

CONTENTS

Child Protection

Policy Statement
WACC Activities
Project Administration
General

Code of Conduct

Employees are required to:
Employees are not permitted to:
Employees are expected to:

Conduct of Activities

General
Bribery
Corruption
Terrorism
Illegal activities
Reporting
Action to be taken

Conflict of Interest

Preamble
Definitions
Policy
Provisions
 Awards
 Assessment of individuals
 Conflicting Commitments
 Misuse of information
 Deliberations regarding membership
 Nominations Committee
Process

Data Protection and Confidentiality

General
Security
Data Collection
Data Retention
Sharing of Information

Personal Information
Release of Information

Disabilities

Policy Statement
Employee Care
HIV and AIDS
Confidentiality
General

Discipline

General
 Probationary Employees
Process
Action
Appeals

Appendix 1: Examples of Misconduct
Appendix 2: Examples of Gross Misconduct

Electronic Communications

E-mails
 Outgoing messages
 Incoming Messages
Internet
Websites

Employee Benefits

Insurance
Relocation
Shared Equity Programme
Rental Deposit Loan
Expatriate Education Assistance Program
Language Education Assistance
Tuition Reimbursement
Expatriate Employees
 Home Leave
 Termination of Employment

Employee Leave

General
Annual Leave
Time Off In Lieu

- Sick Leave
- Compassionate Leave
- Special Leave
 - Marriage
 - Moving
 - Jury Duty
- Maternity Leave
 - Partner's Leave
 - Parental Leave
- Personal Emergency Leave
- Family Medical Leave
- Domestic or Sexual Violence Leave
- General
- Unpaid Leave

Employment Conditions

- General
- Terms of Employment
- Hours of Work
 - Overtime
 - Additional Employment
- Statutory Holidays
- Absence from Work
- Training and Development
 - Professional Organisations
- Intellectual Property
- Termination of Employment
 - End of Fixed-Term Contract
 - Dismissal
 - Resignation
 - Redundancy
 - General

Equal Opportunities

- Policy statement
- Employment
 - Disability
- Project Administration
- General

Finance

- Purpose
- Authorisation
- Policies

General

Donated capital assets, materials and services

Pledges

Externally Restricted Funds

Internally Restricted Funds

Administrative

Banking

General

Deposits

Payments

Payments for Programme and Project Support

Cheque Signing and Authorization of Financial Transactions

Bank Reconciliation

Unaudited Financial Statements

Purchasing

Capital Purchases

Tenders and Proposal Calls

Capital Expenditures

Audit

Conflict of Interest

Payroll

Budgets

Reimbursement of Expenses

Petty Cash

Processing Stamp

Investments

Operating Funds

Investment of Board Designated Funds

Shared Equity Programme

Flexible Working

Application

Appeal

Meetings

General

Governance and Management

General

Board of Directors

Officers

Executive Committee

Staff

Performance Reviews

Grievance Resolution

- General
- Procedure
- Grievance against the General Secretary
- Hearings

Health and Safety

- General
- Definitions
- Responsibilities
- Safety Culture
- Office Safety
- Non-office Work
- Accidents
- Reprisals
- Reporting and Investigation
- Annual Review

Internship

Parking

- Parking Availability
- Parking Allocation

Personal Political Activities

- Preamble
- Involvement in non-candidacy political activities
- Involvement in candidacy political activities
 - Employees
 - Directors

Project Financial Control

- Preliminary Actions
- Project Commencement
- Project Management

Public Statements

- Background
- Topics
- Values

Format
Authorisation
Distribution

Purchasing

General
Authority
Criteria
Pricing
Pre-purchasing decisions
Supply Contracts
Other

Record Storage and Retention

Definition
Background
Management
Record Storage
Active Records
Inactive Records
Confidentiality
Media Records
Discarding Records

Appendix 1: Active Physical Record Locations

Appendix 2: Electronic Record File Structure

Appendix 3: Confidential Record Locations

Role of Directors

Responsibilities
Expectations
Additional Information

Security

General
 East Side
 West Side
 Basement Storage
Entry
 Normal working day
 Outside of working hours
Exit
Alarm System

Panic Alarm

Appendix: Alarm Procedures

Problems

False Alarms

Basement

Social Media (Guidelines)

Participation on behalf of WACC (global)

Regional participation

Personal participation

General

Social Media (Policy)

Participation on behalf of WACC

Personal Participation

Travel

Planning

Approval

Booking

Accommodation

Cost Control

Travel Incentives

Safety

Local Travel

Employees' Vehicles

Expenses

Credit Cards

Advances

Insurance

En Route Changes

Cancellation

Holiday in Conjunction with Travel

Time off in Lieu

Other Travel

Volunteer Travel

Working Practices

Use of Equipment

- Computer Equipment

- Eyesight protection

- Personal Use of Equipment

Communications

Employees' Property

Right of Search

Public Interest

- Employee Protection