

Vision

Indigenous people in Cambodia exercise their rights and effectively participate in the development of the national society, in using and managing their land and natural resources for their sustainable livelihood, and maintenance of their culture identity.

Mission

To promote indigenous communities, both women and men, to effectively and equitably participate in decision making to choose their own future, especially to assure their rights in sustainably managing, using and development their land and natural resources that are the basis of their livelihood and for conserving their culture.

NTFP Address

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NTFP registered with the
Ministry of Interior on 18th
May 2007



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Administration
Policy

Final Approval date: March 2009

INTRODUCTION

The Administrative Policy was developed by the Management Committee (MACOM) of Non-Timber Forest Product (NTFP) with the assistance of consultants from Village Focus International (VFI) and approval of the Board of Directors (BOD) of the organization.

Article 1: Office Arrangement

All rooms of the office must, in all circumstances, be clean, hygienic, well-organized and professional. Therefore, every staff member must actively contribute to ensure this, whether inside the office or in its compound.

Article 2: Reception

Every guest or client, who enters the office, must be warmly received by the staff members of the Administrative Unit (AU).

If they have an appointment they must be assisted to meet the person sought.

Those without an appointment must be treated in the same way. If the person sought is unavailable, a staff member of the AU must take a message from the guest by filling out Sample 1: Guest/ Client Record and then invite the guest to leave in a courteous manner.

The staff member must make sure the person sought then receives the message, in particular the most important and urgent ones. Messages that have already been dealt with must be cancelled to avoid confusion.

Article 3: Office Organization

The office is a professional environment. Unprofessional behaviour, such as drunkenness, gambling, making a noise etc. is absolutely prohibited.

Article 4: Communications

To maintain and promote a working relationship between staff members and relevant agencies, and to deal with necessary information, every staff member is entitled to have access to phone, e-mail and radio communication.

Before using any communication means, staff members must ask permission from the person in charge of it and register the use of such facility on Sample 2: Phone/ E-mail Operating Record.

In principle, telephone, e-mail, radio and other communication devices can only be used for business reasons, but in the most urgent case, personal use is allowed. Personal use of communication devices require the payment of a fee to be agreed before use and settled immediately after use.

All incoming messages must be properly recorded and communicated to the right recipient. The message must be filled out on Sample 3: Incoming Message record.

Article 5: Documentation

Documents useful as a business reference or for education/training of staff must be well maintained and organized.

Every staff member is responsible for documenting their affairs and keeping these in an efficient and accessible manner. Every document must be clearly labeled and placed in the office system. Before having access to it, one should obtain permission from a staff member of the AU or the document's owner.

After being used, the document must be returned to its proper place and put in order as it was before. Likewise, moving a document or a file of documents must be done only if explicitly authorized through an Out-going Document Record (Sample 4).

All the document must be listed in Sample 5: Document List.

The destruction of documents must be authorized by the Management Committee (MACOM) or Board of Directors (BOD).

Article 6: Office Safety

The Office must, in all circumstances, be safe and secure. Every staff member has a responsibility to contribute to this. When leaving the office, they must make sure that water and electrical systems are turned off; doors and windows are properly closed. When leaving the compound they must make sure that the gates are all closed and locked by the Security Guard during non-office hours.

The keys to the gate are held by the Guard; the office's keys by the Administrator and keys for each office room by the people who use the rooms.

During non-office hours and overnight the office and its compound are guarded by the Guard who daily has to fill out Sample 6: Office Duty record.

The loss or damage of property, because of carelessness, is the responsibility of the person who is in charge of it,

Article 7: Internal Communications

7.1 Staff Freedom to Self-expression

Non-Timber Forest Product (NTFP) adopts a participatory and democratic principle to the rights to expression. Thus, NTFP always welcomes constructive criticism by its staff members,. For more detail, see the Sub-Articles 7.2 and 7.3. However staff who disclose confidential information that can defame a coworker or the organization, shall face disciplinary action, as stipulated under the Article 16 of the Human Resource Management Policy.

7.2 Staff Meetings

In the organization, there are various types of meetings. How frequently they are convened will depend on working requirement.

As all the projects and their components are the integral part of the organization and since NTFP wants all the meetings to be as efficient and fruitful as possible, these must be convened under a Meeting Regulation (Sample 7) and recorded on a Meeting Minute Form (Sample 8).

There are two types of meetings which are regularly held on monthly basis:

- a- MACOM meeting, normally held 2 or 3 days before the staff meeting;
- b- Staff meeting, normally be held at the end of each month.

However, in case of urgency the Macom meeting may be held at short notice in order to address unexpected issues.

7.3 Democracy Box

To encourage expression from those who do not dare to speak out openly, a Democracy Box is placed just inside the office front door which can be accessed by all staff members. The box must be unlocked once a month in order to deal with criticism constructively in a Monthly Staff Meeting. It can be opened sooner if so decided by MACOM. The Administrator supervises the box as well as its opening. It is opened in the presence of two witnesses both to be staff members. Every staff member is free to drop a suggestion in the box, in any circumstance, and no name or signature are required.

Article 8: Staff Identity

NTFP must issue ID card for all staff when starting work with Organization. Staff must keep their ID card with them during working hours. Every card must be issued by the Administrator and approved by the Executive Director (ED). Staff who lose their ID card must inform NTFP Admin immediately. The NTFP ID Card is only to be used for official organizational affairs.

Article 9: Staff Uniform

NTFP does not set a staff dress standard, but requires every staff member to be dressed as a Khmer official should be. Wearing sexy outfits, during office hours, is prohibited. The Line Manager must, under all circumstances, ensure this happens.

Article 10: Staff Attendance

To supervise the presence or absence of its full-time staff members, NTFP requires that they sign up on entering and leaving the office by filling out Sample 10: Staff Attendance Record. Failure to fill out such record shall cause the staff member to be deemed "Absent". This can adversely affect their staff performance appraisal and request for leave.

In order to avoid to be deemed "Absent" due to their inability to report during office hours, staff should inform the Administrator about the causes that prevent him/her to go to the office.

It is every member of staff's responsibility to ensure their whereabouts is know by filling in the location book.

Article 11: Organization's Stamp Use

Only the ED, or delegated authority, can authorize use of the stamps. The Administrator must stamp the official document immediately after it is signed. The NTFP stamp will be green.

Article 12: Supplies, Equipment/ Material & Assets

12.1 Joint Responsibility

NTFP is a public civil organization, with a long term operational goal. Achieving the goal will depend mainly on participation of every staff member. Therefore, the safe-

guarding, preservation, and careful operation of all of the organization's materials or equipment is the joint responsibility of everyone.

12.2 Losses or Damages

Under the framework of this policy, every staff member is entitled to use and operate materials or equipment only to serve the organization's interest. Any damage or loss must report to management as soon as possible. Following such report, and after an investigation when needed, the organization shall be able to ask for possible compensation.

Employees, who fail to inform the management about such loss/damage, shall immediately face disciplinary action whenever appropriate.

12.3 Vehicles

All vehicles must be made available for staff members during working hours, in order to achieve the success of a project or the organization.

Non staff members are not authorized to use any vehicle of the organization unless this is specifically approved by the management.

All staff members must hand over a vehicle they have used to the organization, by taking it to the warehouse. See Sample 11: Motorcycle Using Rule. Use without prior permission is prohibited. In this regard disciplinary action may be taken when appropriate.

The staff member who uses the vehicle must take care of it as if it were their own personal belonging. Its maintenance should be done once a month or sooner if necessary. Vehicle fuels, determined in advance by the Administrator, have to be filled at a station approved the ED. Once they have filled the tank, staff members must sign Sample 12: Fuel Filling Record. Staff who do not hold a valid driving license are not allowed to drive the NTFP car, as stipulated in **Article 18** of HRM Policy and memo issued by Macom dated on 20th Mach 2008..

Staff members who use a motorcycle (driving or being driven) must wear a helmet for their personal safety. This applies wherever the staff member is working, for example when attending meetings in Phnom Penh, in the field etc. All those who use an organization's vehicle (as driver or passenger) must fasten their safety belt when one is available.

Once evaluated that the quality of an NTFP motorcycle is less than 50 % of a new one, a motorcycle must be replaced in order to ensure the safety for those who use it as well as economizing the organization's resources. Once replaced, the old motorcycle must be publicly auctioned. An ad hoc committee of staff members shall be set up for this purpose.

To ensure the security of motorbikes, NTFP must have chain and locks for each motorbike. Staff who are temporarily assigned a motorbike must make sure that their motorbike is locked with the chain while working in the field. Any loss or theft must report immediately. If identified that staff have been careless and did not adhere to this

policy, they must replace the loss. For loss of capital items, NTFP will create an investigation committee to collect information prior making any decision.

By approval of MACOM, NTFP's motorbikes are hired for NTFP staff for use on Saturday and Sunday and outside working hours.. The minimum cost per motorbike is \$ 10.00 per month. (Cost could be increased due to inflation). The income from the rental is used for the motorbike's maintenance.

NTFP's motorbikes are allowed for use only within NTFP's working areas in Ratanakiri province. (Memorandum by NTFP Macom issued on 29th April 2008)

(Sample 13: Form loan motorbike)

(Annex 1: Memo issued by Macom)

12.4 Office Supplies

Office supplies refer mainly to paper and office small items. NTFP shall reach an agreement with a trusted shop owner to supply this material, through the Administrator and the ED.

Before each month end, the Administrator must evaluate the stock of office supplies and then plan the amount of office supplies to be purchased.

If a staff member needs supplies, they must ask the Administrator to provide them. All expenses for this purpose must be settled once a month, before closing the organization's monthly accounting book (before the day of 28 each month).

The use of office supplies, for the organization's interest only, must be clearly recorded by the Administrator and signed by those who use them,. It should be evaluated once a month by the Administrator.

12.5 Fixed Assets & Assets

High value items durable for over a year's period of time, are defined as "Fixed Assets or Assets". They must be labeled and recorded on Sample 15: Inventory Form. These must be supervised by the Administrator and, evaluated once a year.

Article 13 : Safety Jacket

To ensure the safety of NTFP staff, visitors, and volunteers while crossing a river by boat or ferry, they must wear a safety jacket. Breaching this policy will incur disciplinary action as stipulated in Article 16 of HRM policy.

Article 14: NTFP Land and Other Assets

According to movement of staff often changing due to reason of leaving organization, this policy is formulated in the purpose to automatically exit those names who NTFP requested to be representatives of NTFP's land/asset ownership while he or she left NTFP. In a separate Declaration Letter will be clearly stated by staff who represented names in the certificate of NTFP land/asset ownership. (Annex 2, Declaration Letter)



Article 15: Activity Plans & Activity Reports

NTFP is a professional public organization and secures funding for operating its services or activities through grants made available by donors and through self-generating income programs.

The organization adopts a principle of transparency, accountability and responsibility.

Plans and Reports have to be communicated internally in a consistent and regular basis, to the organization and externally to stakeholders. Participation of all the staff members is fundamental.

Therefore, every staff member must submit to their direct supervisor a Monthly Activity Plan (Annex 3, Monthly Report Form) and a Monthly Activity Report (Annex 4 Monthly Activity Plan), before the day of 28 of each month, and in particular before the organization's accounting book is closed.

Staff members are not entitled to receive their monthly salary or allowances unless the supervisor has obtained the report and the plan.

Article 16: Policy Application

The policy shall be applied in combination with relevant guidelines stipulated in the Human Resource Management and Financial Policies. Like other policies, it is the duty of the Administrator to ensure that every staff member has a copy for reference and understands it well. Breaching any aspect of admin policy renders an employee liable to disciplinary action.

Article 17: Policy Amendment

The MaCom team must submit this policy, and any amendments to it, to the Board of Directors for approval. The Board may also ask for amendments to be made by the MaCom team.

Article 18: Effect

This policy shall come to effect after the Board of Directors has signed up and the ED promulgated.

No.	Names	Sex	Position	Date	Signature
1					
2					
3					
4					
5					
6					
7					



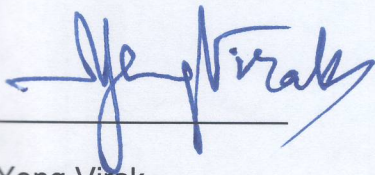
Annexes

- Annex 1: Memo issued by Macom for motorbike use;
- Annex 2: Declaration Letter;
- Annex 3: Monthly Report Form;
- Annex 4: Monthly Activity Plan;

This policy was approved by the Board of Directors at their meeting on 17 March 2009.

Approval by Board of Directors

This policy was approved by the Board of Directors at their meeting on 17 March 2009.



Yeng Virak
Chairman

Dated: 29/06/09