

2021

Policy Commitments to best Practices



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Introduction

This document provides a brief and concise overview of the policy commitments of JEAO as a nonprofit organization. It will enlist all the policy practices that JEAO is following while planning and implementing the social development programs as per its mission and values.

Purpose of this Document

The purpose of this document is to give a quick overview of the standard procedures and the policies maintained by JEAO. The details policies as mentioned in this document could be provided to the donors, government officials and/or community members of JEAO upon the request and the approval from the Executive Director and Board.

Policy Commitment to Best HR Practices

The Justice for Equality Afghanistan Organization (JEAO)'s – is committed to establish a work environment that promotes mutual respect among staff, partners and beneficiaries. JEAO is committed to providing an environment that is free from the threat of physical harm and verbal abuse. In that regard, JEAO offices will serve as work environments that ensure the health and safety of staff in regard to the design of and operations within the physical environment.

In addition, each employee, particularly Executive Director (ED) and other managers, has a responsibility to keep the workplace free from any form of harassment including, but not limited to, harassment based on race, national origin, religion, color, disability, gender, age or sexual orientation.

The JEAO's HR Manual sets forth the policies and procedures related to Employees of JEAO's in Afghanistan. It is developed to provide you with an information resource for common questions and concerns.

The HR Manual is intended as a:

- Reference document regarding benefits for and professional conduct of Employees;
- Basis for establishing policies and procedures in the administration of Employees.
- Resource document for the training of staff;

The policies stated in HR manual are subject to change at any time at the sole discretion of JEAO. From time to time, staff may receive updated information regarding any changes in policy. The contents of this manual are not intended to create a contract or agreement between JEAO and the staff but instructions and information. The HR manual is developed in accordance with all grant provisions, and JEAO's internal policies and procedures and, at all times, respects the laws of the country and government. The policies and procedures established in this manual will apply to all full-time staff based in Afghanistan.

Policy Commitment to Gender Equality

JEAO is committed to supporting the achievement of gender equality throughout the organization. The rights of women and girls are an inalienable, integral, and indivisible part of all human rights and fundamental freedoms. The advancement of women and the achievement of equality between women and men are matters of human rights and conditions for social justice and should not be seen in isolation as a women's issue. They are the only way to build a sustainable, just, and developed society. Empowerment of women and gender equality are prerequisites for achieving political, social, economic, cultural, and environmental security among all peoples.

The JEAO's Gender policy is designed for this purpose to act as a guideline for the program and project designer as well as policy makers including all in management to look at policies, programs and issues from a gender perspective. The main goal of the Gender Policy is to support the achievement of equality between women and men to ensure sustainable development

It recommend practical initiatives which will challenge and minimize all forms of discrimination against and will help to address social illness such as underage marriage, divorce, domestic violence, repressive laws and develop a positive and humanistic social order and organizational culture that values and benefits both women and men and allows them to explore their best potentials. The JEAOs objectives in this regard are; to advance women's equal participation with men as decision-makers in shaping the sustainable development in the organization; to support women and girls in the realization of their full human rights; and to reduce gender inequalities in access to and control over the resources and benefits of development.

Policy Commitment to the standard Financial Management Practices

In order to be efficient and effective in utilizing the resources and to be transparent and accountable to the donors and communities, a sound financial management of Justice for Equality Afghanistan Organization (JEAO) is critical.

The ability to provide accurate, complete and timely financial information enables (JEAO) Afghanistan to comply with the rules and regulations of its government and regulatory agencies, their contract reporting requirements, as well as adhere to generally accepted accounting principles (GAAP). Accurate and timely financial information also assists in decision-making and enhances our ability to attract funds from our clients.

The Financial Policy manual of JEAO sets the policies and procedures that are designed to provide JEAO's Office with the tools needed to effectively manage their financial resources. The purpose of this Finance Manual is to describe the finance and payroll processes and procedures to be used by the JEAO.

The Financial Manual contains confidential information and is not intended to be published or distributed outside of JEAO Afghanistan without the express written permission of Executive Director. The manual is the official property of JEAO with all rights reserved. Only the non-executive board members decision and Executive Director can execute any changes in the contents of this manual.

Policy Commitment to standard Procurement Practices

In order to provide a transparent process for purchasing reasonably priced, high-quality goods and services, while complying with organizational, Operational and financial requirements; JEAO has established a Procurement Policy to document the minimum requirements and controls over procurement activities. In JEAO open and fair procedures for purchasing of goods, works and services help to create efficient enterprises. They also encourage accountability and the cost-effective use of JEAO's funds, matters that are of concern to both the JEAO and Donors.

The JEAO's Procurement policy applies to all employees of the JEAO. JEAO's Procurement policy deals with the procedures for procurement of office essentials and equipment. The purpose of this policy is to ensure that financial honesty is assured by prescribing a range of appropriate methods for purchasing and procurement, including, where appropriate, a competitive tendering and contracting process. Two main principles that apply are; the requirement for impartiality and fairness across all stages of the tendering and purchasing process, and; the necessity for obtaining the best possible value for money.

Policy Commitment to best Monitoring & Evaluation Principles

In Justice for Equality in Afghanistan Organization – JEAO, Monitoring and evaluation are integral and distinct part of Programs and projects implementation. This enabled JEAO's ability to document, analyze and apply the learning at the project, sector and organization levels, and improve its ability to utilize effective feedback mechanisms to ensure a greater accountability and transparency to the program beneficiaries and donors.

Therefore, JEAO's has developed a strong Monitoring and Evaluation mechanism through its M&E policy manual, which is vital for both the good results of the projects and the support of the donors. JEAO has to monitor and evaluate its projects to ensure the good process of it, the achievement of all activities and ensure a positive and mostly a sustainable impact. M&E enable our organization to assess if the set objectives are being realized or if there is a need of strategic changes.

This Monitoring and Evaluation Manual is designed to help project managers, monitoring and evaluation coordinators, and project implementers in Justice for Equality in Afghanistan Organization (JEAO) gain familiarity with basic monitoring and evaluation concepts. The manual includes broad overview information, as well as details regarding how to make monitoring and evaluation plans and how to carry out specific monitoring and evaluation methods, such as surveys and qualitative research. Considerable emphasis is given to preferred tools, surveys, and approaches used by development institutions working with the community.