

Policy Summary

Employees Service Bylaws

Friends Affected & Infected Together in Hand (FAITH) — Lalitpur, Nepal

Adopted 2012 · Updated August 2023 and June 2025

POLICY PURPOSE

These Service Bylaws set out the conditions of employees' service — recruitment, promotion, discipline, pay and allowances, leave, and retirement benefits — and it is the duty of every member of FAITH to be acquainted with them.

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Employment categories:
regular, contractual, daily/part-time

40 hrs

Minimum working week

90 days

Maternity leave for permanent female staff

2025

Most recent update (first adopted 2012)

About these Bylaws

Known internally as the 'Aastha' Service Bylaws, these rules govern employee recruitment, promotion, pay, benefits, leave, discipline, and resignation at FAITH. They are implemented by the Executive Director, and where they conflict with national or local law, the law prevails. They do not apply to contractual or daily-wage employees, who are governed by the specific terms of their service contract.

Recruitment, Appointment, and Promotion

Category	Description
Regular Employee	Appointed against a regular post of the organization, following a three-month probation period.
Contractual Employee	Appointed for a specific period, project, or job; the contract ends automatically on completion unless renewed.
Daily Basis / Part-Time	Appointed for a short period on a daily basis or for a specific time of day; not subject to probation.

The Board of Directors appoints the Executive Director; the Management Committee recruits and appoints all other employees within approved posts, typically through advertisement and a short-listing and interview process. New employees serve a three-month probation period before confirmation. Promotion is based on merit and preference is normally given to existing staff, though it cannot be claimed as a right. Performance is evaluated annually by an employee's immediate supervisor.

Special hiring conditions: HIV-infected or -affected individuals and people from marginalized communities — including people who use drugs, sex workers, and sexual minorities — are given special preference in recruitment, and the standard educational guidelines need not apply to these groups.

Salary, Allowances, and Benefits

- **Salary and Allowances** — reviewed annually based on price inflation, performance, and available resources; a Dashain allowance equal to one month's salary is paid to regular staff who complete a year of service, pro-rated for shorter periods.

- **Citizen Investment Trust** — a minimum of 18.33% of basic salary is deposited monthly for regular employees, as per government policy.
- **Medical Insurance** — provided to full-time staff after probation, covering hospitalization and emergency care; the organization bears the employee's full premium, with dependent coverage available.
- **Accident Insurance** — provided to all full-time employees from their date of appointment, covering injury, disability, or death, with the organization bearing the full premium.

Working Time and Leave

The standard working week is at least 40 hours, on a schedule set by the Management Committee. Repeated late attendance can lead to salary deductions, leave deductions, or disciplinary action.

Leave Type	Entitlement
Annual Leave	15 days paid leave per financial year, subject to supervisor approval.
Sick Leave	Up to 15 days with full pay per fiscal year; leave beyond a week requires a physician's note.
Maternity Leave	90 days for permanent female employees who have completed one year of service.
Paternity Leave	15 days paid leave for male staff for each childbirth of a registered spouse.
Mourning (Kriya) Leave	15 consecutive days of paid leave on the demise of a spouse, parent, or child.
Special Leave Without Pay	Up to 30 days, granted by the Executive Committee on the Executive Director's recommendation, after all paid leave is used.
Public Holidays	Up to 15 days per calendar year, set annually by the Management Committee.

Discipline and Disciplinary Action

All employees are expected to be disciplined, loyal, and to avoid misconduct — defined broadly to include insubordination, dishonesty, damage to property, bribery, unauthorized meetings, giving false information, and misuse of organizational resources, among other conduct.

Disciplinary Action	Basis
Written Warning	Issued for a first violation; two warnings within six months can lead to discharge.
Withholding Increment	Applied where performance or conduct falls short of expectations.
Suspension Without Pay	Applied for more serious violations, following a sought explanation.
Dismissal	For undisciplined misconduct, fraud, or other grounds under the Labor Act, with a right of appeal to the Executive Director or Executive Committee.

Service Record and Resignation

The Admin division maintains each employee's service record — including annual evaluations, appreciation letters, and warnings — in strict confidence, released only where required by courts, the government, or the Executive Committee.

An employee must give at least 35 days' written notice before resigning and is expected to continue working through the notice period; failing to do so may require compensating the organization with one month's salary, unless waived by the Executive Director or Executive Committee.

This summary is published by FAITH for transparency and accountability. It is a condensed presentation of the internal Employees Service Bylaws 2012 (updated June 2025); in case of any discrepancy, the full internal policy document — including the appointment guidelines annex — prevails and is available on request.