

**HUMAN RESOURCES
POLICIES
AND
PROCEDURE
MANUAL**

REVISED 2010

<i>1.0 INTRODUCTION</i>

BACKGROUND

ACI Human Resources Policy has been revived to match within organisation requirements. The policies contained in this manual are keeping with the values and the goals of the Organisation. These policies should be used to inform and guide day-to-day human resources decision

The policies have been developed to guide the organisation in to the future while at the same time respecting the past, Reflected in this manual; the guiding principle of **ACI** recognition of legal mandate and philosophy that focuses on balances the successful management of people and the business of the organisation.

PURPOSE OF THE MANUAL

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This manual is published and maintained as a guideline for supervisors, managers and all staffs in order that human resources matters can be handled more consistently and equitably through the organisation. This manual supersedes all inconsistent memorandum and statements as well as prior personnel policies and procedures

The Human resources manual is designed to be the primary reference document for integrating, Communicating and interpreting human resources, policies, programs and procedures to the ACI Community

To reflect changes in The Organisation policies and change in the law the organisation has the right to interpret, change, modify, add, delete or apply all or part of the provision of this manual at any time

APPLICABILITY

This manual applies to all employees of ACI although progressive and flexible, the policies provide sufficient framework in a climate where our best employees can excel and we can address the deficiencies of those who cannot meet legitimate job performance standards.

REF No	SUBJECT	APPLICATION	EFFECTIVE
2.0	Employment		2019

2.1. GENERAL

An overriding principal in the recruitment and selection of staffs is that all our employees are informed and allowed to apply to the position that fall vacant. Selection decision and release of individuals for internal transfer should be determined in the light of the long term goals of the organisation, and the needs and aspiration of individual, rather than on short term needs of either party.

2.2. PURPOSE

The employment policy aim to ensure that practice and procedures are relating to employment and recruitment of staffs support achievement of our cooperate objectives, by promoting the development of our internal human resources and ensuring that appropriate new talents is introduces in to the business.

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In general vacancies shall be advertised first internally then externally

And the most suitable candidate will be appointed

However management retain the rights to use other methods of recruitment or appointment such as promoting specific employee without advertising the post , or by ‘head hunting’ , etc provided it is satisfied that this is in the best of the organisation

The appointment and / or promotion of the candidates will at all times be based on the concept of the best person for the job in term of ability , skills experience, qualification.

2.3. STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFRMAITIVE ACTION

It is the policy of the ACI to provide equal opportunity in all aspects of employment for all persons, to prohibit discrimination in employment because of age , citizenship, colour, disability, colour, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex , age, sexual orientation, to prohibit sexual, racial and other forms of unlawful harassment and to promote the full realisation of equal employment opportunity through a positive, continuing, result-oriented program of affirmative action throughout the organisation

2.4. GENERAL PRNCIPALS

ACI believe in essential dignity of people and their capacity to overcome the problems or pressures which can crush or exploit them ACI principles apply across the gender divide- to allow women as well as men their essential dignity, and to work with them to overcome the pressures, which exploit them to achieve this gender relation need to be transformed.

ACI focus is on gender, rather than on women, to ensure that changing women’s status is the responsibility of both sexes. It acknowledges that development affects both men and women differently and that it has impact on relation between men and women. A focus on gender is required to ensure that women’s needs (set in broader context of class, ethnically, race and religion) do not continue to be ignored.

To achieve this ACI will try as far as possible to give women the opportunity to formulate their own priorities and to work with men in addressing the status quo.

2.5 AUTHORISATION TO FILL VACANCY

When a position become vacant or a new position is created, it’s the responsibility of the head of the department to obtain authorisation for the position to be filled.

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Prior to deciding to fill the vacancy, the head of the department shall review the position and investigate Alternative Avenue to achieve the same results, without employing an additional person. This could include enrichment of current position, revising current procedures and practices, or extending of the use of technology. Also refer to any information gained during the exit interview of the current incumbent, where applicable. After consideration of the above, the **Recruitment Authorisation From** must be completed

2.6 POSITION REVIEW

Once the need to fill the position has been established, the head of department, with the assistance from other managers, shall review the current **Job Description** and grade of position to be established that is still representative of the expected job output.

2.7 RECRUITMENT

2.7.1 INTERNAL RECRUITMENT

All internal advertisement must be based on the job and the person specification, and as a minimum, must include the following information.

- Job title , Department, Location, Grade of Vacancy
- Purpose of the position
- Major responsibilities/ Duties / Output
- Personal requirements:- Education /Experience/Training/Personal abilities /Traits
- Contact Details and Closing date

The Human Resources Manager shall conduct the internal advertising of the position, observing the following guidelines

- All non managerial positions (Grade A – F) will be advertised in the regional where the vacancy has occurred

2.8. SCREENING OF APPLICANTS AND COMMUNICATION

Responses to all applicants (internal and external) must project a positive image of the organisation. Therefore it is imperative that speedy and courteous communication of progress maintained at all the times.

All applicants shall be assessed against the job and person specification. Interview is the primary source of assessment, and hence shall be conducted according to prescribed interview guidelines. The interview is also the applicant's first in depth exposure to the organisation must be maintained at all the time.

Reference checks must be carried out on short listed to validate and expand on information gained during interviews. Reference checks can only be conducted with the consent of the ***AbleChild Initiatives Tanzania (ACI). NO ONE LEFT BEHIND***

applicant and must be carried out by the Human Resources Manager or other senior trained staffs.

Validation of certificates of education must form an integral part of reference checking in exceptional cases where the original certificates are not available for scrutiny and verification by Human Resources Manager, the candidate must supply certified copies.

The selection procedure should be conducted in as short a time as possible (without prejudicing the quality of interviews or the selection) and the final decision communicated ideally within a few weeks after the closing date of the advertisement. Candidates should not be subjected to more than three interviews.

Feed back to unsuccessful candidate must be given as soon as selection decision has been made, and the selected candidate has accepted the offer of employment.

2.9 PRE – EMPLOYMENT

Its mandatory that all prospective employees undergo the prescribed **pre- employment examination medical**, prior to the final offer of employment being made . The principle of the **Dreaded/ Life Threatening Disease** policy must be strictly adhered.

After successful completion of all selection pre-employment formalities, a letter of appointment in the prescribed format shall be issued to new employees and copies to their personal files. All guidelines concerning probation, temporally contracts etc must be adhered to.

The recruitment process includes the orientation of an employee into the Organisation, and there fore each new employee will undergo the formal organisation induction programme. Employee transferred or promoted will undergo and individual orientation programme, to ensure his/her full integration with the job

The Organisation may source confidential report of the candidate or of the newly employed employee from his/her previous employer, reference on/or any source, which it deems fit and appropriate

2.10 LEGAL REQUIREMENTS

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Despite this policy and these guidelines, All recruiting managers must ensure that they are fully conversant with all legislation pertaining recruitments and employment. The Human Resources Managers are accountable for ensuring compliance with the law, Condition of employment and any existing agreement with the union.

2.11 RECORDS MANAGEMENT

Managers and Head of Departments will maintain record of staffs in their Region / Department including breakdown by gender, Nationality, Ethnic, Disability These will be collected on department or division-wide basis at least once a year. This will include information to enable **ACI** to monitor its progress on diversity.

2.11.1 RESPONSIBILITY FOR STAFF RECORDS

In Each office, responsibility for maintaining staff records should lie with the Human Resources Department. This would normally be the member of staffs responsible for personnel administration. Employees must notify this member of staff of any changes in stats, such as new home address or telephone number any change in name, marital status or number of dependants and information relating to payroll deductions

2.11.2 STAFF FILES

After individual has accepted employment with **ACI (ACI)** personnel or 'staff file must be set up where all information concerning the employee's association with the Organisation will be kept.

These files are confidential and access to them will be limited to supervisory personnel, who have substantiated a legitimate need to access the information within the file, and to the staff member who has a right to access any written information about him/herself.

Staff files (of both current and former employees) should be kept in a locked filing cabinet in a secure place. No information from any file may be released outside **ACI (ACI)** except on specific written authorisation of employee or as permitted by law. It is important that records are kept up-to-date at all times

2.11.3 MINIMUM STANDARDS FOR STAFF FILES:

Individual staff files must contain the following minimum information:

- Original application for employment with **ACI** or Curriculum Vitae

- Interview assessment sheet
- References
- Medical Examination Report
- Staff practical driving test report, where applicable
- Job description/ Profile
- Contract / Letter of appointment plus returned signed copy
- Details of next of kin and named dependants
- Copies of birth Certificates, Passport and Visa or work permit where applicable
- Loan details
- Medical records, including costs
- Sickness /holiday records
- Training / development and performance review records
- Grievance / disciplinary records
- Confidential memos, etc.

2.11.4 CONFIDENTIALITY OF INFORMATION:

All ACI papers remain the confidential property of the organization and their contents should not be disclosed to any external parties at any time during or after that staff member's employment. This does not apply to any document marked non-confidential.

2.11.5 RETENTION OF RECORDS

The Human Resources Office will retain files of ex-employees for 10 years after they have left the Organization. The Human Resource Office will retain unsuccessful applications and CVs for 1 year from date of application.

2.11.6 PERSON SPECIFICATION

The recruiting manager, with input from Human Resources Manager, must complete the person specification before the start of the recruitment process.

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2.12. CONTRACT

All staff members, regardless of length of service must be issued with an ‘Offer Letter’, ‘a Statement of Terms and Conditions’, and ‘Code of Conduct’, which together constitute the contract of employment and must be modified to conform with labor law requirements where appropriate. A contract of employment automatically comes into effect as soon as a job has been offered and accepted.

2.12.1 APPOINTMENT OF CONTRACT WORKERS

This appointment applies to employees for a specified period normally for retired workers and duration may range from one year to five years. Such people are appointed through contract, which specifies the nature of the appointment, general terms and specific conditions of service applicable to the employee.

Benefits payable include:-

- Basic salary as per appropriate grade
- House allowance
- Transport allowance
- Gratuitous beer
- Medical facility for himself and family

2.12.2 APPOINTMENT OF TEMPORARY WORKERS

This appointment is for people appointed for specified period normally between three days and three months, by means of a letter of appointment stipulating the nature, terms and conditions of service applicable to the employee.

Benefit payable include: -

- Salary as per appropriate grade
- Medical treatment without family
- Free meals
- Access to the pub

2.13. NEW EMPLEE ORIENTATION

All new full-time employees will receive the following items upon joining:

- Employment Contract
- Identity Card (ID)
- Condition of employment manual
- Human Resources Manual
- HIV/AIDS Policy
- Job Description
- Medical card of the service provider

In addition, a tour of building will be scheduled and administered for them by the Human Resources Office. The Human Resources Department will administer introduction to fellow employees.

2.13.1 HOURS OF WORK

2.13.1.1 NORMAL WORKING HOURS

Normal working hours may be in accordance with any of the following configurations:

1. PERMANENT DAY WORK:

- i. Normal hours of work for these employees are 45 hours per week. Start and finish times will be determined by each department and will be subject to work and business needs.

2.13.2 OVERTIME:

Overtime is required to be authorized prior to commencement of such work and will be paid at the following rates:

- ii. Weekdays & Saturdays x 1.5
- iii. Sundays & Public Holidays (where they do not form part of normal hours) x 2.0

2.14 PERSONAL LEGAL LIABILITY

ACI shall not indemnify staff for the personal consequences of committing criminal, negligent, irresponsible or malicious actions. However, if civil action is taken against ACI staff personally because of their work, and that staff have properly carried out the duties and have observed ACI policies and procedures, then ACI would support them and they would not suffer financially on ACI account.

REF NO.	SUBJECT	APPLICABLE TO	EFFECTIVE
3.0	COMPENSATION PHILOSOPHY AND POLICY		2010

3.1 COMPENSATION PHILOSOPHY

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To be one of the most competitive and responsible Employer in the industry,

3.1.1 OBJECTIVES

- To be above the median in the industry
- To be aligned with the salary market
- To pay according competence and performance
- To pay what the job is worth
- To pay according to the function and level (rate of pay)

3.1.2. STRATEGY

- Retain HR skills through competitive remuneration packages
- Move towards gross remuneration
- Move towards rewards
- Improve benefits plan

HOW DO WE EVALUATE COMPENSATION PRACTICES?

- Comparisons with similar industries by level and function
- Comparisons with other Companies as regard to benefits
- Remunerations for functions within same salary scale level
- External salary surveys

3.2 COMPENSATION POLICY

3.2.1 CLEAN WAGE/ SALARY:

The Organization subscribes to the concept of clean wage/salary whereby the employee is rewarded for services rendered and has the freedom to allocate his/her earnings according to his/her own needs.

3.2.2 DETERMINATION OF REMUNERATION

All jobs in the Organization are graded by means of systematic job evaluation procedure.

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For jobs within the bargaining unit remuneration is part of annually negotiated benefits for those employees within the unit.

Individual salaries for employees outside the bargaining unit shall be reviewed on the basis of performance appraisal, the grade/level of employment and market related factors.

Salary adjustments can be made during the year in the event of promotions, interim increases or other market related forces.

3.3 EMPLOEES ASSISTANCE PROGRAM (EAP)

3.3.1 POLICY STATEMENT

ACI recognizes that personal problems can affect employees' job performance.

Problems that affect job performances can be defined by any personal matter that definitely and repeatedly interferes with the employees' health and productivity. These problems are such as, drinking on the job, alcoholism, absenteeism, stress, trauma counseling, retrenchment, retirement planning, poor work performance, marital conflict, life threatening diseases, bereavement managing person finances, etc.

The EAP is not aiming t interfering with the employee's private life. However, when an employee's job performance falls below an acceptable level, and fails to improve despite normal corrective measure. Management has the right to intervene. Employees who have such problems shall be encouraged to seek advice from EAP Co-ordinator.

An employee with a personal problem and who requests for help shall not have his/her job security or promotional opportunity jeopardized. However, an individual's refusal to accept a referral for diagnosis or to follow the coordinator's recommendation will be handled as a disciplinary matter; if his/her job performance deteriorates or transgresses ACI alcohol policy regulations.

At all times the strict confidentiality of all records will be preserved. At the same time it should be noted that the supervisor does not have the qualifications to diagnose the nature of an employee's problem(s). Therefore, referral for diagnosis and treatment will be based only on job performance.

Relapses shall be addressed in accordance with contractual obligation to be concluded between ACI and employee attending a treatment centre.

3.3.2 PRINCIPLES

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The employee Assistance programme will be under the following basic principles:-

- The EAP focuses on all employees' personal problems
- The programme shall be accessible to all and exists to provide assistance and service to all employees (irrespective of their positions) and their families
- The aspect of neutrality where the programme creates space between Management and workforce is enshrined
- Voluntarism as opposed to force – especially in referral by supervisor must imply the human dignity principle.
- Constructive coercion, where managers and supervisors are confident of EAP and trust it enough, to be able to refer troubled employees to the programme, as possible alternative to termination of service.
- The programme shall operate on the principle of permanence through mutually agreed upon policy between management.
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Therefore, the HR Department discerned the following to be ACI issues for handling: -

- Drinking on the job
- Alcoholism, absenteeism
- Stress, trauma counseling
- Retrenchment
- Retirement planning
- Poor work performance
- Marital conflict
- Life threaten diseases
- Bereavement managing person finances

REF NO.	SUBJECT	APPLICABLE TO	EFFECTIVE
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4.0	INDUSTRIAL/EMPLOYMENT RELATIONS POLICY	ALL EMPLOYEES	2010
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4.1 COMMITMENT TO CONSULTATION WITH EMPLOYEES:

In a bid to ensure sound and fair relations the Organization is committed to consultation with employees and / or their elected representatives in all matters, which affect them. The Organization, however, retains the right to communicate and consult with employees as it deems necessary and by any means it deems appropriate. It will consult with the union, when appropriate, on such communications.

4.2 FREEDOM OF ASSOCIATIONS:

- i. The Organization endorses the principle of freedom of association, and accordingly, the right of individuals to belong or not to belong, to a union or association.
- ii. Union membership is not to be a condition of employment but the decision of the worker, which will be respected.
- iii. Coercion and / or intimidation of employees to join, not to join or to withdraw membership from union will not be tolerated.

4.3. UNLAWFUL WORKPLCE HARRASMENT POLICY

The Policy of the ACI is that no employee may engage on speech or conduct that is defined as unlawful workplace harassment or intimidation as indicated below. All employees are guaranteed the right to work in an environment free from unlawful harassment, intimidation and retaliation.

DEFINITION:

4.3.1 SEXUAL HARASSMENT

Means unacceptable sexual behavior or comment which has a negative effect on the recipient, ranging from innuendo, inappropriate gesture or sign, suggestions or hint, of fondling, without consent or by force, to its worst form, namely rape or any conduct where a person works an unwelcome sexual suggestion to another person, or makes an unwelcome request for a sexual favour to another person, or engages on any other unwelcome conduct of sexual nature in relation to another person in circumstances where such other person has reasonable grounds to believe a refusal may prejudice him or her.

PROCEDURE:

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Any employee, full-time or part-time, with either a permanent or probationary, trainee, time-limited permanent or temporary appointment who feels that he/she has been unlawfully harassed in the workplace must do the following:

Submit a written complaint to the Human Resources Office immediately after the alleged harassing action.

HR office must respond with appropriate remedial action in writing within 10 working days after receipt of written complaint. If not satisfied with the Human Resources Office's decision, or if the office does not render a decision within 10 working days from date complaint is received, the complainant may appeal directly to the Executive Director.

The Chief Executive Director shall be the final appeal authority in the Organisation.

NOTE:

An individual with a grievance concerning a denial of employment, promotion, training, or transfer, or concerning a demotion, layoff, transfer or termination due to discrimination based on age, sex, race, colour, national origin, religion, creed, political affiliation or handicapping condition or a grievance based on retaliation for opposition to alleged discrimination may still appeal directly to the Office of Human Resources.

A prompt and impartial investigation will be made of all cases alleging unlawful workplace harassment based on presented facts surrounding misconduct. Any interference, coercion, restraint or reprisal of any person complaining of unlawful workplace harassment is prohibited

4.4 SPORTS AND RECREATION POLICY

The Organisation subscribes to its employees taking active sports for purely recreational purposes and employees are therefore encouraged to form their own sports and recreational clubs at plant level.

Such plant shall elect their office bearers for the management of the clubs in terms of the club's constitution.

Each established club will be financed through regular membership contributions as determined by the club membership. The management will contribute a matching amount to each employee's contribution if it is satisfied that the club funds are managed responsibly, as and when the budget allows.

The committee of each club will therefore need to keep and maintain proper records of club's decisions, activities and finances.

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Quarterly reports of such clubs describing past and planned activities and financial position of the club must be forwarded to the management for scrutiny before the Organization's contribution is made available.

REF NO.	SUBJECT	APPLICABLE TO	EFFECTIVE
5.0	OCCUPATIONAL HEALTH AND SOCETY	ALL EMPLOYEES	2020

5.1. POLICY

- i. ACI has legal and moral obligation to safeguard all its employees and the public against injury and disease, as well as risk to health and safety, from all operations associated with its business.
- ii. In terms of ACI Mission and Values, the Organization's policy is that only the highest possible standards of Occupational Health and Safety are acceptable.
- iii. Full compliance with all the relevant Health and Safety legislations by all Management, Supervisors, and Staff is a condition of employment.
- iv. Occupational Health and Safety Legislation places the legal onus for Occupational Health and Safety upon the Director of ACI (ACI)

- v. In turn, this has been formally designated in terms of section 16(2) of the Occupational, Health and Safety Act No. 5 of 2003 to Directors, local Management and Supervisors, who are charged with compliance and required to ensure that these legal duties are fully and effectively discharged.

5.2. OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT GOALS:

To achieve our goals, it is necessary to fully train all ACI employees in Occupational Health to:

- Ensure safety and competence in the workplace
- Be aware of all potential injury and health hazards implicit in their workplace
- Full discharges their statutory Occupational Health and Safety
- Manage Occupational Health and Safety to acceptable standards, eliminate the risks of injury or occupational disease to all ACI employees and ensure their continued well being.
- Enforce Health and Safety measures and discipline in workplace
- Protect the public from Health and Safety hazards due to ACI operations.
- Eliminate the risks of impairment to the Environment.

5.2.1 RESPONSIBILITY

Achievement of these goals is the direct responsibility of the site Management. Employees are also required to observe their Occupational Health and Safety.

Obligations, i.e. they must: -

- Observe ALL Health and safety, regulations, procedures and instructions.
- Take responsibility for their own safety, compliance with safety work procedure, and to use the safety equipments provided and Do NOTHING, which is likely to cause injury or health hazards to themselves or others.

5.2.2 Commitment

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The commitment of the Management and Employees to these goals will ensure the highest possible standards of occupational health and safety, the absence of accidents, injury and occupational disease as well as the enhancement of the environment.

5.2.3 Policy Review.

Status report are to be submitted quarterly by plants and depots detailing compliance with the Occupational Health and safety Act and regulations, serious accidents, occupational health and safety problem areas and recommendations from the Safety Committees which have not been implemented any reason.

5.3. ALCOHOL POLICY

Voluntary local agreement between ACI and Tanzania union for industrial and commercial organizations (TUICO) (the Union) on the testing of employees on the levels of alcohol consumed prior to entering the work premises and or during working hours at the work place by using the alcohol tester.\

5.3.1. Preamble:

We, the Workers “UNION, known as TUICO, on the one hand, and the ABLECHILD INITIATIVES TANZANIA Management, on the other, do hereby confirm in writing, and duly signed, that of our own free will and voluntarily, we have reached an agreement on the testing of employers by use of the Alcohol Tester. Prior to the signing of the Agreement we were, and are concerned, of the following, that:-

- The habit of drinking beer at the work place and during working hours has been on the increase resulting into avoidable occupational accidents.
- The Disciplinary code of the Security of Employment Act. No.62 of 1964 also decries the attitude of the employees inability to perform their job well due to use of alcohol.
- It is also a violation of Organization regulations to appropriate Organisation property (including beer) without the permission of the employer.

We fully understand that in order for management to maintain discipline at the plane of work it has been necessary to install into the Organization system the use of an alcohol tester

The following Agreement, therefore, aims at curbing unlawful drinking/appropriation Organization beer and at avoiding accidents.

5.3 SMOKING POLICY

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The Organisation maintains a smoke – and non – smoking environment. Employees may smoke except at non – smoking signs. When smoking or otherwise using tobacco products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose any litter properly in the receptacles provided for that purpose.

In all workplaces, particular areas shall be designated as non – smoking areas.

These are as follows:-

- Any area in which a fire or safety hazard exists
- Training, conference and staff rooms
- Boardrooms where meeting are progress
- Areas where equipment can be damaged
- No smoking to be allowed in offices where facilities are shared, including open plan / communal offices (unless all the employee or visitor is present).

Smoking at the areas where there is non – smoking sign, is a punishable offence.

REF NO	SUBJECT	APPLICABLE TO	EFFECTIVE
8.0	6.0 HIV/AIDS MANIFESTO	ALL EMPLOYEER	2020

6.1 OVERVIEW

ABLECHILD INITIATIVES TANZANIA acknowledge that HIV/AIDS is a concern for Tanzania and for CHILD SUPPORT and that has key to play in addressing this strategic as a priority.

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ABLECHILD INITIATIVES TANZANIA has been involved in developing and implementing a strategy that will minimize the impact of HIV/AIDS on employees and the business. All the key stakeholders support this strategy.

The objective of this manifesto is to provide clarity on the Organisation's views and commitments with regard to educating and assisting employees who are uninfected, infected and who may become infected in the future.

6.2. PHILOSOPHY

ABLECHILD INITIATIVES TANZANIA believes that responsible approach involves maintaining the interests of the Organization; its employees and the community in which we operate. The protection of our employees and community at large is a primary objective.

6.3. PRINCIPLES

- Respect for the rights of employees
- All information regarding an employee's HIV status will be kept confidential.
- Employees with HIV/AIDS will be treated with compassion and respect and in an equitable way
- The Organisation will endeavor to reduce the impact of HIV/AIDS on the workplace and on the lives of employees and their dependants.
- Employees who are HIV positive will not be discriminated against.
- No employees will discriminate against employees who are HIV positive.

Consistent with this concern for employees with HIV / AIDS the organization will provide the following resources:

- Advice on the rights of infected employees and their colleagues.
- Consultation and advice on conditions of employment and benefit to assist employees in managing their illness from an employment point of view.
- An education program which encompasses behavior and attitude change
- Referral to a network of professionals to provide the required support for employees and their families
- Resource for voluntary counseling and testing and advice on lifestyle.

Management

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- Ongoing communication and information about all aspects of HIV/AIDS.
- A detailed strategy and policies and procedures relating to this Manifesto have been provided.

REF NO	SUBJECT	APPLICABLE TO	EFFECTIVE
9.0	7.0 HIV/AIDS STRATEGY	ALL EMPLOYEES	2008

The objective of this to reduce the impact of HIV / AIDS on the Organisation and its employees. The HIV / AIDS Strategy addresses strategic issues whilst this strategy will

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focus on operations issues. In line with this strategy the appropriate intervention will be developed and implemented.

7.1 CONSULTATION AND COMMUNICATION

- A communication plan to address the needs of different stakeholders developed.
- Communication regarding HIV/AIDS issues is ongoing to all stakeholders
- Anonymous and unlinked testing carried out
- A minimum of a 70% sample obtained
- Scientifically acceptable testing methodology used such as saliva or urine.
- Qualified external consultants perform and monitor sampling process and detailed report with recommendations provided
- Key stakeholders by – in achieved
- Information integrated into strategic plan
- Prevalence survey repeated after 2 years.

7.2 LIFE THREATENING DISEASE POLICY

- Life Threatening Disease /Chronic Disease Policy developed
- Policy complies with the specific legislation of Tanzania
- Management guidelines drawn up.
- Policy communicated to all stakeholders
- Policy reviewed on an annual basis

7.3 IMPLEMENTATION OF STRATEGY

- Task Team established or accountable Board members appointed to drive the implementation of the Strategy.
- Management provided with skills to manage HIV related issues.
- Human resources Practitioners have the appropriate knowledge and skills to manage HIV related issues.
- Shop Stewards have the knowledge and skills to support their members and the HIV/AIDS Strategy.

7.4 SUPPORT STRUCTURES.

- Skills required by Occupational Health Practitioners identified HIV/AIDS Strategy
- Occupational Health Practitioners provided with skills in
xii. HIV / AIDS Education

xiii. Counseling

xiv. Clinical skills (management and treatment of STD's TB and AIDS related illnesses)

- Community resources identified to provide additional support
- Additional support structures provided as the need arises.

7.5 EDUCATION

- Information from the KAP Survey integrated into the education intervention.
- Peer educators at all levels recruited and trained
- Peer educators educating the workforce at all levels.
- Supports structure for peer educators in place and update training of peer educators scheduled on annual basis.
- Programmer extended to the broader community.

7.6 OCCUPATIONAL HEALTH INTERVENTIONS

- Effective STI (Sexually Transmitted Infection) programme in place
- Treatment protocols established
- Statistics monitored and reported.
- Awareness programmer implemented

Effective condom Distribution programmer in place

- Condoms available in identified areas
- Restocked regularly
- Condom utilization monitored

Voluntary Counseling and Testing Program development

- Awareness programme developed
- Testing protocols developed
- Effective counseling provided

7.7 TREATMENT AND CARE

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- Occupational Health Centers treating AIDS related illness cost effectively
- Outcome of cost benefit analysis of prophylactic and ART (Antiretroviral Treatment) implemented
- Community resources identified to provide home base care for sick employees.

7.8 CSU HIV/IDS STRATEGY DEVELOPED

- Co – ordinates HIV / AIDS Strategy developed and implemented
- Networks established with Government and the corporate sector
- Lobby with Government to gain support enterprise initiatives
- Strategies developed to address issues such as:
 - xv. Marketing and sales relating to reduce consumer spending
 - xvi. Image in the market place
 - xvii. Problems relating to suppliers upstream and downstream

7.9 GENERAL

Intervention should be placed in the context of broader health and well being

Message should encourage self – responsibility and self – motivation through empowerment and development of life skills. Entrench’ positive attitude to personal health’.

Approved by:

DIRECTOR.

REF NO:	SUBJECT	APPLICABLE TO	EFFECTIVE
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10.0	8.0 POLICY FOR CHRONIC/LIFE THREATENING DISEASES	ALL EMPLOYEES	
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8.1 PURPOSE

ACI is concerned with the well – being of all employees especially in regard to chronic or life threatening diseases. These diseases include: Cancer, Heart Disease, Tuberculosis, **HIV/AIDS** and Hepatitis B, amongst others.

The purpose of this policy is to provide clarity on the Organization’s views and commitments with regard to assisting employees their recognized dependants who may contract a chronic / life threatening disease: -

- To provide a consistent set of guidelines for managing employees with life threatening diseases.
- To ensure the fair and consistent treatment of all employees with life threatening diseases.
- To inform employees of their rights and benefits
- To provide an education framework with regard to all life threatening disease.

ACI undertakes to communicate the policy to all employees and reserved the right to review and update this policy as future developments relating to chronic / life – threatening diseases may necessitate changes.

8.1.1 Philosophy

SUPPORT CHILDREN believes that a responsible approach to chronic / life threatening diseases involves maintaining the interest of the Organisation, its employees and the community in which we operate. The protection of our employees, the Organisation’s benefit funds and the community at large is primary objective. **ABLECHILD INITIATIVES** will strive to achieve a balance between the compelling needs of infected and sick employees and the legitimate needs of Organization. Whilst the Organisation aims to support the physical and emotional well being of employees this could not cause disruption of productivity or impact negatively on employees morale.

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SUPPORT CHILDREN believes that an essential element in disease is knowledge on which medical self – management can be based. It is an underlying principle that ignorance of a serious medical condition is dangerous approach and ignoring symptoms precludes early and accurate diagnosis and therefore prompt and appropriate care.

It is in the interest of all employees that benefit funds are protected from excessive costs to ensure that the purpose for which they were designed is best served, i.e the welfare of employees and their dependants; in the workplace, at home and after.

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their working careers ended. The Organisation will endeavor to explore ways of providing benefits to employees with chronic / life threatening diseases without compromising the continuation of the existing benefit structures.

SUPPORT CHILDREN acknowledges the seriousness of HIV infection and AIDS and the impact that this will have on the Organisation as well as the broader community. For this reason the Organisation has included specific guidelines in this regard

The purpose of these guidelines is to reassure staff that HIV and AIDS are not spread through casual contact during normal work practices and to reduce irrational fears about contracting HIV and AIDS. This policy also protects the rights of employees who are diagnosed HIV positive and provides guidelines to manage HIV/AIDS at the workplace. **SUPPORT CHILDREN** policy encourages managers and supervisors to convey sensitivity and understanding to infected employees and to treat them in a compassionate and non – discriminatory way. Employees will therefore be employed, promoted, transferred, remunerated, etc. based on the principle that they are “fit to work”

8.1.2. Scope

The policy applies to all employees of **SUPPORT CHILDREN**

8.2.1 MANDATORY PROVISIONS

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8.2.1 Principles in regarded to HIV / AIDS

- Respect for the rights of employees
- All information regarding an employee's HIV status will be kept confidential.
- Employee with HIV / AIDS will be treated with compassion and in an equitable way.
- The Organisation will endeavor as far as possible to address the needs of employees and the organization in dealing with the issues, which the epidemic imposes on the workplace.
- Employees who are HIV positive will not be discriminated against
- Employees have a responsibility to participate in the continuous education program.

Consistent with this concern for employees with HIV/AIDS the Organisation will provide the following resources:

- Advice on the rights of infected employees and their colleagues as well as consultation and advice on conditions of employment and benefits.

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Employees in managing their illness from an employment of view.

- An effective education intervention.
- Referral to a network of professionals to provide the required support.

8.2.2 Confidentiality

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Employees have a right to confidentiality and privacy regarding their health status.

All medical information regarding employees with life threatening diseases will be kept strictly confidential.

Absolute confidentiality regarding employees with HIV positive results and those with AIDS must be strictly adhered to. Should an employees wish to divulge his/her HIV/status to anyone in the Organisation, this information will be treated in strict confidence. It is the responsibility of the person who receives such information to keep it confidential.

Disclosure of such information by medical personnel, management or colleagues without the written informed consent of the employee concerned, is unacceptable and should this occur disciplinary action may be instituted.

The HIV status of an employees shall not be reflected in any form Organisation records except on confidential medical records.

Medical personnel may only disclose statistics of employees with HIV / AIDS to management to assist the Organisation in strategic planning and related issues. However, Such disclosure of statistics must not be such that individuals with HIV/AIDS can be identified in any way.

8.3 POLICY

8.3.1 Recruitment.

The Organisation si committed to fair, sound and non – discriminate against an employee or an applicant for employment during the recruitment and the selection process, as long as the person is capable of performing the required job. Should the applicant wish to disclose their HIV status during the recruitment process the same principle shall apply

Employees with Life Threatening Diseases

ABLECHILD INITIATIVES TANZANIA acknowledges that continued employment for an employee with a chronic / life threatening disease may sometimes be therapeutically important in the remission of recovery process, or may help to prolong employee's life.

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The Organisation will not discriminate against any employee regarding promotion, transfer or training and development opportunities, so long as the employee is physically fit.

Employees who are that they have a chronicle / life threatening disease are encourage to inform the Organisation especially once they are unable to perform their tasks or if they recommended to so by a counselor or medical practitioner.

The procedure is as follows:-

- The employee reports to the Occupational Health Centre and informs the Occupational Health or Medical Practitioner
- They inform the relevant informed consent documentation must be completed prior informing the Manager.
- In the HIV/AIDS the relevant informed consent documentation must be completed prior to informing the Manager

As long as an employee is able to meet acceptable standards of work performance and attendance, as determined by the Organisation and given that medical opinion indicates that the employees is physically fit to work, treatment of such employees should be sensitive and consistent with the treatment of any other employee. ABLECHILD INITIATIVES will endeavor to create a supportive environment within which employees with chronic / life threatening diseases receive the necessary support.

Ate the same time Organisation has an obligation to provide a safe working environment for all employees and customers. Thus appropriate precautions will be taken to ensure that, as possible an employee's conduction does not present a health and /or safety risk to other employees or **AbleChild Initiatives Tanzania (ACI). NO ONE LEFT BEHIND**

customers, through the provision of certain protective equipment in first aid boxes. In the case where the diseased is infectious, the employee will be booked of work until certified fit to work and non – infectious by the Organisation’s Medical Practitioners.

8.3.2 *Employees Who Are Positive.*

The HIV status of any individual is confidential. Employees who are HIV positive will not be discriminated against. SUPPORT CHILDREN will strive to create a culture of openness, within which employees feel secure and are able to disclose their HIV positive status. This will assist with regard to manpower planning and enable management to reduce unnecessary negative ramifications. Should an employee wish to disclose that he or she is HIV positive, appropriate counseling services will be offered. The Organisation will, where possible, assist in making counseling services available to partners and / or families of the HIV positive employee. If necessary, local community agencies will be used to provide counseling support. This information will be kept strictly confidential.

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8.3.3 *Employees Who Are Sick And Can No Longer Carry Out Their Job Requirements*

Once an employee’s work performance and attendance become affected, the guidelines on managing ill health incapacity will be followed. He or she will be entitled to the sick leave allocation, as outlined in the Policies and procedures Manual. Should any employee not meet acceptable levels of performance / attendance as determined by Organisation or exceed the sick leave allocation, the employees will be referred to a medical practitioner will determiner the contents of the medical examination. The diagnosis will remain confidential and an opinion will be provide by the medical practitioner as regards the employee’s ability to fulfill their job requirements

In case where an employees has had excessive sick leave as determined by ABLECHILD INITIATIVES TANZANIA management, the guidelines on managing ill health incapacity will be followed. If the employees is declared permanently unfit to work due to ill health the employee shall be placed on ill health retirement and will qualify for benefits section of this policy. This will be discussed with the employee and if the employee so wishes with his /her

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representative. The necessary supportive counseling will be provided for the employee prior to going on ill – health retirement

8.3.4 Colleagues of Employees who are HIV Positive

It is not possible for colleagues of HIV positive employees to become infected through normal contact at the workplace, for example, sharing offices, utensils, toilets etc. effective educational programmes informing employees of the fact of transmission should encourage the appropriate attitudes in this regard. The intention of such programmes is to reduce fear and uncertainty and encourage managers and colleagues of HIV positive employees to not reject them but to provide them with emotional support. It is therefore not acceptable that colleagues refuse to work with HIV positive person. Should an employee, after reassurance and this refusal affects productivity, he / she will be warned that his / her reaction is discriminative, unreasonable and scientifically unjustified. He / she will be informed that his / her own employment situation is in jeopardy and that disciplinary action may be instituted. Should this situation occur, the Organisation would first assist employees to overcome their fears through education and counseling. Disciplinary action would only be taken as a last resort.

8.3.5 Occupation Exposure

Health care workers and first aid ears who are involved in the treatment of employees may be at very minimal risk of being infected by the HIV. However, this risk can be avoided by taking precautions or following infection control procedures. There are

therefore , no grounds for health care workers or refuse to treat an HIV positive employee. **SUPPORT CHILDREN** will ensure that the correct protective equipment is provided in its clinics and / or first aid boxes and that employees are trained in the correct use of this equipment.

Standard operating procedures to ensure infection control regarding certain specific tasks will be provided and must be adhered to by all health care workers and first aiders. The Organisation will ensure that all health care workers and first aiders are educated regarding HIV and AIDS infection as well as other potentially infectious disease and that they understand and adhere to these standard operating procedures.

In the event of occupational exposure the Organisation will provide antiretroviral therapy (ART) to the health care worker. Starter packs of ART will be kept in all Medical centers. In the unlikely event of occupational exposure, this will be handled according to procedures relating to the workman's Compensation and legislative requirements of Tanzania. This must, in addition, be reported to the Executive Director (Human Resources)

8.3.6 Voluntary HIV Testing

Testing for HIV will only be undertaken with the informed and explicit written consent of the employee and with the objective being to assist the employee to obtain the appropriate support and care. In this case the medical staff must complete the appropriate documentation prior to the following shall apply

Option 1

A qualified Medical Practitioner will carry out the test. No testing for HIV will be carried out without pre and post – test counseling as accepted informed consent procedures being followed. Medical Personnel will be trained to provide this counseling. In this case, the ‘Voluntary Application to be tested for HIV’ form must be completed (Annexure A). the Organisation will pay for the costs of the tests. If the result is positive the Medical Personnel will provide ongoing counseling from an independent counselor the employees will be referred to the local HIV / AIDS community services. However he / she will be expected to do this in their own time. All information regarding HIV / AIDS will be strictly confidential.

Option 2

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The employee will be referred to a local HIV / AIDS community service or testing facility. The Organization will endeavour to ensure that pre and post – test counseling is provided by the community centre as well as ongoing counseling. This information will be kept strictly confidential. Where possible families of

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employee will referred to local HIV / AIDS community resources for supportive counseling, if the employee so wishes

8.4 DISCIPLINARY / GRIEVANCE PROCEDURES

Non – compliance with guidelines set out in this policy will be treated in Term of the Organisation’s Grievance and Disciplinary

8.4.1 Procedures.

- Employees who feel that they have been discriminated against or are being treated unfairly in terms of the guidelines as set out in this policy are entitled to make use of the Organisation’s Grievance Procedures.
- Employee who are reluctant, unwilling or resist working with HIV infected employees, or in any way discriminate unfairly against such employees will be dealt with in terms or the progressive provision of the Organization’s Disciplinary Procedure.

8.5 POLICY REVIEW

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This policy will be reviewed and update as and when the need arises or when Developments relating to the above necessitate policy review

8.6 POLICY IMPLEMENTANTION

This Policy has been implemented from 2020.

REF NO:	SUBJECT	APPLICABLE	EFFECTIVE
12.0	9.0 STAFF DEVELOPMENT	ALL EMPLOYEES	2008

9.1 EMPLOYEES TRAINING

The Organisation recognizes the need to train and develop employees in the direction and to the level required to meet the Organisation's needs, and at a cost that SUPPORT CHILDREN can afford.

2. the Organisation will continue to assess and where possible, meet the training and development needs and desire of its employees but it must, of necessary, focus on the training and development actions which will be of greatest benefit the Organisation.
3. The Organization's Executive Board will regularly review the Organisation's Training needs and ensure progress towards meeting such needs. To this end:
 - xviii. A quarterly Training & Development programme specifying training and development events and delegates will be published and development events delegates will be published and Executive Director will ensure their departments compliance with the programme.
 - xix. In this review the Executive Board will ensure that focus areas determined by training needs analyses or Organisation requirements have the highest priority; the training and development programme is an cost – effective as possible and, where possible, the needs of the employees are met.
 - xx. Employees who undergo training will receive certificate of attendance but where acquired skills, knowledge ect. Are assessed, certificates of competence and / or success will be awarded.

- xxi. Records of training and skills received shall be kept on an individual basis as well as subject trained.

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REF NO:	SUBJECT	APPLICABLE TO	EFFECTIVE
15 .0	10.0 TERMINATION OF EMPLOYMENT	ALL EMPLOYEES	2008

10.1 CIRCULUSTANCES OF THE TERMINATION

These services of the employee may be terminated:-

Upon attaining the compulsory retirement age.

On medical grounds i.e where the employees has become unable to discharge his / her duties to an acceptable standards by reason of any physical or mental as confirmed by a medical report by Organisation's Chief Medical Practitioner.

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Upon employees position becoming redundant.

If employees loses his / her right and status of a staff member of SUPPORT CHILDREN as result of sentence of imprisonment by a court for dishonorable reasons.

Upon management finding that he best interests of the Organisation are threatened because of an employee's sustained unacceptable behavior, including inefficiency, which cannot be attributed to failing health or negligence.

upon resignation by the employee.

Inadequate performance document in the performance evaluation, to be treated ad redundant / retrenched employee with payment of pension benefits provided by the law

Upon death of the employee.

10.2 NOTICE OF TERMINATION

xxii. Termination of appointment in respect of permanent terms of office shall be subject to either party giving three months' notice or one month's basic salary in lieu of such notice, except during a probationary period when the appointment may be terminated by either party giving one Month's notice or one month's basic salary in lieu of notice.

xxiii. termination of appointment in respect of a contract employee shall be in accordance with the terms and conditions of service stipulated in the contract.

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xxiv. termination of appointment in respect of temporary employee shall be in accordance with the terms and conditions stipulated in the letter of appointment of the temporary employee.

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xxv. employee will receive six months notice of termination of employment in respect of compulsory retirement (this merely means that an employees will be informed what his last day of work will be, six months prior to retirement)

10.3 TERMINAL BENEFITS

10.3.1 Full Time Pension able Terms Employee

For an employee who is on a full time pensionable terms, employee shall be entitled to terminal benefits, which shall include:-

- One month's salary in lieu of notice'
- Pension / gratuity based on the Parastatal Pension Act;
- Earned leave at the time of termination and
- Transport for the employee, spouse and all dependent children and personal effects to the place of domicile as per the employees entitlement.

Employees on fixed term managerial contract will be entitled benefits as shown in their employment contracts

10.3.2 On Medical Grounds

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An employee retire on medical grounds shall be paid;

- Pension / gratuity in accordance with Parastatal Pension Act.
- One month's salary in lieu of notice;
- Earned leave at the time of termination / or retirement

10.3.3 certificate of Service

When an employee resigns, retires, or his / her employment is otherwise terminated he/she shall be issued with a certificate of service. The Director of Human Resource shall sign the certificate for Head office staff and Managers. The Human Resource Managers / Human Resource Specialist shall sign the certificate of production and S & D staff

10.4 CESSATION OF RIGHTS AND PRIVILEGES ON TERMINATION OR DEATH OF EMPLOYEE.

The rights and privileges of an employee extended to his / her family shall cease on the termination of employment or on the death of the employee

10.5 EXIT INTERVIEW

In all cases when an employee resign from SUPPORT CHILDREN an exit interview, adhering to the Exit Interview Guidelines, must be conducted with the employee vacating the position. The HR Manager, or another senior, suitably trained manager, but not the

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direct manager of the resign employee shall conduct the exit interview

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REF NO:	SUBJECT	APPLICABLE TO	EFFECTIVE
16.0	11.0 MISCELLANEOUS	ALL EMPLOYEES	2008

11.1 MOVEMENT OF PROPERTIES

Any property in or of the Organisation premises by an employee or visitor must be checked and registered at the main gate by the security officer. The officer will issue an entry written permit that will be used while taking out the property and in case of Organisation's property taken out, the gate pass must be signed by the respective authority.

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11.2. ELECRONIC MAIL USAGE

Email is a quick, cheap and easy means of communication. This makes email a great business tool, but at the same time a potential threat for employers. Email threats such as confidentiality breaches, legal liability, lost productivity and damage to reputation cost companies millions of money each year. The Organisation is about to come up with Email Policy which will includes, Prohibited content, Document retention policy, Treatment of confidential data, Email disclaimer, monitoring.

11.3 INTERNENT USAGE

Internet access and other computer resource for this Organisation are business tools, provided to at significant cost. That means we expect you to use your internet and net work access primarily for business – related purposes, i.e., to communicate with customers, business related paltriness, to research relevant topics and obtain useful business information except outlined below.

Employees may use their Internet facilities for non – business research or browsing as long as it does not interfere with the employee ‘ability to do his or her job and provided that all other usage policies adhered to.

We insist that you conduct your self and appropriate on the Internet, an respect the copyrights, software licensing rules, property rights, privacy and prerogatives of other of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing Organisation Policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Organisation resources, sexual harassment, information and data security, and confidential.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up prigative publicity for the Organisation and exposes the firm to significant legal.

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Any file that is downloaded must be scanned for viruses before it is run accessed.

11.4 TEPHONE

Personal use office phones should be avoided except in emergencies. Where phones are used for personal reasons the member of staff should recompense SUPPORT CHILDREN

11.5 MOBILE PHONE

Mobile phones will be allocated by Executive Directors' discretion in their respective departments depending on job requirements of the employee. An employee can request for the mobile phone for the better execution of tasks, however the director has the final say whether a mobile phone should be provided.

11.6 PATENTS AND INNOVATIONS

All patents and innovations invented by the employee while in employment shall be the property of the employer and the employee shall not in any case, have the rights to use it or present it to any other organization.

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