

# RECRUITMENT INFORMATION FOR CANDIDATES

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## OVERVIEW

This is a **summary of information** relating to the recruitment of new employees. Criteria and conditions apply and more comprehensive information is provided in the specific policies and procedures that relate to working conditions, pay, benefits and security. This document is meant as a general overview to support candidates/applicants during the recruitment process.

**Candidates/applicants are advised** to ensure they fully understand the terms conditions, pay and benefits applicable when accepting a job at Change Alliance **before they accept an offer of employment or sign their contract of employment.** Candidates should do this by conferring with the recruiting manager at the start of the recruitment process. Recruiting Managers have an obligation to explain terms and conditions to candidates at the start of the interview process and refer to their HR Representative for guidance at the start of the recruitment process if necessary.

## CONTRACT OF EMPLOYMENT

Change Alliance refers to employees as local if they are born and raised in a country or legally resident there (their home country) and refers to employees who are non local if they are temporarily living and working in a country which is not their home country (the host country ) or where they have returned to their home country having lived and worked outside for 5 years or more.

Change Alliance always **aims to recruit local employees.** In some cases it is necessary to recruit non local employees where local employees are not available. In this case, **local contracts of employment will be applicable.**

## ROLE PROFILES

At Change Alliance, we have a **library of role profiles where each has been through a job evaluation system** to assess size and complexity of the role. This enables jobs to be attached to the country pay scale at the appropriate rate. All employees in the same role e.g. Programme Manager, share the same master role profile which may be adjusted to relate to the context.

**Change Alliance allocates pay to a job because of it's size and complexity and relation to the local labour market. Pay is not determined by nationality or contract of employment.** Therefore a UK citizen living and working in India as a Programme Manager would receive the same pay as a Indian citizen doing the same job. It may be that the UK citizen has been provided with basic relocation benefits (return travel, temporary accommodation for first 2 months) however that is typically the only difference. For senior level roles, expatriate benefits may be provided for non local staff however this is in return for a slight reduction in pay in order to ensure the total reward package is as equal as possible between locals and non locals – see the section on Expatriate Benefits.

## PAY AND PAY REVIEW

**Change Alliance follows a pay scale** with 8 pay bands. Jobs are evaluated into a band and the exact position in the band is determined by other jobs in the country office that are similar and local labour market. Salaries are paid monthly in arrears and pay slips are provided to staff to record this. **1 April each year, Change Alliance reviews pay scales for inflation.**

Change Alliance Management have the option of conducting a midyear pay reviews if there has been a significant increase in salaries within the local labour market or where the Government has applied significant devaluation leading to inflation.

## INCOME TAX

Change Alliance pays a gross, annual salary to all employees on a monthly basis and **deducts the income tax required by the local** authorities. In case of double taxation please contact HR. **Ultimately, all employees contribute to income tax.**

## SOCIAL INSURANCE

Change Alliance deducts the appropriate level of social insurance from each employees pay and submits to the relevant authorities in country. Change Alliance also makes employer contributions as required by law. For employees who are living and working in a host country, it is often advisable for them to make personal, voluntary contributions to their home social insurance scheme and it is in their interest to check this with their home country authorities. Change Alliance does not make deductions for home country social insurance and therefore it is the responsibility of the employee to make these arrangements. **Change Alliance does not contribute to employee social insurance for employees home country if they are living and working in a host country.**

## BENEFITS

### CLASSIFICATION OF EMPLOYEE BENEFITS

Change Alliance provides a package of **core employee benefits** to all employees. The purpose of these core benefits is to underpin the organisation's policies which are in place to support improved business performance and to provide a duty of care to employees.

Change Alliance will comply with benefits required to be given to the employees as per the local law, e.g.gratuity.

Change Alliance also provides **basic relocation benefits** to support employees who relocate to a different country to work.

Change Alliance also provides **comprehensive expatriate benefits** for senior level roles where it has not been possible to recruit a local employee. These are for jobs at Senior Management level. Expatriate benefits are also provided to senior level roles where the post holder is a local but has been living and working outside their home country for 5 years or more.

Change Alliance also provides **security entitlements (not benefits)** which are additional benefits for the purpose of security and well being wherever required. These change from time to time dependent on the security situation of the country.

### CORE EMPLOYEE BENEFITS

#### Annual Holiday

All employees are entitled to 25 days paid annual leave plus paid public holidays. Employees are entitled to accrue 28 days annual leave when they have achieved 5 years service and then 31 days of annual leave when they have achieved 10 years or service or more. The annual holiday year is usually from 1 January to 31 December. In exceptional circumstances, some days can be carried over in accordance with the law.

#### Flexible Working

Every employee is entitled to use the flexible working scheme unless their job requires that they work specific hours (e.g. a receptionist may need to work specific hours to cover the office opening times). The core working hours are 10am to 12noon and 2pm to 4pm. Employees work between 35-40 hours per week depending on their contract of employment/local law however can build up extra hours so that they can take up to 2 days flexi leave per month.

## **Long Term Retirement Scheme**

Change Alliance provides a long term retirement scheme often known as social security, pension or provident scheme to all employees to support their long term saving for retirement. Some schemes are required legally in the country.

## **Life Assurance**

Change Alliance ensures that all the employees are covered by life assurance.

## **Maternity or Adoption Leave and Pay**

Change Alliance adheres to the law of the country with regard to maternity leave but sets in place a minimum leave allowance of 6 months. Change Alliance operates a maternity pay benefit of a minimum of full pay for months 1-3 and half pay for months 4-6. If the country law denotes that full pay must be provided for more than 3 months, then modified pay would be provided for the remaining months/days so that the employee does not receive less than the policy.

## **Paternity Leave and Pay**

Change Alliance adheres to the Country law with regard to paternity leave and pay however operates a minimum leave period of 10 working days on full pay.

## **Compassionate Leave**

Employees are entitled to take up to 10 days leave on full pay for the death of a very close relative or situation of extreme distress. This is at the discretion of the line manager and consideration will be given to how many times this leave has been granted.

## **Dependants Leave**

Employees may take up to 10 days leave on full pay to care for the health of a dependent e.g. partner, child, parent.

## **Sickness Leave and Pay**

Employees are expected to take time off work when they are sick so that they recuperate, there is no time limit on this.

However, Change Alliance has a policy on how much pay an employee is entitled to when off sick. Change Alliance follows the local legislation for with regards to sickness leave and pay. The minimum standard entitlement of paid sickness leave is 15 days per annum on completion of probation period. Discretion will be given to employees who require longer, this will be determined by the line manager and Chief Executive Officer.

## **Private Medical Care – Whilst Living and Working in Country Office**

Change Alliance has a medical insurance scheme which enables employees to secure private medical treatment for themselves, their partner and up to 3 children if living with them where the age limit is usually up to and including the age of 18.

## **Private Medical Care – Emergency Medical When Travelling**

Change Alliance provides Global Travel Insurance with emergency medical cover for all employees when they are travelling. Travelling means travelling within the country that the employee is living and working that includes a flight or overnight stay or to another country. (If not travelling then the country medical insurance scheme would provide cover). For non locals who have expatriate benefits, this includes their immediate family. Emergency medical treatment is also provided after an emergency (length of time depends on situation) after which the employee then relies on the country medical insurance cover.

It's essential for employees to purchase their own private travel insurance when travelling on holiday.

### **Eye Tests**

Employees are able to have an eye test, paid for by Change Alliance, every 2-3 years or more often if the optician recommends it. Change Alliance will pay for the cost of eye glasses (only if required for the use of a PC/laptop) up to the equivalent value of £75. Drivers are required to have a test annually.

### **Security Training**

All staff receive basic security and first aid training which is renewed every three years.

### **Vaccinations and Travel Medication**

Wherever required this is provided and paid for all employees who travel or work on an overseas assignment for the purposes of Change Alliance business. Employees are also entitled to routine vaccinations such as TB, Rubella, Tetanus etc.

### **Passport Renewal**

Employees are expected to pay for their own passports on expiration for personal travel; however Change Alliance will pay for the cost of a new passport if an employee requires it for Change Alliance travel and where the previous passport has not expired but become full due to Change Alliance travel.

### **Travel Insurance**

As part of the Global Travel Insurance which provides emergency medical cover, business travel insurance is also provided for travel related to Change Alliance work. This covers items such as personal property, flight delay, laptops, money and so on.

It's essential for employees to purchase their own private travel insurance when travelling on holiday.

### **Emergency Evacuation**

Change Alliance works with a global Insurer's Facilitator for emergency evacuation and a Facilitator for emergency medical care. In the case of evacuations or emergencies, the Insurer and both Facilitators are in close contact with the employee and Change Alliance and there is one telephone number that the employee calls for all services. Change Alliance also operates a crisis management process for such events to ensure employee wellbeing and safety.

### **Leave Due to Overseas Travel**

All employees are entitled to one day's paid leave for each week of overseas travel in order that they rest.

### **Employee Assistance Programme**

Change Alliance operates an Employee Assistance Programme for all employees. This is a confidential and free service providing legal, personal, medical advice. They can be contacted by a free-phone number in the UK, website/email or they will call employees in India to prevent the employee from paying for the call. Interpreters are available for most common languages.

### **Learning and Development Opportunities**

Change Alliance provides learning and development opportunities for employees through a range of interventions such as internal or external training courses, coaching, online tutorials, development programmes, participation in cross organisational projects and overseas work assignments.

## **Study Sponsorship Scheme**

Change Alliance operates a study sponsorship scheme whereby employees can apply for financial support or additional leave to study for professional qualifications related to their job.

## **Interest Free Study Loan**

Employees may apply for an interest free study loan if it is related to their job.

## **BASIC RELOCATION BENEFITS**

Change Alliance may relocate employees to another location within their country or another country where the distance is so great the employee moves home. Also, Change Alliance may recruit a non local employee to work in a country which is not their home country and where the criteria for Expatriate Benefits are not met. In this case, Change Alliance will provide payment for transport to the country of work on a one-way basis if the job is permanent or on a return basis if the job is a fixed term contract. Temporary accommodation for up to 2 months will also be provided and paid for to enable the employee time to find their own permanent accommodation as is 5 days paid leave to enable the employee to organize their affairs. Additional baggage costs will also be provided as well as costs for vaccinations and work permits if applicable. Change Alliance will not pay to return the employee to their home country if they terminate their contract (through resignation) before their fixed term contract ends or within 2 years if the job is permanent.

## **COMPREHENSIVE EXPATRIATE BENEFITS**

Expatriate benefits are provided for non local employees/ new recruits or local employees who have been living and working out of their home country for 5 years before returning to the home location. A deduction in annual, gross salary of 20% will be made in order to bring some parity to local employees in similar jobs who do not receive expatriate benefits. (The decisions around level of deduction for expatriate benefits were made to balance the parity of total package for local staff without expatriate benefits and non local staff with expatriate benefits whilst still being competitive with the various labour markets that exist).

Expatriate benefits include paid return travel to country, extra costs for baggage when travelling, return trip home annually for self/family, paid permanent accommodation for self/family, up to 75% of costs for mid range private school for up to 3 children, 5 days paid leave to organize their affairs, costs of vaccinations and work permits.

Permission is required from the Management for an employee to be accompanied by family in locations with a security rating of 4 or where the assignment is 6 months or less in order that the employee and their family's resilience and well being is best provided for.

Depending on the circumstances, Change Alliance may not pay to return an employee to their home country if they resign from their job before the end of the fixed term contract or where they resign within 2 years of a permanent contract.

## **SECURITY ENTITLEMENTS**

These security entitlements are provided for non local staff working in high risk environments regardless of job level The principle is to provide security for non local staff.

**End**