

# STAFF HANDBOOK

One Health Resilience Initiative (OHRI)

Comprehensive Employment Guide | January 2026 | Version 1.0

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## 1. Welcome Message

Welcome to One Health Resilience Initiative (OHRI). You have joined an organization committed to transforming the health and well-being of vulnerable communities across Nigeria through integrated health, nutrition, WASH, livelihoods, and protection programming.

This Staff Handbook is your comprehensive guide to employment at OHRI. It covers our values, policies, benefits, and the standards of conduct we expect from every team member. Please read it carefully and keep it accessible for reference throughout your employment.

If you have questions about any aspect of this handbook, please contact the HR Manager or your line manager. We are here to support you as you contribute to our shared mission of building health and building hope.

## 2. About OHRI

One Health Resilience Initiative (OHRI) is a Nigerian non-governmental organization registered with the Corporate Affairs Commission. We operate in multiple states across northern Nigeria, delivering life-saving and life-sustaining services to communities affected by conflict, displacement, and poverty.

### 2.1 Our Vision

A Nigeria where every person, regardless of circumstance, has access to quality health care, nutritious food, clean water, livelihood opportunities, and protection from harm.

### 2.2 Our Mission

To build resilient communities through integrated health and humanitarian programming that addresses the interconnected needs of vulnerable populations.

### 2.3 Our Core Values

1. Integrity: We act with honesty, transparency, and accountability in everything we do.
2. Excellence: We strive for the highest quality in program delivery and organizational practice.
3. Compassion: We approach our work with empathy and respect for human dignity.
4. Collaboration: We work with communities, partners, and stakeholders as equals.
5. Innovation: We seek creative solutions to complex challenges.
6. Inclusion: We ensure that no one is left behind because of gender, age, disability, or circumstance.

## 3. Employment Terms and Conditions

### 3.1 Types of Employment

| Contract Type | Description  |
|---------------|--|
| Permanent     | Open-ended employment with full benefits after probation           |
| Fixed-Term    | Specified duration employment (6-24 months) with pro-rata benefits |
| Casual/Daily  | Short-term engagement for specific tasks, limited benefits         |
| Internship    | Structured learning placement (3-6 months), stipend provided       |
| Consultancy   | Service contract for specific deliverables, not employment         |

### 3.2 Probation Period

All permanent and fixed-term staff serve a probation period of 6 months. During probation, either party may terminate the contract with 2 weeks notice. Upon successful completion, the contract is confirmed in writing and full benefits commence.

### 3.3 Working Hours

Standard working hours are Monday to Friday, 8:00 AM to 4:00 PM with one hour for lunch (40 hours per week). Field staff may have adjusted schedules based on operational requirements. Overtime is compensated per the HR Policy Manual.

## 4. Code of Conduct

All OHRI staff are expected to uphold the highest standards of ethical conduct. The following behaviors are expected and required:

1. Treat all colleagues, beneficiaries, and partners with respect and dignity, regardless of background.
2. Maintain confidentiality of organizational and beneficiary information.
3. Avoid conflicts of interest and declare any potential conflicts to your supervisor.
4. Do not accept gifts, favors, or hospitality that could influence professional judgment.
5. Use organizational resources responsibly and only for authorized purposes.
6. Report any suspected fraud, corruption, or misconduct through established channels.
7. Never engage in sexual exploitation, abuse, or harassment of any person.
8. Comply with all applicable laws, donor regulations, and organizational policies.

## 5. Working Hours and Attendance

Attendance is recorded through the biometric system at Head Office and the attendance register at field locations. All staff must:

1. Sign in by 8:00 AM and sign out after 4:00 PM daily.
2. Notify their supervisor by 8:30 AM if unable to attend work due to illness or emergency.
3. Complete the Absence Notification Form upon return from any unplanned absence.
4. Obtain prior approval for any planned absence using the Leave Application Form.
5. Field staff must submit weekly activity reports as evidence of work performed.

## 6. Leave Entitlements

| Leave Type          | Annual Entitlement | Carry Forward | Conditions               |
|---------------------|--------------------|---------------|--------------------------|
| Annual Leave        | 20 working days    | Max 5 days    | Approved in advance      |
| Sick Leave          | 12 working days    | None          | Certificate >3 days      |
| Maternity Leave     | 16 weeks           | N/A           | 12 months service        |
| Paternity Leave     | 10 working days    | None          | Within 6 months          |
| Compassionate Leave | 5 working days     | None          | Immediate family         |
| Study Leave         | Up to 10 days      | None          | Relevant course approved |
| Public Holidays     | As declared by FGN | N/A           | Automatic                |

## 7. Compensation and Benefits

OHRI offers competitive compensation and comprehensive benefits designed to support your well-being and that of your family. Details of your specific salary and benefits package are contained in your offer letter and employment contract.

### 7.1 Core Benefits

1. Health Insurance: Family coverage including employee, spouse, and up to 4 children.
2. Group Life Insurance: 3x annual basic salary payable to nominated beneficiaries.
3. Pension: Employer contributes 10% of basic salary to your Retirement Savings Account.
4. 13th Month Allowance: Pro-rata payment in December based on months worked.

### 7.2 Additional Benefits

1. Housing, transport, and meal allowances (eligibility by grade).

2. Communication allowance for staff at G4 and above.
3. Hardship allowance for staff deployed to field locations.
4. Annual training and development budget.

## 8. Performance Management

OHRI uses a structured performance management system to align individual contributions with organizational goals. The cycle includes:

1. Goal Setting: Within 30 days of each planning period, you and your manager agree on 3-5 SMART objectives.
2. Mid-Year Review: A formal check-in at 6 months to assess progress and adjust goals if needed.
3. Annual Appraisal: Comprehensive evaluation of performance against objectives and competencies.
4. Performance Ratings: Exceptional, Exceeds Expectations, Meets Expectations, Needs Improvement, Unsatisfactory.
5. Development Planning: Based on appraisal outcomes, a personal development plan is created.

## 9. Learning and Development

OHRI invests in staff development through: mandatory induction for all new staff; role-specific technical training; safeguarding and security training; leadership and management development; professional membership support; and conference and workshop attendance.

All training requests require line manager approval and should align with your development plan and organizational needs. Training attendance must be followed by a knowledge-sharing session with your team.

## 10. Health, Safety, and Security

Your safety is our priority. All staff must:

1. Complete security induction and mandatory security training.
2. Adhere to security protocols including curfews, travel procedures, and communication checks.
3. Report security incidents immediately to the Operations Director.
4. Maintain situational awareness and report suspicious activity.
5. Ensure vehicles are maintained and safety equipment is functional.

6. Follow field movement protocols including travel authorization and check-in requirements.

## 11. Safeguarding and PSEA

OHRI has zero tolerance for sexual exploitation, abuse, and harassment (SEAH). All staff must:

1. Complete safeguarding and PSEA training within 30 days of joining.
2. Sign the PSEA and Child Protection Code of Conduct annually.
3. Report any safeguarding concerns immediately through the reporting mechanisms.
4. Never exchange goods, services, or employment for sexual favors.
5. Never be alone with a child in an unobservable setting.
6. Maintain professional boundaries with beneficiaries and community members at all times.

Reporting channels: Line Manager, HR Manager, Safeguarding Focal Point, or the independent whistleblower hotline.

## 12. Grievance and Disciplinary Procedures

### 12.1 Raising a Grievance

If you have a work-related concern, you may raise it informally with your line manager or formally through the Grievance Procedure. Formal grievances must be submitted in writing to the HR Manager and will be investigated within 30 working days.

### 12.2 Disciplinary Procedure

Disciplinary matters are handled fairly and proportionately. The stages are: verbal warning (minor first offense), written warning (repeated minor or moderate offense), final written warning (serious offense or repeated misconduct), and dismissal (gross misconduct or failure to improve).

Gross misconduct includes: theft, fraud, or dishonesty; violence or threats; sexual harassment or abuse; serious breach of safeguarding policy; being under the influence of drugs or alcohol at work; and gross negligence endangering others.

## 13. IT and Communications Use

OHRI provides IT resources to support your work. Usage must be professional, lawful, and consistent with organizational policies. Key rules include:

1. Use only OHRI-provided email accounts for business communication.
2. Protect your passwords and lock your computer when away from your desk.
3. Do not install unauthorized software or connect unauthorized devices.
4. Personal use of IT resources should be minimal and not interfere with work.
5. All data belongs to OHRI and may be monitored in accordance with policy.
6. Report suspected security incidents (phishing, malware, data breach) immediately.

## 14. Separation and Exit Procedures

### 14.1 Resignation

Permanent staff must give 1 months written notice (or as specified in contract). Fixed-term staff must give 2 weeks notice. During notice period, staff must continue performing duties and support handover.

### 14.2 Exit Process

1. Submit resignation letter to HR and line manager.
2. Complete handover documentation and knowledge transfer.
3. Return all OHRI property (ID card, laptop, phone, keys, vehicle).
4. Settle any outstanding advances or accountability.
5. Complete exit interview with HR.
6. Receive final payslip, gratuity calculation (if applicable), and service certificate.

This handbook is a living document and will be updated periodically. The most current version is available on the OHRI intranet. Your signature on the Acknowledgment Form confirms that you have received, read, and understood this handbook.



# **ONE HEALTH RESILIENCE INITIATIVE**

Building Health. Building Hope.

