



WEA Personnel Handbook

Updated August 2022



Human Resource Policy

1. Introduction of WEA

Effective Date- April 2022

PURPOSE AND SCOPE: To outline and define WEA's historical depth and provide a basic understanding of the WEA intent, strategic priorities, and WEA's statement of faith that is expected of all individuals connected to WEA.

STATEMENT OF POLICY:

Introduction: WEA appreciates the vital role of each employee in accomplishing the mission of WEA to the people across the world.

The Evangel, gospel, is central to the purpose and mission of WEA. For this reason, all WEA affairs are conducted in full accordance with the Bible, the WEA's Mission, its Statement of Faith as contained in the WEA bylaws, as well as related policies reflecting the WEA's religious nature. Each employee is expected to embrace and affirm his or her agreement with such standards as a condition for continued employment with WEA, both in terms of doctrinal belief and practical application.

1. WEA History

Founded in 1846, WEA has created and nurtured an unprecedented worldwide network of nine regional and 135 national alliances as well as associated partners and organizations. Today it is recognized as a major representative of more than 600 million evangelical Christians...and growing. Our unique role is to be a voice and platform that unites this global evangelical movement.

In this age, the Gospel continues to speak with power and compassion, it sees with the eye of a prophet and feels with the heart of a pastor. Be it racial divide, inter-country dispute, violation of human rights, physical and environmental disruption, pandemics, it is our conviction that Jesus Christ stands at the portal of human needs.

2. WEA Vision

Evangelicals united globally for Gospel transformation.

3. WEA Mission

Fostering unity in Christ, strengthening identity, voice and platform for Gospel witness and discipleship

4. WEA Strategic Priorities

The WEA roadmap was endorsed in 2020 for the next 10 years. This roadmap outlines our unique calling and special role in describing WEA's strategic priorities. These are:

- a) developing strong regional and national Evangelical Alliances;
- b) being an influential voice of advocacy;
- c) fostering fruitful and broad collaborations;
- d) building effective organizational structures for outcome-based ministry.

These four strategies enable action, give mobility, and provide clarity, as we are focused on Jesus Christ, empowered by the Spirit of God, and committed to biblical and holistic disciple-making.

5. WEA Statement of Faith

THE WORLD EVANGELICAL ALLIANCE is an organization comprised of various denomination, Christian ministry agencies and associations, congregations, and individuals. Its STATEMENT OF FAITH reflects commonly held beliefs of its membership and affiliates of evangelical Christians throughout the world.

THE WORLD EVANGELICAL ALLIANCE believes the following:

1. The Holy scriptures, as originally given by God, are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.
2. There is one God, eternally existent in three Persons: Father, Son and Holy Spirit.
3. Our Lord Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory.
4. The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit.
5. The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ.
6. The Church, the Body of Christ, consists of all true believers.
7. Ultimately God will judge the living and the dead, those who are saved unto the resurrection of life, those who are lost unto the resurrection of damnation.

SIGNATURE PAGE

By signing this, I confirm that I have reviewed and hereby agree to uphold the policies outlined above. I also agree with the WEA Affirmation of Faith.

Employee

Date

DEFINITIONS:

Strategic Priorities- The values to focus on and pay attention to- now- to achieve your goals.



Human Resource Policy

2. Our People

Effective Date: April 2022

PURPOSE AND SCOPE: WEA works with a variety of people with different employment types. This policy outlines the different employment categories and the key policies that are expected of all individuals connected to WEA.

STATEMENT OF POLICY:

WEA is privileged to work with committed evangelicals across the world. Based on their existing life situation, individuals work with WEA in a variation of employment categories. Generally speaking, each role should fit into one particular category. It is possible for the individual to work with WEA in several roles resulting in different categories of employment.

1. Values of our people

Generally speaking, the people we hire should embody the following values.

Relational: Relationships are key as we collaborate across evangelicals around the world.

- We do not work in silos but actively welcome cooperation.
- We want to abide by an open consultative management style.
- We will develop respectful relationships across the levels of the organizations as well as with external members.

Excellence: Our work is not mere performance. We want to support our people to work out of their gifts and for their work to be reflective of their service unto God.

- Our work responsibilities are clearly articulated and are reflective of individual spiritual gifts.
- We want to recognize the value of an individual's gifts and help them actively develop them while serving at WEA.
- Our collective work efforts will be channeled to develop strong and dynamic background systems within the organization.

Humility: As Christ followers, we recognize that it is Christ who qualifies us and enables us in our ministry. We do not have all the answers, we do not need to position ourselves.

- We are committed to continuous improvement.
- We are freed to be who we are created to be.
- We are not arrogant of our position and our achievements.

Globally oriented: Evangelicals all around the globe are made in the image of God. Representing this diversity, our operations will intentionally seek out different voices and unite them based on the gospel

- We are diverse.
- Our united voice reflects our diversity.

2. Employment Categories

The guidelines below can be used to determine which employment category best fits a particular situation.

Volunteer

WEA is grateful for individuals who have time to give to WEA. A volunteer is an individual who does not receive any financial remuneration or benefits from WEA. He or she negotiates with his or her manager on the number of hours he or she will work for WEA. By default, the volunteer will be reimbursed for any travel expenses undertaken at the request of WEA based on the policies of WEA. All other expenses should be discussed by his or her manager.

All volunteers should sign a volunteer agreement and are expected to abide with WEA statement of faith and code of conduct. They should work based on a pre-agreed job-description that has been approved by the department leader.

Seconded Staff

A seconded staff is legally employed by another Christian ministry but works for WEA for a part or whole of their time. Based on negotiation, WEA may reimburse the Christian ministry and provide administration costs on a mutually agreed amount. The seconded staff generally follows the HR policies of the Christian ministry they are legally employed by. Based on negotiation, Unless otherwise negotiated, he or she does not receive any financial remuneration or benefits from WEA. He or she will however be reimbursed for any travel expenses undertaken at the request of WEA based on the policies of WEA.

To officialise the employment, a MOU should be in place for this seconded staff between the original Christian ministry and WEA. This should include a pre-agreed job-description and or terms of reference that has been approved by the department leader. The individual is expected to abide by the WEA statement of faith and code of conduct.

Contracted Staff

Contracted staff are independent contractors who work for an extended period with WEA and agree to a fixed daily or hourly rate prior to providing their services. This includes interns, independent consultants, freelancers etc. These staff do not include service providers such as lawyers, tax advisors, building contractors etc.

Before confirmation of the contract he or she negotiates with his or her manager on the number of hours/days he or she will work for WEA. Contracted staff may be represented by another company, ministry or as individuals. By default, contracted staff will be reimbursed for any travel expenses undertaken at the request of WEA based on the policies of WEA. All other benefits of WEA may be afforded to contracted staff based on the terms negotiated with prior approval of the manager.

The contracted staff will sign a contract of services agreement which should include his pre-agreed job-description and or terms of reference that have been approved by the department leader. The specific contract will be amended based on labor law where the individual is based as well as services provided. He or she is expected to abide by the WEA statement of faith and code of conduct.

Employee of WEA

An employee of WEA is one that is legally employed by WEA. An employee will sign an employee contract and is bound to WEA policies. He or she will be provided with WEA benefits as outlined in the HR policies. Additionally, WEA is committed to employment at will and providing equal employment opportunity. This is outlined in this section.

Adherence to local labor laws

WEA is committed to adhering to local labor laws on matters of employment.

In the context of the USA, WEA's employment is at will. Under federal and state law WEA has the right to terminate the employment relationship at any time, with or without cause or advance notice, and the employee may resign at any time. The employment "at will" relationship will remain in effect throughout your employment with WEA. This employment at will relationship may not be modified by any form or oral or implied agreement. No leader or WEA representative has the authority to alter this relationship, and no employee shall ever interpret such a person's remarks as a contract for, and/or as a guarantee of, continued employment.

Equal Employment Opportunity

WEA is committed to equal employment opportunity for all qualified persons, without regard to race, age, color, gender, ancestry, national origin, marital status (i.e., married or single), physical disability, mental disability, medical condition or veteran's status. This applies to all employment practices, including hiring, promotions, training, compensation and benefits, and disciplinary action. The organization does, however, reserve the right to employ persons who share our doctrinal beliefs including the Statement of Faith, have a philosophy of ministry similar to ours and who, in the opinion of senior leadership, have a work history and lifestyle that is consistent with the Scriptural principles of the church. All employment decisions will be made in compliance with applicable employment-related laws.



3. Staff Recruitment

Effective Date- April 2022

PURPOSE AND SCOPE: To outline and define WEA’s policy on staff vacancy. This policy is applicable to all staff directly related to WEA.

1. Staff Vacancy

Staff vacancies come up based on the needs of different departments in WEA. This policy outlines the general hiring practices and processes that pertain to staff directly related to WEA. In these instances, DSG-O will support the department leader in the hiring of staff members.

General Guidelines

- The department leader will work with the hiring manager on updating the job description of the vacant position.
- The hiring manager and department leader will discuss with the relevant DSG on the preferred staff category for this vacancy as well as the existing budget for this position (See policy on staff categories).
- The HR department (c/o DSG-O) will be involved with filling this vacancy by supporting the hiring manager and department leader on hiring based on his/her preferred staff category.
- WEA is committed to equal employment opportunity for all qualified persons, without regard to race, age, color, gender, ancestry, national origin, marital status (i.e., married or single), physical disability, mental disability, medical condition or veteran’s status. Where relevant, WEA will publish the job advertisements based on the profile of the candidate and hire the most suitable candidate.
- At the same time, WEA reserve the right to employ persons who share our doctrinal beliefs including the Statement of Faith, have a philosophy of ministry similar to ours and who, in the opinion of senior leadership, have a work history and lifestyle that is consistent with the Scriptural principles of the church. Accordingly, WEA will also be open to referrals and will actively pursue the right candidate for the position.
- For alignment with the overall values of WEA, a member of the Office of the Secretary General (OSG) and/or the department leader should be present in the interview of the candidate before any final decision is made.
- The department leader as well as the hiring manager will be responsible to ensure that the communications protocol is observed (see communication protocols).

- The final remuneration agreed on should be based on the agreed employment category, the available budget, job responsibilities, market condition where the individual is based. For more details, refer to the compensation policy.
- Depending on the kind of employee type, the relevant contract will be used.

2. Staff Orientation

It is the policy of the WEA to assist each new employee finding contentment in both their work and their workplace, as well as to provide and give them a basic understanding of the organization, its values, its traditions. An effectively managed orientation process benefits both the employee and organization in a variety of ways, e.g. high productivity, maintaining organizational loyalty, reducing stress, increasing satisfaction, and reducing turnover. Through a well-managed orientation process, new employees have a much better chance of making a successful contribution to the organization.

It is the responsibility of each Director to give adequate on the job training to their employees.

HR will be responsible to make sure:

- Appropriate forms are signed and received
- Payroll information is received
- Group insurance forms are distributed (if applicable)
- Staff conduct policy adherence form has been signed and returned
- Provision of link to prepare name-cards, email address generation and email signatures etc.

3. Probation

Depending on the position, newly hired full-time employees can be subject to a three-month evaluation or probationary period to verify suitability of their skills, capabilities to WEA. This time frame also gives new employees the opportunity to evaluate the WEA as a place to work. The designation of this time frame does not constitute an obligation on the part of the organization to retain the employee until the end of the period specified. During the probationary period, the WEA or the employee may terminate the working relationship without obligation of notice or payment in lieu of notice.

At the end of the probationary period, the director may extend the probationary period for additional time at his or her discretion. The DS-O must be consulted if this process is to take place.

PROCEDURE

1. If an employee is to be terminated within the 3-month period, the DS-O must be consulted prior to any action being taken.
2. Prior to or near successful completion of the probationary period, the employee will receive a performance appraisal from their immediate supervisor.
3. Thereafter, all employees will receive a performance appraisal annually.

This will also be an opportunity to engage in a full complete discussion regarding probationary period and position responsibilities will be explained.

Related Policies: Communications Protocol, Staff Category



4. Work Hours and Vacation

Effective Date- April 2022

PURPOSE AND SCOPE: To outline and define WEA’s global policy regarding Work Hours and Vacation. This policy applies to all WEA entities across all locations.

STATEMENT OF POLICY:

Introduction: WEA agrees with the primus that taking regular, well-timed breaks helps process and retain information, establishes creativity, cultivates healthier habits, and increases productivity- both daily and annually.

Full-time work - full-time work is calculated as 40 hours per work week.

Flex Time

Generally speaking, working hours are from 0900 - 1700. Because of the varying nature of work requirements, hiring managers may approve or require employees to work outside of “regular” office hours. This may be on a regular basis or for special short-term assignments. This should be pre-agreed by the hiring manager to prevent miscommunication.

Statutory And Organization Holidays – WEA recognizes statutory holidays and organization designated holidays during the year, as paid holidays for its eligible employees.

The following days are recognized as statutory holidays in United States of America:

- New Year’s Day
- Birthday of Martin Luther King Jr. Day (3rd Monday in January)
- Washington’s Birthday (3rd Monday in February)
- Good Friday & Easter Monday
- Memorial Day (Last Monday in May)
- July 4th – Independence Day
- Labor Day (1st Monday of September)
- Columbus Day (2nd Monday in October)
- Thanksgiving Day (4th Thursday in November) And Friday after Thanksgiving Day
- Christmas Eve and Christmas Day

Staff in other locations will be entitled to the statutory holidays where they are based.

In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday.

If the holiday occurs on an employee's normal day off, the employee may take a different day as a floating holiday; the day off is to be approved by the employee's leader.

VACATION

For employees in the US, all full-time staff are entitled to vacation leave of 20 working days per year. This will be prorated for part-time staff.

2.4.2 SCHEDULING

While every effort will be made to allow employees to take their vacation when they prefer, consideration must be given to WEA's need to maintain good customer service with sufficient coverage to meet the needs of the organization at all times.

2.4.4 NEW STAFF (VACATION)

New employees become eligible to receive annual leave/vacation and take their first leave after they have worked for three consecutive months. The schedule of vacation days apportioned during the first year of employment is as follows:

FULL-TIME 40 HOURS PER WEEK EMPLOYEES

Hired on or Between	Annual leave/Vacation Allotment in Days
January 1 - February 5	20
February 6 - March 13	18
March 14 - April 18	16
April 19 - May 24	14
May 25 - June 29	12
June 30 - August 4	10
August 5 - September 9	8
September 10 - October 15	6
October 16 - November 20	4

November 21 - December 14	2
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December 15 - December 31	1
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Earned vacation may be carried forward to the following calendar year and added to the vacation accrual for the following calendar year up to the maximum of ten (10) workdays. Any vacation in excess of 30 days without the written approval of the supervisor will be forfeited.

2.4.5 UNUSED VACATION

Every effort should be made to take vacation days owed in the calendar year. When necessary, earned vacation may be carried forward to the following calendar year and added to the vacation accrual for the following calendar year up to the maximum of ten (10) workdays. Any leave in excess of 30 days without the written approval of the supervisor will be forfeited.

During separation of staff from WEA, a maximum of 30 days will be paid out. The actual vacation days will be dependent on the actual number of days accrued (dependent on the months worked in the calendar year as per the table above).



5. Leave Benefits

Effective Date- April 2022

PURPOSE AND SCOPE: To outline and define WEA policy regarding individual reasons / benefits for leave for all active employees. This policy applies to all WEA entities across all locations. This applies to everyone unless otherwise stipulated by the government.

STATEMENT OF POLICY: WEA believes in having the healthiest environment possible, therefore provides both paid and unpaid benefits that are both required by law and voluntary. The aim of the policy is to ensure all employees have time and space to recover appropriately from the following situations.

1. SICK LEAVE

Sick pay is paid time off employees receive when they miss work due to sickness.

- a. Reasons for use:
 - i. Illness, injury, or health condition
 - ii. Preventative medical care
 - iii. Medical diagnosis
 - iv. Care or treatment of physical or mental illness
- b. In the US, WEA staff will be given up to 12 days of paid Sick Leave and WEA part-time staff will be given pro-rated Sick Leave.
- c. Sick Time pay cannot be accrued.

2. BEREAVEMENT LEAVE:

The WEA organization recognizes that a time of bereavement is an exceedingly difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

The WEA allows up to five business days of paid Bereavement Leave following the death of a spouse, child, or parents and three business days following the death of other immediate family: parent's-in-laws, grandparents, grandchildren, sister/brothers-in-law or any relative who permanently resided with the employee. You may be entitled to additional time at the DS-O/Director's discretion.

- i) An employee requesting Bereavement Leave must direct their request to their Hiring Manager.

3. MATERNITY LEAVE

WEA believes children are a heritage from the LORD, (Psalm 127:23) therefore, WEA will provide paid leave for the birth, or adoption of a child(ren).

Maternity leave will be provided to all employees who would have worked with WEA for at least twelve months before the birth of the child. The aim of WEA's maternity leave policy is to ensure a process is in place to allow for adequate time of healing and / or bonding between (mother) and child(ren).

1. Generally, WEA will adopt maternity leave and benefits based on the country's regulations where the employee is based.
2. Where there are no clearly stipulated maternity benefits, WEA will offer six weeks paid leave for the event of the employee's childbirth / adoption.
 1. The duration when this leave can be used can be negotiated with the manager and should be used up by the 3rd month of the date of the birth(s) / adoption of the child(ren). For example, if after a week or agreed upon time, the mother is able and wanting to go back to work part-time or agreed upon time, she may do so up to the 3rd month.
 2. The actual days this leave will be afforded should be negotiated and agreed with the manager before the birth of the child(ren) / adoption.
 3. For part-time staff, this is provided on a pro-rata basis.
2. For staff in the US, the employee can choose to continue with the Family Medical Leave Act (FMLA) if desired.

US SPECIFIC LEAVE POLICIES

LEAVE OF ABSENCE

WEA makes Leaves of Absence available to employees on the following basis:

a. PERSONAL LEAVE

A leave of absence may be granted for a compelling personal reason that does not qualify under the provisions of the federal Family Medical Leave Act or the state's *Victim's Economic Security and Safety Act*.

Employees who have completed at least six months of continuous service may submit a written request to their leader for a personal unpaid leave of absence of up to a maximum of 90 days. This request must be in writing and state the reason for the leave, as well as the beginning and ending dates. Personal leaves may be granted for justifiable reasons in the church's sole discretion, provided the leave does not seriously disrupt operations.

The employee does not accrue benefits including but not limited to vacation and sick leave hours when on personal leave. The employee will not be paid for holidays during a leave of absence, however the employee may use their sick and/or vacation time if desired.

Employees who return to work at the end of a personal leave will be returned to their former employment classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. It must be clearly understood, however, that no absolute guarantees can be made to an employee who takes a personal leave of absence that he or she will be assured of employment upon returning from that leave.

b. MEDICAL LEAVE OF ABSENCE

Leave of absence is accrued based on one day per day per month and can be accumulated to a maximum of 12 weeks. There are several types of leaves that would qualify as a paid leave of absence.

1. Personal Medical Leave:
 - a) If you are away on medical leave for more than five days, a doctor's certificate stating the expected date of return will be required. The WEA reserves the right to require a second opinion.
 - b) If your paid leave available has been exhausted and you still cannot return, you will be terminated for medical reasons so you can file for employment insurance benefits (where applicable).
2. Third Party Medical Leave:
 - This would apply, for example, for a parent taking time off to nurse a sick child, or a spouse nursing a sick spouse, or a child nursing a sick aging parent. As with personal medical leave, if you are away on third party medical leave for more than five days, a doctor's certificate outlining the nature of the illness and expected return is required.
3. A leave of absence may be granted for other reasons at the WEA's discretion.

PROCEDURE

1. An employee requesting a Leave of Absence must do so in writing.
2. The request must be recommended for approval by the department director and then directed to the DS-O.
3. Specific reasons for the request must be indicated

MATERNITY, PARENTAL & FAMILY MEDICAL LEAVE (FMLA)

POLICY

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job protected, unpaid leave (can use unused PTO time and/or vacation time in addition to time allotted during any 12-month period of eligible, covered employees for the following reasons:

1. Birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee
2. Care of an immediate family member (spouse, child, parent) who has a serious health condition
3. Care of the employee's own serious health condition.

It also requires that employee's group health benefits be maintained during the leave. The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

Application of the FMLA can also be impacted by the Uniformed Services Employment and Reemployment Rights Act (USERRA), Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRAo), the Americans with Disabilities Act of 1990 (ADA), or the Health Insurance Portability and Accountability Act (HIPAAo).

The qualification period is 13 weeks of employment with the organization prior to taking leave.

PROCEDURE

1. An employee should inform his/her Director and DS-O as soon as he/she determines leave will be required.
2. An employee is required to give at least two weeks written notice to their Director and DS-O of the date he/she intends to commence his/her leave.
3. An employee is required to give at least four weeks written notice of the day he/she wishes to return to work following the leave.

DISABILITY ACCOMMODATION

WEA is committed to complying fully with the Americans with Disabilities Act (ADA) and its state law counterpart and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all employees whose disability affects the performance of their essential job functions. All employment decisions are based on the merits of the situation in accordance with applicable criteria, not the disability of the individual.

We reserve the right to request an examination by a medical doctor appointed by WEA when it is determined that an employee is having difficulty performing his or her essential job functions and clarity as to capabilities and work restrictions is necessary. Our goal is to ensure that employees' duties can be performed without risk to themselves or others.

JURY DUTY

The WEA recognizes the responsibility of every citizen to be part of the judicial process. Time off will be granted, with pay, if an employee is called for jury duty.

Expenses for travel, meals, and lodging, if any, will not be paid by the WEA.

PROCEDURE

1. As soon as an employee receives notification to appear for jury duty, he/she must provide a copy to the department manager for scheduling purposes.
2. Time sheets will reflect the employee's participation in the judicial process by showing jury duty.
3. Official documentation reflecting the time spent on jury duty will be required.

MILITARY SERVICE

WEA recognizes the Uniformed Services Employment and Reemployment Relief Act of 1994 (USERRA) which provides job protection to workers who serve in the military, typically those in the National Guard or military reserves. More specifically, USERRA prohibits employers from engaging in discriminating acts

against employees who serve in the military and provides eligible service members with job reinstatement rights upon completion of military service. The law applies to all employers but does not require the employer to pay the employee during military leave.



6. Separation

Effective Date- April 2022

PURPOSE AND SCOPE: To outline and define WEA policy regarding separation of any kind and process of reconciliation. This policy applies to all WEA entities across all locations and to everyone unless otherwise stipulated by the government.

STATEMENT OF POLICY: WEA is an employer at-will and employment is based upon the mutual consent between an employee and WEA to continue the employment relationship. This means that an employee may resign from his or her employment at any time, for any reason. It also means that WEA shares the right to end the employment relationship at will, at any time, with or without cause or advance notice. There are no expressed or implied contracts made by WEA, its representative or agents that in any way conflicts with this right. Benefits, if any, applicable to an employee separating from employment with WEA will be as described in this policy and/or any other applicable WEA benefits-related policy.

1) Voluntary Separation (Resignation): Employees are requested, but not required, to give at least one month's notice of intent to resign, in writing to the immediate supervisor. Management in turn should respond in writing to accept the resignation and to confirm final end dates.

RESIGNATION BENEFITS

The employee will be entitled to salary up to the last day worked

The employee will be entitled to payment for unused annual leave

The employee will be entitled to payment of Long Service Leave according to individual countries' labor act

NB: During the final payout, WEA will withhold the necessary amount as determined by schedule for tax purposes.

2) End of Contract:

Upon the ending of a contract, employment ceases. The contract may be extended by mutual agreement of both parties. However, any extension to the contract must be in writing, finalized one month prior to expiration of the existing contract.

END of CONTRACT BENEFITS

The employee will be entitled to salary up to the last day worked

The employee will be entitled to payment for unused annual leave

The employee will be entitled to payment of Long Service Leave according to individual countries' labor act

NB: During the final payout, WEA will withhold the necessary amount as determined by schedule for tax purposes.

3) Involuntary Separation (Termination)

WEA is an at-will employer and may terminate an individual's employment at any time, with or without cause, with or without notice. However, termination, when applicable, should be based on well-documented reasons.

The reasons set out below, while non-exhaustive, provide further reasons for causes of termination.

Reasons for Termination

1. Failure to pass probation
2. Certified medically unfit for employment
3. Continual failure to meet job expectations despite coaching and repeated warnings.
4. Continued disciplinary misconduct despite disciplinary and corrective actions taken by the organization.
5. Position of employee made redundant
6. Failure to attend work or notify WEA regarding absence for a period of three (3) consecutive work days (provided that WEA has attempted to make contact with staff but to no avail)
7. Immediate expulsion may occur due to serious violations such as criminal offenses, falsifying or destroying WEA documents, damage to WEA property or reputation, or continued absenteeism. In this case, there may be no notice period given to staff prior to separation.

TERMINATION BENEFITS

The employee will be entitled to salary up to the last day worked

The employee will be entitled to payment for unused annual leave

The employee will be entitled to payment of Long Service Leave according to individual countries' labor act

NB: During the final payout, WEA will withhold the necessary amount as determined by schedule for tax purposes. If no notice is provided, WEA will provide one-month base salary in lieu of notice period.

During termination, no severance pay will be paid out. As a sign of goodwill, a maximum of 1 month's salary could be paid out. This is based on the discretion of the manager.

4) Retirement

Continued employment beyond the legal age of retirement will be reviewed on a case-by-case basis. In the event that there is no legal age, WEA will review employment once the employee turns 65 on a yearly basis.

RETIREMENT BENEFITS

The employee will be entitled to salary up to the last day worked

The employee will be entitled to payment for unused annual leave

The employee will be entitled to payment of Long Service Leave according to individual countries' labor act

NB: During the final payout, WEA will withhold the necessary amount as determined by schedule for tax purposes.

5) Death

In the event of death of staff, WEA will work with the relevant insurance provider (if applicable) to coordinate the payout of death benefits according to the schedule. WEA will also work to provide the final payout to the deceased's family. For further information regarding death benefits, please refer to the Benefits- Health Section.

DEATH BENEFITS

The employee will be entitled to salary up to the last day worked

The employee will be entitled to payment for unused annual leave

The employee will be entitled to payment of Long Service Leave according to individual countries' labor act

NB: During the final payout, WEA will withhold the necessary amount as determined by schedule for tax purposes.

Separation Process

- 1) When separation has been agreed between staff and management, HR will be informed to further the process by providing relevant information to Finance for the preparation of the final payout.
- 2) HR will coordinate the separation process with relevant stakeholders to ensure that staff returns assets and other monies that might be owed to WEA.

3) Exiting employee are invited to an exit interview before leaving. The purpose of the exit interview would be:

- ❖ Opportunity for staff to share his/her experience and observations during period of employment, which will help WEA in maintaining a positive work environment
- ❖ Determining any issues that may need to be further discussed
- ❖ Overall assessment of work, advanced opportunity, supervision, company policies and core values

Information shared by exiting staff will be treated with appropriate confidentiality and will be used in continual efforts to improve WEA's ministry

4) Staff will be required to sign on the exit waiver form before the final cash payout is provided.