



HUMAN RESOURCE MANAGEMENT POLICY





SAEDI Consulting (Barbados) Inc

Human Resource Management Policy

SAEDI Consulting (Barbados) Inc. is a global impact consulting firm that functions primarily within the virtual space creating socio-environmental solutions to build a more sustainable, inclusive world.

SAEDI Consulting (Barbados) Inc.'s human resource management policy is the guide by which all team members (part-time, full-time and interns) will be engaged by the company, and operate within and as part of a team and or various teams.

CONTRACTS

1. INDEPENDENT CONTRACTOR AGREEMENT

SAEDI Consulting (Barbados) Inc. offers each consultant a “Independent Contractor Agreement” with the firm for a period not exceeding 12 months.

This contract outlines your position/designation, the nature of the work to be undertaken, and the maximum number of days per month that the consultant is expected to work.

The contract does not specifically identify which projects the contractor will be working on, or number of days per project as sometimes this is not yet known. This information will be updated when contracts are signed and specified in discussion with the respective Contractor.

The *Independent Contractor Agreement* serves as your overall agreement with SAEDI Consulting (Barbados) Inc.

2. PROJECT CONTRACT

SAEDI Consulting (Barbados) Inc. works on several projects at any one time, and uses the expertise available amongst its contracted independent consultants to identify project teams. As a member of a project team, you may be required to sign a “*Project Contract*”.

The Project Contract will outline the scope of work to be undertaken by the Independent Contractor, a list of tasks, with allocated days and timelines. A contractor cannot exceed the days on a project without consultation with, and confirmation from, the Managing Director.

An Independent Consultant may therefore have several Project Contracts.

The Project Contract serves as the means of verification (MOV) in SAEDI Consulting’s project management and financial management processes.

3. INDEPENDENT CONTRACTS – 10% Management Fee

There will be times when projects for individual consultants come to the attention of the company. Recognising that the Team is made up of Independent Contractors, SAEDI Consulting is willing to lend its expertise to developing the proposal, document review, and other operational needs.

For the use of SAEDI Consulting's support and expertise, the company will charge 10% of the full project budget.

4. CONFLICT OF INTEREST

Conflict of interest can be viewed as *taking on individual contracts that compete with the work that you are doing with SAEDI Consulting, can violate your agreement with SAEDI Consulting, or contracts with companies with which SAEDI Consulting is currently engaged.*

The following questions can serve in assisting if an individual contract can result in conflict of interest:

1. Is SAEDI Consulting currently engaged with the organization?
2. Is the individual project similar, or a sub-project of a project in which SAEDI Consulting is currently engaged?
3. Does the project violate any of your contractual arrangements with SAEDI Consulting?

Recognising that Independent Contractors with SAEDI Consulting are likely to work on projects outside of the organization, contractors are asked to be wary of *conflict of interest*. Contractors are encouraged to be honest and open with the Managing Director, and/or Human Resource Officer on any potential engagements outside of the organization. Contractors are also encouraged to be open with other agencies, letting them know upfront, that you are also contracted by SAEDI Consulting.

SAEDI Consulting will never compromise its contractors' opportunities for professional growth, or their livelihoods and therefore encourages open and honest communication always.

5. WORK SCHEDULE

Independent Consultants largely develop their own work-schedule based on the following guidelines:

- a. SAEDI Consulting operates on Atlantic Standard time (AST) which is the time zone in Barbados – the base of the company.
- b. Consultants must display time zones, along with days and time of work in their SLACK profile. This will facilitate coordination between teams and also the timing of messages and or requests as much as possible.
- c. Your contract will also state the maximum number of hours per day and days per week you are expected to work on a monthly basis unless otherwise agreed.

6. INVOICING AND PAYMENT

SAEDI Consulting works in a projectized environment. The company is paid per project based on deliverables. Going forward, payment to contractors must follow the same pattern for effective financial management.

INVOICING

Invoice must include:

1. Period covered by the invoice (e.g., June 1- 30; Jan 1 – March 31)
2. Days per project

The invoice must be accompanied by timesheets. Templates can be viewed in Annex III

PAYMENT

1. For effective Project and Financial Management payments can only be made against project funds. This means that an invoice will only be paid in full if all clients have made payment against the projects.
2. SAEDI Consulting will endeavour to make full payments, where possible, and commits to paying against projects within 5 days of receiving payment from a client.

VACATION LEAVE

SAEDI Consulting has team members in two categories:

1. Independent Contractors
2. Full time (including the MD, Researchers and some Junior Researchers)

Most professionals working with SAEDI Consulting are independent contractors, and therefore SAEDI Consulting does not offer paid vacation leave to these team members.

SAEDI Consulting offers flexible working hours, limited notice for time away and other commitments (for those that are part time) and also flexibility re vacation and leave days.

Independent Contractors should:

- Provide at least 1-2 weeks notice of planned vacation leave,
- Provide a short report of details of work in progress, so that another consultant can move the work forward, and
- Give at least 3 days notice if there is the need for leave to be extended.

For the full-time staff SAEDI offers 5/10 working days per year, based on the following guidelines:

- Days are paid based on agreed daily rate,
- Leave pay will be paid within the 5 days prior to start of the vacation leave,
- Application for leave must be submitted at least 2-4 weeks prior to desired leave date,
- A report of work in progress must be submitted within the 5 days prior to proceeding on leave (and activates the processing of vacation pay), and
- Give at least 5-7 days notice if leave needs to be extended.

Full-time team members will qualify for vacation leave after a twelve-month period with the firm. This will also allow the firm to build up a reserve to pay leave on a timely basis. After a twelve-month period,

they will earn 10 days a year thereafter. Leave does not roll-over, nor will cash be paid in lieu of leave, so must be taken during the applicable year.

SICK LEAVE

SAEDI Consulting does not offer paid sick leave to its consultants, neither does it offer medical insurance.

The company does, however, understand that our team members may from time to time be faced with medical challenges and therefore offers a medical grant of US\$500 in the case of situations where one of our team members is facing major medical expenses such as radiation/chemotherapy or major surgery.

This grant is offered only once for the same illness and only once within a 12-month period.

MATERNITY/PATERNITY LEAVE

SAEDI Consulting offers a Maternity/Paternity Grant of US\$500 (see Maternity/Paternity Leave Policy Annex I).

EMERGENCY LEAVE

SAEDI Consulting recognizes that members of our team from time to time may have an unforeseen situation that requires them to step away from work immediately. The company will in no way penalize a team member for not being able to complete tasks under these circumstances, and would therefore use the updates on projects coming out of weekly team meetings to move the project forward.

GRIEVANCE REDRESS MECHANISM

SAEDI Consulting operates under the laws of Barbados, and any situation of arbitration or litigation would be conducted under the laws of Barbados

Our Grievance Redress Mechanism is outlined in Annex II.

Annex I

MATERNITY/PATERNITY LEAVE POLICY

Policy Summary

This policy covers all contractors of SAEDI Consulting (Barbados) Inc. The policy aims to support contractors to balance work and family life, maintain contact with the Contractor, assist them in their return to work, and retain the Contractor, thereby encouraging equality and diversity in the workplace. This policy, given the size of our company, is limited to benefits related to one child (one pregnancy) within a 12-month period.

This Policy is specific to maternity/paternity leave guidelines and is also part of the HR Policy of SAEDI Consulting. It can be read separately and or as an appendix to same.

Scope

This policy covers all female employees who:

- Are Pregnant
- Have recently given birth, i.e., within 16-32 weeks of giving birth
- Have decided to adopt a child

And male employees who:

- Are expecting a child
- Whose partner has recently given birth (within the last 16 – 32 weeks)
- Have care responsibilities for a newly adopted child

Maximum Length of Leave

The maximum length of leave allowed is *twelve* weeks- not less than six weeks to the expected day of delivery, and not less than six weeks after delivery. If the employee needs a longer leave due to medical complications, the Contractor should notify SAEDI Consulting (Barbados) Inc., as soon as possible.

As contractors are working on a contract basis and in some cases, as and when available, ***there is no paid leave***, but SAEDI Consulting will be flexible in ensuring a balance between care responsibilities, self-care and work commitments.

Written Requests

A written request for maternity/paternity leave must be submitted within a reasonable time. The employee should submit a written doctor's statement, indicating the anticipated delivery date. The Contractor should inform the Management of the expected duration of the expected leave so that SAEDI Consulting can plan around the absence efficiently and effectively until their return.

Keeping in Touch during Maternity Leave

The Contractor is not expected to keep in touch generally during leave but should reach out to SAEDI Consulting if,

- 1) they anticipate an earlier return than expected,
- 2) they anticipate a later return than expected, and
- 3) they wish to discuss some possible changes to work times and availability after their return.

Returning to Work

A contractor who intends to return to work at the end of a full period of Maternity/Paternity Leave will not have to give any further notification of their return to work. However, if they intend to return to work before the end of Maternity Leave, or to change the intended return to work date for any reason, the Contractor must provide 4 weeks' notice, in writing, of the new intended date of return to the Managing Director and to HR/Operations Officer. This will allow for the team to make any decisions relating to the change of responsibilities for other team members or for team members brought on to cover maternity leave.

Re-integration Protocols

The company recognises that its associates may need to make some changes to how the function after an addition to the family such as the birth or adoption of a baby; as well as following a major medical intervention.

To ensure smooth and efficient re-integration, SAEDI will maintain open lines of communication during an employees leave, so as to facilitate planning for re-integration.

1. Flexible re-entry and Adjusted Work Schedule

Flexible re-entry will be considered on a case-by-case basis, based on the discussions around the need of the individual and the company. Employees and associates considering the need for a flexible re-entry or adjusted work schedule, must communicate this, at least one month prior to their due return date.

2. Updating, Up-skilling* and Re-skilling*

Provide opportunities for returning employees or associates to meet with team members individually and or collectively, to be brought up-to-date on the status of projects.

Ensure that returning employees and associates are provided with any resources from upskilling or re-skilling activities which may have occurred during their absence.

**Employees and associates should be allowed to participate in upskilling and re-skilling opportunities while on leave, with the clear understanding that the company is not obligated to give back that time*

3. Supportive Work Environment

SAEDI Consulting encourages all team members to be respectful of the needs of each other, by providing support and understanding as any member of the team adjusts to new life changes.

Cash benefits

Maternity/Paternity Leave benefits: Maternity/Paternity benefits shall consist of a small grant (one-time payment).

Maternity/Paternity Leave grant conditions:

This grant is offered by SAEDI Consulting (a micro-business) in keeping with our feminist principles and commitment to supporting team members with care responsibilities.

It is provided to mothers who have recently given birth within the last 3-6 months and to fathers who have recently had a child also within the same time period. The grant will be paid retroactively within 3 months of delivery and can be used at the discretion of the parent.

This grant is eligible to long-term SAEDI Consulting contractors working for SAEDI Consulting for a fixed period every month for at least one (1) year.

Amount: The maternity/paternity grant is paid in a lump sum of **USD\$500.00**. Paternity grants are only offered once per 12-month period.

The sum of the grant and eligibility criteria will be reviewed as SAEDI Consulting grows and may be extended and expanded based on an internal review and consideration of other standards for same.

Policy Duration

Once approved this policy will last for a period of two (2) calendar years.

A review of the policy is expected at the end of this period, in the first instance, and renewed every 2-3 years thereafter as warranted.

Annex II:

Grievance Response Mechanism (GRM)

In keeping the SEADI Consulting (Barbados) Inc. as a gender transformative environment, it is important that gender-sensitive grievance mechanism is in place to ensure that all team members can recognize it as a system that is transparent and effective. This mechanism will be used to address all complaints from team members, as well as to address infractions by team members.

THE REDRESS PROCESS

The Informal Redress process will be used in situations where there is no sexual misconduct, violation of the rights of a team member, or causes litigation for SAEDI Consulting.

All GRM procedures are confidential. Information and invitations regarding a GRM session will only be shared with the parties involved, who will be required to keep all information confidential.

THE REDRESS COMMITTEE

All formal hearings will be conducted by a Redress Committee and may be subject to more than one sitting. The Redress Committee is an Ad Hoc committee to be convened as needed. The committee will be constituted by the Managing Director and HR Rep. SAEDI Consulting (Barbados) Inc. reserves to right to engage outside resources (in the form of legal, arbitration or mediation expertise) as part of a Redress Committee.

This GRM forms part of the Human Resources Policy and must be made available to all team members.

INFORMAL REDRESS PROCESS

MD: Managing Director
 HR: HR Rep as appointed by the MD
 TM: Team Member

All discussions must be recorded for transparency and accountability purposes.

INITIATED BY HR

STEP ONE: Team Member is notified of infraction and asked to attend a session with MD and HR Rep.

STEP TWO: At the convened session the TM is presented with the infraction by MD and given an opportunity to respond.

STEP THREE: A decision is made on any corrective measures needed immediately and approach to be taken in similar situations in the future.

INITIATED BY TEAM MEMBER

STEP ONE: TM-1 sends a request for intervention regarding TM-2 to the MD

STEP TWO: MD convenes a discussion with both team members and HR.

STEP THREE: TM-1 presents the issue of disagreement, TM-2 is provided with an opportunity to respond.

STEP THREE: Decision is made regarding reparations and or immediate corrective measures. Approach for similar situations in the future presented.

THE FORMAL REDRESS PROCESS

STEP

TM-1 is informed of a report by TM-2 regarding a situation of sexual misconduct or other violation, OR TM is notified of a decision or action which has placed the company in a situation that can possibly lead to litigation

STEP

A Redress Committee is constituted, paying due respect to diversity (gender and otherwise), and including outside resource persons if necessary
 A date is set for a hearing with all parties being given notice of the time, date and issues up for discussion.

STEP

The First Hearing:
 MD presents the situation to TM - or - Aggrieved team member presents the offending situation

STEP

Investigation:
 there may be the need to have a period for investigation, however, this process must be quick enough so as not to cause emotional distress to the TM or undue legal burdens for the company

STEP

The Second Hearing
 The Committee and team members meet to discuss the findings of the investigation
 Immediate actions for redress as well as approach for similar future situations are presented and agreed upon
 Final decision of the Hearing is provided in writing to all parties.

Annex III

Contractors Full Name

Address line 1

Address line 2

Address line 3

1 111 111 1111

contractor@saediconsulting.com

Client:	SAEDI Consulting Inc.	Date:	
Address:	#3 Clermont Green St James, 23029	Invoice number:	
Country:	Barbados, West Indies		
Phone number:	+1 (246) 262-1878		
Email:	leisa@saediconsulting.com		

Services	Daily rate	Quantity	Total
Contractor Designation e.g., Junior Associate X (from to)			
Project	Tasks/Products	Progress	
Project ABC	Literature Review	Completed	
Subtotal			USD
Tax (0%)			USD
Total			USD

Associate's bank/ paying details:

Local Bank	Account Holder	Corresponding Bank
Contractor's Bank Name Address line 1 Address line 2 Address line 3	Contractor's Name Account No. XXXXXXXXXX BIC Code (SWIFT) XXXXXX 1(111) 111 1111 contractor@xxx.com	Name of Corresponding Bank Address line 1 Address line 2 Address line 3 SWIFT Code: XXXXXC ABA Code: XXXXXX

Timesheet

Month 1

Date	Start time	End time	Task	Client	Amount of worked hours
<i>Monthly Total</i>					

<i>Policy Development Process</i>	
Actions	Dates
Drafted and approved	December 2023
Reviewed and approved	January 2025
Next review	January 2027