



People's Forum for Rebuilding Democracy (PFRD)

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Policy Title:

Human Resource (HR) Policy

1. Introduction

The People's Forum for Rebuilding Democracy (PFRD) recognizes that its greatest asset is its people — the officials, staff, volunteers, and representatives who collectively drive the mission of democratic governance, citizen participation, and social justice in Kenya.

This HR Policy provides the framework for fair, transparent, and effective management of human resources across all levels of the party, in accordance with the **Employment Act (2007)**, **Labour Relations Act (2007)**, **Occupational Safety and Health Act (2007)**, and the **Political Parties Act (2011)**.

2. Purpose of the Policy

The purpose of this policy is to:

- Promote a professional, equitable, and inclusive work environment.
- Define recruitment, employment, performance, and disciplinary procedures.
- Ensure compliance with Kenyan employment and political party laws.
- Provide a basis for managing staff welfare, remuneration, and training.

- Foster a culture of accountability, non-discrimination, and ethical behavior.

3. Scope

This policy applies to:

- All PFRD employees, elected officials, consultants, volunteers, and interns.
- All levels of party operation — National, County, Constituency, and Ward offices.
- Any individual engaged in activities or work on behalf of PFRD, whether paid or unpaid.

4. Legal and Regulatory Framework

This HR Policy is guided by the following legislation:

- **Employment Act, 2007**
- **Labour Institutions Act, 2007**
- **Labour Relations Act, 2007**
- **Occupational Safety and Health Act, 2007 (OSHA)**
- **Work Injury Benefits Act, 2007 (WIBA)**
- **Political Parties Act, 2011**
- **Data Protection Act, 2019**
- **Constitution of Kenya, 2010** (particularly Articles 27, 41, and 232)

5. HR Management Principles

PFRD is committed to the following HR principles:

1. **Equity and Fairness:** Equal opportunity for all regardless of gender, ethnicity, religion, disability, or political opinion.
2. **Transparency:** Recruitment and promotions are merit-based and openly communicated.
3. **Accountability:** Every officer is responsible for their conduct and performance.
4. **Professionalism:** All PFRD staff must maintain high standards of ethics, integrity, and confidentiality.

5. **Participation:** Staff are encouraged to contribute ideas for improving operations.
6. **Welfare and Development:** PFRD supports staff training, health, and safety.

6. Organizational Structure

PFRD's HR structure includes:

- **National Executive Committee (NEC):** Provides overall HR governance, approves policies, and oversees staffing.
- **National Secretariat:** Headed by the Secretary-General, responsible for HR implementation.
- **Human Resource Officer (HRO):** Manages day-to-day HR functions.
- **County and Constituency Coordinators:** Manage local HR administration and report to the Secretariat.

7. Recruitment and Selection

1. Recruitment Process

- All vacancies shall be advertised internally and externally to promote equal opportunity.
- Shortlisting and interviews will be conducted by an HR panel approved by the NEC.
- Selection will be based on merit, competence, and integrity.

2. Appointment

- Successful candidates shall receive a written **Letter of Appointment** outlining terms of service.
- All employees shall sign a **Code of Conduct and Confidentiality Agreement** before assuming duty.

3. Probation

- New employees will serve a **six (6) month probationary period**.
- During this period, performance will be assessed prior to confirmation.

4. Equal Employment Opportunity (EEO)

- PFRD upholds gender balance and affirmative action in line with Article 27 of the Constitution.
- Persons with disabilities and youth will be given fair consideration.

8. Employment Terms and Conditions

1. Categories of Employment

- **Permanent and Pensionable Staff**
- **Contract Staff** (fixed-term)
- **Volunteers and Interns** (stipend-based)

2. Working Hours

- 8:00 AM to 5:00 PM, Monday to Friday.
- Political and campaign activities may require flexible or extended hours.

3. Leave Entitlements

- Annual Leave: 21 working days.
- Sick Leave: 14 days (full pay), extendable to 30 days (half pay).
- Maternity Leave: 3 months with full pay.
- Paternity Leave: 2 weeks.
- Compassionate Leave: 5 days per year.
- Public Holidays: As gazetted by the Government of Kenya.

4. Remuneration and Benefits

- Salaries and benefits shall be commensurate with role, responsibility, and market conditions.
- Deductions for statutory contributions: NHIF, NSSF, PAYE.
- Medical cover for staff as determined by the NEC.

9. Performance Management

- PFRD shall operate a transparent **Performance Appraisal System (PAS)**.
- Appraisals shall be conducted **bi-annually** by supervisors.
- Objectives will align with the party's strategic plan.

- Excellent performance shall be recognized through promotions, bonuses, or commendations.
- Persistent underperformance may result in disciplinary action or retraining.

10. Capacity Building and Training

- PFRD encourages continuous professional development through workshops, seminars, and courses.
- Annual **Training Plans** will be developed based on performance gaps and future needs.
- Staff attending training on official duty will be required to share acquired knowledge with peers.

11. Employee Conduct and Discipline

1. Code of Conduct:

- Employees must demonstrate honesty, impartiality, and political discipline in line with party ideology.
- Harassment, discrimination, or abuse of office will not be tolerated.
- Confidentiality of party and member data must be maintained at all times.

2. Disciplinary Procedures:

- Violations of this policy may result in disciplinary proceedings.
- Disciplinary steps include:
 1. Verbal Warning
 2. Written Warning
 3. Suspension (with/without pay)
 4. Termination or Dismissal
- Employees have the right to be heard before any disciplinary action is taken (*per the Employment Act, Section 41*).

3. Appeals:

- An employee may appeal disciplinary decisions within **14 days** to the NEC HR Subcommittee.

12. Grievance Handling

- Any employee with a workplace complaint shall first report to their immediate supervisor.
- If unresolved, the issue may be escalated to the HR Officer and ultimately to the NEC HR Subcommittee.
- Grievances shall be handled confidentially and without victimization.

13. Occupational Health and Safety

- PFRD shall maintain safe and healthy working environments as per the **Occupational Safety and Health Act (2007)**.
- Fire extinguishers, first aid kits, and emergency exits shall be installed at all offices.
- Staff will receive health and safety training periodically.
- All accidents and injuries must be reported immediately to HR and relevant authorities.

14. Staff Welfare

- PFRD shall promote employee well-being through welfare programs, counseling, and team-building activities.
- Gender equity, disability inclusion, and mental health awareness shall be prioritized.

15. Separation and Exit

- Employment may be terminated through:
 - Resignation (with 30 days' written notice).
 - Expiry of contract.
 - Retirement (at age 60, unless otherwise agreed).
 - Dismissal for misconduct or poor performance.
- An exit interview shall be conducted to gather feedback.
- All PFRD property must be returned before final dues are processed.

16. Confidentiality and Data Protection

- Staff must protect party and member data from unauthorized disclosure.

- Any breach of confidentiality will result in disciplinary and possible legal action.
- Data processing shall comply with the *Data Protection Act, 2019*.

17. Policy Implementation and Review

- The HR Officer, under the supervision of the Secretary-General, shall implement this policy.
- The NEC will review the policy **annually** or as needed due to legal or operational changes.

18. Approval

This policy was approved by the **National Executive Committee (NEC)** of the People's Forum for Rebuilding Democracy (PFRD) on [Insert Date].

Signed:

Party Leader / National Chairperson
People's Forum for Rebuilding Democracy (PFRD)

Secretary-General
People's Forum for Rebuilding Democracy (PFRD)