





## WOMEN ISLAMIC LAWYERS' FORUM POLICIES AND PROCEDURES MANUAL

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## “Conflict of Interest”

### Policy Statement:

Conflict of interest arises when personal, professional or institutional interest of an employee works against the interest of the entity.

### Purpose:

The purpose of the policy is to outline the rules pertaining to conflict of interest and the responsibility of Women Islamic Lawyers' Forum (WIL Forum).

Conflict of interest situation may take many forms that include but not limited to following:

- Employee setting up or engaging in private business or undertaking any other employment direct or indirect competition with the Institution using knowledge and/or materials gained during the course of employment with WIL Forum.
- Employee using his position with WIL Forum to their personal advantage.
- Employee using connections obtained through WIL Forum for their own private purposes.
- Employee engaged in other ventures not necessarily related to WIL Forum but the time commitments are same as WIL Forum timings.

### Disclosure of Conflict of Interest

- At the time of appointment, employee must declare any potential, actual or perceived conflicts of interests.
- Employee must declare to the management any conflicts of interest that arise or might arise at any time during their employment with the Institution.
- Employee must disclose any existent blood relative working at WIL Forum, specifically if they have a part in the decision-making process so that relative may voluntarily opt out or the reporting line may be changed.
- In case of a new relationship between two employees, that should also be disclosed.

### Managing Conflict of Interest:

If a situation arises where there is a conflict between the interest of an employee and the WIL Forum, an employee should bring such issues to the attention of Management for corrective actions in following ways:



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- Management upon becoming aware of the occurrence will determine the nature of the conflict and advise the employee, either verbally or in writing, to immediately disengage himself/herself from the conflicting activity looping in the concerned supervisor, and the Management Head.
- The individuals will also be advised to ensure that the conflicting activity has been stopped either immediately or within the stipulated time period as suggested by the Management Head.
- If the conflict remains unresolved the aggrieved employee may be advised to give its recommendations to the Executive Committee.
- In this situation the decision taken by the Committee will be final.
- If it is surfaced at any time in future that the same employee is still indulged into the same or similar activity, stern disciplinary action will be taken.



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## **“Fundraising Policy”**

### **SCOPE**

This policy applies to all fundraising activities, solicitation/acceptance of donations, and compliance with laws/regulations at Women Islamic Lawyers' Forum (WIL Forum), covering general donations, program funding, and governing management, staff, volunteers, and external donors, ensuring responsible and transparent practices aligned with values and WIL Forum's mission.

### **STATEMENT**

WIL Forum shall ensure that;

1. Fundraisers shall always act with fairness, honesty integrity and openness.
2. Fundraisers comply, in all of their activities with WIL Forum practices, and applicable laws and regulations.
3. Fundraisers hold themselves accountable to those from whom funds are received. They do not use messages or illustrations that make use of human misery or in any way compromise the dignity of any human being.
4. Fundraisers shall not exploit their position for personal gain. They shall accept compensation by salary or set fee only.
5. Fundraisers shall adhere to WIL Forum code of conduct. Above all else, donors have the right to obtain complete and timely information on how their funds are used.
6. All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.
7. Fundraising costs shall at all times be held to a percentage of revenue, which is generally acceptable within the fundraising profession and, by the public. There shall be a proper balance between costs, revenue and quality.
8. A recognized accounting method shall be used to track and control donations. Accurate and timely reports shall be available to the public, including the amounts raised, how it was spent, and the net proportion used for the purpose or cause.



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## **“Gender Discrimination”**

### **Policy Statement:**

The institution will make every effort to make decisions which are free of gender bias. This helps maintain fairness in the system.

### **Purpose:**

The purpose of the policy is to provide a guideline to prevent gender biasness at the workplace regarding all employment practices such as hiring, training, promotion, transfer, layoff, compensation, working conditions and career development etc.

### **Scope:**

All employees of Women Islamic Lawyers' Forum (WIL Forum).

### **Description:**

A gender discrimination situation includes hiring, promotion, increment, other favors and decisions based on gender preference.

### **Managing Gender Discrimination:**

- As individuals, employees experiencing such issues are encouraged to report all incidents of discrimination to the Secretary in the first place.
- When individuals feel that their issues are still unresolved, they may write a formal complaint to the Secretary.
- The Secretary in consultation with the Management Head, will ensure Institutional equity and diversity in response to individual concerns of gender discrimination, and make appropriate arrangements to address all such concerns.
- If the individual still feels uncomfortable and have substantive evidence to prove gender discrimination, it may be presented to the Executive Committee.
- In this situation the decision taken by the Committee will be final.



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## **“Grievance Settlement”**

### **Policy Statement:**

A grievance policy is a guideline for employees to lodge their complaints about work or other work-related problems. An employee has to be provided a platform where complaints are addressed to form amicable solutions.

### **Scope:**

All employees of Women Islamic Lawyers' Forum (WIL Forum).

### **Definition:**

Grievance covers issues relating to performance, salary, favoritism, nepotism, disrespectful treatment, insulting behavior of personnel unfair treatment, inequality, applying rules and regulations discriminatory treatment and gender biases.

- A grievance lodge by any employee against the policy and rules if not applied maintaining equality and is affecting the employee.
- This includes all matters pertaining to the administration of policies and procedures put in place by the management.
- If an employee feels that the policies have not been applied equally, he/she may take up the matter with the Secretary.

### **Procedure:**

- Upon becoming aware of the occurrence, the employee should discuss his/her complaints/grievance with the immediate Secretary verbally.
- The Secretary after looking into the matter tries to resolve the problem as soon as possible.
- If the grievance remains unresolved then the Secretary will make efforts to get it resolved.
- In case the grievance is not resolved it is submitted in writing to the Secretary. A copy of grievance will be forwarded to the Management Head for information.
- The Secretary will give a written response to the employee to settle the issue of the aggrieved employee and forward the same to the Management Head for information.
- The Secretary may consult with the Management Head if the need is felt to seek advice on sensitivities and legal implication (with the pro-active approach).



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- If the grievance remains unresolved, the aggrieved employee may submit the grievance to the Executive Committee.
- In this situation the decision taken by the Committee will be final.



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## “Harassment”

### **Objective:**

To make the working environment safe, congenial and harmonious, it has to be made harassment free.

### **Definition:**

#### **1. Harassment:**

All unwanted advances and actions of an individual which include threats and demands, undue pressures, black-mailing etc. are included in harassment.

#### **Examples of Harassment:**

- Using language that puts someone down and/or gender related comments/ Verbally abusing, threatening or taunting
- Shouting at an individual using insulting and abusive language
- Un realistic work demands
- Humiliating or publically condemning on an individual's competence

#### **2. Sexual Harassment:**

Any unwelcome sexual advance, verbal, written or physical conduct of sexual nature or a request for sexual favors by an employee or a third party.

#### **Examples of Sexual Harassment:**

- Making unnecessary physical contact, including unwanted touching, patting or pinching
- Leering/ Inappropriate staring
- Sexual jokes, including passing around written sexual jokes (for example, by SMS or WhatsApp)

#### **Benefit in Exchange of Sexual Favor:**

A form of sexual harassment when a manager/supervisor/immediate supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.

#### **Third Parties:**

Includes individuals who are not Women Islamic Lawyers' Forum (WIL Forum) employees but have interactions with Wil Forum staff (but are not limited to) as below:



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- Outsource staff
- Vendors
- Interviewees
- Volunteers
- Consultants

### **Guidelines and Procedure:**

#### **Complaint Registration and Subsequent Course of Action:**

- Wil Forum encourages reporting of all incidents of harassment, regardless of any discrimination.
- Individuals (employees/third party), who either believe they have become the victim of harassment or have witnessed harassment, should report the incident immediately after it occurs.
- The employee should first register the complaint directly to the Secretary without discussing it further to any of the peer/colleague.
- The Secretary will report the issue to Management Head.
- Individuals (third party) should register the complaint with the Management Head.
- All complaint of harassment shall be investigated seriously and appropriate disciplinary action shall be taken.
- If the complaint is against the Secretary, the employee can report the complaint directly to the Management Head.
- The accused and complainant both will be called separately and will be enquired about the incident.
- If an Secretary is receiving repeated complaints against the same person but complainants are unwilling to document it, the case should be referred to the Management Head.
- The accused may be given immediate suspension as per the intensity of the incidence until further action.
- Their statements will be documented / recorded.

#### **Inquiry Committee:**

- A committee will be constituted by the Management Head to review the incident, if needed.
- Committee members will be selected on the basis of seniority and/or affiliation with Wil Forum and/or considerable respect in terms of intellect and reputation as per the recommendation of the Management Head.

#### **Investigation/Inquiry:**

- There will be a meeting of the committee members, in which the incident will be assessed.



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- The witnesses, if any, will be called and being enquired and their statements will be evaluated.
- It should be noted that such sort of incidents usually occurs in loneliness and therefore, usually it is difficult to produce evidence and witness.
- Inquiry committee should try to make temporary adjustments so that Accused and Accuser do not interact during the period of inquiry until procedure is completed.
- The accused and accuser will be called again and for reassessment of their statements.

### **Findings/ Decisions/ Disciplinary Action:**

- The committee, after complete analysis will recommend its findings (Inquiry report) within 3 working days to the Management Head.
- Based on the findings, if an accused is found guilty, appropriate disciplinary action shall be initiated which may result in verbal, written reprimand or termination from employment, depending upon the severity of the claims.
- In case if claims are proved to be false, any disciplinary action can be initiated from warning up to termination of the Accuser.



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## “PARTNER SELECTION”

### Purpose:

This policy outlines the criteria and process for selecting partners to collaborate with Women Islamic Lawyers' Forum (WIL FORUM) in achieving its mission and objectives.

### Objectives:

1. To ensure strategic partnerships that enhance WIL FORUM's impact in courts, judiciary, lawyers, and deserving litigants nationally.
2. To foster collaborations that promote mutual benefit, shared values, and complementary expertise.
3. To establish a transparent and merit-based selection process for partners.

### Eligibility Criteria:

1. Alignment with WIL FORUM's Mission and Objectives: Potential partners must demonstrate alignment with WIL FORUM's mission, values, and objectives.
2. Relevant Expertise: Partners should possess relevant expertise and experience in areas such as law, judiciary, human rights, or social justice.
3. Track Record: Partners should have a proven track record of delivering effective services, promoting justice, and supporting deserving litigants.
4. Organizational Capacity: Partners should demonstrate sufficient organizational capacity, including financial management, governance, and operational stability.

### Selection Process:

1. Expression of Interest: Potential partners will submit an expression of interest, outlining their proposal, expertise, and how they align with WIL FORUM's objectives.
2. Due Diligence: WIL FORUM will conduct due diligence on potential partners, assessing their eligibility criteria, reputation, and past performance.
3. Proposal Evaluation: A proposal evaluation committee will review and assess proposals based on the eligibility criteria and selection criteria.
4. Partnership Agreement: Successful partners will be required to sign a partnership agreement outlining the terms, expectations, and responsibilities of the partnership.

### Selection Criteria:

1. Relevance: How well does the partner's proposal align with WIL FORUM's objectives and priorities?
2. Impact: What potential impact will the partnership have on WIL FORUM's target beneficiaries and the broader community?



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3. Capacity: Does the partner have the necessary capacity, expertise, and resources to deliver the proposed activities?
4. Sustainability: How sustainable is the partnership, and what potential is there for long-term collaboration?

### **Monitoring and Evaluation:**

1. Regular Progress Reports: Partners will be required to submit regular progress reports, outlining their achievements, challenges, and lessons learned.
2. Joint Monitoring: WIL FORUM and its partners will conduct joint monitoring and evaluation to assess progress, identify areas for improvement, and inform future partnerships.

### **Review and Revision:**

This policy will be reviewed and revised as necessary to ensure it remains relevant and effective in guiding WIL FORUM's partner selection process.



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## “Performance Evaluation”

### Purpose

To assess employee performance, promoting institutional excellence, accountability, and values, ensuring:

1. Effective goal achievement
2. Professional growth and development
3. Enhanced teaching/learning quality
4. Improved student outcomes
5. Strategic decision-making
6. Employee motivation and engagement
7. Fair compensation and promotion
8. Compliance with regulatory requirements

Align with Women Islamic Lawyers' Forum (WIL Forum) mission, vision, and objectives.

### Scope

This policy applies to all employees of WIL Forum.

1. All employees (project/administration staff)
4. Support staff
5. Contractual employees

### Covering:

1. Job performance assessment
2. Professional development planning
3. Promotion and compensation decisions
4. Training needs identification
5. Employee retention and separation

Ensure fair, transparent, and value-based evaluations.

### Date for implementation

Performance evaluations are scheduled to ensure that every regular employee is evaluated annually prior to reappointment for the succeeding year.

### Confidentiality and disposition of reports

The completed Annual Performance Evaluation Report for each employee is part of that employee's official personnel file in each department. Each Head of Department (HoD) is to conduct performance evaluations. The final step in the evaluation process involves review by the Management Head, or designated Management official. As an official part of each departmental personnel file, the Performance Evaluation Report shall be treated as confidential.



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### **General instructions for completing performance evaluation forms**

The purpose of performance evaluations is;

1. to provide a fair assessment of the employee's performance,
2. to assist the employee to improve performance,
3. to provide a basis for an appropriate level of compensation, and
4. to support and provide documentation for personnel actions under approved policies.

Performance evaluations should be scheduled to ensure that every regular employee is evaluated annually prior to reappointment for the succeeding year. The completed performance evaluation report is a part of the employee's official personnel file, and as such, shall be treated as confidential.

### **Forms and guidelines for implementation**

The performance evaluation Report should provide space on the front for:

1. The date the annual performance period ends.
2. The name, title and department of the employee being evaluated.
3. A list of "Key Responsibilities" or major elements of the job. The evaluator may describe each key responsibility by using a word or a brief phrase or sentence to say what, how, and when each task is performed.
4. An evaluation which places emphasis on how well each key responsibility has been performed. The evaluator should describe performance levels which meet, exceed, or fail to meet expected levels.

### **The back of the performance evaluation Report should provide space for:**

5. An overall summary of the performance evaluation, taking into consideration the level of performance on each key responsibility. The overall summary, again using the "Guide for Evaluation," may be very brief or may be more descriptive if needed. Specific targets for improvement should be noted.
6. The actual date of the evaluation, name and title of the evaluator/HoD who has direct knowledge and supervisory responsibility for the employee. Spaces are also provided for the supervisor to date and initial the Report to record when the performance evaluation was discussed with the employee. It is not necessary for the employee to sign or initial the form.
7. Management Review- this space is provided for the department head to record comments, including any disagreements with the evaluator's rating or comments. This space is to be completed with signature and date.



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## “PERSONNEL POLICY”

This Policy is designed to acquaint you with Women Islamic Lawyers' Forum (WIL Forum). and provide with information about working conditions, benefits, and policies affecting employment.

The information contained in this policy applies to all employees of Wil Forum. Following this policy is considered a condition of continued employment. However, nothing in this policy alters an employee's status. The contents of this policy shall not constitute nor be construed as a promise of employment or as a contract between Wil Forum and any of its employees.

You are responsible for reading, understanding, and complying with the provisions of this policy. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

### **1. DEFINITION OF EMPLOYEE STATUS**

#### **“EMPLOYEE” DEFINED**

An “employee” of Wil Forum is a person who regularly works for Wil Forum on a wage or salary basis. “Employees” may be regular full-time, regular part-time, and temporary persons, and others employed with the Wil Forum that are subject to the control and direction of Wil Forum in the performance of their duties.

#### **1.1 REGULAR FULL-TIME**

##### **Employees PART-TIME**

Employees who have completed the [90-day] probationary period and who are regularly scheduled to work less than who have completed the [90-day] probationary period and who are regularly scheduled to work [35] or more hours per week. Generally, they are eligible for the Wil Forum's benefit package, subject to the terms, conditions, and limitations of each benefit programme.

#### **1.2 REGULAR**

[35] hours per week. [Regular part-time employees are eligible for some benefits sponsored by the NGO, subject to the terms, conditions, and limitations of each benefit programme.]

#### **1.3 TEMPORARY (FULL-TIME or PART-TIME)**

Those individuals whose performance is being evaluated to determine whether further employment in a specific position with the Wil Forum is appropriate or those individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Wil Forum's benefit programs.



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### 2. NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wil Forum will be based on merit, qualifications, and abilities. Wil Forum does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability. Wil Forum will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their superiors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

### 3. NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential information is vital to the interests of Wil Forum. Such confidential information includes, but is not limited to, the following examples:

- Financial information,
- Personnel/Payroll records, and
- Conversations between any persons associated with the Wil Forum.

Employees who improperly use or disclose secrets or confidential information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### 4. NEW EMPLOYEE ORIENTATION

Employees are presented with all procedures needed within the workplace. The new employee's HoD then introduces the new hire to staff throughout the Wil Forum, reviews his job description and scope of position, explains the Wil Forum's evaluation procedures, and helps the new employee get started on specific functions.

### 5. PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to **[90 days]** from date of hire. During this time, employees have the opportunity to evaluate the Wil Forum as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Wil Forum have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a **[90-day]** review will be given and benefits will begin as appropriate. All employees, regardless of classification or length



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of service, are expected to meet and maintain Wil Forum's standards for job performance and behavior.

### 6. OFFICE HOURS

Wil Forum office is open from **[08:00 a.m. to 05:00 p.m.]** from Monday to Saturday.

### 7. LUNCH PERIODS

Employees are allowed **[45] minutes lunch break**. Lunch breaks generally are taken between the hours of **[01:00 p.m. and 1:45 p.m.]** on a staggered schedule so that the absence does not create a problem for co-workers.



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## “PURCHASE POLICY”

### **Purpose**

To establish a fair, transparent, and efficient purchasing process for Women Islamic Lawyers' Forum (WIL Forum), ensuring the best value for goods and services while maintaining accountability and integrity.

### **Scope**

This policy applies to all purchases made by the WIL Forum, including but not limited to:

- Goods (medicines, equipment, supplies)
- Services (consulting, maintenance, repairs)

### **Responsibilities**

- ✓ Purchasing Officer: Responsible for coordinating the purchasing process, obtaining quotations, and preparing purchase orders.
- ✓ Secretary: Responsible for approving purchases above a certain threshold (e.g., PKR 50,000).
- ✓ Management Head: Responsible for approving purchases above a higher threshold (e.g., PKR 200,000).

### **Purchase Procedure**

1. Requisition: The department requiring goods or services submits a requisition to the Purchasing Officer, specifying the item(s) needed, quantity, and estimated cost.
2. Quotations: The Purchasing Officer obtains quotations from at least two (2) to three (3) vendors, ensuring they meet the required specifications and standards.
3. Evaluation: The Purchasing Officer evaluates the quotations based on price, quality, delivery time, and other relevant factors.
4. Purchase Order: The Purchasing Officer prepares a purchase order, specifying the selected vendor, item(s), quantity, price, and delivery details.
5. Approval: The purchase order is submitted for approval to the Secretary (for purchases up to PKR 50,000) or the Management Head (for purchases above PKR 200,000).
6. Order Placement: Upon approval, the Purchasing Officer places the order with the selected vendor.
7. Receipt and Inspection: The goods or services are received and inspected by the department to ensure they meet the required specifications and standards.

### **Additional Requirements**

- ✓ All purchases must be made in accordance with applicable laws, regulations, and Management policies.
- ✓ Vendors must be registered and approved by the Management before being considered for purchase.
- ✓ The Purchasing Officer must maintain accurate records of all purchases, including quotations, purchase orders, and receipts.

### **Review and Revision**

This policy will be reviewed and revised as necessary, if required, to ensure it remains effective and compliant with applicable laws and regulations.



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## **“Recruitment Policy”**

### **Policy Statement:**

Women Islamic Lawyers' Forum (WIL Forum) is committed to equal employment opportunities and diversity. Our recruitment policy ensures:

1. Fairness: No discrimination based on race, gender, age, disability, or background.
2. Merit-based selection: Candidates chosen solely on qualifications, experience, and potential.
3. Transparency: Clear job descriptions, requirements, and selection processes.
4. Confidentiality: Applicant information kept secure.
5. Compliance: Adherence to local laws and regulations.

We welcome applications from dedicated professionals sharing our vision for quality services.

### **Purpose:**

The purpose of the policy is to attract and select qualified individuals, foster diversity and inclusivity, ensure compliance with laws, support the WIL Forum's mission, promote a positive work environment, ultimately providing quality awareness, nurturing talent, serving the community, and upholding basic principles.

### **Scope:**

This recruitment policy applies to all positions at WIL Forum, covering staff appointments, recruitment and volunteer engagements.

### **Recruitment of staff from within WIL Forum**

Recruitment authorization announcing all vacancies is to be communicated in each department of WIL Forum for a period of five working days before outside recruitment begins. Any staff member who has not applied by the end of five working days will no longer receive special consideration afforded to internal applicants.

During that five-day period preference shall be given to qualified regular and limited tenure employees who apply for vacant positions.

The following policy applies in connection with WIL Forum employees who are applicants:

1. Existing employees who have increased their skill and job potential and who qualify shall be encouraged.
2. Inter departmental recruitment of qualified employees shall be encouraged.
3. No employee shall be intimidated or discouraged from applying for a vacant position.



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4. Education, past work experience, and experience gained are criteria that will be considered in recruiting applicants.

### **In-House Application Procedure**

WIL Forum should encourage its employees to apply for any open positions. In this case the following procedure is to be followed;

1. The recruitment authorization form is to be submitted to the Human Resource Department within five days of the posting of the advertisement. The form once submitted becomes a part of the recruitment file for the vacant position
2. All qualified employees who apply for vacant positions in a timely fashion shall be provided with an opportunity for an interview.
3. Applicants shall be notified of a decision after recruitment procedures have been completed.

### **Recruitment of persons from outside WIL Forum**

Vacancy announcements may be distributed outside of WIL Forum and advertisements placed in the area newspapers coincident with the internal posting of a vacancy announcement. All applications and resumes received will be held in Human Resource Department until the recruitment authorization has been posted for five working days, and a determination has been made that no internal applicant is fully qualified for appointment.

Selections to fill vacant positions shall be made of the best-qualified persons in terms of experience, skills, training, education and aptitude. Employment opportunities shall be made available on an equal opportunity basis to qualified persons without regard to race, color, religion, sex, sexual preference, national origin, political affiliation, disabilities, age, personal appearance, family responsibilities, or marital status.

Educational requirements for a particular job are important, and shall be given priority when interviewing applicants. Consideration will also be given to, but is not limited to, an applicant's work experience, skills and demonstrated expertise in his/her field.

### **External application procedure**

In the event of entertaining applications from applicants outside WIL Forum the following procedure will be followed;

1. Applications shall be made by submission of a cover letter and comprehensive resume that provides detailed information related to an applicant's work and educational experience.
2. Skills tests, which are required for certain positions, shall be given to all applicants for the position. All examinations shall be uniformly administered by Human Resource Department.
3. An official transcript will be required in support of an application for any positions at WIL Forum in which a relevant degree is required.



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4. No verbal promises of future salary increases, higher-level positions or promotions shall be made by WIL Forum employees as an inducement to prospective employees to accept employment within the WIL Forum. Any such promises shall not be honored unless included as part of the official letter offering employment signed by the Management Head.
5. The Management Head may reject any application, which indicates that the applicant does not possess one or more of the requirements essential for that position being advertised. Applications may also be rejected if the applicant is known to be a current user of illegal drugs; has a record of conviction of crime related to the responsibilities of the position that might directly impact on the position for which the applicant has applied; has made false statements of any material fact in his/her application or resume; or has a past employment record which is unsatisfactory as determined by WIL Forum.



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### “Travel Policy”

#### **Objective**

To minimize the programmed expenditure incurred on travel and to have an effective system in place so as to prevent misuse of funds and official transport.

#### **Domestic Travel**

1. Air travel should be on economy class only.
2. Prior approval of the Management Head should be obtained for all travel/tour schedules on the written form before the commencement of the tour.
3. All travel requests should be through the written application.
4. Availability of funds within the appropriate budget line must be ensured before approving the travel authorization.
5. Travel advance should be taken from the accounts office up to three days before commencement of travel.
6. All travel expense claims (duly approved by the Management Head) should be made through a memo and addressed to Accounts department and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to Accounts department within five working days of returning to the office.
7. Account should be settled within five working days of returning to the office. In case the accounts are not settled within the stipulated time then the advance will be settled against the salary of the employee for that month.

#### **International Travel**

1. Travel authorization should be submitted to the Accounts department at least 14 days before actual travel dates, after obtaining approval of the Management Head.
2. Travel mode should be Economy Class.
3. The Section should explore for all possible routes available from destination to destination.
4. All travel expense claims (duly approved by the Management Head) should be made through a memo and addressed to Accounts department and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to Accounts department within five working days of returning to the office.
5. Account should be settled within ten working days of returning to the office. In case the accounts are not settled within the stipulated time then the advance would be settled against the salary of the employee for that month.
6. All donor requirements relating to international travel should be adhered to.



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## **Office Transportation & Vehicle Maintenance**

1. Office transportation should be used for official purposes only.
2. Private/unauthorized use should be strictly prohibited and any staff member found guilty need to be warned/penalised.
3. All vehicles should maintain separate log books in which travel details and distance should be logged by the driver and verified by the requester. The logbook should be closed daily, signed by the driver and verified by the Administration Department.
4. Accounts department should also prepare monthly consumption report indicating average monthly consumption and charging to the respective projects at a specified rate.

## **Vehicle Inspection and Maintenance Procedure**

1. The primary responsibility of maintaining the office vehicle would be of the assigned driver.
2. All office vehicles should be checked on weekly basis.
3. Details along with receipts of all repairs and maintenance of each vehicle should be duly entered in the Vehicle Maintenance Record Sheet.