



**EDUCATION**  
**HUNAR AND RELIEF**  
**DEVELOPMENT FOUNDATION**

## HUMAN RESOURCES POLICY

*This policy outlines EHRDF's framework for fair, transparent, and consistent human resource management. It covers recruitment, performance, compensation, training, and employee relations to ensure a supportive, compliant, and values-driven work environment that promotes integrity, respect, and accountability.*

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| Version:        | 1.0  |
| Approved by:    | Board of Directors                                   |
| Effective Date: | May 2026   |
| Contact:        | <a href="mailto:admin@ehrdf.org">admin@ehrdf.org</a> |

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|                       |            | Title  |                 |                 |                          |
| <b>EHRDF-HR-PO-04</b> | <b>1.0</b> |        | <b>1 May 26</b> | <b>01 of 04</b> | <b>Company Secretary</b> |
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## 1. Introduction

The Human Resources Manual of **Education Hunar Relief Development Foundation (EHRDF)** serves as a foundational guide outlining the policies, principles, and procedures governing the management of human capital within the organization. As a growing institution committed to educational empowerment, vocational training, and community upliftment, EHRDF strives to establish a fair, inclusive, and professional work environment that supports its mission and ensures compliance with all applicable laws and ethical standards.

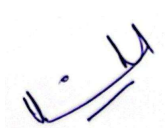
## 2. Equal Employment Opportunity

- **Non-Discrimination:** EHRDF is committed to providing equal employment opportunities to all individuals regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected characteristic.
- **Anti-Harassment:** Discrimination or harassment of any kind, including sexual harassment, is strictly prohibited. EHRDF is committed to maintaining a safe and respectful workplace for all employees.

## 3. Recruitment and Selection

- **Job Postings:** All employment opportunities will be advertised both internally and externally to attract a diverse pool of qualified applicants.
- **Selection Criteria:** Candidates will be evaluated on merit, qualifications, experience, and suitability for the position, in alignment with EHRDF's values and future goals.
- **Fair Hiring Practices:** Recruitment processes will be transparent, inclusive, and free from bias or favoritism.

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## 4. Employment Contracts and Policies

- **Employment Contracts:** All employees will receive written employment contracts clearly outlining their job responsibilities, salary, working conditions, benefits, and expectations.
  - **Employee Handbook:** A comprehensive handbook will be provided to each employee, covering EHRDF's organizational policies, procedures, ethical standards, and code of conduct.
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## 5. Compensation and Benefits

- **Fair Compensation:** EHRDF ensures fair and competitive compensation aligned with market standards, job responsibilities, and employee performance.
  - **Benefits:** Subject to role and tenure, employees may be eligible for health coverage, paid leave, provident fund schemes, and other welfare benefits in accordance with EHRDF policy and local regulations.
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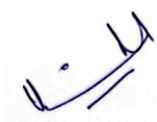
## 6. Performance Management

- **Appraisals:** Periodic performance reviews will be conducted to provide constructive feedback, assess achievements, and plan for professional growth.
  - **Goal Setting:** Employees and supervisors will jointly establish SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals to support EHRDF's evolving strategic direction.
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## 7. Training and Development

- **Learning Opportunities:** EHRDF prioritizes the continuous professional development of its staff through workshops, training sessions, and e-learning modules.
  - **Career Pathways:** The organization will facilitate mentorship, coaching, and internal mobility to nurture future leaders and foster long-term employee engagement.
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## 8. Workplace Health and Safety

- **Safety Protocols:** EHRDF will implement and regularly review health and safety guidelines to ensure a secure working environment.
- **Emergency Response:** Training and drills will be conducted to equip staff with the knowledge to act responsibly during emergencies and natural disasters.

## 9. Employee Relations

- **Open Communication:** EHRDF values honest, respectful dialogue and encourages staff to voice their concerns, share ideas, and contribute to organizational growth.
- **Grievance Resolution:** A structured grievance redressal process will be available to address employee complaints confidentially, respectfully, and impartially.

## 10. Confidentiality and Data Protection

- **Confidentiality:** Employees are obligated to maintain the confidentiality of sensitive organizational information and protect the privacy of beneficiaries and stakeholders.
- **Data Privacy:** EHRDF will collect and handle personal data responsibly and in accordance with applicable data protection laws.

## 11. Conclusion

The Human Resources Manual reflects EHRDF's commitment to building a robust and ethical workplace culture where professionalism, dignity, and collaboration thrive. As EHRDF expands its impact across Pakistan and beyond, these policies will serve as a cornerstone for nurturing a dedicated, skilled, and mission-driven team focused on transforming lives through education, skills, and relief.

Approved by the Board of Directors May 01, 2026

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