

# **NAN**

## **Office Administration Manual**

**September 2022**

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# 1. Introduction

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Nana started as a community based initiative in Yauri Emirate in 2008 to improve student academic performance in secondary schools by supporting teachers to provide extra lessons to students interested in pursuing their studies. Due to high rate of unemployment among the youth in the region, Nana developed interest in giving financial support to youth and women to start up business or expand on existing business. After two years experience, Nana decided to collaborate with an existing registered Microfinance Bank to manage the disbursement and collections of loans in line with the microfinance set up rules. Thereafter the focus expanded to support youth and women to start up a business or to expand on an existing business as socio-economic empowerment scheme. The organization was registered with the Cooperate affairs in 2015 and expanded its operation in Kebbi and Sokoto states. Nana believes in innovative, scalable and cost effective interventions that empower women and girls and provide them with opportunities that challenge the existing gender inequality. Nana as an organization is passionate about girls and women and cherishes integrity, equity and justice. The strength of NANA team is deep knowledge and good understanding of the gender issues that facilitate and hinder women's path to empowerment as well as engaging with Government, religious and traditional institutions and leadership.

### **Organisational Mission**

Collaborate with key actors to provide opportunities that enhance the lives of women, girls and people living in poverty, towards achieving a just, fair and inclusive society.

### **Mission**

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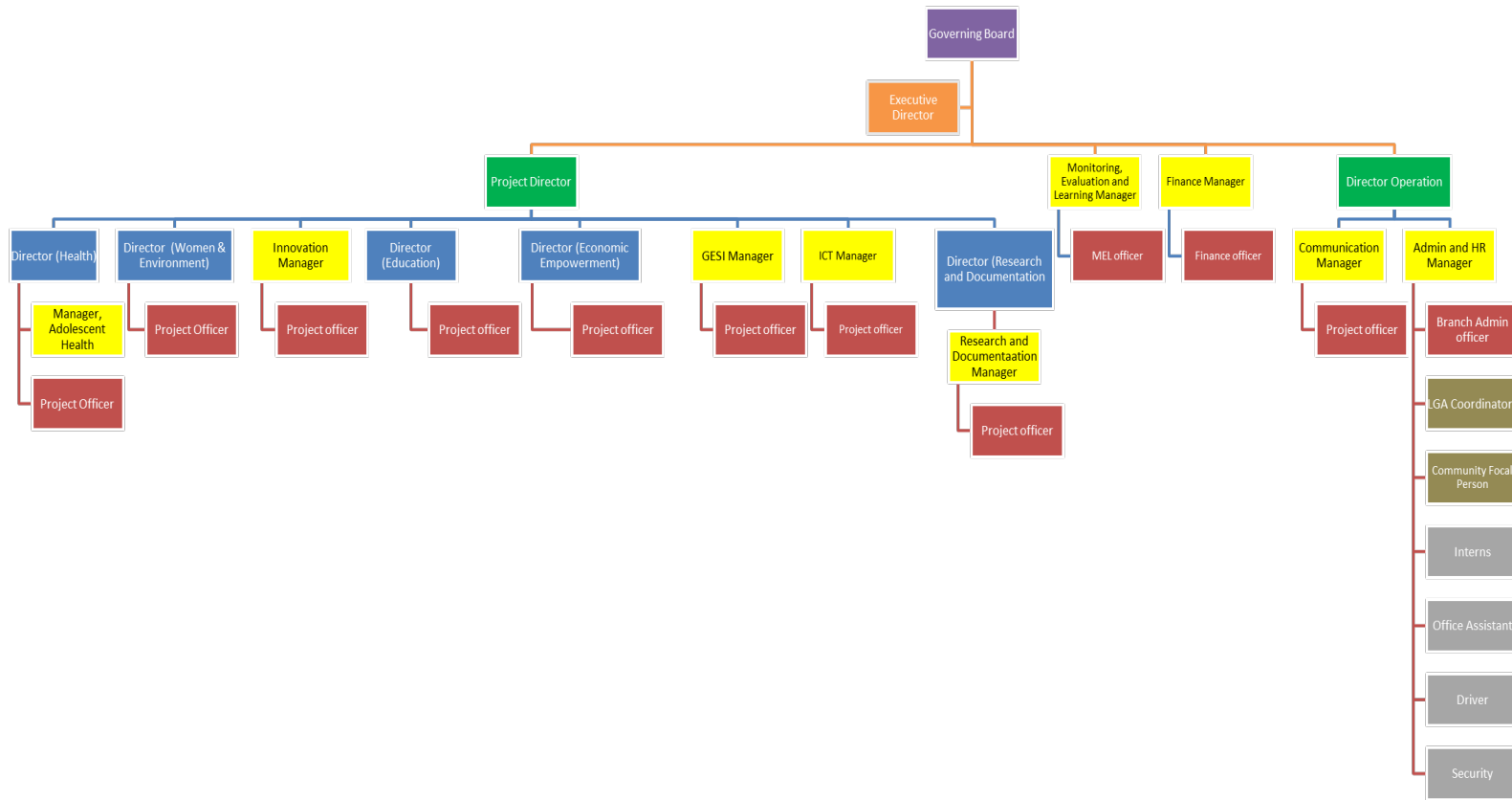
### **Vision**

A world free from gender discrimination and oppressive power relations that affect women, girls and people living in poverty.

### **Values**

Passionate about girls and women, Integrity, Equity and justice, and Accountability.

**Nana Structure:** The organizational structure of Nana is presented in the diagram below:



# 2. Administrative Procedures

## 2.1 Filing Systems

Logical filing systems should be developed both for hard copies and electronic computer files to facilitate efficient document retrieval. It is up to each state and project to develop a system that is appropriate to their needs; however a numbering system that reflects the location, subject, and date may be used.

## 2.2 Report Presentation

Nana has the responsibility to present quality and factual reports to its clients in an agreed and simple format. It is important that this policy is adhered to, as the presentation of reports relates to the professional image of Nana. Once a staff report has been finalised, an electronic copy should be sent to the Secretary of Nana for quality assurance. Reports should NOT be sent directly to the client.

## 2.5 Inventory or Fixed Assets Register

An inventory of all office equipments and assets are to be kept. All items shall be clearly numbered according to location and project name and an index database kept. The database should record details of the item including description, date of purchase, cost, and number. The record should be updated regularly by the Office Administrators or delegated member of staff. All newly bought assets must be issued with inventory numbers and the inventory register updated by the Administrators before issuing them to staff. The Secretary or Accountant are to conduct periodic spot checks to ensure that all the items represented on the asset registered are physically in existence.

### **Stakeholders Assets/Supplies**

Delivery should as far as possible be made directly to the stakeholders, where such delivery is taken by Nana, transfer to stakeholders should be made within a reasonable time. Delivery note and MoU signed by the receiving agency should be obtained and filed for each delivery to the stakeholder. All state offices concerned shall keep separate stakeholders' assets register and shall not carry asset numbers. Where damages are recorded, stakeholders are required to report such damages to Nana office, and where possible such asset should be recovered. No asset, stakeholders shall be disposed without written approval of the project funder or Nana Chair. Where need for disposal arises, request for approval through the Secretary to the Chair shall be submitted by the office concern (Process of disposal of asset is attached in annexe of this manual).

## 2.6 Post

All in-coming mail should be date stamped when received. Each state should develop a circulation procedure for correspondence.

## **2.9 Contact Lists**

Up to date contact details are very important to Nana work and operations. Lists including names, phone numbers, addresses etc. are to be updated and circulated quarterly by the Secretary.

## **2.10 Office Maintenance**

An officer will be detailed to have responsibility for cleaning. A cleaner is responsible to ensure offices are kept clean and tidy. Particular attention should be paid to toilet areas.

All faults with office equipment must be reported to the STL or Accountant. Faults must be attended to promptly, and staff responsible should be pro-active in repairing faults, e.g. light bulbs replaced, attending to faults in toilet areas.

## **Respecting the environment**

Nana encourages a healthy respect for the environment. Waste paper should be recycled wherever possible or placed in a recycling bin. When travelling rubbish should not be thrown out of vehicle windows, and should be properly disposed of on arrival at the destination.

## **2.11 Business Cards**

Managerial and Technical staff is required to have Business cards. The cards should have their name, title, Nana logo and contact details. No staff is permitted to on their own print or contract for the printing of business cards.

# 3. Personnel Policy

## 3.0 Staffing

Nana has two categories of staff. Full time staff that administers and represents Nana and project staff that are employed to execute a particular project. The staff remains in the service of Nana as long as the project exists. All staff must be recruited in a very transparent and open recruitment process. However, for any new project coming, priority would be given to staff whose project is winding out.

## 3.1 Working Hours

Normal office hours are 9.00 am to 5.00 pm Monday to Thursday and 9.00 am to 3.00pm on Fridays with one hour for lunch. However, individual working hours may be specified in the 'Statement of Terms and Conditions of Employment' or individually agreed between managers and members of staff. Staff may be required to vary or change their normal working hours according to the needs of the Project. Nana does not have overtime policy. If a member of staff is late for whatever reason, including public transport difficulties, they may be asked to make up the time. Persistent lateness may result in disciplinary action being taken against the staff member concerned.

## 3.2 Identification Cards (ID Cards)

All staff are issued with ID cards and these must be carried at all times when working or travelling on Nana businesses. The ID cards should have their name, title, contact details, Staff Signature and the STL signature. Printing of the ID card is the responsibility of the Accountant.

## 3.3 Annual Leave

All staff are entitled to annual paid holiday leave of 21 working days. Staff in their probationary period (i.e. first six months) shall not take annual leave. Where a staff should end his/her probationary period before the end of a particular leave year, such staff will be encouraged to take his/her leave, so as to join the new leave year fresh without backlogs.

Leave Days/Dates are to be agreed and authorised by the line managers. Requests for annual leave will need to be made a minimum of 4 weeks in advance. Occasional days leave can be granted at short-notice with the agreement of the line manager. Once the dates have been agreed, it is the staff members' responsibility to complete a Leave Request Form and pass it to their manager for authorisation and signature. Sample of Leave Request form is attached in the annexes. A copy of the approved Leave Request should be retained for the staff member's own records; and a second copy sent to Nana Secretary. No leave grant.

### 3.5 Sick Leave

Employees of Nana shall be guided by the following conditions in the event of ill health:

1. A staff who falls sick overnight, is under no condition expected to report to duty that day, but is expected to call the office to inform the office of his/her condition.
2. If the sickness persists, on the third day of the staff's ill health, he/she is expected to present to the office, official report from a physician.
3. On the condition that a staff chooses to violate "1" above and report to duty, he or she shall be considered fit for duties and responsibilities. And shall be queried for insubordination if eventually he or she decides to be selective on the performance of assigned duties on grounds of ill health.
4. In a period of one year, staffs are permitted only 5 days "ill health" call. However, if he or she should call in sick, after exhausting the 5 days leeway, he or she will be required to submit to Nana a medical report of his or her fitness to continue in the employment.
5. On the event of admission into the hospital, the employee shall enjoy all his full benefits for a maximum of one month while on admission.
6. On the third month, the said staff shall be relieved of his duties on medical grounds.

### 3.6 Maternity Leave, Provisions and Allowances

Leave Entitlement: All pregnant staff members are entitled to 3 months (12 weeks) maternity leave, regardless of length of service. This leave can be taken any time from the eleventh week before the baby is due, staff members will need to give a minimum of 21 days notice of their intention to start maternity leave.

Time Off for Post/Antenatal Care: Staff is entitled to reasonable hours off with pay for Post/antenatal care. Breastfeeding friendly arrangements will be made in agreement with the line manager.

### 3.7 Other Leaves

**Study Leave:** Study leave will be granted to Nana staff only, not project staff.

**Medical Appointments:** It is expected that where possible appointments will be made outside normal working hours, or at the start or end of the working day. Prior approval for such absence should be obtained from the line manager.

**Casual Leave:** Casual leave is intended to cover urgent or important family matters such as death or sickness of a family member. Up to three days paid leave may be taken per year, depending on individual circumstances and at the discretion of the line manager.

If more than five days of casual leave has already been taken by a member of staff the excess is deducted from the annual leave. Where the member of staff has already proceeded on his/her annual leave the excess is still carried into the following year and deducted accordingly. Unauthorised absence may result in disciplinary action being taken against the member of staff.

### 3.8 Disciplinary Policy

Nana prefers to deal with minor cases of unsatisfactory performance and misconduct by informal means. A counselling approach will normally be undertaken in preference to formal disciplinary action. In instances where the counselling approach is ineffective or inappropriate the STL may wish to involve the Secretary and the following disciplinary rules and procedures will apply. At all stages in the process staff members will have the opportunity to state their case at a formal hearing, answer any allegations and appeal against the outcomes. Staff members have the right to be accompanied by a colleague of their choice at all hearings which form part of the formal stages in the process.

### **Disciplinary Rules and Procedure**

Nana seeks to ensure that there is a fair, effective and consistent method of dealing formally with issues of unsatisfactory performance or misconduct. Disciplinary procedures conform to the principles of natural justice and those set out by the Nigerian Department of Labour Code of Practice.

#### **Purpose and Scope:**

- These disciplinary rules and procedures are designed to help employees achieve and maintain a Standard of Conduct and Job Performance.
- These procedures apply to all staff employed by Nana; the aim is to achieve consistent and fair treatment.

#### **Definition (Clarification of the Terms used in this Policy)**

##### **1) Unsatisfactory Performance:**

This means performance below the standards required of the officer in the grade or job concerned. This is based on your job performance against your job description and job plan/set objectives. It is therefore expedient that each staff must know the standard of performance expected from them via their line manager.

##### **2.) Misconduct:**

This means behaviour of an officer which is inconsistent with the due and faithful performance of his/her duties or otherwise demonstrably prejudicial/damaging to the interest of Nana in general.

Examples of such misconduct include:

- i) Harassment or Bullying of another Staff member.
- ii) Poor Time Keeping.
- iii) Assault or rude behaviour to another Staff member.
- iv) Continuing or persistent unauthorised absences.
- v) Refusal to follow a legitimate instruction from your Line Manager or Management.
- vi) Impolite approach of communicating with Stakeholders, Clients and Consultants (Local and International).
- vii) Failure to observe Nana rules and procedures
- viii) Viewing and/or downloading of pornographic or other offensive material from the Internet.

This list is not exhaustive or exclusive.

##### **3) Gross Misconduct:**

An officer's action will be treated as Gross misconduct

- 1) If the staff is already under warning (Oral and written warning), a further warning may not be an adequate penalty.



- 2) If the acts by the staff appears to his/her line manager that an oral or written warning may not be the adequate penalty.
- 3) Persistent refusal to be corrected through oral and written warning.
- 4) A staff action will also be treated as Gross misconduct for the following acts:
  - Unauthorized possession or misuse of Nana property and fund
  - Use of the Internet for any form of illegal activity
  - Serious infringement of health and safety rules or procedures
  - Serious incapability whilst on duty due to alcohol or illegal drugs
  - Being convicted of a serious criminal offence
  - Serious bullying or harassment of another staff member
  - Physical violence
  - Deliberate damage to property
  - Serious negligence which causes or might cause unacceptable loss, damage or injury
  - Committing a material act of dishonesty
  - Falsification of reports, accounts or expenses.

This list is not exhaustive or exclusive.

***Guidelines for Dealing with all Offences.***

- 1) The Nature and circumstances of the alleged unsatisfactory performance or misconduct should be communicated to the staff concerned as fully and as quickly as possible (i.e. immediately it is observed to be misconduct or otherwise).
- 2) The officer should be given adequate opportunity to reply to the allegation.
- 3) The decision as to the disciplinary action should be communicated as soon as possible to the officer after the receipt of the officer's reply.
- 4) All Warnings Oral and written must be written by the officer's line manager and kept in the officer's Confidential File.

An STL in consultation with the Secretary may take the following disciplinary action depending on the outcome of the hearing session(s):

**Investigations:**

Where circumstances require Nana may undertake a full investigation. Staff members are required to co-operate fully with any such investigation. In some circumstances the staff member/s may be suspended (on full pay and benefits) to allow an investigation to take place. Any decision to suspend will be confirmed in writing. The procedure consists of three stages. However, Nana reserves the right to initiate the procedure at any stage depending on the seriousness of the misconduct:

**Stage 1 – Oral Warning:** The staff member will be given a formal oral warning, which will specify how performance has fallen short of the required standards. Targets will be set indicating standards to be achieved and the timescales for improvement.

A written record of this formal oral warning will be placed on the staff member's personal file and will be disregarded after 6 months satisfactory service.

**Stage 2 – First Written Warning:** If satisfactory standards of performance are not achieved within the specified timescale, the staff member will be invited to attend a further formal hearing and as a result a first written warning may be issued. It will specify:

- In what way performance is deemed to be unsatisfactory.
- The standards to be achieved
- The period for achieving the required standard
- Any learning and development objectives to be achieved by the staff member and what support will be provided. A written record of this warning will be placed on the staff member's personal file and will be disregarded after 12 months satisfactory service.

**Stage 3 – Dismissal:** Where satisfactory standards of performance have not been achieved by the end of the period set in the written warning then the staff member may be dismissed. The decision to dismiss will not be taken without reference to the Chair. Any dismissal will be confirmed in writing.

### **Appeals**

At all stages of the procedure staff members will have the right of appeal to the Chair.

### **3.9 Grievance Procedure**

Nana recognises that from time to time employees may wish to seek redress for grievances relating to their work with the Nana. The different steps are:

- Discuss with line manager. *If no resolution*
- Write to line manager. *If no resolution*
- Write and discuss with Nana's Secretary. The Secretary's decision can be appealed to the Chair of Nana Governing Board.

In following this procedure the member of staff may be accompanied by a work colleague of their choice. In all cases a staff member's complaint will be dealt with in confidence.

### **3.10 Confidentiality**

NANA has the right to protect its interests. All information, which comes to a member of staff during the course of work, should be treated as confidential. Staff must not divulge any information relating to NANA to an external person or persons, unless authorised by their line manager. Any breach of this rule will be regarded as serious misconduct and will result in disciplinary action being taken.

### **3.11 Equality and Diversity**

Nana is passionate about women and girls and would always strive to give opportunities to the female gender and candidates from low-income background. Importantly, Nana encourages an open workplace culture based on trust and mutual respect and is comprised of individuals from different backgrounds, different ethnicities, different work styles, different values and different ways of thinking. We invite and value these differences. Members of staff are expected to carry out their work with due regard for the dignity of their colleagues regardless of differences in personal backgrounds and characteristics.

### **3.12 Staff Behaviour**

All staff are expected to uphold the principles and values of Nana. They are expected at all times to present a professional friendly image to partners and the public, by being 'Gender Sensitive' and having a positive approach to equality of sexes.

### **3.16 Appraisals**

Performance appraisals form a kind of contract with mutual rights and responsibilities between the appraised and his/her line manager. The key is recognition of effort and achievement of the individual. The appraisal of employees is continuous and not a 'once a year only' exercise. Nana policy is to have a

formal annual appraisal with a written record at least once a year. The JD of the staff to be used in the appraisal.

**Probation Period** – new staff members should have a review at 3 months and again at 6 months. If the review is satisfactory at 6 months, a staff will be confirmed.

### **3.17 Criminal Action**

Staff must notify their line manager if criminal proceedings are being taken against them outside their employment.

### **3.19 Travel Advances and Expenses for Travel and Subsistence**

All advances for expenses for travel and subsistence whilst on Nana business must be requested from the Accountant using the Advance Request Form. Rates for travel and subsistence are set in two bands for programme and Nana General Activities, this covers accommodation and food but not transport to/from place of duty / accommodation. These costs may be claimed using the Expense Claim Form, and should be supported with receipts whenever possible. Details of advance and expense claims are set out in the Financial Procedures Manual.

**Travel within Nigeria:** In most cases this will be using Nana vehicles. If public transport is used a rate of N15 per kilometre will be paid. Reimbursement for these items will be dependent on completion of the Expense Claim Form and should be supported with receipts where possible.

### **3.20. Health & Safety**

Nana is committed to working in a safe, healthy and pleasant working environment, by complying with all relevant Regulations and Codes of Practice covering health & safety at work. Should any staff member feel there is a health and safety problem, they should discuss it with the relevant Administrator in order that remedial action can be implemented.

#### ***Staff Responsibilities***

- Staff must comply with all relevant instructions contained in this guide, fire instructions and any warning signs. Staff has a responsibility and obligation for their personal health and safety and also that of their colleagues.
- Staff should ensure any potential risks or safety hazards are reported promptly to the STL and Administrator.
- Verbal instructions concerning health and safety given by the STL or Administrators must be complied with.
- Any accident or dangerous occurrence in the workplace must be reported to the STL or Administrators.
- Keep aisles, gangways, staircases, etc. clear at all times.

#### **Electrical Safety**

Electrical equipment is potentially dangerous and must be operated responsibly. There is a risk of an electric shock from electric equipment, particularly if the item is damaged. Staff must take care when using electrical equipment and notify the Administrator immediately if they discover any damaged or unsafe appliance.

#### **Fire**

If a member of staff discovers a fire, they should stay calm and shout 'FIRE' to evacuate the building. Finance & Administration Manager/STL will contact the fire services (where they exist). Staff should not take any risks with their own safety. Whenever possible, windows and doors should be closed. Staff should make their way to the designated evacuation assembly point.

**Fire Evacuation Procedure**

If there is a fire warning, staff must leave the building immediately by the nearest exit. Staff should:

- NOT panic, remain calm
- NOT finish the work they are doing (this includes telephone calls)
- NOT stop to collect personal items
- NOT wait for friends (unless they are in difficulty)

Staff must obey all instructions by the Finance & Administration Manager/STL. Once outside, they should go immediately to the designated assembly point and await the roll call and further instructions. **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY** either the Administrators or the Fire Brigade (where fire services exist).

**3.21. Security**

Nana office will have at least one Security Guard present during working hours. The overarching principles of security are based upon the premise that people themselves are responsible for their own safe

# 5. Transport Policy

## 5.1 Policy Statement

This policy is intended to cover the use of vehicle and/or transportation equipment owned, hire, leased, in custody of Nana. As a dynamic document, this policy can be amended and updated when circumstances change.

## 5.3 The Policy

### 1. Responsibility

Ultimate responsibility of Nana vehicle rests with the STL at the state level and the Secretary at the national level, who may delegate authority of the day-to-day running of the vehicles to the Administrator.

#### 1.1 The Driver

The Drivers are responsible for the maintenance of the vehicle log book, keys, fuel and other equipment such as spare wheel, toolkit and jack. Lost of these equipment or items will be the responsibility of the Driver. He/she will be required to replace any item(s) that have gone missing whilst the vehicles was in his or her possession.

#### 1.2 Keys

All vehicles keys (including spares) will be kept in a locked key box in the office, when the vehicles are not in use, in the custody of the administrator in the states and The Secretary at the national office.

#### 1.3 Fuelling

Drivers on official engagement will be provided with money to fuel the vehicle. Receipt must be presented and all outstanding money retired upon return.

### **1.3 Log Book**

It is the responsibility of the Driver to fill-in the book legibly and accurately, *and to request that passengers sign the log book in the space provided.*

It is important that officers sign the log book and indicate in the space provided whether the trip they embarked is personal or official. The Administrator on weekly basis will review the logbook and append his/her signature on the logbook as evidence of review. He/she will also be required to collect all log books at the end of every month for analysis to determine usage on each vehicle for period under review.








**1.4 Car Hire**

Where there are no Drivers to drive official vehicles and the need for transportation has arisen, the Secretary may authorise the Administrators to make alternative arrangement through car hire. Car Hire here, shall comprise of a hired Driver and his/her car.

The contract should be for a specify period of time. For every usage, a “car hire” form should be filed correctly by the car hire company and approved by the appropriate authority.

**1.5 Passenger**

Passengers carried in Nana vehicle must be authorized to travel in the vehicle. The picking up of casual passengers or friends is not allowed under any circumstances. The Driver will be held responsible for ensuring that unauthorized passengers are not transported in Nana Official Vehicles.

**1.6 Spouse**

Family members may be transported in Nana vehicle, but such members are travelling exclusively at their own risk and Nana accepts no responsibility for them whatsoever.

**1.7 Private Use**

Extraordinary and personal use of Nana vehicles is not normally permitted as vehicles are provided to support service delivery. All private and/or personal use of official vehicles must be authorized and paid for at N15 per kilometre.

**2. Vehicle Identification**

All Nana vehicles must be clearly identified. This should, preferably be by painted sign writing on the vehicle. Alternatively a system of vehicle stickers, clearly visible on the sides of the front doors may be used. Clear identification assists in the monitoring and control of the vehicles.

**3. Maintenance**

Vehicle maintenance (service, inspection and rectification of defects/repairs) in accordance with this policy is the overall responsibility of the Administrator in the states and Secretary in the national.

*Maintenance of a vehicle takes priority over operational use of a vehicle.*

Maintenance will not be delayed because of a shortage of vehicle, or urgency of assignment or Partnership work. Timely maintenance is the key to improved availability and extended vehicle life. Administrators and Drivers should keep a record of maintenance or servicing schedule drawn up to indicate the distance intervals at which servicing must be carried out. Vehicles under warranty will be sent for maintenance to the approved vehicles dealers’ where possible. Otherwise should be serviced in Abuja where possible. For vehicles not under warranty, Administrators will identify a reputable garage where such vehicles will be sent to. Under no condition should vehicles be sent indiscriminately to garages/repairers. It is compulsory that one single garage be identified where the vehicles are maintained. Such garage may however be replaced if need be.

**4. FAULT CARDS**

Before vehicles are sent to the garage for repairs, the driver must first fill the “vehicle maintenance/Repair Log” fault card. The driver is expected to narrate problem(s) he is experiencing with the car. The Administrator then signs the form, which will serve as authority for the driver to take the vehicle to the garage. The vehicle Maintenance Log will be filled out by the Engineer after inspecting the car and identifying the defects, which should include the cost of spare part and labour where applicable.

## VEHICLE MAINTENANCE LOG

Date:	Description of work:	Spare parts required	Cost of spare part:
<b>Job approved by.....Work done by..... Job certified by.....</b>			

### 5b. Daily Check

Driver must check every morning or before long journeys using the Acronym POWER

P = Petrol/Diesel

O = Oil (hydraulic fluid)

W = Water (radiator and screen wash)

E = Electrical (lights, horn, wipers, battery, electrolyte top-up, water etc)

R = Rubber (tress, belts, mountings etc)

### 6. Insurance

All Nana vehicles should carry third party insurance cover. This should be from a reputable insurance company in Nigeria.

### 7. Health and Safety

#### 7a. Seat Belt

Wearing of seat belts is mandatory for all passengers travelling in Nana official vehicle. It is the responsibility of the driver to request all passengers to wear their seat belts. Drivers are by this policy, empowered *not to move* until all passengers in the vehicle comply with this regulation. The Driver will be held responsible for all damages or liability resulting from non-compliance to this proviso. Drivers are to ensure that vehicle doors locked at all times.

#### 7b. Night Travel

After 6pm (1800hrs) interstate travels of any kind is by this policy prohibited. It is strongly advised that after 6pm all official travels be postpone until the next day. And the trip should start the following day, any time after 6 am.

#### 7c. Speed Limit

Within Cities 30 - 60km/hr

Interstate 100 - 110km/hr

### 8. Mobile Phones

Drivers should not answer mobile phones whilst driving except if set to hands free” and in such a case it should be set to automatic answer. Otherwise, they should pull over in a safe area to answer or allow the passenger, where possible, to answer it for them.

### 9. Accidents

Accidents must be reported within 24 hours first to the police and then to DO.

### 10. Financial Issues

**10a. Subsistence**

The amount payable as subsistence shall be as approved by Nana Governing Board.

**10b. Purchases**

The equipment supplied with each vehicle is deemed adequate. Unobtrusive air fresheners may be used and will be supplied by offices. Contrary to common belief, engine oil does not become “weak” and should only be changed at service intervals. As the engine wears some topping up to the recommended level will need to be made. When replacement parts are purchased the old parts should be kept for inspection.

**12c. Travel Advances**

Travel advance should include a contingency sum which will cover the cost of tyre, tubes etc, should this become necessary. These should be retired within two days of completion of the journey and if the contingency is utilized, the old part or other evidence of its use must be presented for inspection. The provision on (4.3) Travel and Subsistence Advance” in the financial manual shall also guide the administration of travel advance.

## **Anti-slavery and anti-trafficking policy**

Modern slavery encompasses slavery, forced and compulsory labour, and human trafficking whereby individuals are deprived of their freedom and are exploited for commercial or personal gain as defined in the Modern Slavery Act 2015. NANA is committed to acting with integrity in all its dealings, relationships, and supply chains. It expects the same high standards from all its staff, beneficiaries suppliers, contractors, and those with whom it does business. This policy applies to all employees, workers, consultants, and other persons doing business with the NANA including all its wholly owned companies, beneficiaries, contractors, and suppliers.

NANA acknowledges the risk that a supply chain may involve the use of a hidden or unknown subcontractor reliant on forced labor. NANA takes its responsibilities to combat modern slavery seriously by adoption of the following policy measures:

- The prevention, detection, and reporting of modern slavery in any part of its business or supply chains is the responsibility of all those working for the NANA or under its control.
- NANA will conduct appropriate due diligence in relation to any reported modern slavery.
- All supply chain lines will be continually informed about NANA’s position in relation to modern slavery.
- NANA will ensure that its recruitment, remuneration and reward policies and procedures support its efforts to combat modern slavery and human trafficking.
- NANA will continue to review its commitment to combat modern slavery and human trafficking to respond to emerging needs.

Any breaches of this policy may result in NANA taking disciplinary action against individual(s) and/or terminating its relationship with any beneficiary, organization or suppli

# 6. Fixed Assets policy

## 5.0 TRACKING AND REPORTING OF ASSETS

Immediately upon receiving an asset with a current fair market value of NGN 100,000 or more, the receiving office shall register it in NANA's asset register with the Administrative Department. NANA shall maintain procurement records that include bid and purchase information, make, model, serial number and location, among other information.

If a tracked asset is donated, the Executive Director or Department Head and a second authorized official must complete and sign an Equipment Donation Authorization form (available from Administrative Department). The completed form should be sent to NANA's Administrative Department.

When a tracked asset is lost, stolen, destroyed, or otherwise removed from service, the administrative unit shall be notified in writing. Notification shall be dated and include the asset tag number, description of the item, and an explanation of the reason for removing the asset from the active asset list.

An organization-wide inventory of tracked assets is undertaken annually. This inventory is the basis for the asset insurance charges. If the asset is not listed on the inventory, it is not insured. Administrative unit sends inventory sheets electronically to all offices. The office is to account for all assets on the sheets, and add any asset that is in the office but not on the sheets. The inventory sheets are to be sent back to accounting both electronically and in hard copy.

Assets are valued at the historical purchase cost for inventory,

insurance, and donation purposes. Assets are valued at fair market value at award/contract closeout for disposition with the funder.

### **6.1 Equipment Maintenance**

Equipment (durable assets with current fair market value of more than *NGN 100,000* per unit) shall be inspected by a qualified technician every six months. At the time of inspection, the technician will perform preventive maintenance as recommended by the manufacturer.

For each piece of equipment inspected, the technician will fill out an "Equipment Inspection Report" describing the following:

- Date of inspection;
- Machine inspected with model and serial number;
- Maintenance performed;
- Repairs needed, if any; and
- Parts required for repair.

The report must be signed by the inspecting technician. An appropriate Equipment Inspection Report form is available from NANA's Administrative Department. Equipment Inspection Reports should be forwarded NANA's Accounting Department for approval of suggested repairs and ordering of required parts, if necessary.

### **6.2 Disposition**

At the close of a project, the Account unit will provide a listing of all inventoried property purchased under the award/contract. This listing will include a fair market value column. A request for disposition will be sent to the funder according to the grant documentation and the applicable regulations.

### **6.3 Fixed Asset Register**

NANA shall maintain a Fixed Asset Register for all assets. The purpose of fixed asset procedures is to ensure:

- Grant recipient's assets are safeguarded by recording their details and monitoring their location and condition.
- Any movements of fixed assets is monitored and recorded in the Fixed Assets Register.
- Register of Non-Expendable (Fixed) Assets shall be maintained by NANA.
- The asset item should also bear the asset number marked in an indelible form.

- Obsolete assets will continue to keep their number until they are properly disposed.
- Approval must be obtained from NANA’s management for disposal of assets procured with the project funds.
- Where an asset is replaced, it will be issued a new number
- The Assets register will record asset description, classification, cost, date of purchase, identification number, location, custodian, date of disposal, and disposal cost.
- Regular checks, at least once yearly, to confirm the physical existence of the assets should be carried out by the Administrative Officer and report to NANA’s board of Directors.
- The Assets as may be applicable shall be classified as follows:

<b>Type of Asset</b>	<b>Code</b>
Motor Vehicle	MVH
Office Furniture and Fittings	OFF
Office Equipment	OEQ

Format for the identification number of NANA assets will be as follows:

Location / NANA - Type of Asset / Serial Number

(NANA / SK/OFF/ 001,(NANA/SK/OEQ/001, NANA/KB/OFF/001, NANA/BK/OEQ/001 etc)




**Performance Review Form.**

**PERFORMANCE REVIEW FORM**

<i>Name of Staff:</i>
<i>Designation:</i>
<i>Date of Employment:</i>
<i>Period of Assessment:</i>

*SECTION I: Technical Assessment:*

By: Line manager

<i>Key Objectives</i>	<i>Tasks</i>	<i>Key Indicators</i>	<i>Grading (A – E)</i>



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**Grading: A – Excellent (10) B – Very Good (7) C – Good (5) D – Average (3) E – Fair (1)**

Assessment (50%)

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*Section 2: Assessment of other Attributes:*

<b>Key Variables</b>	<b>Grading (A – E)</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1. Overall Knowledge of the program					
2. Punctuality					
3. Relationship with Clients/Stakeholders					
4. Time Management/Ability to meet deadlines					
5. Communication Skills					
6. Attention to details					
7. Team Player/Interpersonal relationship					
8. Leadership abilities/Carries others along					
9. Use of Initiative					
10. General appearance					

**Rating: A – Excellent (5) B – Very Good (4) C – Good (3) D – Average (2) E – Fair (1)**

Grading: 50%

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*Line Manager's Comment:*

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**Line Manager's overall Grading:** \_\_\_\_\_ %

**SECTION 3: Identify the Gaps: for next evaluation**

<i>Technical:</i>
<i>Other Attributes:</i>

**Action Plan: Recommendation:**

On the Job Training

Mentoring

Job Review

Acquisition

Others (specify):

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*Staff remark on overall assessment:*

**Line Manager's Signature:**

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*Date of next Review:*

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*Programme*

*Manager's*

*Signature:*

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**Leave Request Form**





Name of Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Staff ID No.: \_\_\_\_\_

No.	Type of Leave Applied	Please Tick Accordingly
1.	Annual Leave	
2.	Sick Leave	
3.	Maternity Leave	
4.	Compassionate leave (Bereavement)	

**PERIOD OF LEAVE APPLICATION**

No.	Start Date	Day	End Date	Day	No. of Days	Reasons
1.						
2.						
3.						

Submitted By:

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

Date

Supported /  
Not Supported by:  
(If applicable)

\_\_\_\_\_

\_\_\_\_\_

Name & Signature

Date

Approved/  
Not Approved by:

\_\_\_\_\_

\_\_\_\_\_

General Manager's Signature

Date

For Office Use	No. of Days
Annual Leave Brought Forward from Previous Year	
Annual Leave Entitlement for Current Year	
No. of Leave taken as per above	
Accumulated Annual Leave taken	
Balance as of Today	



## ASSET MOVEMENT FORM

### TRANSFER DETAIL:

	Move from:		Move to:
Name		Name	
Department		Department	
Email		Email	
Phone Number		Phone Number	
Signature		Signature	
Date		Date	

### ASSET DETAIL:

### REASON FOR TRANSFER:

Name of Asset		
Specification		
Model/Year		
Manufacturer		
Tag Number		
Quantity		

### AUTHORIZING STAFF

Name	
Sign	
Date	

This form shall be used for both Asset Transfer and Asset Disposition

