



Heartprint Employment Policy

This policy applies to all staff members and associates of Heartprint (Besdoug Room Kinear), including but not limited to: staff, interns, trainees, volunteers, and employees.

Heartprint will ensure they remain true and fair at all times. Heartprint is committed to equal opportunity and fair working conditions.

Recruitment and Selection

- Heartprint believes in open competition ways for employment and makes sure that the right candidate is hired through the recruitment process and it also ensures that the most suitable candidate is identified.
- The general manager along with 2 senior board members form a panel to discuss eligibility criteria for the position, to then shortlist candidates. Shortlisted candidates (if more than one) will be interviewed by the panel and then selected and agreed upon.
- No biasedness should be showed while conducting interviews, and candidate will be selected on skill level and appropriateness for the position, with no relation to gender, sexual orientation, race or otherwise.
- All shortlisted employees will also have extensive background checks performed, and must not have any prior criminal history.

Work Days

- Staff will be expected to work five days a week.
- Where possible staff will receive Saturday and Sunday as their non working days.
- If staff are required to work any additional days for any reason they will be paid accordingly.

Work Hours

- The standard working hours are 40 hours per week.
- A workday will ordinarily begin at 7am and finish at 4pm.
- Employees receive a one hour break for lunch.
- Any employee working above the standard hours will be compensated with overtime payment.

Salary Amount

- All full time employees will start on a base salary of \$180 a month.
- Salary amounts will vary depending on position.

Pay Days

- Employees will have the option to be paid once a month or twice a month.
- The once a month payment will take place on the first of every month.
- The twice a month option will be paid on the first and the fifteenth of every month.

Sick Leave

- Employees shall be entitled to 10 sick days per year.
- Any absence from work due to sickness an employee must contact Management on the day of sickness to notify them, before their shift starts.
- Sick days are not holidays and are not accruable as holidays or casual days off from work and are not to be taken unless the Employee is genuinely sick.
- Two days sick leave or more require a certificate from a doctor or medical establishment.
- After 10 days of sick leave are used in any one calendar year, the employee's days off for sick leave will come from his/her holidays or salary.
- Sick days may not be accumulated and cannot be rolled over to the following year.

Vacation Leave

- Employees shall be entitled to 15 days of annual leave for each year of employment.

Maternity & Carer Leave

- Employees shall be entitled to 6 weeks paid maternity/carers leave at a rate of half of their monthly wages for every full paid 12 months of employment.
- Maternity leave may not be accumulated and cannot be rolled over to the following year.

Public Holidays

- Employees shall be entitled to paid leave on Khmer public holidays as listed below.
 - International New Year's Day
 - Victory over Genocide Day
 - International Women's Day
 - Khmer New Year (3 days)
 - International Labor Day
 - Visak Bochea Day
 - Royal Plowing Ceremony
 - King's Birthday, Norodom Sihamoni
 - King's Mother Birthday, Norodom Monineath Sihanouk
 - Constitutional Day
 - Pchum Ben (3 days)
 - Commemoration Day of King's Father, Norodom Sihanouk
 - King's Coronation Day, Norodom Sihamoni

- Water Festival Ceremony (3 days)
- Independence Day

Insurance

- All employees will receive health insurance through the NSSF.

Duration of Contract

- New employees will have a three month probationary period.
- Once an employee completes three months or earlier if deemed applicable by management and the employee the employee will then be offered a 12 month contract.
- Employment contracts will be renewed every 12 months.

Notice of Resignation

- In the event that an employee wishes to terminate their contract of employment, they agree to provide written notice of that intention a minimum of two weeks in advance.
- Employees will be required to turn in all property not belonging to them.

Termination of Employment

- The Employment Contract may be terminated by either party given 14 day's written notice.
- In the event the employer elects to effectively terminate the contract, employees will be provided with compensation for any vacation days owed at the time of termination.
- In the event of a breach of contract by an employee involving any of the terms of their employment contract, the employer may terminate employment without notice and with compensation to employee only to the date of said termination.

Staff Training & Development

- New Employees shall receive training in their role as part of their induction process.
- Employees are required to attend regular professional development & training sessions to maintain & improve skills required for their role.
- Employees will also be able to attend optional training sessions hosted by other organisations, should it not interfere with their role. Also at the discretion of the General Manager.

Performance Management

- In the first year of employment, employees will receive an appraisal both at the end of their probationary period and 1 month prior to their contract ending
- If a contract is renewed beyond 12 months, an appraisal will be performed every 6 months, or at the discretion of the General Manager.