interests. They will happily give you advice on building the foundation of a great career, either at Galli Galli or outside Galli Galli.

3.3 Staff code of conduct

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its employees. Therefore, employees must never use their positions with the organization, or any of its for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the organization, interferes with an employee's business judgment concerning the organization's best interests, or exploits an employee's position with the organization for personal gain.

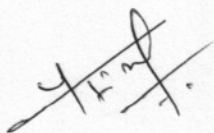
Employees of the organization shall conduct their personal affairs such that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the organization.



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3.4 Workplace policies on Smoking, Drugs and Alcohol

- Galli Galli is committed to providing a healthy, comfortable and productive work environment for our employees and everyone visiting our premises.
- In order to eliminate hazards and ensure a safe, healthy workplace, we are committed to making our office entirely smoke-free.
- All forms of tobacco use are strictly prohibited within office premises.
- Use and possession of drugs and alcoholic beverages or illegal substances during office hours is strictly prohibited. Alcohol and any other legal intoxicants may be used in moderation during specially designated office events where its use has been pre-approved by the appropriate authority in the organization .



4. Selection Policy

4.1. Employment within Galli Galli

Galli Galli seeks for people who come with an open attitude towards experimentation and learning. We shall provide equal opportunity for all eligible candidates and promising opportunities to employee members for their career growth. Galli Galli believes and truly practices the philosophy of non-discrimination in employment regarding race, color, caste, creed, sex etc. However, Galli Galli may introduce positive discriminatory employment and career development policies for maintaining appropriate human resource mix especially having an inclusive workforce.

Cultural fit is prioritized in entry level hires where as for more experienced staff the technical knowledge becomes more important. For roles that require more experience (at least 2-5 years) the following process might apply. During the pre-selection period, the candidates are observed if they are a good fit for the organization culture and practices. After this period, the selected candidates are hired on probation for a period allowed by the GoN.

4.2. Method of recruitment

4.2.1. INTERNAL RECRUITMENT

Galli Galli can recruit the employees in new positions through internal recruitment from employees already employed in the organization in a certain position. Employees who have served at least one year in their current position in the organization shall be eligible to apply in response to vacancy announcement.

4.2.2. EXTERNAL RECRUITMENT

No candidate under the age of 18 shall be considered for employment. Recruitment of the external candidates shall be done as per the procedures defined by the manual. To avoid conflict of interest, hiring of close relations (brother, sisters, spouses, first cousins, brothers/sisters in law etc.) will not be encouraged. However, candidates falling in this category with the appropriate skills and exceptionally good credentials that are beneficial to the organization can be considered and employed. The final decision rests with the Senior Management Team of Galli Galli.

4.3. Recruitment and selection process

Galli Galli follows recruitment policies and procedures consistent with its commitment to diversity and its position as an equal opportunity employer. The calibre, experience and commitment of the employees employed are the key factors for Galli Galli to deliver its mission, goals and objectives effectively. The recruitment and selection procedures of vacant positions are as follows:

4.4. Needs Assessment

Management Team shall assess and analyze the employee requirements for the organization showing the necessity of employees and how such recruitment would help the organization in effective and efficient operations.

4.5. Job Description

Job Description shall be drafted stating the position, roles and responsibilities, qualification, skills and experiences required for the vacant position.

4.6. Advertisement

Galli Galli shall announce the vacancy through the national or local newspaper, website, job agencies, or social media. The fair process shall be followed for recruitment of an employee. Job position, job description, experience, qualification and period for application shall be specifically mentioned in the vacancy announcement.

4.7. Selection Panel

Galli Galli shall shortlist and select the candidates for employment through the decision of the Management Team. The choice of other panel members will be influenced by the nature of the vacant position. In the case of the ED position, a candidate shall be selected by the Management Team along with the representative of the Board.

Galli Galli may invite the external person in the selection panel with the approval of ED/Chairperson.

Galli Galli may also outsource external organization for the recruitment process with the approval of ED in consultation with senior executives.

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4.8. Shortlisting

The Admin and HR department shall review all applications carefully and shortlist an appropriate number of candidates for the selection process based upon the criteria prescribed in the vacancy. The selection panel shall decide recruitment method i.e. written test or interview or both depending upon the position. The shortlisted candidates shall be notified by email or telephone with time and venue for the written test /interview.

4.9. Possible Components of Interview

The following possible components shall be followed during the selection process. The selection process might follow all or one of the following processes as per the need felt by the organization.

- A **written test** can be a component of an interview to test the candidates' skills in the subject matter related to the job advertised and also to test written communication, analysis and strategic thinking.
- An **individual interview** shall be conducted to examine the personal skill, knowledge and attitude.

Presentation skills can be assessed as required and demanded by the position. These candidates are observed by the designated committee or individuals. The facilitators observe the candidates on their attitude towards problem solving, ability to adapt to uncomfortable situations, ability to collaborate with fellows, creativity and communication skills among other things. It is important to have a grading system for each test so that the interview panel can assign marks to the candidate and select the person with the highest marks. It is best if each member of the selection panel fills independently, during or directly after each candidate has been interviewed.

4.10. Selection

Galli Galli shall select the candidates based on the merits of the interview process as prescribed above. The selection panel shall jointly decide on the selected candidate. In case of difficulty in consensus among the panel, ED will make the final decision. Reference checks shall be done from the previous employer of the selected candidate if management feels it necessary. Information to the candidate shall be provided through the mail, telephone or direct contact.

The selected candidate shall be communicated for collection of all the relevant

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documents such as citizenship certificate, photo, qualification certificates, experience letters, etc.

In case of emergency (e.g. earthquake, natural calamities, disease outbreak, and urgent needs of the organization), the organization can waive the procedures and select/recruit the employee through an interview to match such state of urgency. Similarly, the organization can just interview and recruit the junior positions staff waiving the written tests.

5. Employment

5.1 Employment Category

Galli Galli intends to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. All employees are required to enter into an employment contract that states the position, remuneration, benefits and other terms and conditions of employment. All employees hired under the following employment are entitled as per labor laws of Nepal. Galli Galli hires its employees under one of the following employment categories.

5.1.1 Regular Employment

An employee hired under regular employment is required to undergo up to 6 months of probationary period before he or she is confirmed to the post. During the probationary period, the employee will be under scrutiny and can be dismissed if the performance is found unsatisfactory. The regular/core employee shall be eligible for all benefits mentioned in this system.

5.1.2. TIME-BASED EMPLOYMENT

An employee is hired for time-based employment to perform specific types and number of tasks within a strict time frame. Specifically, these employees are for the Project- specific and ended with the life cycle of the project.

5.1.3. CONTRACTUAL EMPLOYMENT

An employee on a C Employment is hired to carry out specific services for seven or less than 15 days in a month. Employees hired under casual employment shall be paid upon completion of the work.

5.1.4. PART-TIME EMPLOYMENT

An Employee is hired based on an agreement to perform specific services for 35 or less than 35 hours in a week. Part-time employees shall be paid based on hours worked unless otherwise provided In the employment agreement. These employees may have other jobs or obligations so only limited hours at Galli Galli.

5.1.5. INTERN

Interns are hired for a specific period of time upon entering into an agreement. Interns shall not be engaged in work exceeding 8 hours a day and 48 hours a week.

5.1.6 EMPLOYMENT CONTRACT

The Admin and HR team shall issue the offer letter to the selected candidate for the vacant position. Offer letter shall include the Salary and Benefits package seeking the

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possible date of joining of the candidate on the vacant position. Upon acceptance of the offer letter, HR shall issue the appointment letter/employment contract to the candidate. The appointment letter/contract shall contain the following information:

- Job Title
- Position
- Duty Station
- Remuneration and other benefits
- Probation Period
- Contract Period
- Job Description
- Employment terms and Conditions

5.1.7. PROBATION PERIOD

Each newly hired employee shall have to complete six months of probation period. An employee under the probation period shall be provided with the Crisis leave for a maximum of 6 days during the period. Such leave shall be approved only by ED. Employees shall be provided a maximum 2 days leave at a time. ED may approve the leave for more than 2 days after assessing the leave requirement of the employee. During the probation period, the candidates are observed if they are a good fit for the organization culture and practices. The employee is expected to demonstrate his or her suitability for the job. Performance review shall be conducted by the respective line manager of the employee after completion of his/her probation period. As per the recommendation of the line manager, the admin and HR team shall issue a Probation Success Letter to the employee or extend the probation period or terminate the employment. Employment Confirmation letter shall be approved by ED. The extension of the probation period may be done for an additional 3 months. After this period, the employee shall be granted either a confirmation letter or termination letter with 15 days prior notice. The admin and HR team will inform through email to a respective employee about the employment status. However, such probation period will not be applicable to the short term employees.

5.2. Personal data sheet

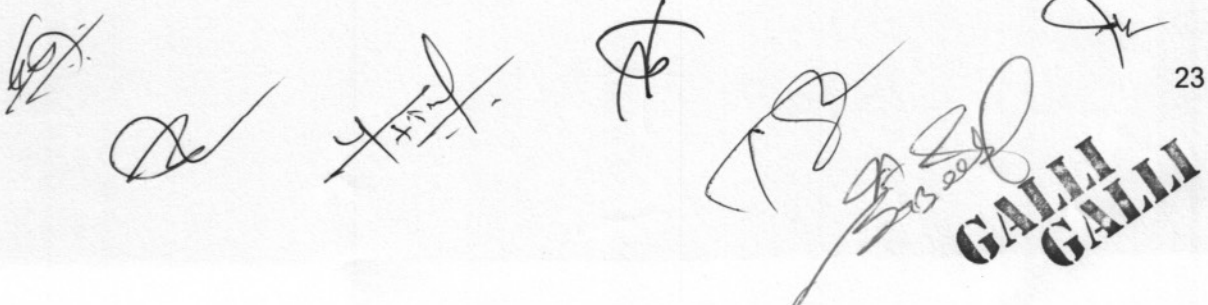
At the time of signing the contract, all the staff are supposed to fill in an Employee Record Form/Sheet and to nominate a nominee as per local law, to whom the benefits and any other dues would be payable in case of accident/death. The staffs are expected to notify in writing about any change in their qualification, address, telephone number, marital status, children in order to maintain an update record of information pertaining to the employee.

5.3 Personal file

A file for staff and consultants will be maintained at the Admin Section of Galli Galli. It is important that these files are as complete and consistent as possible in order to ensure compatibility within Galli Galli and the project concerned. The employee's personnel record files will contain the following documents:

- Letter of agreement : Any letter of agreement amendment - TOR
- Human Resource Policy - Signed copies of all Annual Performance Reviews, if any
- Copies of salary/Benefits adjustment notices etc. - Copies of Academic certificates
- Copies of experience certificates

These records are confidential. Access to these records will be limited to the Galli Galli Management Team and the concerned employee. Any staff with access to these files must respect this confidentiality and failure to do so will result in disciplinary action.

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6. Orientation to New Staffs

Introduction to a new place and culture can be overwhelming for any individual. By the time a candidate is hired on a probation period, he/she will have already gotten a brief idea of how Galli Galli operates. They are encouraged to have crosstalk with existing members to familiarize with the culture and practices as Galli Galli. Furthermore, the induction process is tailored as per the need for each individual and role to get them up to speed with their responsibilities. Galli Galli shall welcome newly hired employees and conduct orientation induction regarding organizational background, policies and procedures and rules & regulations and make familiar with the employees and departments. The Induction program might take 1 to 3 days. The supervisor of the newly recruited employee will guide them as a mentor during the program. For the induction program, a guideline shall be prepared and followed accordingly.

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7. Remuneration

7.1 Payment to staffs

All employees are paid once a month, more specifically on the last day of each month of the Nepali calendar. As a requirement per GoN regulations all salaries for full-time employees are deposited directly into the employee's bank account. Cash or check transactions are not permitted for full-time employees. All employees are required to open a bank account as directed by the organization.

Employees should review their deposits for errors and notify the appropriate team immediately in case of errors. Galli Galli will not be liable for unnoticed errors. In case of underpayment, additional funds will be deposited as soon as possible. In case of overpayment, additional funds should be returned to Galli Galli in the manner and in the timeline dictated by the appropriate team within the organization.

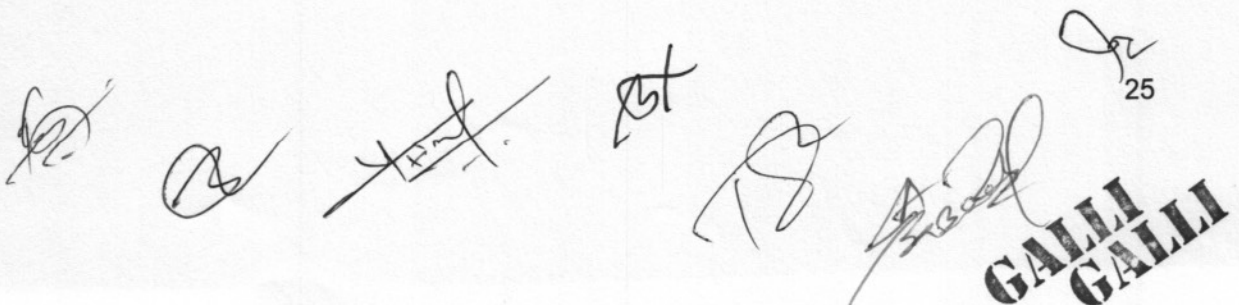
7.2 Tax Deduction

Government of Nepal regulations require Galli Galli to deduct income taxes based on your annual income tax slab. These deductions are turned over to the Government of Nepal, in your name, to the relevant office.

The regulations also required Galli Galli to deduct a fixed percentage of your basic salary and deposit it into the Government run Provident Fund (PF). This amount is deposited into your individual PF account and is available to you as per the rules of the PF. Galli Galli will also make any other deductions required by the law, order of a court or relevant government authority.

7.3 Benefits and allowances

Galli Galli offers benefits as dictated by the labor laws of Nepal. Full time employees and Project Staff of Galli Galli are also covered for the health insurance provided by the organization during their travel / field work activities. Apart from the aforementioned benefits, Galli Galli puts a big emphasis on personal and professional development of its team members. These include internal sessions with experts and opportunities to participate in workshops and conferences outside the organization. Galli Galli also frequently receives invitations to participate in international events, which are passed on to appropriate individuals as per their professional development opportunity.

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7.4 Procedures for Fund Disbursements

All requests for payments or reimbursements are to be made using the appropriate forms. Requests for payments or reimbursements are to be properly substantiated with bills/receipts and essential documents. Requests for payments or reimbursements are reviewed and prepared by the Finance Section and submitted to the ED for approval.

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8. Staff Separation

8.1. Resignation

Galli Galli formally requires you to inform us in writing a month prior to your exit date.

Galli Galli has established a reputed profile in the social humanitarian and development sector both in Nepal and Internationally. If you are seeking the next step in your career, we advise you to inform your supervisor well in advance. This is of benefit to Galli Galli as it allows your supervisor to plan your replacements. However, it is also of benefit to you as Galli Galli can use its networks to help you find your dream job. Galli Galli is always excited to see our people move on to bigger and better roles. This is because we exist for our people. But also because the success of our people enhances our reputation.

8.2. Termination

Some major failures of work performance may lead to immediate termination of the contract. In this case, only pro-rata salary payment to the date of termination, plus accrued leave will be paid.

The list below includes some examples of cases which could lead to termination of this contract:

- I. Submission of false documents for the appointment
- II. For the project based employees; in case of project completion, Depletion in the Donor Fund.
- III. Changes in national laws and policies
- IV. Performance of the employee is not as per the Organizational standard.
- V. The taking of bribes, theft, or abuse of any other staff member.

Termination of the Work Based and Time Bound Employment

Galli Galli can terminate the time-based employment and work-based/project based employment upon completion of task or period as stated in the Employment Agreement.

Termination by poor performance

Galli Galli can terminate the employment if the performance of the employee is found to be unsatisfactory or below the standard of performance appraisal for

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three or four times.

Termination due to health reasons

In cases where an employee becomes physically or mentally unfit to perform their work or requires a long period of health treatment, the agreement can be terminated upon recommendation of a medical practitioner.

In case of the employee's inability to be present at the organization in the course of any other health treatments, the employer cannot terminate the employee's job for 6 months.

8.3 Retirement

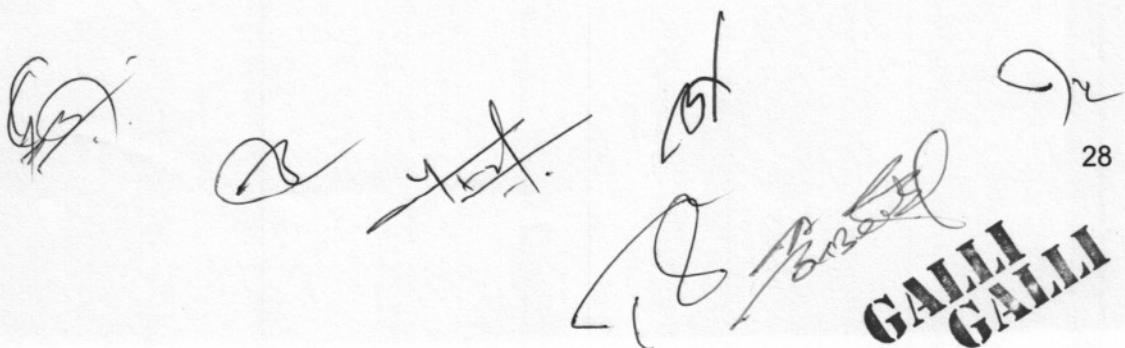
The retirement age for the staff at Galli Galli is 65 years. Management will give notice at least three months prior to the date of retirement of staff who reach the retirement age. The contract will end when regular staff reaches this age. Similarly, any employee who is found unable to perform her/his duty due to physical, mental or medical problems will retire from the job. Retired staff shall be entitled to all accrued benefits.

8.4 Unsatisfactory Probationary Period

Galli Galli will terminate the contract of staff if he/she did not perform the job up to standard. The executive director or director will initiate the termination procedure, which includes discussion with the employee. Staff terminated due to unsatisfactory probation completion are not eligible for benefits.

8.5 Death

In case of death of a staff member, the contract is considered null and void from the date of death. The designated beneficiary will be entitled to all accrued benefits due to deceased staff.

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9. Public Holidays and Leaves

For full time employees and long term consultants, the follow official holidays apart from weekly holidays exist in Galli Galli

Public Holidays	No. of Days
Nepali New year	1
International New year	1
Dashain festival (from A day before Fulpati to 5 days after Tika Day)	10
Tihar Festival	5
Holi	1
Teej	1
Shivaratri	1
Total Public Holidays	20 days

For full time employees of Galli Galli, they can schedule a 12 day annual break during a fiscal year. The timeline of the leave should be notified to the management at least 3 months prior to the leave.

9.1 Types of Leaves

The following leave days are available for a full time Galli Galli employee :

Sick leave	12
Buffer leave	6
Annual Break (Full time staff working more than 6 months a year)	12
Total leave	30

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- Annual Leave: 12 days that can be taken for any reason, including weddings, family *puja*'s, vacation and personal days.
- Sick Leave - 12 days that can be taken if you are unwell or need to care for a family member who is unwell.
- Buffer Leave Days - 6 days. Each member is allowed 6 days of buffer leave days, which they can take in consultation with their team lead. Buffer days are primarily to be used for the Govt. of Nepal declaring public holidays that Galli Galli does not close on. For e.g. team members that celebrate Eid or Lhosar or other indigenous festivals may use the buffer days for this purpose. At the discretion of team leaders the buffer days may also be used for other purposes.

9.2. Maternity and Paternity Leave

Galli Galli offers the following maternity and paternity leave. Both maternity and paternity leaves are only available to team members that have completed at least one full year of service.

- Maternity leave - 96 days paid leave (as per Nepal Government laws) plus upto 2 months of unpaid leave
- Paternity leave - 15 days paid leave (as per Nepal Government laws) after one year of service or 30 days of paid leave after three full years of service. Also eligible for 1 month of unpaid leave

9.3. Bereavement Leave

Full-time employees who have completed their probation period are eligible for time off to attend services for the death of an immediate family member. Members of the immediate family include spouses, parents, children, grandchildren, grandparents, and siblings including their spouses and children of siblings. The maximum period of bereavement leave that one can take is 15 days. In the case of non-immediate family members or other relations the casual and buffer leave are to be used.

9.4. Voting Leave

Voting is an important civic duty and Galli Galli encourages everyone to take part in it. Galli Galli remains closed during election day. People who need to travel to other parts of the country to vote may take the time needed for travel before and after election day off.

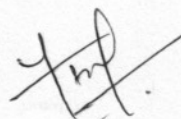
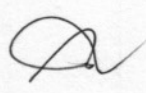
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9.5. Excess Leave

Galli Galli is not obligated to provide employees leave in excess of the above policy for any reason - including exams, illnesses, family obligations etc. Employees who need leave in excess of the above policy need explicit approval from both the supervisor and the Management. Leave in excess of the above policy may be unpaid leave or leave days that are compensated by working official holidays.

9.6 Leave Records

The Finance and Admin Section will ensure that all staff have a leave record, which monitors all types of leave taken, and leave dues. Calculation of leave records will be based on the calendar year. All leave records should be closed at the end of Ashar.

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10. Staff Travel

Galli Galli budgets a monthly expense for required teams that covers for the work related travels and communication. These expenses will be reimbursed on receipt for the expense bills and receipts.

For project travels, we will reimburse employees for reasonable expenses incurred through pre-approved budget headings. All cash advances must be accounted for and expense receipts are required.

The following project expenses will be reimbursed:

- Travel Expense
- Lodging
- Project Meals (in accordance with our rates)

This list is not all-inclusive. Other expenses may be reimbursed as decided by the appropriate authority in the organization.

11. Performance Appraisal

11.1 Performance monitoring and Management

Staff performance and productivity should be managed on an ongoing basis throughout the year. The following elements among others are involved:

- On-going Supervision: This means taking the time to observe, examine sources of difficulty and seek solutions.
- Regular Communication: This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision.
- Periodic Evaluation: This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, results and the adjustment of Human Resource Policy, the action plan and objectives, if necessary. A minimum of one meeting every six months is suggested to ensure satisfactory results.

11.2 Performance Appraisal Procedure

Performance review is about helping you achieve your highest potential. Your performance review is like a formative assessment that your supervisors and team leads use to help you get better at your work. Galli Galli is strongly inclined to look beyond a particular job and find a career path that suits our team members. To help identify your strengths we have two kinds of reviews.

360 reviews

Galli Galli's culture of constructive feedback and rapid iteration applies across all domains of work. We adapt to this review process called 360 Review, which allows you to be reviewed by everyone who you work with directly. Galli Galli practices this review process three times a year. The criteria for this review is based on:

- Assessing if we are staying true to our culture and values as a team member
- Assessing if we are adhering to our state practices
- Assessing if you fit with your working community

Annual Performance Review (APR)

Apart from the above practice, you also go through a review process by your immediate supervisor once a year. As part of the APR you will also provide a review to your supervisor on their management abilities. This assessment is based on the job description and annual and project targets you've set for yourself and for the team. Your work performance and contribution to the overall



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organization goal are assessed in the Annual Performance Review. For short term Project staff, the reviews will be done as required by the project deliverables.

The combined results of both the 360 and the APR can have the following impacts: - Results in promotions or performance bonuses

- Results in a performance warning or probation
- Determines your suggested career path
- Determines further training need to increase your strengths
- Determines further training to reduce your weaknesses
- Results in new mentors being assigned as per your needs
- Results in a better aligning of personal and professional goals

Challenging Your Performance Review

If you are dissatisfied with your performance review you have several options.

1. 360 Reviews are done by your peers as a point-in-time snapshot thus cannot be changed. However, you can register your dissatisfaction through an email to your supervisor.
2. For the APR you can follow a 3 step process
 - a. STEP 1: Have a 1-on-1 conversation with your supervisor. Based on this conversation your supervisor may adjust the APR through mutual agreement.
 - b. STEP 2: If you and your supervisor cannot reach an agreement, you may request a tripartite session with your supervisor and their supervisor. Based on this conversation your supervisor may adjust the APR through mutual agreement.
 - c. STEP 3: If you are dissatisfied with the results of step 2, you may file a note of dissent in your official personnel record.

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12. Communication Policy

Acceptable Use of Electronic Communications

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using your Galli Galli email address or account that uses your Galli Galli email address to be activated. It also sets a policy for all devices you use for work that are issued by Galli Galli. In the rest of this policy all devices issued by Galli Galli as well as all access to software provided by your Galli Galli.asia email are called "systems".

Electronic communications is defined as messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, backup storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives.

Ownership of systems and electronic communications: All electronic communications contained in organization systems are organization records and/or property. Although an employee may have an individual password to access our systems, the systems and communications belong to the organization. The systems and electronic communications are accessible to the organization at all times including periodic unannounced inspections.

Acceptable uses of systems: Systems may only be used to communicate internally with co-workers or externally with customers and other business acquaintances for business purposes. We do not encourage the use of our systems for personal purposes as we cannot guarantee your privacy during their use. Galli Galli may monitor, without further notice, all electronic communication conducted through its system.

Personal communications: that use our systems are treated the same as all other official electronic communications. Employee communications on our system are not confidential or private. The organization's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.



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Prohibited uses of our systems: Employees may not use organization systems in a manner that is unlawful, wasteful of organization resources, or compromises the overall integrity or stability of the organization's systems. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of organization policies.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Consequences of Policy Violations: Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations.

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13. Policy for Social Media & Networking Platforms

Policy for Social Media & Networking Platforms: The following principles apply to professional (official purpose) and personal use of social media and networking platforms: Social media use should not interfere with employee's responsibilities at Galli Galli during office hours. Galli Galli's computer systems are to be used for official purposes only. When using Galli Galli's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action. Employees should be aware of the effect their actions may have on their images, as well as Galli Galli's image. The information that employees post or publish on social media and networking platforms may be public information for a long time. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Galli Galli, its employees, or beneficiaries. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or that can create a hostile work environment. Employees are not to publish, post or release any information that is considered confidential. If there are questions about what is considered confidential, employees should check with the Admin Section/or supervisor. Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

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14. Duties and Responsibilities

14.1 Conflict of Interest/Code of Ethics

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its employees. Therefore, employees must never use their positions with the organization, or any of its customers, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the organization, interferes with an employee's business judgment concerning the organization's best interests, or exploits an employee's position with the organization for personal gain.

Employees of the organization shall conduct their personal affairs such that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the organization.

14.2. Confidentiality

Confidentiality of Stakeholder Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling stakeholder matters. Our stakeholders deserve to have their privacy and to know that information shared with us will be kept safe and secure. To maintain this professional confidence, please do not disclose one stakeholder's information to other stakeholders, friends, or even members of your own family.

Protecting organization Information

Protecting Galli Galli's unique and innovative knowledge is every employee's duty. Proprietary information may not be shared with anyone outside Galli Galli, even your family and close friends, without explicit written permission of the management. Proprietary business information means confidential and proprietary information related to the organization's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blueprints, manufacturing processes, customer lists, inventions, recipes, formulas, vendor agreements, patient records, strategic business or

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marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on secured systems.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within Galli Galli. We work as a team and this requires that each person coordinate and collaborate for the best execution.

If you are going to be absent or late for work, you are required to notify your Supervisor and work colleagues - by phone or through our online communication channels - as far in advance as is feasible, but definitely before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours if possible. If it is not possible, then schedule it during work hours in such a way as to minimize the impact on your work and your peers.

If you are absent for three days without notifying the organization, it is assumed that you have voluntarily abandoned your position with the organization, and you will be removed from the payroll.

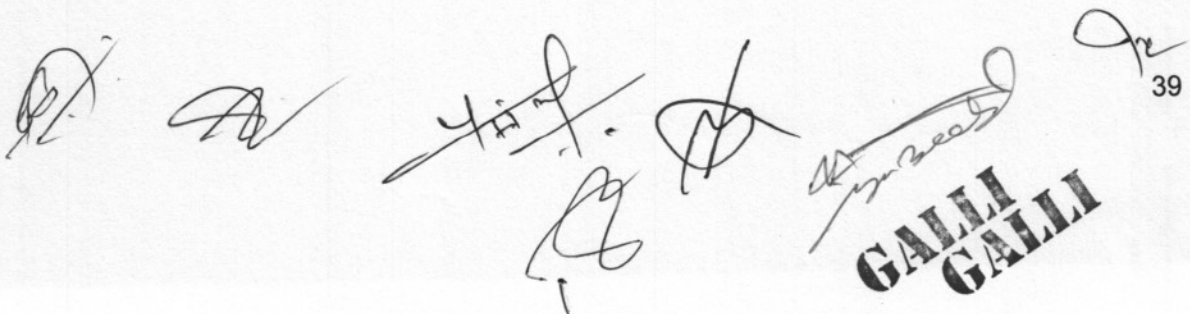
Our Beneficiary and Their Trust in You

You are a representative of Galli Galli even on Social Media platforms. Any posts that go to a circle wider than close friends and family should be treated with care. Don't post things that defame us, violate our customers' trust or talk badly about our stakeholders.

The impression that a stakeholder has of you is, in part, determined by the way stakeholders' records are handled. Under no circumstances, any external request of stakeholder data should be entertained.

No Selling and No Coercion

Your workplace should be a happy place for you and your peers. Thus, Galli Galli has a policy that forbids any co-workers trying to sell anything to your peers,

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because they deserve a workplace that is free from the stress of saying no.

While free and frank discussions on social issues are healthy and improve our connection to our society. Such discussions should only be between people that wish to participate in them. Thus, such discussion should happen in private spaces where others do not feel pressured by its content or obligated to join in the discussion.

Any attempts to coerce or persuade your peers on matters of religion, political beliefs and cultural practices are forbidden.

14.3 Workplaces (and materials)

Galli Galli has lots of exciting and cutting edge equipment available for you and our team to use. Demonstrate proper care when using the organization's property and equipment. If you don't know how to use a machine, take help from your peers who do.

No property may be removed from the premises without proper authorization of the management. If you lose, break or damage any property, then notify your supervisor or team lead immediately.

Employees will have access to Galli Galli assets and cash to implement their work responsibilities as deemed necessary. Each individual will be responsible for safeguarding these assets at all times.

Personal Property

Galli Galli is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

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15. Safety in the Workplace

15.1 Safety Basics

Safety is everyone's responsibility. Each employee, supervisor and manager must prioritize safety first. All employees should:

1. Anticipate unsafe situations and report unsafe conditions immediately to their supervisor.
2. Report all workplace injuries as soon as reasonably possible to your supervisor even if no medical treatment is required.
3. Not smoke in the workplace nor in any location visible to our students.
4. Not use of alcoholic beverages or illegal substances during working hours. Alcohol and any other legal intoxicants may be used in moderation during specially designated office events where its use has been pre-approved by the appropriate authority in the organization.
5. Not bring weapons of any kind to the workplace nor take them to schools.
6. Only use, adjust and repair machines and equipment that you are trained and qualified for.
7. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess. Take help from the appropriate person.
8. Know the locations, contents and use of first aid and fire-fighting equipment.
9. Wear personal protective equipment in accordance with the job you are performing.
10. Know that a violation of a safety precaution is in itself an unsafe act.
11. Know that a violation of safety rules may lead to disciplinary action, including termination.

15.2 No Harassment and the Be Okay Policy

In any workplace it's normal to feel discomfort as a result of what people around us say or do. It could stem from a host of things: comments about the religion, race, ethnicity, gender, sexuality we identify with or it could even be related to our personal and physical space, or physical appearance. This is important to share before it builds up enough to affect relationships, work and our general wellbeing.

Creating a comfortable and safe workplace is a commitment of the whole Galli Galli team. At Galli Galli, we have mechanisms that will allow us to communicate grievances related to uncomfortable experiences. In setting this up, we have been mindful and serious about the need to protect the confidentiality and anonymity of people who

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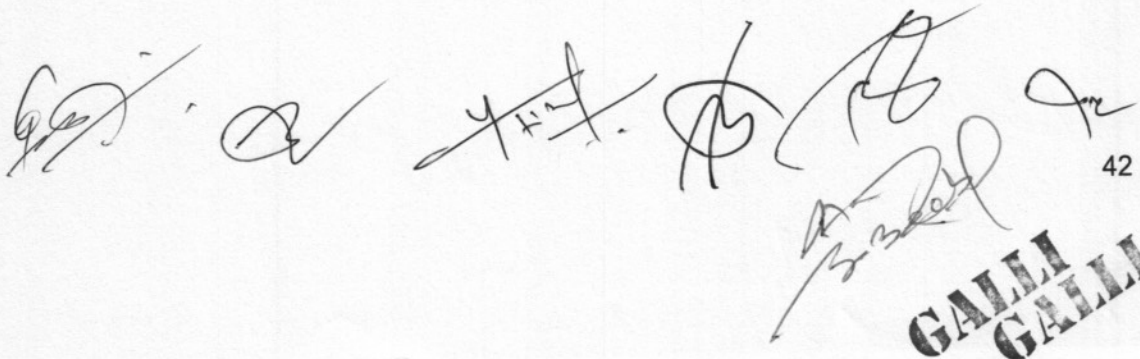
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share their experiences. There are six recommended routes to address your discomfort:

1. You can talk to the person who makes you feel uncomfortable directly. But as this may not be possible for all issues and in all situations, you can also take other routes.
2. You can share with your supervisor or mentor and have them communicate your feelings with the person who you felt uncomfortable around.
3. You can approach someone from the Management as they have the authority to take action related to your concerns.
4. You can create an anonymous email and write to the management team.
5. You can talk to a friend you trust but if it is serious do not let it end there. It is natural to look for strength in friends we trust for confidence or to validate our own experiences of discomfort. However, letting it end there is not a solution. As a friend, a possible way towards a solution is to encourage each other to reach out to the management team when we have serious grievances. Because if your concerns remain unaddressed, they are likely to affect your work and emotional health.
6. In rare cases your concerns may not be something that can be resolved internally. Sometimes, the discomfort we feel may be happening unknowingly or unintentionally. But at other times, the discomfort caused may be intentional and may come in very serious forms such as a theft, harassment or fraud. In the latter case, solutions may require the unbiased judgment or expertise of a party beyond Galli Galli. In this case, once communicated to the management team, an external, unbiased third party will be summoned to decide further action regarding your concerns.

Upon conclusion of investigation, appropriate remedial and corrective action will be taken where warranted, including disciplinary action, up to and including immediate termination. The organization prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful misconduct reported to management will be treated as confidentially as possible, consistent with the organization's need to conduct an adequate and thorough investigation.

All reports of discomfort or harassment are subject to a non-retaliation policy. This means that you may report any incident involving any person without fear that you will face consequences as a result of your reporting.

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16: Fraud, Bribery and Corruption

Fraud and corrupt behaviors can undermine the effective functioning of Galli Galli as well as damage the NGOs corruption and diminish donor's trust in its ability to deliver results in an accountable and transparent manner.

Galli Galli Policy of Zero Tolerance against fraud and corrupt practices is an essential part of Galli Galli's institutional good governance, establishing the guidelines for preventing and dealing with fraud and corrupt practices.

The Policy also recognizes the role of the Government of Nepal and the United Nations to fight against fraud and corruption. Hence, it reflects the principles underlying the *Prevention of Corruption Act 2059 (2002 A.D)* enacted by the Government of Nepal, The United Nations Convention Against Corruption (UNCAC) ratified by the Government of Nepal on March 2011 and the United Nations Convention Against Transnational Organized Crime (UNTOC) ratified by the the Government of Nepal on December 2011.

In Compliance with the Prevention of Corruption Act, The UNCAC and The UNTOC, Galli Galli may refer allegations to the authorities for further investigation, which may refer allegations to the authorities for further investigation, which may lead to prosecution.

Galli Galli is dedicated to promoting a culture of transparency and accountability among all stakeholders. Therefore this policy applies to all of them: all Galli Galli staff members- including but not limited to the General Assembly, the Executive Committee and Executive Director, The Audit Committee and Internal Auditor, Consultants and Volunteers- Supplies, implementing partners and other third parties, as well as to all activities and operation of Galli Galli, Including any project supported financially and or implemented by the organization.

FRAUDULENT, CORRUPT, COERCIVE AND COLLUSIVE PRACTICES PREVENTION:

In order to prevent the risk of fraudulent, corrupt, coercive and collusive practices, Galli Galli is Committed to:

- Raise awareness through communication and training:

The bottom of the page features several handwritten signatures in black ink, arranged horizontally. To the right of the signatures is a circular stamp with the text "GALLI GALLI" inside. Below the stamp, the number "43" is printed.

GALLI GALLI

A plan for communication will be designed by the Management Team, as part of the global action plan of Galli Galli to ensure the enforcement of the Policy. It may involve:

- References on the Policy in the website, official reports, communication materials;
- Distribution of the Policy/ Declaration of compliance during the onboarding process of Galli Galli staff members;
- Training materials and guidelines;
- Simulation exercises.

[Handwritten signatures and initials]

GALLI GALLI

GALLI GALLI

Annexure 1: Leave Application Form

Leave Application Form

Employee Name:

Date:

Project:

Supervisor Name:

Reason

for

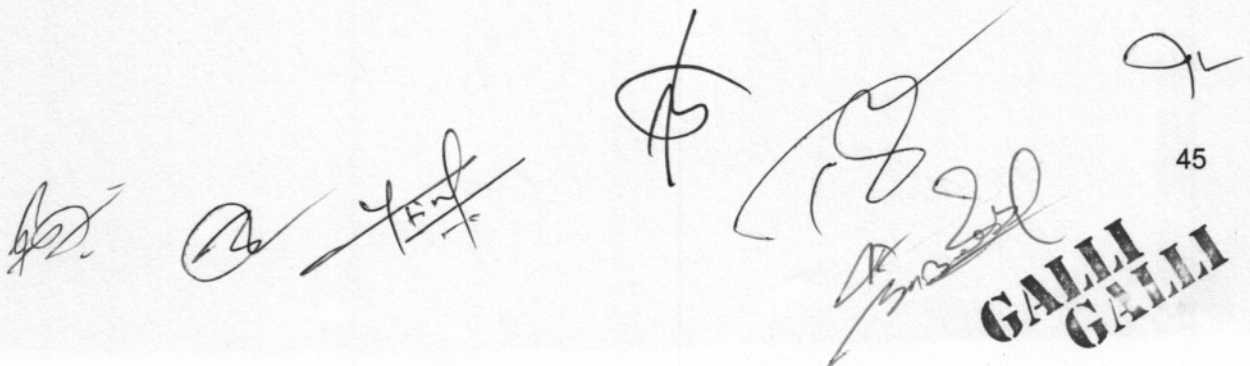
Leave:

Leave Requested from to

Employee Signature

Supervisor Signature

Date:

The bottom of the form contains several handwritten signatures and a stamp. On the left, there are three distinct signatures. In the center, there is a large, stylized signature. To the right of this, there is another signature and a date '45'. At the bottom right, there is a stamp that reads 'GALLI GALLI' in bold, capital letters.

Annexure 2: Travel Request Form

Travel Request Form

गल्ली गल्ली

सानेपा - ०२ ललितपुर

भ्रमण आदेश:

भ्रमण गर्ने कर्मचारीको नाम :

पद:

भ्रमण उद्देश्य :

भ्रमण अवाधि: देखि सम्म

भ्रमण साधन:

भ्रमणको लागि माग गरेको पेस्की रकम :

भ्रमण गर्ने कर्मचारी

मिति:

भ्रमण स्वीकृत गर्ने पदाधिकारी

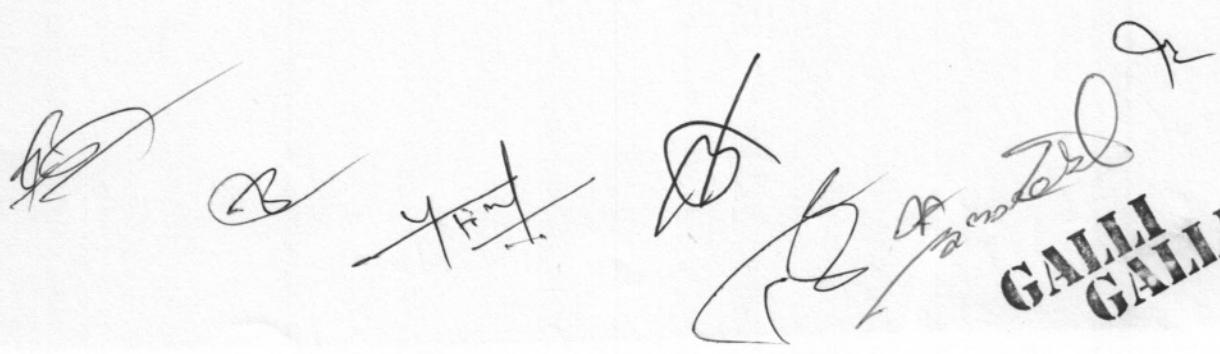
मिति:

प्रशासन शाखाले भर्ने

GALLI GALLI

हाजिरी खातामा जनाएको मिति:

जनाउने कर्मचारीको दस्तखत:

The bottom of the page contains several handwritten signatures and a stamp. From left to right, there is a signature, a circular mark, a signature with the word 'मिति' (Miti) written below it, another signature, and a large, stylized signature. To the right of these is a rectangular stamp with the words 'GALLI GALLI' in bold, capital letters, tilted at an angle.

गल्ली गल्ली

सानेपा -०२, ललितपुर

दैनिक तथा भ्रमण खर्चको बिल

१६:

कर्मचारीको स्थाई ठेगाना :

ભ્રમણ આદેશ સિ. નં:

ભ્રમણ ઉદ્દેશ્ય:

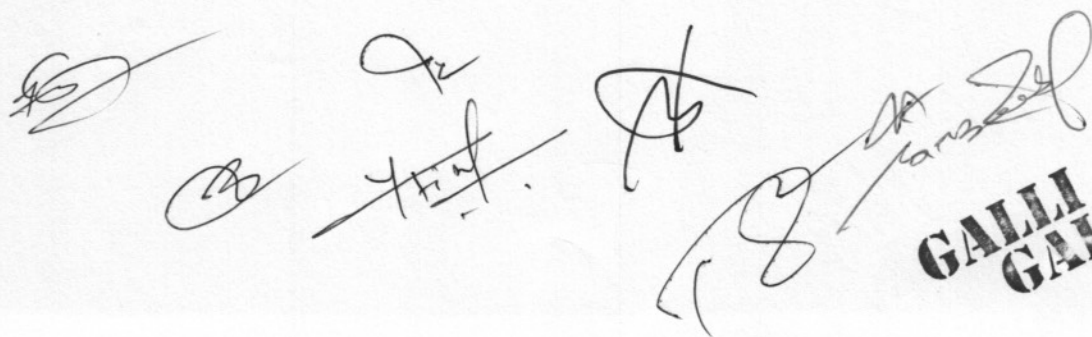
भ्रमण प्रतिबेदन दर्ता नः

[illegible]

GALLI
GALLI

तयार पनें

स्वीकृत गर्ने

The bottom of the page features several handwritten signatures in black ink. To the right of these signatures is a rectangular stamp with the words "GALLI GALLI" in a bold, sans-serif font, arranged in two lines.