



REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY
P. O. Box 4024
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EPA HUMAN RESOURCE POLICY



PREPARED BY THE DEPARTMENT OF
PLANNING & POLICY, EPA

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FOREWORD



The significance of the Human Resource Policy and other policies to any entity where public accountability and expectations are the hallmark of the credibility of the entity cannot be overemphasized. For millennia, institutions and their employees have continued to manage their mutual responsibilities through set guidelines and measures to ensure accountability and efficiency. Defining and preserving the respective roles are key factors to the existence of the Agency. To run this Agency without an evenhanded Human Resource Policy

and other Policies signifies the absence of Due Process of law as it relates to applying administrative measures against employees.

Cognizant of the above fact, the Environment Protection Agency (EPA) painstakingly applied the necessary efforts to develop this handbook. They are intended to be used as the official code of conduct for all employees of the Environmental Protection Agency (EPA), and by the attestation of the Executor, it clearly acknowledges the importance of a HR Policy in the execution of the functions of the Agency.

With the acquiesce of the EPA Management Team, this Human Resource (HR) policy and others area-specific policies, such as Death policy, Resettlement Policy, Retirement Policy, Salary Advance, Recruitment Policy etc., when approved will represent a landmark achievement in the administering of disciplinary measures at the EPA. Firstly, this instrument includes the dos and don'ts of employees at it relates to the expectation of management and the public, and secondly, it provides a reward regime for positive as well as negatives behaviors.

By our approval of this document, we officially commission its use, along with all applicable government policies, laws regulations and guidelines governing the conduct of public servants. Finally, as of today's date, these Policies in its entirety are declared primary working tools for the EPA and is to ensure best practices as expected of public servants.

A handwritten signature in black ink, appearing to read 'Wilson K. Tarpeh', written in a cursive style.

Prof. Wilson K. Tarpeh
ACTING EXECUTIVE DIRECTOR/CEO

This _____ day of _____ A.D 2022

PART 1: PERSONNEL CODE OF CONDUCT

SECTION 1- POLICIES

The establishment of these policies are to ensure the achievement of the mission and objectives of the Environment Protection Agency (EPA) through good behavior and the productive contribution of all employees.

1.1. Authority

Generally, the Executive Director as Chief Administrative Officer of the Agency is responsible for the implementation of these policies. Notwithstanding, the role of the Executive Director, the specific execution and application of the herein administrative measures, at the non-executive levels, rests with the Human Resource Unit, Department of Administration. Heads of departments and units and immediate supervisors are also required to ensure the implementation of these policies.

1.2. Application (Scope).

All positions, employees, consultants, contractors, possessions and or activities under the direct or indirect supervision of the EPA are covered by and subject to the provisions of these policies.

This Personnel Code of Conduct contains administrative controls and measures designed to be utilized by the Management of the EPA to encourage acceptable behaviors and conducts and to administratively punish or correct behaviors of the actions that negatively impact the effective and efficient administration of the Agency, especially its image and responsibilities to the public.

The code is intended to guide Management to progressively, impartially and consistently respond to incompatible conducts while at the same time encouraging positive behaviors. The code further provides procedural bases for the administration of the code in accordance with the principles of due process of law.

In summary, the ultimate goal of these policies are to help employees to productively contribute to the mission and objectives of the EPA and to guide Management in carrying out administrative and disciplinary actions up to and including termination of services and or prosecution of staff who failed to adhere to lesser corrective measures. Generally, the classifications, descriptions, administrative measures, principles and procedures herein outlined are intended to supplement practices that contravene the Labor Law of Liberia; and to complement existing policies and practices that are in alignment with the Labor law but are inadequate for the relevant purposes

PART 2: ORRGANIZATION

SECTION 2- POSITIONS AND FUNCTIONS

The EPA Management is currently comprised of the Offices of the Executive Director, the Deputy Executive Director and six (6) departments namely, the Department of Administration, Department of Planning & Policy; Department of Finance: Department of Inter-sectorial Coordination and the Department of Multilateral Environment Agreements (MEAs). Each department has at least two units and several sections.

2.1. Grades of Positions

EPA is an equal opportunity employer. Positions at the Agency are categorized into four classes. Each class represents the level or kind of services rendered the Agency. The classes are listed below. It also comprises grades as follows: ES1, ES2, (Executive Director and Deputy Executive Director) PS 5, PS4, PS3, PS2, and PS1. (Professional staff- Administrative) and TS5, TS4, TS3, TS2 (Professional Staff- Technical).

a) Line Officers

Line Officers are senior officers whose appointment procedures are spelt out in the Act creating the EPA and are charged with the full responsibilities to ensure the achievement of the overall objectives of the entity. They include the Executive Director, Deputy Executive Director and heads of departments.

b) Staff

For the purpose of this subsection, the word staff is herein used to include professionals, technicians, and assistants, support personnel with specialized expertise employed to perform special duties and assume authorities and responsibilities necessary for the achievement or the objectives of the EPA.

b) Contractor

An Intern who has served with distinction or and individual whose technical expertise is needed can become a contractor. A service provider engaged by the EPA to perform a specific duty for a specified amount of money or consideration over a specified period of time. Services rendered by contractor(s) must be carried out in accordance with a written agreement/contract signed by authorized personnel of the EPA .and the service provider/contractor. They do not benefit from medical and some other benefits

c) Consultant

In areas where the EPA does not have the requisite expertise or for the purpose of avoiding conflict of interest, the entity may employ the services of consultant(s). Like the contractors, consultants should render services on contractual basis consistent with his or her contract. A consultancy agreement shall be signed between the authorized personnel of the EPA to ensure compliance with

the PPCC Law and the agreed-upon expectations of all parties. A contractor can also become a consultant and vice versa.

2.2. Job Description

The job descriptions as enshrined in the TOR of the entity constitute the general functions, responsibilities and duties of all positions within the EPA. Depending on emerging circumstances, a job description may be reviewed and modified by authority through the Department of Planning & Policy in collaboration with the Department of Administration and any concerned department where necessary.

2.3. Matrix

Is a very confidential information given a newly recruited staff. It contains the information of salary and benefits.

2.4 Reporting

Generally, every assignment requires specific format of written report for submission to the staff's immediate supervisor or the Authority as the assignment may be required. Depending on the nature and duration of a task, the reporting circle may be required. Depending on the nature and duration of a task, the reporting circle may be on daily, weekly, monthly, quarterly, semiannual and or annual basis. Whether written or oral, a contractor or consultant is equally required to report to his supervising department or office in the same manner as required of employees or in accordance with terms of the contract.

Staff sent on special EPA mission or assignment or trip is required to make a back-to – office or back-to-country written report within a reasonable time not to exceed fourteen working (14) days as of the date of the staff's return. This channel of reporting also covers works of all projects.

PART 3: EMPLOYMENT/RECRUITMENT

SECTION 3- RECRUITMENT OF THE EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR.

The Policy Council in keeping with the Act, has the sole responsibility to carry out the process leading to the recruitment and subsequent appointment of the Executive Director. The Board of Directors of the EPA conducts the process for the appointment of the Deputy Executive Director.

3.1. Promotion

The Agency shall encourage up-ward mobility of employees by giving promotion on the basis of merit, existence of vacancy, academic, professional qualifications and achievements, job experience and performance, etc.

PART 4: COMPENSATIONS

SECTION 4- SALARY

Each employee of the EPA is entitled to a monthly salary as stipulated in his/her Personnel Action Notice (PAN). Salaries are based on qualifications, experience, position classification, job experience, nature of the job, etc. An individual employed by the entity is entitled to his/her salary as of the date of the PAN. However, an employee dismissed before the 15th of the month will only be entitled to pay up to and including the day of dismissal: plus, half of that pay as notice pay provided such employee is entitled to the notice pay, but if the dismissal takes effect after the 15th day of the month, the dismissed staff is entitled to the full salary of the month plus notice pay where applicable

4.1. Payroll/ Salary Deductions

As required by law where applicable and best administrative practices, the below deductions shall be made from employee's monthly salary.

- a) Personal Income Tax;
- b) Social Security Deduction Contribution
- c) Liabilities due the EPA.
- d) Deductions mandated by the Government or a competent court of jurisdiction.
- e) Deduction based on written contract or commitment signed and ordered by the employee.

As part of verifying payroll, HR Unit shall validate the identity of all staff members on the payroll so as to keep ghost names off the payroll, avoid payroll padding and instill the necessary safety measures.

4.2. Allowance

Any employee on official duty temporarily away from his or her usual or official place of assignment within or outside the country or on study leave sponsored by or through the EPA, is entitled to a Daily Subsistence Allowance (DSA). Each allowance entitlement shall depend on the staff's position, nature of the job, duration, work environment and distance away from the employee's usual place of work.

4.3. Compensation of a Consultant

Compensation of a Consultant or contractor shall be based on the terms and conditions of his or her contract.

4.3. Other Benefits

Based on the class or position of the staff, an employee of the EPA may be entitled to other monthly or daily benefits or allowance(s) IN ACCORDANCE WITH prevailing policy of the government or the Agency.

PART 5: TERMINATION OF SERVICE

SECTION 5 - DISMISSAL / REMOVAL FROM PAYROLL

The entity shall have the right to terminate the services of any employee for proven misconduct or for good cause including but not limited to below:

- a) Death
- b) Redundancy
- c) Prolonged sickness over 12 months of the third month from active duty.
- d) Criminal Behavior
- e) Gross insubordination
- f) Substantial loss and or damage to entity and or third party's property or properties while on official duty.

5.1. Voluntary Termination

- a) Employment with this institution is on a voluntary basis. That is, no individual or employee is forced to work for or continue working for the Agency against the person's will and consent, as such, an employee has the right to terminate his/her services at any time with at least two week notice in advance.
- b) Unexcused absence from work for more than ten (10) Consecutive working days in a month or twenty (20) consecutive working days in six months without excuse of genuine and acceptable causes, is tantamount to voluntary termination of one's own services.
- c) Notwithstanding the provision of section 6(2) b above, an employee guilty of this provision, may be reprimanded ranging from warning letter to demotion at the discretion of Management.

5.2. Termination of Contractual Services

- a) Any individual or person rendering contractual services to the EPA is obligated to perform in accordance with the terms and conditions of the contract;
- b) Notwithstanding, if performance is determined to be below set expectation or below standard, the contract may be terminated at the Agency's choosing.

SECTION 6- REINSTATEMENT OF WRONGFULLY DISMISSED EMPLOYEE

6.1. Reinstatement after Acquittal of Criminal

A wrongfully dismissed employee must be reinstated and his or her accrued salary and benefits paid by the EPA.

6.2. Recourse after Management's Refusal to Reinstatement

In the event Administration refuses to reinstate an employee whose dismissal has been determined to be wrongful within the time period of two (2) MONTHS after such determination, the employee shall send a written complaint to Grievance Committee for redress. Thereafter, if the issue is not resolved within one month as of the date of receipt of the communication by the Committee, affected employee may complain to the Management Team of the EPA, and if within one month

the issue is not resolved by the Management Team, the affected employee may institute legal action against the entity in a court of competent jurisdiction.

It is the contemplation of this policy that affected employee will choose to seek redress solely and exclusively under Part I Section 9 of the Liberian Labor Laws revised, to prove wrongful dismissal.

6.3 Redundancy/Retrenchment

The EPA has the rights to retrench employee(s) if funding for a particular project for which the employee's services were hired or engaged in ran out or if the entity is face with budgetary constraints or the retrenchment is so ordered by the EPA Board of Directors or the Government.

In the event of a layoff, right-size, downsize or retrenchment or any exercise of such, the entity shall give the effected employee or employees, in advance of the date of termination, at least, thirty (30) days written notice as required by the Labor law or one month pay in lieu of the notice. Retrenched or redundant employee shall be entitled to pay for time served and one month for each year served and no more consistent with the Labor Laws of Liberia.

PART 6: LEAVE

SECTION 7 - PERSONAL LEAVE

Each fulltime employee of the EPA is entitled to an annual leave consistent with the provisions of the labor law of Liberia. Before any leave of an employee is granted, the Human Resource Person must clear the issue with employee's immediate supervisor or an authorized superior officer. Supervisors are encouraged not to use this gesture of courtesy as a way to deny employees of their due leave by unreasonably withholding approval or consent.

7.1. Kinds of Leave

Leaves shall be granted or given employees in below categories:

- A) Annual Vacation Leave
- B) Personal Business Leave
- C) Maternity Leave
- D) Study Leave
- E) Sick Leave
- F) Other Leaves

7.2. Annual Vacation Leave

Annual Vacation Leave is paid leave that is granted to an employee for each year of continual service or a part thereof. A fulltime employee is entitled to annual Vacation Leave Benefit of two (2) weeks for the first two years of continual services. Thereafter, for each Twelve (12) consecutive months of services, the leave period is three weeks up of sixty (60) months or five years, after which the number of leave days shall be four weeks. For an Annual Vacation leave, the Department of Administration shall notify the employee to whom leave is due that month by publication of leave schedule on the bulletin board located in a conspicuous place of the entity not later than 14 days in advance to the commencement of the employee's annual leave. Annual Leave shall not be cumulative.

7.3. Personal Business Leave

Except for an employee on probation, every full time employee shall be entitled to two (20) days personal business leave in every calendar year. A staff is credited one day for each half of the calendar year. Personal Business Leave is not carried over from year to year. A qualified staff desirous of taking a Personal Business Leave shall obtain the approval of both his/her immediate supervisor and the HR. Personal Business Leave is paid leave as long as it falls within accumulated leave.

7.4. Maternity Leave

Full-time permanent employee, who is an expected mother, shall be entitled to a ninety (90) days paid maternity leave. This leave of absence may be requested and granted not later than thirty (30) days to the expected day of delivery.

While on this leave, the staff's position and title shall remain opened and unaltered; but in the event the staff failed to report to work on the due date for ten (10) consecutive days without an approval from HR and the staff's immediate supervisor, then under such circumstances, the staff's status shall be changed from "Leave" to "voluntary resignation or voluntary termination of service consistent with the labor law.

A staff on maternity leave may not consecutively enjoy another paid leave unless it is expressly applied for by the employee and approved by the Human Resource Unit.

7.5. Study Leave

A staff may be granted a leave of absence to pursue a study. The leave may be paid consistent with labor law of Liberia and provided the knowledge to be gained or will be useful to and can be applied within the EPA areas of functions.

The position and title of staff on study leave may be reserved for the individual provided the duration of the study is not more than twenty-four (24) months and such study is related to or is in areas of environmental science or the study is potentially usable within the EPA. Scholarship, study or training offered by the EPA are inclusive or falls within the category of study leave.

7.6. Sick Leave

Sick leave is a paid non-cumulative leave. It is accrued in unit of one day per month. Sick leave is given or granted to a full-time employee who is unable to continue to perform his/her official duties due to medical reasons, not excluding medical check-up.

Any staff taken more than (seven) 7 working days on account of sick leave within 6 consecutive months, shall be required to provide genuine medical certificate from a recognized medical center, signed by a qualified medical practitioner, to Administration to prove that the staff has or had genuine medical reason(s) for seeking medical attention. Additionally, upon the return of the staff to work, the certificate from the doctor must also indicate that the individual is fit to continue on the job.

In addition to an allowed or allowable sick leave or study leave, any staff member using days more than or equal to the staff's annual vacation leave without approval from the proper authority, shall be considered to be on leave of absence without pay (**LAWP**); and if the unauthorized absence continued for more than ten (10) days without genuine reason (s), the leave of absence without pay shall mean voluntary termination of employment or resignation.

The position and class of any staff on an approved Sick Leave may not be occupied until the return of the staff, even though Management may temporarily fill the position. Notwithstanding, if the absence becomes protracted for over 180 days, then and in that event, Management may use sound judgment whether to declare the post vacant or not.

7.7 Other Leave

7.7.1. Pre-Disciplinary Leave with Pay

This is an involuntary leave but with pay. It is compulsory absence from work ordered by Management necessary to create the level plain field conducive to allow an on-going investigation unhindered. This action is deemed necessary if one or more of below situation exist or is imminent:

- a) The presence of the employee poses harm to himself/herself, to other(s) and or to property;
- b) The presence may cause or constitute negligence with regard to the Agency's duties to the public, other employees and or to a third party and or property;
- c) May hamper the investigation being conducted by law enforcement officers or the Agency;
- d) Poses hindrance to the proper conduct of agency's business;
- e) The employee's presence poses dangers to property;

7.7.2. Administrative Decision Context

In the event any of the above conditions exists or is imminent, management must, as soon as appropriate, give the staff a written notice outlining the reason(s) for his/her removal from the workplace. In the case of an administrative or disciplinary investigation, same should be conducted within 20 workdays, and if the investigation is not completed within the allowed timeframe, Management shall use sound judgement to either:

- a) Impose disciplinary measure depending on the gravity and circumstances surrounding the act;
- b) On conditions, allow the staff to return to work pending final decision; or
- c) Extend the pre-disciplinary leave with pay, for a specified period of time to determine by the proper authority not to exceed additional twenty (20) days.

7.7.3. Removal from Workplace for Criminal Conduct

Management may remove an employee from the workplace if there is an ongoing criminal investigation involving the individual and his/her continued presence may:

- a) Hinder the investigation;
- b) Impede the work of the agency;
- c) Constitute continued negligence in regard to the Agency's duties to the public and other third parties;
- d) Constitute policy breach.

Upon removal of a staff from the workplace, (a pre-disciplinary measure) due to criminal indictment of charges, management shall suspend all benefits and entitlements to such staff until finalization of the investigation. Generally, all voluntary leave requests must include proof of the situation or circumstances to be addressed during the leave; including, in the instances of health related matters, the necessary documents to substantiate the averment in the request. All disciplinary suspensions or leaves are without pay.

SECTION 8- BENEFITS UPON REINSTATEMENT

8.1. Reinstatement from Suspension

An employee, who is reinstated with pay and benefits after suspension or leave absence without pay shall be paid retroactively the accrued salary and benefits up to date of reinstatement, except for period for which no insurance premium was paid by the employee or deducted from the employee's salary.

8.2. Reinstatement after Dismissal

A staff reinstated with back pay and benefits as a result of wrongful dismissal shall be retroactively entitled to accrued pay and benefits, including health benefits as from the date of termination; except as may otherwise be recommended by the grievance or Ethics Committee or the authority that conducted the investigation. However, no decision not to pay should be contrary to Labor Law of Liberia.

8.3. Due Process and Corrective Measures

The issuance of all written notices, suspensions, demotion transfer with disciplinary salary or benefit cut and termination or any other disciplinary administrative or corrective measures must follow or be done in accordance with the Due Process of law.

Due Process of law as used in this policy is granting the accused or the defendant employee against whom charges are brought, the right to be heard and to defend himself/herself, even with legal counsel's representation the individual concerned so desires.

Corrective or administrative measures as outlined in this policy must be applied on the basis proportionality of the offense or, on incremental basis. This means that the basis proportionality of the offense or, on incremental basis. This means that verbal warning, written warning, and suspension with pay, suspension without pay, benefit or salary cuts, demotion, dismissal, prosecution or any combination thereof may be applied depending on the nature and magnitude of the conduct. Employee's right to reasonable time to respond to allegations, averments, questions or issues must be ensured at all times.

8.4. Use of Grievance Procedures

Every employee has the right to challenge any disciplinary procedure applied or being applied against the employee or his/her interest. Any such challenge may be addressed in following sequence until final decision is made: to the grievance committee of EPA; to Management Team headed by the Executive Director if appropriate redress is not obtained; and if concerns raised are not thereafter resolved, the individual may seek redress through the justice system.

It is required of any and all aggrieved employees to seek redress through the proper channel as laid out in this policy and any other approved procedure.

Grievances or complaint between or amongst employees start with the immediate manager or Supervisor of the aggrieved person or group of persons.

PART 7: ASSETS PROTECTION

SECTION 9 –EPA ASSETS

All EPA property – including furnishers, equipment, ICT, Vehicles, Motor Bikes, Parcel of Land, Buildings\ Apartment, Storage areas, Machines, Work areas – must be used properly and maintained in good working order. Employees who lose, steal, or misuse Company property may be personally liable for replacing or repairing the item.

The EPA reserves the right, at all times and without further notice, to inspect and search all Agency’s properties for the purpose of determining whether this policy or any other policy of the GOL has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with State laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

9.1. Use and Care of EPA Properties

To protect the EPA’s legitimate interests, the Agency reserves the right to question and inspect or search any employee or other individual entering or leaving the Agency premises, with or without notice. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, and et cetera. The individual may be requested to display the contents of any packages and/or turn out his or her pockets, et cetera, in the presence of a representative of the Agency, typically a management or security employee of the same gender.

Any object of value of any kind, purchased by the government of the Republic of Liberia or the EPA or owned by a collaborating partner and in use or under the control of the EPA, including vehicles, structures, supplies, etc. are herein considered properties of Agency and shall remain so, unless otherwise legally disposed of by the proper authority.

Any employee or individual wishing to use any property of the Agency that is not officially assigned to the person must obtain a written permission from the office of the Manager of Administration or any office clothed with the authority to do so by the EPA.

Directors, Managers, Supervisors and other employees who are assigned vehicles and or other Properties shall have the responsibility to ensure that Administration routinely service and repair said properties. Any employee, who wants to take any EPA property outside of the Agency’s premises excluding assigned vehicles and or laptops, must obtain permission from the proper authority before such action.

Any employee with assigned vehicle, when traveling abroad or domestically away from his/her duty station for at least one whole working day without using the assigned vehicle is required to leave said vehicle in the yard at the EPA so that the staff acting in his/her stead of the departing Staff or boss, will use the vehicle in performing EPA’s job.

A vehicle temporarily assigned to a staff as a result of assuming the functions of another employee, shall fuel the vehicle from the department’s operational allowances and or the general utility allowance of management/Administration, whichever available feasible and applicable.

9.2. Vehicle Control

This section provides guidelines for the use and control of all vehicles owned by leased and or loaned assigned to EPA.

All utility vehicles of the EPA are to be used for official purposes only and not for private use; and a log book shall be for each of such vehicles for the purposes of monitoring mileage, maintenance services, vehicle usage, repairs, fuel usage, etc.

Only licensed and employed EPA drivers may drive EPA vehicles, including vehicles permanently assigned to staff. Only EPA employed licensed drivers, authorized by the Transport Section, are allowed to drive vehicles of the Agency. Any staff planning a field trip that involves the use of the Agency vehicle should submit a written request to the Transport Section at least a day in advance to the trip. This is to give the Transport Section enough time to ascertain the fitness and readiness of the vehicle.

Any driver, mechanic or staff under the influence of alcohol or drugs shall not operate or work on EPA vehicle;

All vehicles and transport facilities of the Agency shall be under the supervision of the Transport Section and permission for the use of any vehicle for purposes other than the official functions of the Agency shall be obtained from the Manager of the Department of Administration prior to such use.

Accident Report forms along with the log book must be maintained every vehicle of the entity and regardless of the nature and or amount of damage, all staff involved in an accident while driving must submit to the supervisor an accident report on the entity's prepared accident report form immediately or at most one day after the accident.

Operators of all vehicles are required to submit a Monthly Vehicle Report to the Transport Unit on a standard form kept by the Transport Unit. The report shall include but not limited to:

- a) Beginning and Ending Readings of the Speedometer;
- b) Original of vehicle log report;
- c) Short written narrative or description of the conditions of the vehicles;
- d) The information on the form must be attested to by the Manager or staff to whom the vehicle of assigned.

After receipt of the Monthly Vehicle Report, the Transport Unit shall then compute the mileage per gallon to establish whether or not the fuel allotment is properly being used. The head of the Transport Unit shall also verify the correctness of the information provided in the report for appropriate actions.

9.3. Asset Value

Assets which cost less than \$ 50.00 and or consumable shall not be tracked, including computer components such as smaller peripheral devices, video cards, or keyboards, or mice, calculators, perforator etc. However, assets, which store data regardless of cost, shall be tracked either as part of a computing device or as a part of network attached storage. These assets include:

- a) Network Attached Storage (NAS), Storage Area Network (SAN) or other computer data storage
- b) Temporary storage drives
- c) Tape or optical media with data stored on them including system backup data

9.4. Asset Disposal and Repurposing

Procedures governing asset management shall be established for secure disposal or repurposing of equipment and resources prior to assignment, transfer, transport, or surplus.

When disposing of any asset, sensitive data must be removed prior to disposal. The Logistics Unit support staff shall determine what type of data destruction protocol should be used for erasure. Minimally, data shall be removed using low level formatting and degaussing techniques. For media storing confidential or student personally identifiable information (PII) that is not being repurposed, disks shall be physically destroyed prior to disposal.

9.5. Audit Controls and Management

On-demand documented procedures and evidence of practice should be in place for this operational policy as part of [EPA]. Satisfactory examples of evidence and compliance include:

- a) Current and historical asset management system checks for various classes of asset records.
- b) Spot checks of record input and accuracy against tracking database.
- c) Evidence of internal process and procedure supporting this policy for compliance with general workstation computing policies.

9.6. Information Protection

Whether information is entered or sent during or outside of working time, employees have no right of privacy as to any information in the Agency's computer systems, voice mail, e-mail or other technical resources. If, during the course of your employment, you perform or transmit work on the Agency computer systems or other technical resources, your work may be subject to the investigation search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Agency.

Employees should use the computer systems only for business purposes. Using e-mail or the Internet for personal, non-business, purposes is prohibited during working time.

The Use of personal computer or electronical devise is strictly prohibited.

Employees may access only electronic files or programs that they have permission to enter. Unauthorized copying or use of computer software exposes both the Agency and the individual

employee to substantial fines and/or imprisonment. Therefore, employees may not load personal software onto the Agency's computer system, and may not copy software from the Agency for personal use. All employees must contact the (insert title of appropriate Agency representative) to install any software on the Agency's computer system.

Unauthorized review, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other property of the Agency, or improper use of information obtained by unauthorized means, will not be tolerated.

Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

9.7. Unacceptable Use of the Internet

In addition to the requirements stated above, use of the Internet must not disrupt the operation of the Agency network or the networks of other users, and must not interfere with the productivity of any employee. Copyrighted materials belonging to entities other than this Agency may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for an employee's personal use in research if pre-approved by the employee's manager. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs.

Employees should be aware that harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by the state will be transmitted.

9.8. EPA Premises

All premises of the EPA staff shall strictly be used for the intended purpose for which the Agency or the premises was rented or established. However, the use of any EPA premises for purposes other than the aforesaid, must meet the timely approval of Administration/Management.

9.9. Ethics and Morality

All acts of theft, embezzlement of EPA's property or asset through fraud, misapplication and mismanagement of funds, materials, information, equipment and or any assets owned and belonging to the Agency shall be considered acts of dishonesty and criminality punishable under the penal law of Liberia.

Any staff, contractor or consultant charged with criminal offense shall be forwarded to the Ministry of Justice for prosecution following the Administrative investigation by the EPA in line with the justice system of the Republic of Liberia. Any staff or contractor accused of criminal offenses shall be suspended off job or from duty without pay, and shall remain on suspension pending the outcome of the investigation or prosecution but such suspension period shall not be indefinite.

PART 8: THE USE OF NACONTIC SUSTAINCE AND ALCHOL

SECTION 10-ALCHOLOL, DRUGS AND SMOKING

10.1. Alcohol

Alcohol drinking and or being drunk during working hours or coming to work drunk, are strictly Prohibited. Violators are subject to disciplinary actions in accordance with this policy and the laws of the land. The punishment for drunkenness whether on job or coming to work drunk ranges from written warning, demotion to dismissal.

10.2. Drugs

Any employee or contractor engaged or cut in drug dealing on the premises of the EPA shall be suspended or dismissed summarily and forwarded to the Ministry of Justice for prosecution. That is, "Drug Dealing" is strictly prohibited on the premises including vehicles of EPA.

10.3. Smoking

All work places of the EPA are considered public places and are therefore subject to the public health and safety laws of the Republic. By that, the smoking of any controlled substance is prohibited in all EPA offices and on EPA vehicles or premises. Violators are subject to disciplinary, corrective and or administrative measures ranging from warning to dismissal.

10.4. Possession of Firearms and other Weapons

The possession of fire arms and/ or any kind of weapon on EPA premises or vehicle by EPA employee is strictly prohibited unless as otherwise required by Law. Any employee caught with illegal fire arm or any weapon of danger to human life shall be punished ranging from suspension, dismissal and or prosecution by the appropriate Government authority.

10.5. Violence to the Person or Property

Any act of violence or aggression including profanities, against oneself, another person, the Agency and or to the public; destruction or the posing of danger to the property, is forbidden and is punishable under of this policy and under the applicable laws of the Republic. Administrative or disciplinary measures against violators range from written warning to dismissal, depending on the nature and extend or gravity of the offense.

SECTION 11- ACTS OF INSUBODINATION AND UNDUE BOSSINESS

All personnel and contractors with the EPA are required to perform their respective and collective duties as per the Terms of Reference and are required to equally accord courtesies and respect to all authorities and employees of the Agency regardless of seniority or position or assignment

11.1. Verbal Warning

The immediate supervisor of an employee shall initiate a conference with the employee for conducts ranging from unexcused absences, poor work habits, unsatisfactory performance on the job, etc. In an effort to correct and improve the overall performance of the staff, the supervisor may provide job-related counseling to the employee. When such is done and the employee continues to exhibit unaltered attitude, a written memo shall be sent to HR/Administration

complaining and recommending that such personnel be given a warning on account of the attitude complained of.

No immediate supervisor shall issue written warning, suspension, demotion, transfer, promotion and or dismissal of an employee except with the input and approval of the HR/Administration Department. Administration shall not withhold unreasonably a recommended action against any employee except for good reasons.

11.2. GENERAL ETHICAL ISSUES

EPA shall maintain a work environment that discourages sexual harassment by Directors, Managers, Officers, Supervisors, employees, Contractor and or Consultants in any way, manner or form.

11.2.1. Sexual Harassment

For the purpose of this Policy, sexual harassment is an unwelcomed, unsolicited sexual advances, other physical and non-physical but glaring gestures or conduct of sexual nature or nudity. Any conduct which has the propensity or effect of unreasonably interfering with the individual's work, advancement or participation in EPA's program or activities or creating an intimidating or hostile work environment with sexual undertone. Sexual harassment includes but not limited to the following:

- a) Unsolicited jokes, comments or innuendo of sexual nature that include lewd, obscene or sexual suggestive displays or remarks;
- b) Uninvited physical contact, such as touching, hugging, kissing, or punching;
- c) The request or demand for sexual favors accompanied by explicit or implicit promise, rewards or threats concerning the individual's employment status or other benefits such as educational support amongst others;
- d) Repeated unwelcome social invitations, sexual flirtations, advances, propositions or unwanted offer of sexual nature, threatened, attempted, or complete physical sexual assault;
- e) Indecent dressing or exposure suggestive of sexual intent, advances or solicitation;
- f) Romantic involvement (even if consensual) between supervisors and subordinates

11.2.2. Procedures for Reporting Sexual Harassment and Discrimination on the job

The procedure for reporting sexual harassment and discrimination is as follows:

- a) In the event where the person's behavior makes an employee uncomfortable, the employee shall immediately advise the person that, in the victim's opinion, the behavior is inappropriate and demands immediate discontinuation or the aggrieved employee may report dissatisfaction to authority;
- b) If the employee is not comfortable to discuss the issue with the person, he/she should complain to his/her supervisor. However, if for some reason the aggrieved employee feels that the supervisor is not the suitable person to report to or is the victor, the

- aggrieved employee should report to the HR/Administration or in the Executive Director or any member of the EPA Grievance Committee
- c) All cases of sexual harassment and/or discrimination must be promptly reported and thoroughly investigated consistence with due process of law and procedures as established by the Agency;
 - d) If the internal redress process/system appears or is unable to provide the necessary remedy, then and under such circumstances, the aggrieved personnel shall complain to the appropriate national authority for redress
 - e) All investigations into complaint of sexual harassment or/and discrimination shall be conducted thoroughly with intent and purposes to protect the human rights, dignity and ensure equal opportunity for all at the work place.

11.2.3. Penalty for Sexual Harassment

Upon conviction, the penalty for sexual harassment and/or discrimination at the EPA work place shall be suspension for two months off the job for first offense, followed by dismissal for the second offense. Notwithstanding, depending on the gravity of the case, Management may conduct internal investigation and based on the weight of the evidence adduced against the accused, Management may out rightly dismiss the perpetrator and forward said person to the Ministry of Justice for prosecution.

11.2.4. Absences and Lateness

Unexcused absenteeism for ten (10) conservative days in a month for no genuine reason(s) is prohibited and may be punishable by dismissal in keeping with Labor Law.

Except as otherwise directed all EPA employees are required to start work at 8:00am on each and every workday and close work at 4:00pm. Any personnel reporting to work after 8:30am is consider late. Lateness beyond the personnel's control shall be reported to the staff's Supervisor and HR as soon as possible prior to the staff's arrival at the job site. Lateness of any staff consistently in a week may result into a warning letter to that employee, to be followed by suspension not more than two weeks without pay for habitual lateness; and dismissal for uncontrollable lateness in a period over a span for six months.

PART 9: STAFF DEVELOPMENT PROGRAMS

SECTION 12-ON THE JOB TRAINING

All personnel whether new or old, regardless of previous training, education and/or experience, shall undergo periodic or annual training or workshop forced in the staff's field of duties.

Personnel shall also be trained or retained in the event of job change and/or changes due to advancement in technology. Specific training programs and/or workshops shall be conducted periodically to build the productive capacity of personnel.

EPA shall also accept internship arrangement from Institution and Universities in terms and conditions as may be agreed upon. The EPA may pay honorarium to intern where appropriate and feasible in terms and conditions as may be agreed upon.

12.1. Off-the-Job-Training

The EPA may solicit local and international fellowships, awards and or scholarships for capacity building of its employees. Employees that have served the Agency for 3 years and above shall qualify for the job training under this category.

12.2. Disabilities

There shall be discrimination in employment at the EPA due to one's disabilities or conditions whatsoever. All persons or individual irrespective of physical condition shall be accorded all rights and privileges available to realize their human potentials as long as the requisite qualifications are met.

12.3. Illness

Any personnel who fall ill shall be assisted and encouraged to seek medical treatment upon written notice to the HR/EPA about such sickness and the concerned staff shall be given excuse to seek medical attention. Upon recovery and return to work, the individual shall present medical certificate evidencing the nature of the sickness; any misinformation or misrepresentation of facts in this regard shall be considered a dishonesty and punishment for such dishonesty range from writing the staff to dismissal.

Any staff that contracts communicable disease, such as small pox, chicken pox, measles, TB, severe flu, syphilis, etc. may be required to stay away from the work environment until such time when sickness poses no threat others. Such excuse to stay home shall be sought and authorized by HR prior to commencement of such absence from work.

No person living with HIV/AIDS shall be dismissed, demoted or ostracized; he/she shall however be treated equally and humanly and encouraged to move on with his/her job responsibilities while seeking medical attention until at such time when the individual's condition shall become worse as to posing threats to others or public health.

12.4. Awards

EPA shall be and remain keen on promoting excellence of services and committed to providing the necessary conditions and supports to its personnel to attain such awards as determined by Administration.

The EPA shall honor or award its personnel on the basis of:

- a) Length of service up to the point of pension or retirement;
- b) Outstanding job performance;
- c) Distinction at external representations of the entity/Liberia at international conferences;
- d) Outstanding Leadership;
- e) Innovative, creativity, initiative taking; etc.

12.5. Association/ Gatherings

EPA recognizes the concept of secularity as contained in the 1986 Constitution of the Republic of Liberia and therefore encourages its personnel to practice their respective religions; however, except the gathering is for official purposes, religious congregation at the EPA for religious purposes shall be done:

- a) Before official work begins at 8:00am;
- b) During Lunch time and or
- c) After work hours.

PART 10: ATTENDANCE OF MEETINGS

To enhance organizational effectiveness and communication, it mandatory that staff meet and consult based on the following categories:

- Senior Management Team Meeting;
- Senior Staff Meeting;
- General Staff Meeting.

The minutes of such discussions shall be kept on file for the purpose of record keeping. All absences must meet the prior approval of the concerned staff member's immediate supervisor/boss.

SECTION 13- HOLDING OF MEETINGS

Meetings shall be held at the below three levels/categories and dates. However, this date and times are subject the changes as directed by the Executive Director:

- *There shall be Senior Management Team Meeting on every Monday;*
- *There shall be Senior Staff Meetings on the first and third Wednesday of every month and;*
- *General Staff Meetings shall be held quarterly (the last Friday of every month).*

It is compulsory for all staff under the below stipulated bracket to be on times for the aforesaid meetings. Excuses can only be granted by the Executive Director.

13.1. Senior Management Team

Only Executives and Managers of Departments are eligible to attend Senior Management Meetings. Heads of Projects, along with Focal Points and others are NOT to attend such meetings

except upon the invitation of the executives and or the body deems it necessary to summon anyone in the category mentioned to appear.

13.2. Senior Staff

The executives, Managers of Departments, Assistant Managers, Projects heads and Focal Points are eligible to attend senior staff meetings. Any other employee who does not meet this criteria are NOT allowed to attend this meeting or except upon the invitation of the Executives for a particular reason.

13.3. General staff

All EPA Employees who DO NOT attend Senior Staff meeting along with projects staff are eligible to attend the general staff meeting.

PART 11: PERFORMANCE REVIEW AND EVALUATION

Every personnel of EPA is encouraged to develop his/her capacity to perform his/her regular job assignments to the best of his/her potential and ability. There shall be performance appraisal or evaluation to determine specific actions such as recommendation of additional or necessary education or training, promotion, transfer, demotion, salary increment, retirement, termination of services, etc.

Every newly hired staff shall undergo three months' probationary period at the end of which period the immediate supervisor of the staff conducts a performance appraisal. The appraisal is to enable Administration decide staff's final status of employment.

SECTION 14- SIGNING OF TIME SHEETS

All employee except for the Executive Director, Deputy Executive Director, Managers and Assistant Managers of the Departments, are required to sign in the daily attendance registry at the front-desk, indicating time-in and time-out. Other than verifying who comes to work, - this record also tends to show the number of regular employees on EPA payroll. Different procedures for the tracking of attendance of Managers and Assistant Managers may be prescribed by Management.

- a) If for any reasons an employee is unable to sign in the daily attendance registry, such as attendance to urgent work assignment out of the regular office or any other reason for late arrival, the staff shall immediately inform his/her immediate supervisor and/or the HR for the purpose of not only information but for accountability.
- b) Head of department who has permanent or temporary out-of-office assignments shall send copies of such assignments to HR and is also required to submit report to his/her department for incorporation into Department's weekly report.

14.1. Confidentiality

Any individual or entity being considered for employment or service contract with the EPA must sign a Non-Disclosure Contract, guaranteeing that the individual or the entity will not release to a

third party, except upon proper authorization from Management or on order of a competent court of jurisdiction or as may be required by statute or Government policy, any unpublished or otherwise confidential information received or gathered while performing his/her duties and for or with the EPA. This Non-Disclosure affirmation shall continue during and after termination of engagement with the EPA. Non-adherence shall constitute a breach punishable by administrative measure or prosecution by the proper government authority, depending on the gravity of the breach.

14.2. Conflict of Interest

Conflict of interest is when an employee, institution, contractor or a person seeking to establish any form of connection or relationship with EPA, finds his/her own interest competing with that of the Agency. That is when the person or institution has to choose between his/her personal interest and EPA's interest.

In situation of serious concerns or potential damage to the entity as result of the decision to be made, the individual shall recuse himself/herself from the process and failure on the part of any employee or contractor to do so shall constitute an offense punishable depending on the gravity of the result of non-compliance. In the event a loss or damage or injury occurred due to the failure or refusal of the concerned individual to recuse himself/herself from the process, the individual shall be liable for the damages or injury that may ensue.

During all negotiations for the engagement of services with the EPA, the negotiators are required to disclosure to the entity any activities in which the individuals are or may be engaged in that may constitute a conflict of interest with that may constitute a conflict of interest the Agency.

Any portion of this documents not consistent with any relevant statutes and or the law controlling the conducts of public servants shall be unenforceable to the extent of the inconsistency, and the remaining portion or portions shall remain binding for the intended purposes.

Any liability created or suffered by any person or persons as a result of negligent and or unreasonable interpretation of any portion or portions of this instrument shall be the full burden and responsibility of personnel who committed misinterpretation or misapplication of this policy.

PART 12: PENALTY/PUNISHMENT REGIME

SECTION 15- MINOR OFFENSES

In the event of omission or commission of below offences, the applicable punishment shall range from written warning, letter of suspension and to dismissal depending on the gravity of the case:

- a) Persistent late arrival at work;
- b) Leaving work place without excuse, etc.;
- c) Unexcused absences for days up to 10 within a time period of six months;
- d) Minor acts of dishonesty such as time- cheating in daily register/ledger;
- e) Negligence resulting into damage to EPA's properties of lesser value;
- f) Negligence in giving instructions and/or failure to give instruction or the omission thereof when necessary, which resulted into or has the potential of serious damage, loss of property or liability the Agency;

- g) Proven misbehavior during work hours
- h) Misuse of EPA's property;
- i) Failure to carry out instructions that is within the staff's scope of officially assigned duties;
- j) The use of profanities;
- k) Indecent dressing/exposure (male or female staff);
- l) Loitering during office hours; etc.

15.1 Major Offenses

These are offenses for which an employee may be outrightly dismissed:

- a) Theft, fraud, dishonesty resulting unto loss or injury to EPA property or to a third party engaged in activity with the EPA or under the supervision or partnership with the EPA;
- b) The use of banned substance or narcotic drug while on the job;
- c) Drinking alcohol or being drunk on the job;
- d) Willful misuse or destruction of EPA property;
- e) Proven gross negligence or breach of duty;
- f) Fighting on the Job
- g) Unauthorized disclosure of sensitive information of the EPA;
- h) Negligence in obeying safety rules such as smoking in the generator room;
- i) Unsatisfactory performance during probationary period;
- j) Unexcused absence of 10 consecutive days in a month;
- k) Proven gross insubordination to constituted authority; etc.

The above list of offenses is not exhausted therefore other conducts or behaviors constituting major offenses shall be considered based on facts and circumstances.

PART 13: RESETTLEMENT

Resettlement is intended to provide a resettlement package for an old employee who is reassigned to a new location and that such new assignment needs resettlement of the staff.

SECTION 16-DECENTRALIZATION

In order to fully implement decentralization of EPA's functions throughout the country; it is the responsibility of the Agency to underwrite the reasonable resettlement costs of any employee assigned to a place of work that requires the relatively permanent relocation of said staff. To ensure quality decentralization, the following are required to be adhered to:

- a) Any staff whose new assignment meets the conditions for resettlement benefits shall not incur any reimbursable cost without the written consent of the appropriate authority designated by the Executive Director.
- b) Any staff who accept an assignment for which the Agency incurred a resettlement cost, but the staff later refused to take up the assignment or voluntarily resigned from the entity without any justifiable cause attributable to the Agency, the staff shall reimburse the

Agency through either physical cash or pay roll deduction which shall be processed through the EPA Credit Union or any other suitable/legal means.

- c) The Agency shall be responsible for the status quo return of a resettled employee who is dismissed within six months of resettlement and said dismissal has been adjudged by a competent jurisdiction or declared wrongful by an investigative board appointed by Management.
- d) No staff (inspector) shall spend more than three years on an assignment in a particular county. Therefore, each staff (inspector) shall have a designated county of resident to which he/she shall return for two weeks after every quarter (3 months) at the assignment to attend to family issues.
- e) There shall be no permanent assignment for staff in counties or special order of transfer of staff i.e. staff from Montserrado county or from Maryland county and no staff shall determine his/her own county of assignment.
- f) In the event of transfer which shall be done every three (3) years, a resettlement package in line with the distance the staff is being transferred to shall be made available to the staff before his/her departure for the assignment.
- g) The Resettlement Cost Table in the Staff Resettlement Policy shall be regularly updated to commensurate with the prevailing economic realities when necessary.

16.1. DSA and Transportation

In fulfillment of this Policy, the below Resettlement Cost Table is established for official use and shall remain in full force and effect until it is amended in accordance with prevailing economic circumstances at the time of amendment and as approved by the Executive.

1. RESETTLEMENT BENEFIT TABLE

	From Monrovia to the following locations	Two weeks DSA (US\$)	One month rent (US\$)	Transportation for 3 family members (US\$)	Total (US\$)
	Area/Zone I				
1	Margibi	500.00	50.00	15.00 x3	595.00
2	Bassa	500.00	50.00	15.00 x3	595.00
3	Bong	500.00	50.00	15.00 x3	595.00
	Area/Zone II				
4	Grand Cape Mount	500.00	50.00	50.00 x3	700.00
5	Bomi	500.00	50.00	50.00 x3	700.00
6	Gbarpolu	500.00	50.00	50.00 x3	700.00
	Area/Zone III				
7	Lofa	500.00	50.00	100.00x3	850.00

8	Nimba	500.00	50.00	100.00x3	850.00
9	Rivercess	500.00	50.00	100.00x3	850.00
	Area/Zone IV				
10	Sinoe	500.00	50.00	250.00x3	1,300.00
11	Grand Kru	500.00	50.00	250.00x3	1,300.00
12	Grand Gedeh	500.00	50.00	250.00x3	1,300.00
13	River Gee	500.00	50.00	250.00x3	1,300.00
14	Maryland	500.00	50.00	250.00x3	1,300.00

The Departments of Administration, Planning & Policy and Compliance & Enforcement, along with the Legal Unit shall keep updating this Resettlement Cost Table based on the prevailing economic condition and the distance away from the Central Office in Monrovia, Montserrat County or the concerned staff's current place of work or residence, to the new place of assignment; but that each updating shall meet the consent of Management Team and the approval of the Executive.

A staff whose assignment or reassignment meets all conditions for resettlement benefit may request for and be granted by the Agency, a request for reasonable amount as salary advance under the terms and conditions laid out in the Employee Salary Advance Policy.

16.2. Roles and Responsibility of Human Resource Office

The Human Resource office is responsible to communicate the contents of this Policy to all Line Managers and employees of the Agency and to monitor and evaluate the implementation of said policy and report to the Executive Director on a quarterly basis.

16.3. Effective Date and Duration

This Resettlement Policy shall become effective upon approval by the Executive Director/ CEO of the EPA and shall remain in force until made null and void by the same authority or the Board of Directors.

In respect of the granting of giving resettlement assistance to an employee, the herein above provisions shall constitute sufficient guidance and complete and full authority of the Agency or any officer as may be so designated by the Executive Director/CEO of the EPA.

PART 14: RETIREMENT

SECTION 17-RETIREMENT AGE AND PROCESS

The Environmental Protection Agency like any other Agency recruits staff whenever other employees leave the Agency by obtaining the age of 60 or 65. The first Retirement program was carried out in 2019 where 10 of the employees were retired for long service. The retirement age being considered by the EPA is age 60 or 65. For an employee to continue in the employ of the

EPA up to 65 years, He/she must be in good health and very strong and shows beyond all doubts the He/she can perform.

17.1. Matrix for handshake for pensioner

All Employees will be paid One (1) month from gross salary for each year served. This amount will constitute the handshake. This amount will be paid at an elaborate program in their honor. Also during the program, souvenirs will be given to all retirees ranging from gold watch, country gown or wall clock. Employees will be notified a year before being retired. Names of retirees will be left on the payroll 3 months after retirement

PART 15: DEATH BENEFIT

SECTION 18- DEATH ADMINISTRATIVE REGULATIONS

The significance of the Death Administrative Regulations is to aid the family in the preparation process of a deceased staff to have a befitting burial/and take care of other pressing need the family members will be struggling with. Employees work for many years and there is a need for their family to feel that their father, son, husband, wife or daughter was loved and cared for as employer. Cognizant of the above, the HR Unit along with committee members vigorously brainstormed and produce these regulations to be able to treat all employees of the EPA on a fair basis.

By our approval of this regulation, we will officially make use of its application. As of today's date, this Death Administrative Regulations will be used to cater to deceased staff and will be practice at the EPA:

18.1. Regulation

The creation of this regulation is to ensure that deceased employees are cared for during their demise from the Environmental Protection Agency. It is to also show concern to the family and aid them to help give their love one a befitting burial.

18.2. Authority

The Executive Director/Chief Executive Officer is responsible to make sure this regulation is implemented through the requisite department/Units. The Human Resource Unit, The Administration Department, Finance Department, Legal Unit, and Audit is charged with the implementation of this regulation that it cuts across to ALL employees of the EPA on a fair basis.

18.3. Application (Scope)

Under this Regulation, there are (6) Six categories of financial contribution that the Environmental Protection Agency will make to employees' relatives when they are deceased. Its sole purpose is for the Agency to identify with immediate relative in time of death; aid in giving a befitting burial and generally to sympathize according to the below order:

- a) Get Acquainted with the family whenever an Employee dies;
- b) Get to know the direct family member (s) to transact with;
- c) HR Unit head a delegation to wake and funeral and the EPA should be fully represented;
- d) HR Unit make a request with a budget to cover all financial request including the death benefit and attach the regulation

18.4. Six (6) Categories of Financial Contribution for deceased staff:

- a) All Consultants and Contractors -----US\$ 1,500.00
- b) All General staff----- US\$ 2,000.00
- c) All Supervisors----- US\$ 2,500.00
- d) All Assistant Managers----- US\$ 3,000.00
- e) All Managers----- US\$ 3,500.00
- f) Executives----- US\$ 5,000.00

The amount is to be given to the family before the burial to help facilitate the process. Additionally, the deceased staff will remain 3 months on payroll after their demised.

PART 16: SALARY ADVANCE

SECTION 19- SALARY ADVANCE AND COMMITTEE

Because of the difficult financial condition prevailing in the country, the EPA shall set up a **SALARY ADVANCE Committee headed by the HR Office.**

- a) The committee shall determine who shall receive salary advance and the procedures of repayment.
- b) The Agency shall set aside the amounts of US2, 000.00 or LRD\$200,000.00 to cater to the needs of employees that may apply for salary advance.
- c) The committee shall approve salary advances for five (5) employees monthly
- d) The salary advance shall be a revolving fund and shall be given to employees on first come and first serve basis
- e) The amount given as salary advance shall be repaid in the period of three (3) months
- f) No staff will benefit from salary advance if he/she is indebted for salary advance or indebted to the club Absolutely there shall be no interest on amount given to staff

19.1. Recruitment

Recruitment of staff, consultants, contractors, and intern is a revolving process within the EPA. Whenever there’s a vacuum to be filled for any given position, management seek to fill that void through recruiting qualified personnel to occupy the vacant position.

Now therefore, the recruitment for the above mentioned follow these procedures as outlined below:

- a) First and foremost, all vacancies are duly advertised both internally and externally through a reputable medium that is newspaper, EPA Website, E-Mansion Website, radio, EPA Chartrooms etc. Immediately following this process, a standing committee on recruitment which is headed by the HR and Co-chair by Planning & Policy, Finance, Procurement, and Administration and along with a selected staff/individual(s) with expertise relevant to the position the applicants applied for.
- b) All shortlisted applicants who is seeking employment is evaluated either through a written test or an oral interview which informs the judgement of the standing committee selection of an applicant during their deliberations to reach a consensus.
- c) All those seeking to provide consultancy with the EPA is jointly vetted by Procurement and HR along with selected staff/individual(s) with expertise relevant to the consultancy

and consistent with PPCC regulations. The consultancy proposal is evaluated by the committee vigorously and a consensus decision is reached for selection.

- d) All those seeking internship with the EPA MUST be a graduating senior or above with an authentic recommendation from the institution he/she is enrolled into. It is the prerogative of the Executive Director to endorse the internship based on the committee's recommendation.
- e) Upon acceptance for employment, consultancy, internship, and contractor the HR office shall advise on the requisite documents to provide.
- f) All documents submitted to the EPA in fulfillment or in addition to requirement for consideration for employment shall be and remain non-returnable property of the EPA.
- g) All employment at the EPA shall be done consistent with the Labor Laws of the Republic of Liberia, the EPA Act, this policy and best Administrative practices (BBF) which does not contravene the Liberian Labor Law and practices. The recruitment process shall be competitive that begins with advertisement of

19.2. Bonus

EPA on a bi-annual (July & December) basis gives bonus to staff. This amount is used to say thanks to staff for their numerous services to the Agency rain or shine. But beginning 2021 bonus will be given to staff who will work assiduously. It will not be given across the board. **ONLY HARD WORKING** staff will receive bonus

It is referred to as Soup. Eighty percent or hundredth percent is applied to staff gross base on the performance of the Agency revenue for the period.

19.3. Insurance

With knowledge and informed consent of at least two-thirds majority of all employees, and after a through vetting process amongst at least three insurance service providers, the agency shall choose a group insurance policy to cover health insurance for all full-time employees of the EPA:

- a) A dismissed employee may enjoy benefits of the insurance policy up to the end of the month for which his/her premium was last paid, provided that all necessary documentations for such benefits were completely processed before the termination of the services of said employee.
- b) An employee on suspension or leave shall continue to enjoy the benefits of the insurance as long as the employee continues to be on the payroll of the agency and is paying the premium.

- c) A staff on suspension without pay or on leave without pay shall not enjoy benefits of the insurance policy unless the concerned staff pays the full premium to the insurance provider through the HR Officer.

19.4. Injuries

The EPA shall assist its employees in case of major injuries while on duty, especially between 8:00AM to 5:00 PM, in addition to the insurance policy. The categories of injuries that assistance may be rendered to employees include:


- a) Serious bruises/deep cuts
- b) Broken finger(s)/toe(s)
- c) Fractured/broken leg(s)
- d) Fractured/broken arm(s)
- e) Amputation of leg(s)
- f) Amputation of arm(s)

The HR in consultation with the Manager of Administration shall determine the level of assistance to be given to the injured employee.

DONE AND EXECUTED BY THE AGENCY, THIS _____ DAY OF _____, A.D, 2022 UNDER THE AUTHORITY OF THE EXECUTIVE DIRECTOR OF THE EPA.

Signed: _____

MANAGER, DEPARTMENT OF ADMINISTRATION, EPA

Approved:  _____

Prof. Wilson K. Tarpeh

ACTING EXECUTIVE DIRECTOR, EPA