

Tanzania Coalition on Debt and Development (TCDD)



STAFF REGULATIONS

2013

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PART I

1.0. INTRODUCTION

1.1. GENERAL

These staff regulations shall be known as Tanzania Coalition on Debt and Development (TCDD) staff regulations (hereinafter called “the Regulations”, shall apply to all staff of TCDD, and shall come into force immediately the day following the date they are approved by the Annual General Meeting (AGM). The regulations are recommended to the Annual General Meeting (AGM) and are effective from the date of approval.

1.2. PURPOSE

- 1.2.1 The purpose of this Regulation is to provide framework for behavior performance pattern and performance standards expected of TCDD employees.
- 1.2.2 At the same time the Regulations act as a management tool for effective enforcement of discipline and spell out the rights and obligation of employees.
- 1.2.3 They also provide a fair and transparent mechanism for dealing with human resources management issues so as to avoid bias, unfairness, fear or favor.

1.3. SCOPE OF APPLICATION

- 1.3.1 Whenever there is a conflict between any provisions of these regulations and any written law, such written law shall prevail.
- 1.3.2 The authority for implementing these Regulations rest with the Steering Committee who are in charge of staff of the organization and responsible for the organization appointment, management control, discipline.

1.4. INTERPRETATION

- 1.4.1. Singular words shall stand for plural and words plural include the singular.
- 1.4.2. The masculine gender shall also include the feminine and vice versa.
- 1.4.3. In any dispute regarding the interpretation of these regulations, the Steering Committee shall be arbiters in the first instance.

1.5. AMENDMENTS

Amendments to these Regulations shall be approved by the Annual General Meeting and as recommended by Steering Committee

1.6. DEFINITIONS

The following definitions will be used throughout these regulations unless context requires otherwise.

- 1.6.1. TCDD means Tanzania Coalition on Debt and Development.
- 1.6.2. **The Chairperson** Means “the Chairperson of Tanzania Coalition on Debt and Development (TCDD) elected by AGM.
- 1.6.3. **Employer** means the Tanzania Coalition on Debt and Development (TCDD)
- 1.6.4. **Appointing Authority** All appointments to the service of Tanzania Coalition on Debt and Development (TCDD) shall be under the Authority of the steering committee.
- 1.6.5. **Schedule of Authority** Means, “The schedule that specifies powers vested in Steering Committee.
- 1.6.6. **Employees** Means “staff of Tanzania Coalition on Debt and Development (TCDD)”
- 1.6.7. **Staff** Means “person employed and working for Tanzania Coalition on Debt and Development (TCDD)”
- 1.6.8. Management **Team** means “the Secretariat acting as a team in the management of the affairs of Tanzania Coalition on Debt and Development (TCDD).

- 1.6.9. Secretariat** Full time executing body of the Tanzania Coalition on Debt and Development (TCDD).
- 1.7.9. Dependent Children**
- a) Means “all children, including those born out of wedlock, adopted, and step-children, who are not more than eighteen years of age, those still attending any formal education and above 18 years, unmarried, and wholly maintained by the employee, but do not include those declared as dependants by way of affidavits particularly those outside an employee’s immediate family.”
- b) Means “any the above dependent children regardless of age who because of schooling, physical or mental infirmity is unable to earn a living and are therefore wholly maintained by the employee.
- 1.7.10. Family** Means “bona fide dependant, own, adopted, step children and spouse of an employee.
- 1.7.12. Spouse** Means “a larger partner of Tanzania Coalition on Debt and Development (TCDD) employee,” notwithstanding the fact that an employee may be permitted by law to have more than one spouse.
- 1.7.13 Domicile** Means “the place where a person was born or which he has made his permanent records, notwithstanding the fact that a spouse may change the place of domicile to include that of new permanent home”.
- 1.7.14 Service** Means, “The service of employees employed by Tanzania Coalition on Debt and Development (TCDD) on fixed, Contract or temporary terms”.
- 1.7.15 Salary** Means “gross salary excluding overtime unless the context of the service requires otherwise.”
- 1.7.16 Citizen** Means “People of the United Republic of Tanzania.
- 1.7.17 Circular** Means “any written instruction issue from time to time by the authority of the steering committee and Annual General Meeting
- 1.7.18 Instruction** Means, “Any directive issued from time to time by the steering committee.
- 1.7.19 Temporary Employment Terms** Means “the temporary terms for non-pension able staff on which employees are appointed for either full-time or part-time employment under conditions agreed upon”
- 1.7.20 Written Law** Means “all Act and Ordinances of Tanzania Subsidiary Legislations Thereof”.
- 1.7.21 Approved Medical Officer** Means a “medical practitioner duly registered according to the written Law of Tanzania and acceptable to Tanzania Coalition on Debt and Development (TCDD)”.
- 1.7.22 Medical Board** means “the Medical Board” established under relevant act of Tanzania.

PART II

2.0. RECRUITMENT AND TERMINATION PROCEDURE

2.1. RECRUITMENT PROCESS

- i) The organization is committed to equal opportunities employment policy. In line with this the organization shall ensure that any post that falls vacant is competitively filled taking into account the knowledge, skill and attributes need for the position.
- ii) Recruitment and hiring should only be made in accordance with the existing approved organization structure and establishment of the organization.
- iii) The organization shall aim at recruiting and maintaining the best candidates in its workforce.
- iv) The organization may recruit employees by using several methods including advertisement, selection and direct application for employment
- v) A job advertisement should at least include the following key Elements:-
 - a) Job Title
 - b) Job specification as stated in the job description
 - c) Deadline for submitting application letters
 - d) Deadline for informing successful applicants
- vi) The job advertisement should be placed in the most widely read English and Kiswahili papers and electronically circulated in Tanzania to ensure maximum number of applicants for the position.
- vii) Whenever possible, at least three candidates may be short listed for each advertised position.

2.1.1. Employment Requisition

Whenever any vacancy needs to be filled through any of the recruitment methods a decision must be made by the Steering Committee attached with a job description for the vacancy which needs to be filled must be attached as a basis for recruitment of any new staff.

2.1.2. Employment Applications

- i) The steering committee based on the jobs specifications will approve the criteria for short listing of the candidates. The criteria will ensure that the short listed applicants match the job specification, have the required knowledge and skills and can demonstrate the competencies that are linked to the position.
- ii) All application that have met the submission deadline will be screened to ensure they meet the advertisement requirements.
- iii) Short listed application for advertised positions must be acknowledged within fourteen days after the deadline for submission.

2.1.3. Referees

- i) All short listed applicants may be allowed to turn up for the interview before the organization gets satisfactory references from their referees as well as confidential information from their previous employers and school or training institutions.
- ii) Where the positions are very senior and/or very sensitive, the organization may seek special screening services from reputable screening or vetting organizations.

2.1.4. Interviewing Panels

- i) Any interview for employment in the organization must be conducted by an interview panel whose composition will depend on the level of the post being filled.
- ii) Interview for Executive Director be conducted by a panel appointed by the steering committee.
- iii) All staffs will be interviewed duly approved by the Steering Committee.

- iv) Interviews for all other staff will be conducted by a panel constituted by the Steering Committee.
- v) All appointment letters and terms and conditions of service for all employees in all categories will be approved and signed by Chairperson and Executive Director respectively.

2.1.5. Employment Interviews

- i) Interviews shall be carried out before any employment is formalized. Such interviews shall be conducted in a professional way. That is records shall be maintained for future references.
- ii) Invitation for interview shall be made through a letter and /or telephone and E-mail.
- iii) The invitation shall contain information about the interview venue, date and time.

2.1.6. Medical Report

- i) No candidates who qualify for employment shall be allowed to take up their posts until they have been declared medically fit by a Medical Practitioner approved by the organization. For this purpose the Request for Medical Examination Form and Medical Engagement Report shall be completed.
- (ii) Letter of Engagement shall only be issued to successful applicants after satisfactory medical reports have been filled.

2.1.7. Employment of Close Relatives of Current Employees of TCDD

Any member of the Steering Committee or staff member who takes part in a recruitment exercise (e.g. serving as a recruitment panel member) should be required to declare any conflict of interest and refrain from any assessment or decision making if a candidate under consideration is his family member, relative or close personal friend. Declarations of conflict of interest should be made in writing or recorded in notes of meeting as appropriate

2.1.8 Date of First Appointment

- (i) The date of first appointment of a newly appointed employee shall be the date He/she assumes duty at the organization.
- (ii) For employees working on renewal contracts the date of appointment shall be the date she reports for duty after commencement of the first contract.

2.2. APPOINTING AUTHORITY

2.2.1 The powers vested in the appointing authorities shall include among others:

- i) The power to make appointment
- ii) The power to confirm or not confirm the appointment of an employee appointed on probation.
- iii) The power to extend the probation period of an employee
- iv) The power to terminate the services of an employee under the provision of these regulations.

2.3. TYPES OF APPOINTMENT

2.3.1. The appointment in the TCDD will be of three types namely:

- (i) Appointment on fixed contract terms
- (ii) On temporary appointment
- (iii) Part time appointment

2.3.2. Appointment on Fixed Contract Terms

- i) Appointment of all other staff of the TCDD shall be on fixed contract terms and shall not be more than three years from the date of the first appointment. The contract may be renewed for a further period at the discretion of the appointment authority.
- ii) At the end of the probation period the respective appointing the performance of the employee. Where performance is unsatisfactory the employee appointment shall be terminated.
- iii) The appropriate Appointing Authority will consider renewing contract for contractual staff based on consistently successful performance over the period of the contract and the requirement of the organization at the time.
- iv) Every employee on fixed contract terms shall on first appointment by the required to sign an employment contract, which among other things shall include the following items.
 - (a) Name, permanent address and domicile of the appointee for the purpose of leave and transport.
 - (b) The post, which the appointee is being assigned to.
 - (c) The duties and responsibilities of the appointee
 - (d) The immediate supervisor of the appointee
 - (e) The duration of the contract
 - (f) Ground and procedure for contract termination
 - (g) Terms and conditions of renewal of the contract
- vi) Every employee on fixed contract terms shall on first appointment will be required to fill in personal particulars on the form in appendix 2.5.

2.3.3 Appointment on Temporary Terms

- i) The organization recruits individuals on temporary basis to fill a temporary vacant post.

2.3.4 Appointment of Part Time Basis

- (i) Appointment part time terms shall be for jobs whose nature do not need full-time input or is of specialized nature
- (ii) The appointment on part time terms shall be undertaken on agreed basis for specific duration and payment.

2.4 ACTING APPOINTMENTS AND POSTS

2.4.1. Staff may be appointed on acting capacity in the following circumstances.

- i) When incumbent is absent from duty for whatever reason for more then seven days but not exceeding six months.
- ii) If a post falls vacant and it is not possible to fill it immediately.

2.4.2. In both circumstances, the posts of Principals officers are actable as such.

2.4.3. Authority to act must be given in writing by the Appropriate Appointing authority of the post to be acted for.

2.4.4. Should the acting person be on any type of leave while holding an acting post, he should resume the acting post upon completing his leave as long as the leave period did not exceed 20 days.

2.4.5. No staff should act for more than a period of 6 months without being confirmed in the position or withdrawn.

2.5 TERMINATION OF EMPLOYMENT

2.5.1 Termination on Disciplinary Grounds

Termination of an employment contract of a staff of the organization may be on any of the following grounds.

- (i) Inability to perform satisfactorily as required ones job description.
- (ii) Failure to co-operate with other staff of the organization.
- (iii) Failure to uphold the policies and procedures that the organization established.
- (iv) Neglects or willfully fails to abide by the organization of conduct.
- (v) Insubordination.
- (vi) Incurably late for work.
- (vii) Fail to complete his task in more than two occasions without any justifiable reasons.
- (viii) Neglects her duties in such a way, that she endangers the safety of other person or the organization instructions relating to work.

2.5.2 Termination on Medical Grounds

- i) When the appointing Authority is of the opinion that an employee is incapable by reasons of any infirmity of her mind or body, or unsatisfactorily discharging the functions of his office, the appointing authority, may if the employee requests, call upon such an employee to present himself before a Medical Board approved by the organization with a view to ascertaining whether or not such an employee is incapable as previously mentioned.
- ii) After the employee has been examined by the Medical Board the report and Recommendations thereof shall be submitted to the immediate Appointing Authority for deciding whether or not the employee should not retired on medical grounds.

2.5.3 Termination of Service on other than disciplinary or medical Grounds

The appointment of a staff of the TCDD may be terminated by the Appointing Authority through a three months notice or a one month salary in lieu of notice.

Termination may be done based on any of the following grounds:-

- (i) The organization has the right to terminate the service of an employee during the probation period for reasons incompetence and/or unprofessional conduct.
- (ii) At any time during the contract period, the Appointing Authority supported by objective appraisals may recommend performing consistently below the agreed level of performance.
- iii) The services of any staff serving on any terms and conditions specified in the appropriate contract.
- iv) If an organization found that an employee knowingly gave false information to enable her to secure employment with the TCDD, it shall forthwith terminate her service.
- v) Where the Appointing Authority terminates services of an employee such employee shall be entitled to terminal benefits.
- vi) When the service of an employee of TCDD is terminated she may be issued with a certificate of service provided she has completed at least a six months' period with the organization.

2.5.4 Summary Dismissal

- (i) Summary dismissal is where the service of an employee is without any notice or payment
- (ii) Before effecting summary dismissal of an employee, the Appointing Authority must ascertain that the provisions of the country law, which would either be the security of Employment Act or the Employment Ordinance is fully complied with.

- (iii) The organization reserves the right to undertake all necessary legal measures for cases involving theft fraud misappropriation or dishonesty.
- (iv) Summary dismissal may be applied on the following condition:-
 - (a) An employee absents oneself from the place of work for three days consecutively without permission.
 - (b) Illegal dealings with the stakeholders of the organization or fellow staff such as soliciting for favors as well as other dealings, which create conflicts of interest.
 - (c) Theft, fraud or misappropriation of properties as provided for by TCDD constitution, regulations and laws the United Republic of Tanzania.
 - (d) Fail or neglects to carry out her duties in such a manner that she endangers herself or others or property of the organization or abide by any instructions relating to safety or otherwise.
 - (e) Is convicted by any Court of Law for any criminal act unless such employee successful appeals against such conviction.
 - (f) Does an act, which the organization has forbidden for reasons of safety alternatively, liabilities to the organization.
 - (g) Discloses or conveys without due authority any information of confidential matter to the prejudice of the organization.
 - (h) Commit any act, which is against interest the interest of the organization.
 - (i) Deliberately, misuses the organization funds or property for personal gains contrary TCDD regulations.

2.6 RESIGNATION

- 2.6.1 An employee may terminate her/his contract at any time.
- 2.6.2 An employee terminating his employment with the TCDD voluntary shall be required to provide the TCDD with three months notice or a one one-month salary in lieu of notice
- 2.6.3 A resignation shall only become effective after being accepted by the Appropriate Appointing Authority
- 2.6.4 When an employee with a minimum of six months service with the TCDD resigns; she may be issued with a certificate of service.

2.7 EXIT FEEDBACK

- 2.7.1 Employees leaving the organization voluntarily before the expiration of their contracts or at the end of their contracts or those whose contracts have been terminated on any ground may be requested to participation exit feedbacks
- 2.7.2 The organization shall use the feedback interview to assess the factors or reasons that led to the separation.
- 2.7.3 The exit feedback shall be conducted by the Appropriate Appointing authority or its representative.

2.8 SEPARATION PROCEDURE

- 2.8.1 At the time of separation from the organization following procedure shall followed.
 - (i) All property of the organization entrusted to a former employee must be surrendered to the Appointing Authority or its representative. This may include office equipment, keys, identity card and other similar properties
 - (ii) These items must be handed over at the time of executing the discharge certificate
- 2.8.2 To mark the end of an employee services, the following document shall be prepared:-
 - (i) Certificate of service
 - (ii) Certificate of discharge

2.9 RETENTION OF EMPLOYEES RECORD

Person records of service of an employee whose service have been terminated shall be treated as a classified document and shall be kept by the organization for five or more years for the purpose of references.

2.10 CERTIFICATE OF SERVICE

- (i) Any employee living the organization shall qualify for a Certificate of Service provided that she has served the TCDD for a period exceeding six months.
- (ii) The certificate of service shall be signed in person by the Appointing Authority. One copy of certificate shall be delivered to the employee and the other shall be retained in the employees file.

2.11 DEATH OF EMPLOYEE

- 2.11.1 The organization shall pay respect and honor to its deceased employees as a moral and social obligation.
- 2.11.2 The TCDD shall do at least the following on receiving information that an employee has passed way.
 - i) Express condolences to the family of the deceased both through verbal and written means.
 - ii) Send a representative at the funeral of the employee.

2.12 OUTSIDE CONSULTANCY

- 2.12.1 No employee of the TCDD may provide paid professional assistance; accept any paid work during working hours without the written permission of the respective Appointing Authority. All outside engagements must be brought to the attention of the organization.
- 2.12.2 If the task will be carried out during off office hours negotiations should be made between employee and employer
- 2.12.3 When there is outside individual consultancy job which conflicts with office schedule the office should be given first priority.
- 2.12.4 Any outside individual consultancy work granted to TCDD employee should be communicated to TCDD management for approval to take that consultancy. Only professional fees paid will be divided as follows; 60% for TCDD employee and 40% for TCDD as an Organization.
- 2.12.4 This proportion/condition holds only of TCDD employee undertake the consultancy work during working hours.
- 2.12.5 Generally, there will be no objection to member of staff to hold honorary post as office bearers of religion bodies, charitable institutions etc, as long as those activities do not cause interference in the law of organ.
- 2.12.3 Employees shall be required to devote their time fully to the service of organization.

PART III

3.0 SALARIES, ALLOWANCE AND BENEFITS

3.1. Salary structure shall be graduated and differentiated among the various staff categories of TCDD bases on the following appropriately weighted points:

- (i) Scope of responsibility and authority connected to the job position
- (ii) Level of education, training and experience needed for the job.
- (iii) Shortage / availability of certain skill required for certain jobs.
- (iv) Market rates for specific jobs aimed at attracting best passion staff.

3.1.1 The salary scales of employees shall be as contained in the TCDD scheme of Service as amended from time to time.

3.2 PAYMENT OF SALARIES

Salaries shall be paid monthly

3.3 CHANGES IN THE PAY ROLL

Whenever there are changes in the payroll employees shall be informed promptly in writing.

3.4 LEAVE SALARY

An employee proceeding on leave may on application be paid his salary in advance.

SALARY REVIEWS

- (i) The appointing Authority may review the salary of TCDD staff on a yearly basis, depending on the financial situation, performance appraisal and other prevailing economic circumstances.
- (ii) The prevailing contract shall be reviewed to take account of the salary changes.

3.5 SOCIAL SECURITY FUND

It is compulsory for employers and employees to be registered at the social security schemes. The onus to register lies with the employer. A deduction of 10% is made from the employee's monthly basic remuneration. The employer and employee contribute equal amounts towards the fund on a monthly basis. Registration entitles the employee to Old age benefit, Social health benefit, Maternity benefit, disability benefit, Death benefit, Survivors' benefit, Education benefit, Gratuity benefit, and Withdrawal benefit.

3.6. Traveling Allowance

Traveling allowances for TCDD staff while on duty within or outside Tanzania will be calculated based on the rates approved by the Steering Committee as may be amended from time to time.

3.6.1 Honoraria/ Incidental Payments

The organization may pay honoraria/incidental payments to employees approved by the Steering Committee from time to time.

- (a) Organizing a workshop or meeting requiring extraordinary input of human hours
- (b) Organizing a national/international event;
- (c) Performing outstanding/extraordinary duties requiring special inputs at given time, e.g. preparation of presentation material as a resource person to a seminar/workshop internally or externally organized;
- (d) Any other activities that the Executive Director may consider to merit such a pay or as may have been approved by the steering committee.

3.7. SPECIAL IMPREST

An employee organizing a special function may be granted imprest to meet special expenses pertaining to the function. Such an imprest must be retired within 7 days after the function. Unspent cash shall be surrendered immediately after returning.

3.7.1 PETTY CASH IMPREST

Petty Cash imprest may be given for a regular office expenses and shall be replenished according to the stipulated financial regulation.

3.7.2 No other imprest shall be issued until the last imprest has been accounted for

3.8 FINANCIAL GUARANTEES AND ADVANCES

3.8.1 Advances in cases Extreme Financial Hardship

Advances amounting to a maximum of one month gross salaries may be given to an employee in cases of proven unforeseen extreme financial hardships not caused by the employees negligence. The amount advance shall be recovered within three months.

3.8.2 Loans/Advances Recovery Responsibility

(i) Recovery responsibility lies with the Appointing Authority who shall ensure that all loans and advances are recovered on the dates the installments are due.

(ii) Installments to be recovered shall start immediately following the month of the advance.

3.9 TERMINAL BENEFITS

(i) Terminal Benefits may be granted depending on the nature of the program and financial circumstances.

3.9.1. Service Awards and Employees Awards Programme

TCDD may have award program in recognition of distinguished service by its staff. The award shall be in the form of certificate and cash.

3.9.2. Compassionate Leave

The leave will be for a maximum of 7 days (per year) and any additional days required will be required as annual leave and shall be offset against entitlement.) Any exceptions have to be approved by Executive Director moreover no allowances will be paid for employee going on compassionate leave.

3.9.3. Annual leave earned during the year in which paid maternity or paternity leave is taken shall be forfeited and where it has been taken it shall be forfeited in the next cycle.

3.9.4 An employee shall be entitled for paternity leave payment only within five (5) working days

3.9.5. Breastfeeding staff will be eligible for two hours a day to breastfeed provided their assigned duties must be completed.

3.10 ABSENCES

i) An employee shall not be late for work without reasonable cause.

ii) An employee shall not absent from the premises of TCDD during working hours without the knowledge and authority of his immediate superior. Breach of these

regulations shall constitute misconduct for each of the first four breaches and fifth breach shall constitute a gross misconduct:-

- a) An employee shall not absent himself from work without leave or reasonable cause
- b) In case of the absence because of sickness or any other acceptable reason an employee shall ensure that word is sent to his superior as soon as possible and a doctor certificate stating the reason for incapacity or poor for the reasons for absence must be delivered to TCDD.
- c) Where the whereabouts of the employee charged are not known, a copy of the charge sheet shall be served by leaving at the place where she is known to have resided prior to her absence or by sending it to her last known address;
- d) Serving of the charge shall be demanded to be good service for purpose of disciplinary proceedings being preceded in accordance with regulations as stipulated in the security of Employment Act.

PART IV

4.0. TRAINING AND STAFF DEVELOPMENT

TCDD training policy is to provide short-term training for staff members subject to availability of funds and based on the training needs of the TCDD

4.1. TRAINING OBJECTIVE

The main objectives of all training activities will be to enable selected staff member to attain the competence required for effective performance on the job to achieve the network's goals.

4.2. GUIDELINES UNDERLYING TRAINING POLICY

- 4.2.1. Every staff member will be given a fair opportunity for training, when is appropriate for the performance of his/her job.
- 4.2.2. First priority in training shall be given to training program which aims to further efforts to accomplish the mission of the TCDD.
- 4.2.3. The aims and objectives of the training must be clearly understood before any staff member is allowed to attend it.
- 4.2.4. Training should be considered as a continuous process. Therefore retraining should be carried out continuously to increase efficiency and upgrade knowledge of personnel.
- 4.2.5. Training process should start from assessment of training needs of the respective staff.

4.4. RESPONSIBILITY OF TRAINEES

- 4.4.1. Follow the cause diligently
- 4.4.2. Complete it within the minimum period necessary.
- 4.4.3. Report to work immediately after completion.
- 4.4.4. Submit post-training report to her supervisor within seven workdays after report.

4.5. TYPES OF TRAINING

TCDD may support the following types of short-term training

- i) Seminar
- ii) Workshops
- iii) Job related courses with duration not exceeding one month

PART V

5.0 WORK ENVIRONMENT AND PROCEDURES

5.1 NORMAL OFFICE HOURS

5.1.1. Normal work hours for TCDD staffs are as follows:-

5.1.2. Monday to Friday Morning 8:00 am to 4:00 pm

5.1.3. Normal minimum work hours for staff shall be 40 per week.

5.2. SMARTNESS/ATTIRE

TCDD expects all employees to dress and keep themselves in a neat, tidy manner at all times. Employees have the responsibility of having due regard to decency of personal attire in accordance with TCDD core values.

5.3 OFFICE CLEANLINESS

All staff shall ensure that their desks and office equipment are kept in a neat in addition, orderly condition. They shall make sure that all equipment is properly covered as per specifications at the closure of each working day, and that all windows are closed.

5.4 OFFICE EQUIPMENT MATERIAL AND PROPERTIES

5.4.1. It is prohibited to move/transfer office equipment or materials without permission of the Executive Director. Office equipment shall not be used for personal purposes without a written permission of the Executive Director. Every staff should ensure that TCDD property entrusted to him/her is kept clean, well maintained and protected against damaged or theft at all time.

5.4.2. TCDD property should be handled with at most care. Damage caused by negligence, improper use or unauthorized use by an employee will be made good by the employee concerned.

5.4.3. Misuse of TCDD property shall attract disciplinary action, which may include summary dismissal, depending on the gravity of the breach.

5.5. ELECTRONIC MAIL SERVICES

Employees are for-bidden from dispatching unauthorized messages by using TCDD Email services. The use and management of computer related mail should be in keeping with the aims of the organization.

5.5.1. Telephone

Personal telephone calls by staff are restricted and discouraged. Staff shall register all distance calls within Tanzania and no international calls for anyone shall be made without prior permission from the Executive Director of TCDD may recover costs of staff's private calls from his/her monthly salary incase his/her calls registered are deemed excessively high by the Executive Director.

5.5.2. Communication with the Press and Electronic Media

The Chief Spokesperson for TCDD on policy issues shall be the Chairperson. The Executive Director can communicate with the public on administrative matters only. No employee shall, except on the specific authority of the Chairperson, communicate with the press or electronic media on any policy matters concerning the network.

- 5.6. CHANGES IN FAMILY STATUS, CITIZENSHIP OR PERMANENT RESIDENCE**
Change of name, nationality, marital status and birth of the children shall be reported by an employee to the organization. The appointing authority may, at discretion, require the employee concerned to supply proof thereof.
- 5.7. LANGUAGE**
The organization shall use both English and Kiswahili in correspondence, meetings, and conferences etc. but will mainly use English in writing official transactions.
- 5.8. CORRESPONDING WITH THE CHAIRPERSON**
Any employees wishing to submit matters for consideration by the Steering Committee shall submit them to the Chairperson directly or through the Executive Director.
- 5.9. COMPLAINTS TO CHAIRPERSON**
All complaints may be sent to the Chairperson
- 5.10. REPORTING ON LOSSES**
All losses or suspected loss of TCDD property shall be reported at once to the immediate appointing authority that shall cause investigations to be instituted and where fraud or theft is apparent or suspected, shall issue directions as to whether or not police assistance should be sought in the matter.
- 5.11. REPORTING ON THEFT/BURGLARY**
Any incident of theft or burglary that does not involve an employee shall be reported immediately to the police. The TCDD Authority shall be advised verbally, and then followed by the written report of the incident and action taken.
- 5.12. REPORTING ON ACCIDENTS**
When accident that cause injury to any person or damage to property of the organization occurs; the matter shall be reported to the appointing authority immediately and not later than 48 hours from the time of the occurrence. Failure to report any type of accident or damage without reasonable cause is a gross misconduct and may lead to summary dismissal of the concerned employee.
- 5.13. REPORTING ON SERIOUS ILLNESS OR DEATH**
- 5.17.1. When an employee is serious sick his immediate supervisor shall inform the TCDD authority and the employee next of kin and keep him informed of the employee's condition.
- 5.17.2 In case an employee dies, the relevant appointing authority shall be informed.
- 5.17.3 The organization shall ensure that it is represented at the funeral.
- 5.14. RESOURCE CENTRE/LIBRARY**
TCDD shall maintain a resource centre/library where books, journals and publications shall be kept. Members of staffs are encouraged to use the centre/library and ensure that such materials are properly looked after when borrowed.
- 5.15. IDENTITY CARD**
Every employee shall be issued with an identity card (ID) of the organization this must be returned to the organization at the end of the contract. Loss of the identity card shall be reported by the ID holder to the police and to the appointing authority immediately and costs for reproducing a new ID will be borne by the employee.

5.16 DISCIPLINARY MEASURES AND PROCEDURES

This part deals with the procedures for taking measures arising from breach of discipline and the penalty thereof. Breach of discipline includes corruption, abuse of office, criminal acts, breach of the code of Ethics and conduct insubordination, negligence, dereliction of duty and breach of any of these regulations or any other regulation applicable to TCDD.

i) The procedure has been very carefully instituted to make sure no prejudice preconceived concepts or biases are allowed to influence disciplinary proceedings. Complete impartiality shall be applied to ensure justice; firmness and fairness are always maintained and sustained.

ii) In every respect the interest of the organization shall be considered and need of protection and consequent disciplinary action shall be taken in any disciplinary breach, which may or may not have been subjected to warning.

5.16.2 Disciplinary Breaches and Punishments (The Disciplinary Code)

The relevant disciplinary breaches and penalties are part of these regulations and Employment Ordinance as the case may be.

5.16.3 Breaches

The following are some of the breaches and the punishments intended to be instituted for each offence:-

i) Gross Misconduct

An employee, who breaches any staff rules under these regulations which constitute gross misconduct, shall be summarily dismissed.

ii) Misconduct

An employee, who breaches this regulation which constitutes misconduct, shall be served by written warning after each breach. Dismissal shall be effected on the third breach of the same effective committed within a period of 6 months.

iii) Neglect of Duty

a) When employee during work hours impairs efficiency in performance of his work, and fail to carry out his work reasonably because of the use of alcohol or drugs shall be quality of misconduct.

b) An employee who fails to obey proper command given by her immediate supervisor, which commands it was her duty to obey, shall be quality of misconduct. Proper command shall include written orders and these regulations.

iv) Loss or Injury

a) Any employee who, a result of his negligence, causes any loss whatsoever to the network or injury to any employee of the network shall be quality of gross misconduct

b) It is the duty of any TCDD staff to protect the interest of the organization and have feeling of responsibility to the network assets and property.

c) Theft shall be handled with strict firmness and where necessary reported to the relevant state organs for handling.

(v) Abuse or Insulting Language

(a) Any employee who uses abusive or insulting language to any TCDD client is quality of gross misconduct.

(b) Any employee who uses abusive or insulting language is quality of insulting behavior to any other employee shall be quality of misconduct.

5.16.4 Punishments

The following punishment may be imposed upon any employee as a result of proceedings under this part of regulation.

- a) Summary dismissal that is termination of service with forfeiture of all terminal benefits and other privileges in accordance with the provision of any written law that is in force.
- b) Termination of service other than by dismissal.
- c) Written Reprimand.
- d) Fine proportional to the offence.

i) Suspension

- a) When an employee is alleged to have committed a disciplinary offence and the act or omission constitutes a criminal offence under any written law, the disciplinary (appointing) authority shall suspend such an employee from exercising the powers and functions of his office until after the conclusion of the criminal proceedings.
- b) When an employee is suspended in accordance with this regulation the employee shall, with effect from the date of suspension, be entitled to receive half basic salary.
- c) When a suspended employee is reinstated, any part of his salary, which has been withheld, shall be paid in full.
- (d) When an employee's suspension is followed by dismissal, the employee shall not receive any additional salary payments including the withheld half salary.

5.17. DISCIPLINARY AUTHORITY

The appointing authority shall be the disciplinary authority in respect of employees under their respective jurisdictions. The appointing authority will discuss the charges moreover, replies, investigation reports and recommend to the Steering Committee.

5.17.1. APPEALS AND GRIEVANCES PROCEDURE

5.17.2. Appeals

- i) An employee who has been subjected to disciplinary action shall have the right to appeal.
- ii) The machinery of Appeal shall be as follow:-
 - a) An appeal against any senior employee should be submitted to her immediate appointing authority.
 - b) An appeal against the Executive Director should be submitted to the Steering Committee whose decision shall be final.
 - c) Those employee governed by the laws of the land shall observe appeal procedures as set out in that law.

5.17.4. Grievances

- i) The organization recognizes the value and importance of industrial democracy, discussion, debate and criticism.
- ii) The following procedures shall be followed in dealing with grievances:-
 - a) Executive Director shall be the counselor to all staff on matters of grievances. She shall, if so wanted, treat all cases brought to her confidentially in order to protect the interest of the employee concerned.
 - b) The employee who wants to express her grievance shall first ask for an appointment with the counselor, express her concern and get advice on how to proceed. The councilor shall try to help in solving the problem of the complainant already at this stage.

- c) If the problem is complicated and of general relevance to TCDD, the counselor shall assist the complainant to file in his/her complain. The complainant shall then be submitted to the Steering Committee for action.
- d) If applicable and found suitable and needed, the employee concerned shall at any stage of the grievance procedure ask her trade union representative to be present

5.17.5. Staff Performance Appraisal

TCDD shall adopt an open staff performance appraisal system based on core competency. The following is a checklist of an effective system.

- a) The standards of performance required in different areas of work should be linked to agreed core competencies and should be made known to staff.
- b) Standard staff performance appraisal reports should be used.

5.18. STAFF PROMOTION/AWARDS

To avoid allegations of favoritism or corruption, TCDD shall conduct a staff promotion in a **fair** and **transparent** manner. The following recommended practices and procedures may help to achieve this aim.

- a) The promotion criteria should be approved by the steering committee and made known to all eligible staff.

5.19. STAFF FILES, CLASSIFICATION AND CUSTODY

Staff files both open and classified (confidential) are the property of the organization for the keeping of staff records. The custody of staff file therefore, shall be the sole responsibility of the organization. The fact that the files bear personal names of individual staff of the Organization and are called 'personal' does not provide an opportunity to the respective staff to have an automatic accessibility to them. No staff shall under any circumstances be allowed to see or handle his file during cause of being employment by TCDD. In the event of non-observance or contravention of this provision by any staff, appropriate disciplinary action shall be taken against the respective staff.

PART VI

6.0 SECURITY AND SAFETY MEASURES AT WORK PLACE

6.1 HEALTH AND SAFETY

TCDD has a duty to ensure health, safety and welfare of employees on its premises as far as is reasonably practicable.

6.2 FIRE INSTRUCTIONS

6.2.1. Dealing with Fire

- i) It is the responsibility of all staff members to report immediately to the Executive Director once fire is discovered within the organization premises or compound.
- ii) Staff members are advised not take personal risk on event of fire.
- iii) The Executive Director shall ensure that each staff knows the evacuation route she is supposed to take in the event of fire in any of the organization premises.
- iv) To ensure that staff will be able to do this when the real event occurs, there must be fire fighting and fire escape drills from time to time.

6.2.2. Safeguarding: The Organization's Records and Documents

It is the responsibility of every staff member to safeguard the organization documents and records under his/her control. However, no one should put himself or others at personal risk by saving the organization records and documents in case of fire.

6.2.3 Fire Protection

The Executive Director should ensure that the following are observed within and outside the premises of TCDD to prevent fire.

- i) All staff member and visitors are strictly forbidden to smoke in all premises of the TCDD.
- ii) All staff member and visitor are forbidden to light matches in all premises of the TCDD.

6.3. INFORMATION SYSTEM SECURITY

- i) All staff members are required to abide by the policy guidelines and procedures concerning access and use of the information system of TCDD as will be issued from time to time by the steering committee.
- ii) All staff members will be required to signify their acceptance of the rules and procedures for accessing and using the information system of the network through a written statement.

6.4. SECURITY PROCEDURE

- i) The Executive Director shall have a safe and secure working environment is created within all premises of the organization.
- ii) In collaboration with a Security and Safety expertly shall devise rule, procedures for guaranteeing safety and security of staff, their property, and that of the organization.
- iii) Every member of staff shall be required to abide by all security and safety rules and regulations as may issued from time to time by the Steering Committee.

6.5. SECURITY OF DOCUMENT

- i) All staff members entrusted with the responsibility of handling confidential document should ensure that they handle that with great care. Such items should never be left out overnight but must be locked away in a drawer or filing cabinet.
- ii) All confidential papers and documents no longer required should immediately be disposed off through shredding or thrown into special waste bins for handling sensitive waste.
- iii) All staff members entrusted with the responsibility of handling confidential papers and document should ensure that no third parties are allowed access to the paper or documents.
- iv) All documents should be stored in either designated places or not stacking on the floor.

6.6. SECURITY OF THE TCDD PROPERTY

- a) All staff members should ensure that all property of the organization is properly handled and well secured.
- b) All staff members should make sure that any property of the organization, which might easily be removed from desks, such as calculators, mobile phones etc, are locked away when not in use.

6.7 SECURITY OF PERSONAL PROPERTY

6.7.1 Staff are responsible for safe keeping of their own personal property when at work.

6.7.2 The organization shall assume no responsibility whatsoever for any item lost.

6.7.3 Each staff is advice not to leave personal items lying openly while away from his/her office.

6.7.4 All staff is advised to report immediately to Executive Director of discovering any loss of a personal item within the organization premises.

6.7.5 Any staff member found taking property of another staff or a visitor without proper authority should be subjected top disciplinary action.

6.8 LOST PROPERTY

Should anyone find article, money etc. in the premises of the organization and he/she is not able to establish immediately the ownership, he/she should ensure that is handed to the Director of Finance, Administration and resource Mobilization immediately.

6.9 VISITORS

6.9.1 Visitors to the organization shall be allowed to visit the offices of their hosts only after a Visit; the office attendant has obtained approval from the host.

6.9.2 All visitors shall be required to sign the visitor's book

6.9.3 Unofficial visits to the premises of the organization are discouraged.

8.9.4 All staff members are required to be vigilant and any visitor who acts in a suspicious manner should be reported immediately.

6.10 KEYS

6.10.1 All staff members entrusted with keys to the organization premises or property should ensure that they are properly handled and are not left lying around.

6.10.2 In the unlikely event of a staff member losing or misplacing her keys, she must report the matter immediately

6.10.3. Should ensure that proper investigation is undertaken and proper disciplinary measures taken whenever a staff member loses or misplaces her keys. All costs for lock replacement shall be born by the staff concerned.

6.11. WATER TAPS

Water taps must be shut properly at all times even when there is no flowing water.

6.12. ELECTRICITY

All staff members using electrical equipment are required to make sure that before leaving their offices in the evening, they must switch off all unnecessary electricity connection from all equipment they have been using. In addition, all lights except security lights must be switched off when not in use or after office hours.

PART VII

7.0 CODE OF CONDUCT

7.1 GENERAL

TCDD require every employee to conduct himself in a manner designed to promote the interest, good image and well being of the organization as per its approved Mission, Objectives and core values. Any employee failing to conduct himself in such a manner through willful act, or negligence may be quality of misconduct and subject to disciplinary action.

7.2 INTEGRITY

This implies adherence to accept moral principles of being honest, impartially and fair minded. Staff of TCDD shall maintain their integrity at all time and therefore the following general rules shall apply;-

7.2.1 Confidential Information

Employees are never expected to use confidential information for personal non-official business.

7.2.2 Conflict of Interests

Employees are expected to avoid conflict between private self-interest and the interest of their employer or customers. Whenever there is conflict of interests, the employee shall disclose the same to his superior.

7.2.3 Use of Property

Employees are expected to be trusted to be trustful and should desist from being tempted to converting to own use or benefit any resource not personally owned or approved for such use by the employer.

7.2.4 Inside dealing

Obligate to maintain utmost secrecy regarding staff, Employer and employer's business associates, financial and personal affairs. Any inside information of any kind must be safeguarded and not made available for any subsequent unauthorized purpose. Information referred to includes contracts, potential insolvency, and change of management, HIV/AIDS patients, and TCDD confidential material.

7.2.5 Access to Document

Require to restrict access to any confidential or sensitive documents to any those authorized to handle such information.

7.2.6 Right Colleagues

Obligated to safeguard and respect the rights of colleagues to privacy on the personal affairs except when the interest of the employer, customer, or common good would be at risk.

7.3 Loyalty

Above the requirement of honesty and integrity, staff owes their primary business loyalty to TCDD and being faithful to the TCDD customers and members.

7.3.1 Self Interest

Required to avoid participating in decisions by or on behalf of the organization, which may affect any private business in which a staff has an interest.

7.3.2 Uses of official hours

Expected to render their best efforts on their jobs and avoid depriving the employer of the use of any official hours of business for personal, individual or self-interest.

7.3.3 Reputation of TCDD

Always expect to maintain and promote the good standing of TCDD and the profession both within and outside the country in addition to defending the same against unfair or unwarranted criticism.