

D. Compensation, Benefits, & Work Conditions

1. Salary & Payment

- Based on job level & performance
- Paid monthly via bank transfer
- Annual review tied to performance & budget

2. Benefits

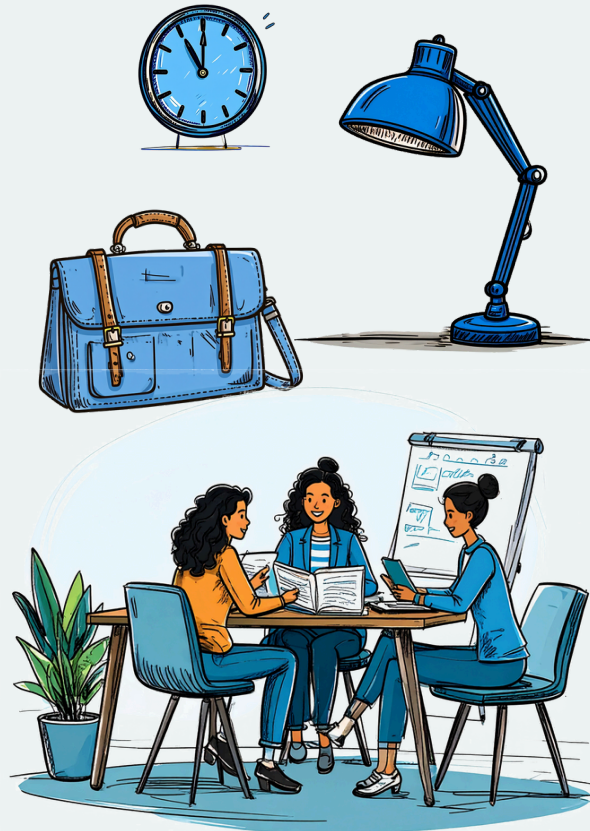
- Health insurance
- Paid time off (annual, sick, parental, etc.)
- Hybrid work policy
- Professional development opportunities

3. KPI Framework

- Quarterly goal setting, monitoring, and year-end evaluation

4. 360° Performance Review

- Includes peer, self, and supervisor evaluations
- Summary used to create Individual Development Plans (IDPs)



E. Organizational Integrity & Safeguards

1. Fair Hiring

Transparent, merit-based recruitment using standardized tools and inclusive, bias-free language. Reasonable accommodations are provided.

2. Code of Conduct

All staff must act with integrity, respect, and inclusivity; protect confidential info; avoid conflicts of interest; and follow laws and policies. Violations may lead to disciplinary action.

3. PSEA (Protection from Sexual Exploitation & Abuse)

Zero tolerance policy. Mandatory training, safeguarding declaration, and immediate reporting of misconduct. Risks are assessed during program and partner onboarding.

4. Whistleblower Protection

Confidential, secure reporting channels are in place. Anonymous reporting is allowed. No retaliation for good-faith reports.

5. Conflict of Interest

Required disclosure of any actual or potential conflict. Annual updates and recusal from relevant decisions when needed.

Human Resources (HR) Manual



A. Overview

Pijar Foundation is committed to fostering a professional, inclusive, and ethical workplace. This manual outlines HR policies and SOPs, aligning people management with organizational values and legal standards, covering the full employee lifecycle, work conditions, and integrity systems.

B. Scope

1. Applies to:

- Full-time & part-time employees
- Individual consultants /suppliers

2. Covers 3 core areas:

- Workforce Lifecycle
- Compensation, Benefits, and Work Conditions
- Organizational Integrity



C. Workforce Lifecycle (1/2)

1. Employment Basics

- Work Hours: Mon–Fri, 9:00–17:00, with hybrid/WFH flexibility
- Employment Types:
 - Full-time: Full benefits (e.g., IDR 10M annual medical)
 - Part-time: Prorated benefits
 - Consultants: No medical benefits

2. Hiring Process

- Positions approved based on annual staffing & budget
- Public postings with inclusive, bias-free templates
- Centralized application review (via Talenta)
- Structured interviews + scoring rubrics
- Required assessments (case studies/tests if needed)
- 2 reference checks + integrity check form
- Formal offer and contract

3. Data Management

- Employee data stored in Talenta
- Access limited to authorized HR/Finance staff
- Retained for 5+ years; complies with local data laws (GDPR-aligned)

C. Workforce Lifecycle (2/2)

4. Onboarding

- Begins post-acceptance; includes system access, orientation, safeguarding
- Onboarding focal point assigned
- 30-day checklist and review

5. Offboarding

- Structured process for knowledge handover, asset return, exit interview
- Final payments follow labor laws
- Completed after clearance by all relevant departments

