



WISDOM DREAM ACADEMY LIMITED

Code: 2023

MANAGEMENT & ADMINISTRATIVE POLICIES FOR PERSONNEL, COMMUNICATION AND PROCUREMENT

Policy Statement

WISDOM DREAM ACADEMY LIMITED is organized institution that not only delivers services but also manages staff personnel, oversees administration and maintains cash funds. As recipient of grants from various channels and project holders of welfare activities, it is required to uphold principles of accountability and transparency. One of the strong indicators of these principles is keeping policies and manuals in place, based on which the day-to-day operations of the School are to be carried out. To ensure our financiers' that their grant recipient (s) have such systems in place prior to providing funding support to them.

1. PURPOSE AND CATEGORIES OF PERSONNEL

1.1 Purpose

The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of WISDOM DREAM ACADEMY LIMITED employees subject to their performing of the duties and responsibilities in their respective job descriptions.

From the time of hiring, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Board Members of WISDOM DREAM ACADEMY LIMITED deems it necessary. In such cases, employees will be fully informed of the changes made.

1.2 Categories of Personnel

All personnel working for WISDOM DREAM ACADEMY LIMITED are classified into following types

1.2.1 Employees

Employees designate salaried individuals who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have



WISDOM DREAM ACADEMY LIMITED

Code: 2023

the responsibility towards the day-to-day functioning and/or in any one of more ongoing/prospective projects of the School.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

All the employees of the School are classified into categories. These categories are as follows:

1. Management Category:

- a. Executive Director
- b. Assistant Administrator

2. Professional Category:

- a. Program Officer
- b. Human Resource Officer
- c. Finance Officer

3. Support Category:

- a. Office Personnel (s)

1.2.2 Consultants

Consultants are professional experts hired by WISDOM DREAM ACADEMY LIMITED on short-term basis only for the completion of specific tasks and assignments related to WISDOM DREAM ACADEMY LIMITED or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the School.

VOLUNTEERS AND PERSONNEL RECRUITMENT

1.2.3 Volunteers

Volunteers are individuals who work at WISDOM DREAM ACADEMY LIMITED out of their own choice or have been deputed at WISDOM DREAM ACADEMY LIMITED by other Schools. They will be assigned tasks from time to time as deemed necessary by WISDOM DREAM ACADEMY LIMITED.

1.3 Personnel Recruitment

WISDOM DREAM ACADEMY LIMITED believes in equal employment opportunity to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.3.1 Notice of Vacant or New Position

It is the responsibility of the Executive Director of the WISDOM DREAM ACADEMY LIMITED has to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Executive Director must make sure that the positions can be filled under the Schoolal budget.

For all new positions, a job description shall be established and include the following elements:



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- Position summary
 - Description of duties and responsibilities
 - Conditions of work
 - Qualifications

Notice of a new or vacant position must be approved by and authorized by Executive Director before it is released publicly.

Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through newspapers if they are regular positions, or if there is a limited tendering process for consultation.

1.3.2 Interview and selection

As a general rule, a selection committee comprising of, at least three members shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

APPOINTMENT LETTER AND STAFF ORIENTATION

1.3.3 Appointment Letter

Any personnel employed with WISDOM DREAM ACADEMY LIMITED will be issued an appointment letter prior to his/her employment by WISDOM DREAM ACADEMY LIMITED. The appointment letter will officially announce his/her position within the School, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment (Refer 1.4 Employment).

1.3.4 Probationary Period

A probation period of three months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of WISDOM DREAM ACADEMY LIMITED



WISDOM DREAM ACADEMY LIMITED

Code: 2023

staff/board, he/she will be given a notice, terminating the contract at the end of the probationary period.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.3.5 Staff orientation

All new employees will get an orientation about the School's mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc.

1.4 Remuneration

WISDOM DREAM ACADEMY LIMITED believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of WISDOM DREAM ACADEMY LIMITED are entitled to a basic salary, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter.

1.4.1 Salary Increment

Salary increment will be based upon an employee's position and performance. Increment will be provided to employees on annual basis after their performance evaluation.

Salary increment is calculated on the basis of basic salary of the staff.

EMPLOYEE SALARY BENEFITS

1.4.2 Salary Benefits

(a) Bonus

All employees shall receive an annual bonus equal to one month's basic salary. Bonus will be included in the monthly salary payment of the month preceding the festival.

However, new staff on will not receive any annual bonus until the completion of the six-month probationary period.

(b) Provident Fund

All regular employees are expected to set aside 10% of monthly pay to his/her provident fund. WISDOM DREAM ACADEMY LIMITED will contribute the same amount on monthly basis. Both the employee's and WISDOM DREAM ACADEMY LIMITED's contributions are deposited in a savings account under the employer's name. The provident fund can only be withdrawn upon the employee's resignation from WISDOM DREAM ACADEMY LIMITED.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.4.3 Compensation against Accident of the staff during Service

In the event that the staff succumbs to an accident while working for WISDOM DREAM ACADEMY LIMITED, i.e. during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month salary of the individual to cover the medical expenses.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.5 Working Days and Hours

1.5.1 Working Days

WISDOM DREAM ACADEMY LIMITED will follow a 5 days a week working schedule from Monday to Friday. Saturdays and Sundays are considered non-working days.

Unless otherwise specified, WISDOM DREAM ACADEMY LIMITED will observe the same public holidays as those prescribed by the Government not exceeding _____ days a year. The Executive Director will prepare a calendar of public holidays not exceeding _____ calendar days at the beginning of each fiscal year and circulate it to all staff.

1.5.2 Office Hours

The office shall open from **08:00 am** in the morning till **05:00 pm** in the evening. All employees are expected to complete 8 working hours daily. There will be one hour lunch-break.

1.5.3 Overtime

Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's total hours worked each day. In such circumstances, the employee may have to work beyond the scheduled office hours.

Under such circumstances, the staff working overtime is entitled to payment for working overtime and is authorized by its immediate supervisor for the same. However, no overtime compensation will be provided for staff during field trips. The overtime rate will be paid on hourly basis and will be calculated on the basis of the basic salary.

TRAVEL RULES & REGULATIONS

1.6 Travel

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted by WISDOM DREAM ACADEMY LIMITED applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Eligible expenses include:



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.6.1 Per Diem

All employees are provided per Diem of \$_____ (Breakfast \$_____, lunch \$_____ and dinner \$_____) to cover the cost of food for each night spent outside the city as approved by WISDOM DREAM ACADEMY LIMITED's Board of Directors.

1.6.2 Accommodation

All employees and volunteers are entitled to claim expenses incurred for accommodation for official trips outside WISDOM DREAM ACADEMY LIMITED Headquarters. Maximum claims for accommodation shall not exceed \$_____. Claim for accommodation will be reimbursed upon submission of bills/receipts.

1.6.3 Mode of Transport

WISDOM DREAM ACADEMY LIMITED will pay only surface transport as far as possible, i.e. bus. If any individual is using personal vehicle for WISDOM DREAM ACADEMY LIMITED related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. However, the private transport must be shared by more than one WISDOM DREAM ACADEMY LIMITED member or employee.

1.7 Leave and Holidays

1.7.1 Leave

All employees are entitled to the following leave with pay.

(1) Annual Leave

All employees of WISDOM DREAM ACADEMY LIMITED are entitled to 18 working days off as paid leave per year. This leave is accrued monthly at the rate of 1.5 working days.

(2) Sick Leave

Employees are entitled to 12 working days of sick leave with pay per calendar year. Sick leave is accumulated at the rate of 1 day for every full month worked.

Employees have to present a medical certificate to substantiate claims for sick leave with pay for absences exceeding two successive days.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

(3) Maternity Leave

All female employees are entitled to maternity leave of 90 calendar days twice.

(4) Paternity Leave

Male employees are entitled to paternity leave of 11 calendar days twice.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

(5) Mourning Leave

In case of death of a parent, child or spouse, employees are given mourning leave of 15 days each.

(6) Emergency Leave

Emergency leave is granted to employees for any serious illness of a parent, child or spouse and/or personal emergencies. A total of 7 days per year can be allowed for emergency leave.

HOLIDAYS AND LEAVE

1.7.2 Holidays

All employees are entitled to 16 days of paid leave due to public holidays. Public holidays are specified in advance by the ED in consultation with staff members.

Employees who are required to work on public holidays are entitled to compensatory day off. WISDOM DREAM ACADEMY LIMITED will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leave shall be substantiated with this record and approved in advance by ED.

In the event that a public holiday is declared by the Government on a certain day without prior notice, WISDOM DREAM ACADEMY LIMITED staff cannot consider it a holiday until and unless notified by the ED. All public holidays are subject to the approval of the ED.

1.7.3 Leave without Pay

- (1) Leave without pay may be granted to employees up to 36 days per year.
- (2) Leave without pay that is taken for a month or more shall not be counted as time worked, hence no benefits shall accrue to the employees during such period.
- (3) Employees on probation are not entitled to leave with or without pay but can accrue such leave during the probationary period.
- (4) Leave without pay is applicable when the employee has exhausted all his annual and sick leave.

1.7.4 Absences

- (1) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

(2) Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:

- i. An employee that has been absent for two consecutive working days without notice or explanation shall be personally sought of by the ED. He/she shall be asked to put in writing the reason(s) for his/her absence.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- ii. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.
- iii. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Board Chairperson, the employee may be subjected to disciplinary action.

1.8 Staff Movement

(1) Assignments and Transfers

According to project needs, any employee can be transferred temporarily or permanently to any location where WISDOM DREAM ACADEMY LIMITED conducts its activities. The transfer may be the result of a promotion, a change in role due to service requirements or other reasons.

A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal. In addition, the employee concerned shall be notified one month in advance of his/her change in situation.

(2) Interim positions and promotions

An employee may be called on to temporarily perform a job in a higher category. That does not automatically give him or her right to the salary and benefits of this position. However, after a reasonable amount of time, WISDOM DREAM ACADEMY LIMITED shall reclassify the employee in the category of the new job or return him/her to his/her former duties.

An employee who receives a promotion can be required to complete a trial period in the new position. If the trial period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his former position. If the trial period is not satisfactorily completed, the employee will be reinstated in a position at the same level as his/her former position.

EMPLOYEE TERMINATION RULES

1.9 Prohibition on Outside Employment and/or Engagement

Full-time regular employees of WISDOM DREAM ACADEMY LIMITED are not allowed to undertake outside employment.

1.10 Termination of Employment



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.10.1 Conditions for Termination

Employees shall lose their jobs under any of the following conditions:

(1) Voluntary Resignation



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- i. Personnel wishing to resign from post may do so by giving a resignation letter to the Administrative Personnel through ED stating the reasons for resignation and effective date of the same. One month of prior notice is required for such resignations.
- ii. The date in which the resignation letter is received at the WISDOM DREAM ACADEMY LIMITED office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

(2) Redundancy of the Position

Depending on the nature and volume of its operations, WISDOM DREAM ACADEMY LIMITED may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from WISDOM DREAM ACADEMY LIMITED with proper notice. While doing so, WISDOM DREAM ACADEMY LIMITED will give at least 2 months' notice in advance.

(3) Termination with Cause Grounds for employee termination is the following:

- i. continuing inefficiency and gross negligence of duty.
- ii. Fund embezzlement.
- iii. Misuse of office equipment, and other properties.
- iv. Repeated unauthorized absences and leaves
- v. Intoxication while on official business or within office premises
- VI. Unauthorized disclosure of official information

(4) Retirement

When an employee reaches the age of retirement, according to the country's law, the employment relationship comes to an end. WISDOM DREAM ACADEMY LIMITED shall notify the employee by letter, stating the date the employment terminates.

The retiring employee shall receive salary up the date of departure and other allowances such as the Provident Fund, as specified in his/her agreement.

(5) Death

When an employee dies, his/her salary and benefits will automatically be paid to his/her legal heirs.

1.10.2 Procedures for Termination and/or Disciplinary Action



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- i. WISDOM DREAM ACADEMY LIMITED will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.
- ii. The employee is given 3 working days to submit his/her explanations.
- iii. Based on the written explanations submitted by the employee concerned and the strength of evidence presented, WISDOM DREAM ACADEMY LIMITED may choose to decide on the charges or pursue further investigation of the case.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- iv. WISDOM DREAM ACADEMY LIMITED can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:
 - a. should the employee be in a position to tamper with the evidence against him/her.
 - b. should the employee's continuing presence in the School be deemed inimical to the interest of the School.

CONFLICT MANAGEMENT POLICY

1.11 Conflict Management

1.11.1 Conflict Resolution

Whenever a dispute arises among the WISDOM DREAM ACADEMY LIMITED staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify the ED immediately.

1.11.2 Staff Behavior

WISDOM DREAM ACADEMY LIMITED expects its employees to adopt attitudes and behavior that maintain the good image of the School. WISDOM DREAM ACADEMY LIMITED employees shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, punctuality); there are particular procedures of conduct for members of the School which must be observed.

(1) Political Activities

Since WISDOM DREAM ACADEMY LIMITED is a non-political institution, employees shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the School's materials for these purposes.

(2) Discrimination and Harassment

Under the principles established by WISDOM DREAM ACADEMY LIMITED, no employee, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

(3) Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by WISDOM DREAM ACADEMY LIMITED, employees shall respect the following guidelines:

- It is prohibited to use WISDOM DREAM ACADEMY LIMITED property for illegal or unauthorized purposes.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- It is prohibited for any WISDOM DREAM ACADEMY LIMITED employee having confidential information to disclose it without expressed authorization beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the School.

SETTLING GRIEVANCE POLICY

1.11.3 Grievances

If an employee feels unfairly treated by circumstances that infringe on his/her rights or change his/her employment conditions, he/she should discuss the situation with his/her immediate supervisor. If, after the matter has been discussed and corrective measures taken, an employee feels it has not been satisfactorily settled, he/she can submit a grievance to the ED, who will discuss and provide appropriate solution. All grievances shall be handled internally because there is no recourse to external mediation or arbitration.

1.12 Performance Evaluation and Skill Training

1.12.1 Performance Evaluation System

The performance evaluation system is a means by which WISDOM DREAM ACADEMY LIMITED can increase its efficiency and that of its employees. The purpose of the system is for the School to fulfill its mission by attaining its objectives and for employees to grow and feel fulfilled through proactive performance supervision.

The system enables, among other things, the harmonizing of individual employee objectives with those of the School, the measuring of employee potential and work performance and the support of employee improvement by working with them on their development needs.

The annual performance evaluation seeks specifically to:

- promote communication between employees and their supervisors;
- clarify expectations concerning objectives and performance;
- improve employee performance through on-going monitoring and feedback;



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- assess and reward individual performance;
- allow employees to express their career aspirations.

The performance evaluation focuses on the individual employee in relation to the tasks and responsibilities assigned to him. It is not necessarily a comparison of one employee's performance with that of another. Thus, the employee's work performance is to be assessed in



WISDOM DREAM ACADEMY LIMITED

Code: 2023

relation to absolute procedures, that is, according to the evaluator's performance criteria and not according to relative procedures.

The performance evaluation also allows WISDOM DREAM ACADEMY LIMITED to assess the quality of human resources in their department or School, note important information concerning expectations and needs and clarify decisions concerning transfers or work assignments.

PERFORMANCES EVALUATION SYSTEM POLICY

1.12.2 Elements of the Performance Evaluation System

A performance evaluation system is composed of three main stages that generally take place over a period of a year:

(1) Performance planning

The performance planning stage enables employees and supervisors to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are used to facilitate this stage:

a) Job description or list of duties

Each employee must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

b) Setting of objectives

For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned.

c) Individual action plan

The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

(2) Performance Monitoring and Management



WISDOM DREAM ACADEMY LIMITED

Code: 2023

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

a) On-going Supervision

This means taking the time to observe, examine sources of difficulty and seek solutions.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

b) Regular Communication

This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision.

c) Periodic Evaluation

This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives, if necessary. A minimum of one meeting every six months is suggested to ensure satisfactory results.

POLICY FOR ANNUAL PERFORMANCE EVALUATION

(3) Annual Performance Evaluation

The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop.

The performance evaluation form should include all the sections needed for the evaluation. This includes a section relating to performance evaluation in relation to the objectives established at the outset and in relation to the responsibilities of the position, a section that specifies or targets what is needed for the employee's development and finally a section allowing the employee and the evaluator to express their comments and affix their respective signatures. The form should also include a performance level classification and a definition of each of these levels.

The annual performance evaluation does not have any financial impact on salaries. It is first and foremost a tool to evaluate the employee's performance and take remedial action if necessary.

1.12.3 Skill Training and Professional Development

Depending on available funds, WISDOM DREAM ACADEMY LIMITED should foster the professional development of its employees in order to be as effective as possible in its activities. The training programs chosen should address the actual needs identified and expressed during performance evaluation sessions.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

1.13 Bond

As part of the staff and Schoolal development activities, WISDOM DREAM ACADEMY LIMITED may at times decide to send a designated staff person for trainings and/or further studies both abroad as well as at local level. WISDOM DREAM ACADEMY LIMITED will bear the full/partial costs of the trainings/studies for this. However, the designated staff sponsored for the trainings/studies is required to sign a bond with WISDOM DREAM ACADEMY LIMITED that requires him/her to complete the full tenure of working with the School.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

2. COMMUNICATIONS POLICY FOR OFFICE MANAGEMENT

2.1. Purpose

The purpose of this policy is to control and reduce the communication cost in an effective way. Telephones are the most convenient and fastest mode of communication but for long distance communication, they are expensive.

There are other modes for fast communication such as courier, fax or e-mail. And out of these, e-mail is fast and more affordable. WISDOM DREAM ACADEMY LIMITED prefers to use e-mail for out of station correspondence to reduce the communication costs. Telephones can be used for local calls and in emergency for national & international long distance calls.

Internet service at the office can be used to download and send email and to conduct work-related research.

2.2 Guidelines

WISDOM DREAM ACADEMY LIMITED provides the following guidelines to its staff to control telephone use.

- a. Telephone users are requested to keep their conversations short in order to keep the cost down and to keep the lines open for other people in and outside the office that need to use the telephone.
- b. In general, employees should avoid using phones for non-official calls and are encouraged to use **(Subscriber Trunk Dialing (STD). A method of long distance communication which allows users to make trunk calls without operator assistance using STD codes)**. STD facilities available outside the office. However, the non-official calls will be billed to employees at prevailing rates. To keep track of such calls, a record sheet is provided to each employee working in the office in order to make it easier to remember to record the long distance calls STD. All long distance calls should be recorded on this sheet along with all required information and submit to the finance department each month.
- c. In order to minimize communication costs as much as possible, email should be used rather than fax or direct long distance calls.
- d. Copies of all in-coming and out-going official communications (fax, letters sent or received) should be filed. The employees sending / receiving important e-mails



WISDOM DREAM ACADEMY LIMITED

Code: 2023

should be responsible to print and file such e-mails. A copy should go in the central file system.

- e. Efforts should also be made to keep fax messages short and to send long documents by fax only in urgent cases.
- f. Regarding international phone calls, the need for the official call should be discussed verbally with the ED, unless exceptional circumstances make this impractical.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

3. COMPUTER POLICY FOR OFFICE MANAGEMENT

3.1 Purpose

WISDOM DREAM ACADEMY LIMITED seeks to effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Employees are responsible for ensuring that the procedures and policies suggested here are followed.

3.2 Use

Using computer equipment requires particular care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to WISDOM DREAM ACADEMY LIMITED employees only. Those employees who are unable to handle commonly-used software will be given an orientation by the senior staff on request. At least one WISDOM DREAM ACADEMY LIMITED employee will be trained on handling minor maintenance of computers and accessories at the office.

3.3 Security

- a.** In order to safeguard the computers against viruses, the external drives (CDs/DVDs/floppies/pen drives) that are at WISDOM DREAM ACADEMY LIMITED office are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with latest anti-virus software.
- b.** In order to safeguard computers from viruses, antivirus software has to be installed in the computers. The virus list for this program should be updated on a regular basis. It is the duty of the employee who has been assigned a computer to update the virus list on her / his computer.
- c.** There should be at least two backups of all important documents. One copy should be on the hard disk of the computer assigned to the concerned employee and a second copy on a CD/DVD/external hard drive kept in the office.
- d.** The computers of the WISDOM DREAM ACADEMY LIMITED should normally be used by its employees. Consultants and volunteers should seek prior permission of WISDOM DREAM ACADEMY LIMITED employee before using his/her computer in the office.

3.4 Saving documents in the Computers

In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each



WISDOM DREAM ACADEMY LIMITED

Code: 2023

employee should have documents directory in **his/her** computer. This directory should be broken down into sub-directories to facilitate retrieval of important documents. Each employee will include a copy of all their important documents to be backed up on a directory entitled backup.

3.5 Back-ups of Documents

In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on CD/DVD once every week (every Friday) and the CD/DVD stored by the employee.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

4. PROCUREMENT POLICY

4.1 Purpose

The purchase of goods and services is necessary for the smooth operation of the School. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

4.2 Methodology

WISDOM DREAM ACADEMY LIMITED shall follow certain methods in purchasing goods, equipment and services required for the needs of the School or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. WISDOM DREAM ACADEMY LIMITED shall specify in the purchase file the reasons the lowest bid was not chosen.

- For purchases under **\$100.00**, a price survey by two suppliers will be sufficient for determining the supplier.
- For purchases above **\$150.00**, a quotation/invoice shall be obtained from three local suppliers.
- Purchases from a sole source shall be explained in the purchase file.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

4.3 Purchases

Employees making purchases as part of the project activity or Schoolal work shall follow these mechanisms:

- a. Requisition form – the employee requesting a purchase fills this form, has it



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- approved by the ED and sends it to finance section.
- b.** Order form – the finance division issues the order form, after it is signed by the ED. The concerned employee or the finance division will make the purchase successful on the basis of the order form.
 - c.** Delivery slip – After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

5. FIXED ASSETS POLICY FOR DOWN-NETWORK

5.1 Purpose

To carry out its activities, WISDOM DREAM ACADEMY LIMITED needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, chairs, shelves, computers and related accessories.

The Fixed Assets Policy will aim for;

- precise identification of goods that are part of the asset base;
- sensible use of goods;
- periodic taking of physical inventory;
- effective maintenance of goods;
- replenishment of goods when required.

5.2 Procedures

At WISDOM DREAM ACADEMY LIMITED, the management of material resources is the responsibility of the WISDOM DREAM ACADEMY LIMITED staff. The procedures involved in managing these resources are:

- receiving and recording goods;
- using goods properly;
- maintaining goods;
- taking inventory of goods;
- disposing of goods.

Material resources are managed by means of records or files.

5.3 Asset inventory

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

Inventory is usually done once a year and is the responsibility of the finance division.

5.4 Procedures

The inventory procedure is composed of the following steps:



WISDOM DREAM ACADEMY LIMITED

Code: 2023

a. Creation of record cards on which is found:

- type of item
- description of item
- identification code
- service user or name of manager
- assigned location
- previous placement of item
- notes on condition of item
- record updates
- minutes of physical inventory

b. Final removal of an item

c. Replacement of an item

d. List of annual needs

5.5 Removal of items

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- Steep rise in operating or maintenance expenses;
- Excessive cost of repair;
- Any other objective reason.

The ED should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

DOWN-NETWORK FINANCE POLICY

6.1 Fund Receipt

6.1.1 Sources of Funds



WISDOM DREAM ACADEMY LIMITED

Code: 2023

WISDOM DREAM ACADEMY LIMITED receives funds from the following sources:

- Dollar supported project fund.
 - ii. Boards contributions.
 - iii. Income from short term professional services
 - iv. Grants Donations received from philanthropic Schools and individuals.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

- School fundraising plans and campaign strategies
- Project management
- Technical Management
- Project development
- Quality management methods
- Operation rules
- Fundraising network
- Human resource planning

6.1.2 WISDOM DREAM ACADEMY LIMITED Core Fund and programme:

A. DOWN-NETWORK's administrative expenses (house rent, utilities, administrative operating costs)

B. WISDOM DREAM ACADEMY LIMITED's accommodation.

C. WISDOM DREAM ACADEMY LIMITED's befriending service.

Any programme coming to WISDOM DREAM ACADEMY LIMITED must allocate some funds to support this core programme.

6.1.3 Signatories to Cheque Books

The ED of WISDOM DREAM ACADEMY LIMITED, its Treasurer and one other office bearer will be signatory to WISDOM DREAM ACADEMY LIMITED's cheques. Money can be released by the signatures of two signatories. However, any cheque of more than **\$100.00 or equivalence** will requires the signature of the ED.

6.1.4 Types of Accounts

The following three types of accounts will be maintained by WISDOM DREAM ACADEMY LIMITED



WISDOM DREAM ACADEMY LIMITED

Code: 2023

(1) Central Account

All income accrued to WISDOM DREAM ACADEMY LIMITED will be deposited in the Central Account. The ED and Treasurer are authorized to operate the bank account. Two signatures of either of these officials will be required for fund disbursement.

(2) Savings Account

WISDOM DREAM ACADEMY LIMITED will keep fixed deposit savings account for its trust fund.

(3) Petty Cash Fund



WISDOM DREAM ACADEMY LIMITED

Code: 2023

A petty cash fund of **\$500.00 or equivalence** is kept to cover payments not exceeding **\$5000.00 or equivalence**. The Accountant/Office Administrator will handle this account and is to be liquidated every two weeks.

The ED or Treasurer will ensure proper handling of petty cash fund through surprise checks from time to time.

PAYMENT PROCEDURES

6.2 Fund Disbursement

All payments are made either by cheque or cash.

6.2.1 Payment by Cheque

(1) Payment for Purchases

Payment against purchases exceeding **\$50.00 or equivalence** shall be made by cheque.

(2) Payment for Services Rendered

a. Payments for Staff Salaries

i. Payment Calendar

Staff salaries are paid within seven days following the completion of the month. Individual cheques are to be issued to the employee concerned.

ii. Staff payroll

Staff payroll (salary sheet) is prepared by the Accountant as the basis of payment. The staff payroll contains information on the employees' basic salary for the month, allowances if any, deductions and net salary payable. The staff payroll is checked by the Treasurer, Administrator Personnel and approved for payment by the ED.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

lii. Advance Pay

WISDOM DREAM ACADEMY LIMITED's employees may take advance payment of up to 3 months (after completion of 3 months' probation), if urgently required. The advance must be returned/reimbursed before the end of that particular fiscal year.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

For travel purposes, WISDOM DREAM ACADEMY LIMITED employees shall be given cash advances for expenses covered on official trips. Request for cash advances is prepared by the personnel concerned, recommended by the Treasurer and is approved by the ED. All cash advances for travel are to be liquidated within a week following the completion of the trip.

iv. Tax Deduction at Source

WISDOM DREAM ACADEMY LIMITED will deduct tax at source where applicable as per Government rules.

b. Payment for Contractual Services

Payment for contractual services is done through cheque disbursements. The schedule of payment depends on the Terms of Reference (TOR) agreed upon by the personnel concerned and WISDOM DREAM ACADEMY LIMITED. Payments are covered by a Request for Payment Form prepared by the accountant and approved by the ED.

6.2.2 POLICY FOR BOOK KEEPING AND RECORD MAINTENANCE

6.2.3 Procedures for Fund Disbursements

- All requests for payments are to be made using the appropriate forms.
- Requests for payments are to be properly substantiated with bills/receipts and essential documents.
- Requests for payments are prepared by accountant and submitted to ED for checking and approval.

6.3 Book Keeping and Recording

6.3.1 Book Keeping

A. The recording system of WISDOM DREAM ACADEMY LIMITED's financial transactions allows monitoring bank balances, status of funds receipts and expenditures, and a comparative statement of budget vs. actual expenditure on a regular basis.



WISDOM DREAM ACADEMY LIMITED

Code: 2023

B. WISDOM DREAM ACADEMY LIMITED will maintain records of fixed assets, petty cash disbursements, supplies, inventory, the use and maintenance of office equipment.

6.3.2 Accounting

The following sets of financial reports will be prepared by WISDOM DREAM ACADEMY LIMITED:

A. Quarterly financial reports will be prepared for review by each individual project manager of WISDOM DREAM ACADEMY LIMITED'S specific projects as well as of its core activities. This quarterly



WISDOM DREAM ACADEMY LIMITED

Code: 2023

report will be reviewed by the Board of WISDOM DREAM ACADEMY LIMITED. Financial reports to donors will be submitted as prescribed in the agreement between financiers and WISDOM DREAM ACADEMY LIMITED.

B. Annual Balance Sheet and Statement of Income and Expenditures will prepared for each fiscal year.

6.4 Auditing

A. Books of Accounts of WISDOM DREAM ACADEMY LIMITED shall be audited annually by an independent auditor appointed by the ED and members boards of the WISDOM DREAM ACADEMY LIMITED.

B. WISDOM DREAM ACADEMY LIMITED may hire internal auditor in order to streamline its accounting systems and procedures.

➤ **DOC-ENDED**