

Malawi Employee Handbook

The Mlambe Project





The Mlambe Project Limited (TMPL)

Malawi Employee Handbook

Last reviewed: June 2020

Next Review: July 2023

This policy applies to all staff, volunteers, trustees, and any other person recruiting on behalf of TMP Ltd. (UK reg charity no: 1160518)

The Mlambe Project Ltd. EMPLOYEE HANDBOOK – MALAWI

All of The Mlambe Project Ltd.'s employees must share The Mlambe Project Ltd.'s commitment to the highest standards of behaviour and the law. All The Mlambe Project Ltd. staff must abide by the contents of this handbook. At all times, you must think about how your actions would affect the reputation of The Mlambe Project Ltd. in Malawi and internationally.

1. Code of Conduct – what behaviour we expect of you

- Act with honesty and integrity
- Treat others with respect and dignity
- Zero tolerance for any form of harassment, discrimination or exploitation
- Report any attempts or observations of corruption to your manager immediately
- Do not work while under the influence of alcohol or drugs
- Work within the time agreed in your employment contract
- Ensure that private actions do not have a conflict of interest with the work of The Mlambe Project Ltd.
- Maintain confidentiality of any private or personal information related to The Mlambe Project Ltd.
- Ensure responsibility of all Mlambe Project equipment and information
- Ensure that all employees work in line with health and safety standards

You must adhere to the following policies and procedures that support the above standards

- Conflicts of interest policy
- Financial control policy
- Health, safety and emergency policy



- Safeguarding policy
- Whistleblowing policy
- Volunteer policy
- Recruitment policy

You must notify your manager with evidence if you are aware of any other staff who are not abiding by this code of conduct or the other contents of this employee handbook

2. Equality

The Mlambe Project Ltd. is committed to providing equal employment opportunities for all employees and will not tolerate discrimination against any employee or prospective employee on the grounds of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, property, birth, marital or other status or family responsibilities in respect of recruitment, training, promotion, terms and conditions of employment, termination of employment or other matters arising out of the employment relationship. This is in line with the Malawi Employment Act of 2000.

All employees have the right to be treated with fairness, respect and dignity and The Mlambe Project Ltd. is committed to providing an environment that encourages respectful and professional conduct and does not tolerate any form of harassment or aggressive behaviour. Employees who create an intimidating, hostile, or offensive work environment are subject to disciplinary action up to and including dismissal.

3. Safeguarding

The Mlambe Project Ltd. is committed to safeguarding and promoting the welfare of children and vulnerable adults. Please refer to the safeguarding policy.

Given that The Mlambe Project Ltd. works in primary schools with young children, employees of The Mlambe Project Ltd. must also act if they see inappropriate behaviour towards children by external figures (such as teachers or chiefs)

If you have a concern about the behaviour of any person associated in any way with The Mlambe Project Ltd., please contact the designated Safeguarding Lead Jon Hassian

jon@themblamproject.org



4. Health and Safety

The Mlambe Project Ltd. is committed to ensuring the safety of all staff and volunteers working for us and will:

- Assess risks for all new activities.
- Provide clear instructions, information and adequate training to ensure employees and volunteers are protected whilst at work.
- Ensure that all staff understand how to deal with emergencies such as accidents.
- Maintain safe and healthy working conditions.
- Provide and maintain any equipment provided such as helmets, gloves, worksuit.

All staff are expected to take responsibility for their own health and safety by following any instructions given by their manager.

All staff should report any potential health and safety risks to their manager who will ensure that action is taken to minimise these.

5. Conflicts of Interest

The Mlambe Project Ltd. employees should avoid conflicts of interest. All relationships with family members, personal friends and external contacts should be conducted in a way that would not adversely affect the reputation of The Mlambe Project Ltd..

If you think there is a potential conflict of interest it is best to raise it immediately with your manager. The situation can then be assessed and measures can be put in place to mitigate the conflict of interest.

Examples of a conflict of interest:

- Conducting business directly or indirectly with family members or close friends.
- Having family members employed by The Mlambe Project Ltd. in a position that reports directly or indirectly to you.
- Benefiting financially from any company that we work with or accepting gifts that might be considered a bribe.

If you have any questions concerning a potential conflict of interest, you can contact your manager.