

# OLYMPIC COUNCIL OF ASIA EMPLOYEMENT POLICY, MANUAL & GUIDELINES



HUMAN RESOURCES DEPARTMENT

OLYMPIC COUNCIL OF ASIA

# **The Olympic Council of Asia (OCA)**

## **Employment Policy Manual and Guideline**

### **Introduction**

The introduction is part of this Manual.

This Manual and Guideline was approved by the 38th OCA General Assembly held in Bangkok on 3 March 2019 and it is an OCA legal document applied and enforced on all employees' contracts whether it is short- term contract or long-term contract.

In case of any dispute between the employee and the OCA, this Manual and Guideline will be the only legal document to be as a reference to settle the dispute.

Any dispute can be settled as per OCA Constitution Article 34.

It is the responsibility of each employee that he/she must read, understood and acknowledged the OCA Employment Policy Manual and Guideline.

This Employment Policy Manual and Guideline is regulated by The OCA Constitution Article 20.5 and OCA Financial Guideline.

**Husain Al Musallam**

**Director General**

**On behalf of The Olympic Council of Asia**

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## Welcome

Dear OCA Employees,

Thank you for joining the Olympic Council of Asia.

This organization shall be called the “Olympic Council of Asia”, the abbreviated name shall be “OCA”.

OCA mission is to help the development of the Olympic and Sport Movement in Asia, including the development of Culture and Education of Asian Youth through sports. By the practice of sport, OCA would like to bring to the youth the spirit of Olympism and to promote the values of mutual understanding, friendship, solidarity, fair play, peace and clean environment.

OCA will apply and uphold the Olympic principles as defined in the Olympic Charter. Belonging to the OCA Movement requires strict compliance with the OCA Constitution, Rules, Code of Ethics and OCA Employment Policy Manual and Guideline.

This Employment Policy Manual and Guideline are collection of OCA expectations that every employee is responsible for his/her duty as per the OCA Constitution, Rules and the contract. Moreover, this Manual defines the OCA Employment policy and rules.

OCA always creates a fair and productive environment for all the employees to execute their duty and responsibility in the highest level of professionalism.

OCA consider all employees as partner to reach the OCA mission, but also your dedicated hard work is a path for personal growth as a professional.

OCA strongly forbid employees to Comment or Discuss any issue outside his/her authority and department.

Your responsibility is to read the OCA Employment Manual Policy and Guideline carefully and consult whenever you need any clarification.

**Husain Al Musallam**  
**Director General**

## General Rules

The official language of OCA is English.

## Working Hours:

Full-time employees work at least [*40 hours*] per week or [*160 hours*] per month.

## Type of contract

- Full-time employees can have a yearly contract, renewable based on OCA management decision.
- Upon signing the employee his/her contract a period of 3 months(90 days) as probationary-- trial in which OCA has the right to terminate the contract without any obligation during this 3 months(90 days) the probation period.
- Short term contract based on OCA management decision. This contract could be for a specific duty and period or for one-time mission.
- We remind you that., OCA employment is “at-will.” This means that the employee or OCA may terminate the employment relationship at any time giving the notice period of 90 days.

## Equal opportunity of employment

OCA is an equal opportunity employer. OCA don't tolerate discrimination against protected characteristics (gender, age, race, nationality, ethnicity, religion, disability.) We want all employees (including executives and management) to treat others with respect and professionalism. In practice, this means that OCA:

- Hire and promote people based on skills, experience or potential and try to reduce bias in every process.
- Make facilities to help people with disabilities move about safely on our premises.
- Use inclusive, diversity-sensitive language in all official documents, signs and job ads.

Apart from those actions, OCA commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, OCA ask you to report any discriminatory action against yourself or your colleagues to HR.

OCA may use an online form or a platform where employees may submit Application for employment.

## Attendance

OCA expects all employees to be present during the scheduled working hours. The working hours are decided by OCA Director General. If any employee face any emergency that prevents him/her coming to work for any reason, the employee must contact his/her direct manager by (telephone, email and OCA chat application).

The Employee must provide to OCA an evidence of the type of emergency. The final decision to consider such emergency will be rest at the OCA Director General.

OCA will excuse unreported absences in cases of [*serious accidents, acute medical emergencies.*] But, whenever possible, OCA should know when you won't be reporting to duty.

**The employee cannot be absent from duty per year (during any 12 months period) due to personal reason not connected to his/herself.**

- 1) Continuous 7 days or
- 2) Intermittent more than 20 days

**In such case the OCA has the right to terminate the employee contract automatically without prior notice.**

## Working hours at OCA HQ

OCA working hours is [8 hours] per day [40 hours] per week. The Director General will issue a decision to set timing to report on/off duty.

The maximum break time is 1 h but should not exceed 30 minutes per break.

## Days off at OCA HQ

Friday is official day off. Saturday is a rest day.

On Saturday each Employee may be called to report for duty.

## OCA Employees Ethics

The OCA Ethics Code will be applied on all OCA Employees.

## Fair Play

- Fair Play is the basic principle of OCA Ethics Code. Any violation on this point will lead to an immediate termination of the contract.
- No OCA Employee shall make adverse comment on a policy adopted by the OCA management, the Executive Board or the General Assembly.
- **Integrity**
  - No OCA employee directly or indirectly shall accept or offer any remuneration, commission, benefit or service of any nature connected to the performance of their duty while in contract with OCA.
  - No OCA employee shall accept benefits or gifts in exchange for or as a condition to perform their duty while in contract with OCA.
  - No OCA employee may be involved in any sport contract or receiving service payment with any company, association, firm, organization or person while in contract with OCA.
- **Betting**
  - No OCA employee is allowed to engage in any form of betting or other gambling related to sports while in contract with OCA.
- **Conflict of Interest**
  - All OCA employees, while in contract with OCA, must avoid any potential conflict of interest related to their duty, personal life and business.
  - All OCA employees, while in contract with OCA, should avoid any conflict of interest with any International, Continental, and National Sport Organization.
  - All OCA employees, while in contract with OCA, should avoid conflict of interest or benefits from OCA Sponsors, and International, Continental, and National Sport Organization.

## Confidentiality and data protection

All OCA employees must ensure that all information in relation to OCA documents, clients, employees, partners or OCA Data (Soft / Hard) is well-protected.

All OCA employees must sign a non-disclosure declaration agreement, that will be in effect when confidentiality is broken. OCA holds all the rights to impose a minimum penalty of 100,000 KD in case the employee violates the confidentiality agreement regarding the OCA information.

Confidential Closure will be stipulated in the employment contract.

Examples but not limited of confidential information are:



- Employee records
- Unpublished or published financial, Marketing, Plans information,
- Data (Soft, Hard) of members/partners/games/meetings/NOCs
- Unpublished goals, forecasts and initiatives marked as confidential.
- All Videos/audio records, and recorded meetings.

As part of OCA hiring process, the employee must sign a non-compete and non-disclosure agreements (NDAs.) If the employee refuses to sign such agreement his contract will be automatically terminated. The OCA employee is also committed to his/her

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Build secure networks to protect online data from cyberattacks.
- Establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization.)

All OCA employees must act responsibly and liable when handling confidential information.

#### **The OCA employee must:**

- Lock or secure confidential information at all times.
- Shred confidential documents when they're no longer needed.
- Make sure to view confidential information on secure devices only.
- Only disclose information to other employees when it's necessary and authorized by the OCA Director General.
- Keep confidential documents inside the OCA premises unless it's absolutely necessary to move them by authority of the Director General.

#### **The OCA employee must not:**

- Use confidential information for personal benefit or profit.
- Disclose confidential information to anyone outside of OCA.
- Copy confidential documents and files and store them on insecure devices.
- It is prohibited to Disclose any OCA information inside or outside Kuwait after the end or termination of the employee contract for a period of 10 years.

This policy is important for OCA legality and reputation. OCA will terminate automatically the contract of any employee who breaches the OCA confidentiality guidelines.

## Harassment and violence

To build a happy and productive workplace, OCA needs everyone to treat others well and help them feel safe. Each of the OCA employees should do their part to prevent any type of harassment and any type of violence.

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.

Sexual harassment is illegal, and OCA prohibits any type of sexual harassment. If an employee is found guilty of sexual harassment, the contract will be terminated immediately, and OCA will report the accident to the competent Authority.

## Workplace safety

OCA is committed to create a hazard-free workplace. To this end, OCA will ensure workplace safety through preventative action and emergency management.

## Personal hygiene and work behavior

- All OCA employees must take care of their personal hygiene during their working hours.
- All OCA employees must avoid eating the type of food which might disturb the work environment.

## Smoking

OCA is a smoke-free workplace. The employees can smoke in designated smoking areas, balconies, open-air and outer premises, like gardens and sidewalks. Any other area in our workplace (like restrooms, lobby, offices, staircases, warehouses) is strictly smoke-free to protect non-smokers.

OCA also advises all employees to:

- Extinguish the cigarettes and discard them in [outdoor ashtrays]
- Avoid smoking when they have scheduled meetings.
- Avoid smoking near flammable objects and areas.

Setting off fire alarms and causing fires by smoking are serious offenses. If any employee is found responsible, the employee may face disciplinary action up to and including termination.

## **Drug-free OCA workplace**

OCA is a drug-free workplace. Any employee, contractor or visitor must not bring, use, give away or sell any drugs on OCA premises. If the employee is caught with illegal drugs or show that he/she is under the influence of substances, the employee will face disciplinary action up to and including termination.

## **Alcohol**

OCA prohibit employees from consuming alcohol during working hours.

## **Prescription drugs**

If the employee feels that a prescription drug (e.g. an anxiety medication) unexpectedly affects the employee's senses, thinking or movement, the employee must ask off day. If the employee manager suspects substance abuse, he/she may face disciplinary action. OCA expect employees who always hold safety- jobs (drivers and others) to be fully alert and capable of performing their duties. OCA may terminate the employee contract if OCA conclude the employee's prescription drug use creates severe safety risks. If the employee needs to use prescription drugs for a limited time and the employee must use the sick leave.

## **Employee Code of Conduct**

All employees must implement all OCA policies mentioned in this Manuel. OCA have some additional expectations about all the employees' behavior at work, which OCA outline here. OCA can't cover every single case of conduct, but OCA trust all the employee to always use the best judgment. OCA strongly forbid employees to Comment or Discuss any issue outside his/her authority and department.

All the employees must reach out to their manager or HR if they face any issues or have any questions.

## **Dress code**

OCA official dress code is Business/ Business Casual/ Smart Casual/ Casual/Sporty. As long as you conform with our guidelines above, OCA don't have specific expectations about what types of clothes or accessories you should wear.

OCA also respects and permits grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

## Cyber security and digital devices

This section deals with all things digital at work. OCA will set some guidelines for using computers, phones, OCA internet connection and social media to ensure security and protect the OCA assets.

### Internet usage

OCA corporate internet connection is primarily for business. Each employee can occasionally use the OCA connection for personal purposes as long as it doesn't interfere with his/her job responsibilities. OCA expects every employee to temporarily halt personal activities that slow down the internet connection (e.g. uploading photos) if he/she is asked to.

#### All employees must not use OCA internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise the OCA network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

### Cell phone

OCA always allows to use of cell phones at work. OCA also must ensure that each employee's devices won't distract the employee from his/her work or disrupt the OCA workplace. OCA requests each employee to follow a few simple rules:

- Use your cell phone in a manner that benefits the work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb the colleagues.
- Avoid playing games on the phone or texting excessively.
- Avoid using the phone for any reason while driving a company vehicle.
- Don't use the phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

## Corporate email

Email is essential to OCA work. The employee should use OCA email primarily for work, but OCA allows some uses of email for personal reasons.

- **Work-related use.** The employee can use the corporate email for work-related purposes without limitations. For example, the employee can sign up for newsletters and online services that will help the job or professional growth.
- **Personal use.** The employee can use the corporate email for personal reasons as long as he/she keeps it safe and avoid spamming and disclosing confidential information. For example, the employee can send emails to friends and family and download eBooks, guides and other safe content for personal use.

No matter how the employee uses the corporate email, OCA expects to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Sending insulting or discriminatory messages and content.
- Intentionally spamming other people's emails, including the coworkers.

In general, all the employees must use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If the employee is not sure that a received email is safe, he/she should contact the IT.

## Social media

OCA wants to provide practical advice to prevent careless use of social media in OCA workplace.

OCA address two types of social media uses: using personal social media at work and representing OCA through social media.

### Using personal social media at work

The Employees are permitted to access their personal accounts at work, but OCA expects the employees to act responsibly, according to the OCA policies and ensure that they stay productive. Specifically, OCA asks to:

- **Discipline yourself.** Each employee must avoid representing OCA in a bad manner in the social platforms.
- **Each employee must ensure others know that their personal account or statements don't represent OCA.** For example, use a disclaimer such as "opinions are my own."
- **Each employee must avoid sharing intellectual property (e.g trademarks) or confidential information.** The employee shall ask the manager or PR and Media first before sharing company news that's not officially announced.
- **Each employee must avoid any defamatory, offensive or derogatory content.** The employee may violate OCA's Ethics Code and anti-harassment policy if he/she directs such content towards colleagues, clients or partners.

## **Representing OCA through social media**

If an employee handles OCA social media accounts or speaks on OCA's behalf, he/she must protect OCA's image and reputation. Specifically, the employee should have an official approval from the Director General and:

- Be respectful, polite and patient.
- Avoid speaking on matters outside his/her field of expertise when possible.
- Follow OCA confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with OCA [Marketing department] when the employee is about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible

## **Workplace visitors**

If an employee wants to invite a visitor to office, he/she should inform OCA [reception/ gate/ front-office] of the visitor's arrival. Visitors should sign in and show identification. They will receive passes and will be asked to return them to [reception/ gate/ front-office] once their visit is complete.

When OCA employee has office visitors, he/she also has responsibilities. The employee should:

- Always tend to the visitors (especially when they are underage.)
- Keep the visitors away from areas where there are, confidential records or sensitive equipment.
- Prevent the visitors from disturbing the colleagues, gathering donations or requesting participation in activities while on OCA premises.

## **Payroll**

OCA pays the employees' salary or wage [at the end of month] by [bank transfers.], The employee must report to duty on time using the OCA official reporting system approved by the Director General.

The official reporting system will be connected to the OCA Finance and HR Department. The OCA Finance Department will take direct and automatic action in relation to the reporting late or leaving early from duty or absent from duty. This action will be pay cut from the monthly salary as per this manual, rules, OCA financial guidelines and OCA Director General decision.

OCA has the right to stop the salary payment in case the employee is absent from duty for 7 days continuous or intermittent more than 20 days (per 12 months period).

## **Employee training and development**

OCA owe its success to the OCA employees. To show the gratitude, OCA will invest in the employee's professional development. OCA wants the employees to feel confident about improving their efficiency and productivity. OCA also wants to help them achieve personal growth and success.

## **Benefits and perks**

In this section, OCA describes what type of offer may be provided to OCA employees. All other exceptions relies under the Director General Decision.

## **Bonus**

The Bonus is the decision of the Director General based on the employee performance. The Director General must provide the justified and the reason why the Bonus must be paid to the employee to the OCA President.

The Maximum bonus per year is Two (2) Months' Salary.

## ***Disclaimer***

The Bonus amount is only redeemed year by year at the same financial year before the 31st of December of each year.

## Overtime

Overtime means duty outside the normal working hours at HQ office. The extra time shall be recorded month by month (monthly) by OCA Finance department.

The Finance Department must get at the end of each month the approval of the recorded of the monthly extra time from the Director General. The Director General before discharging the payment must take the approval of the OCA President.

**The extra working time during the Asian Games, the General Assembly and other meetings outside the OCA HQ does not count as an overtime period.**

## Employee Health

Employee health is important to us. We don't discriminate against people with disabilities or health conditions, but we want to do everything possible to help employees stay healthy. At a minimum, OCA may support [*group health insurance support*] to all eligible employees (for more information about OCA insurance package, contact the Finance Department). Any insurance coverage will be decided by the Director General.

## Employee Expenses

There are some expenses that OCA may pay directly on the employee behalf for OCA missions (e.g. hotel rooms, meals, laundry etc.) The employee is obliged to keep all the invoices and other documents related to this mission. If the employee fails to provide all necessary documents the expenses will be deducted from his/her salary.

Not all travel expenses are reimbursable. Only OCA missions with prior approval by the Director General may be reimbursed.



## **OCA car use**

The employee may use the OCA car if:

- Need it to execute his/her job and duty.
- Receive it as a benefit attached to your job.

Either way, the employee's car belongs to OCA. The employee when using the OCA car for personal reasons, should follow the OCA policy and the decision of the Director General. The OCA may provide the employee with transportation allowance as a replacement of a car usage. The allowance will be decided by the Director General. The employee is responsible to keep the car in a good condition and will cover all the car expenses outside the company routine maintenance. If the OCA provides a car the employee may use the car up to 10 years.

### **■ Car Maintenance**

The maintenance of the OCA cars up to 3 years or 60 000 km (which comes first) to be carried out at the authorized dialers workshop. Afterwards spare parts can be purchased from authorized workshops, but the repair works to be carried out at local workshops. For any repair exceeding KD 300 (labor+ spare parts) to be preapproved by the DG.

### **■ Car Accidents**

If the employee is involved in an any accident using OCA car, the employee must contact the HR department immediately, so he/she can get in touch with the OCA insurance provider. The employee shouldn't accept responsibility or guarantee payment to another person without authorization.

Follow this policy's guidelines to avoid disciplinary action, for minor offenses, like allowing unauthorized people to drive OCA car, OCA will reclaim the car from the employee.

For more serious offenses, like causing an accident while intoxicated, OCA may terminate the employee contract.

## OCA-issued equipment

OCA may provide equipment or furniture to the employee [*cell phone, laptop or another device.*] Unless otherwise mentioned in the contract, any equipment OCA offers belongs to OCA and the employee may not sell it or give it away and must maintain it at all times in good condition. The employee is responsible for all maintenance.

### ■ Theft and damage of OCA equipment

The employee is responsible to keep any equipment or furniture safe.

The employee must report for any theft or damage within 24 hours and bring a police report.

## Travel and Duty Policy

Please refer to OCA Financial Guidelines for more clarification about travel duty policy.

## Leaves

In this section explained the provisions for your working hours and time off. We include [*five*] types of leave and holidays.

### ■ Annual Leave

The employee shall be entitled to paid leave for all public holidays in Kuwait Annual Leave: The Employee shall be entitled to thirty (30) working days of paid leave per year, exclusive of public holidays and Fridays. OCA provides annually one Air ticket in economy class from Kuwait to the country of resident. Spouse and up to two children OCA will provide 50% of the economy class airfare to the employee's country of resident. The Director General will decide on the air tickets case by case. A maximum of 2 years leave balance (60 days) can be kept for each employee. The OCA Director General can request at any time for any employee to go on leave to reduce any leave balance.

### ■ Sick leave

OCA employee shall be entitled to the following sick leaves during the year:

– 15 days – at full pay

The employee shall provide a medical report endorsed by the government medical authority. In the event of conflict regarding the necessity of a sick leave or its duration, the report of the government doctor shall be adopted.

-If the sick leave exceeds 15 days per year 25% of the monthly salary will be deducted.

-If a sick leave exceeds 25 days per year 50% of the monthly salary will be deducted.

-If a sick leave exceeds 35 days per year 75% of the monthly salary will be deducted.

-If a sick leave exceeds 45 days per year no salary will be paid

### ■ Bereavement leave

Losing a direct family member (father, mother, spouse, children, brother, sister) while the employee at duty, the OCA will offer [*three days*] of paid leave.

### ■ Maternity leave

- During the pregnancy the employee can have a maximum of 30 days off
- For baby care the employee can have up to 30 days off
- For breastfeeding the employee can report on duty late by 1 h and leave 1 h early.

### ■ Haj and Umrah leave

OCA will provide Haj and Umrah leave as follows:

- Umrah: one-week paid leave (one time during his employment in OCA)
- Haj: one month paid leave (one time during his employment in OCA)

### End of service benefits:

- The “end of service benefit” for the employees worked for OCA for more than 15 years as of 1 January 2018 be settled based on the existing contracts valid during 31 December 2017. Any amendments after 31 December 2017 for the employee’s contracts will be treated as new contract.
- OCA contract is valid for one (1) year, in which the Director General may renew the employee contract with a new contract for a period of one (1) year only.
- OCA will pay 15 days End Of Service Benefit after the completion of the one year contract (12 months).

### If OCA terminates the contract:

- The OCA will give a notice 90 days paid (3 months)
- If the employee has been working with OCA continuously less than 5 years, he/she will get 15 days paid per each service year (based on last month’s salary).
- If the employee has been working with OCA continuously more than 5 years, employees will get one month’s salary per worked year (based on last month’s salary). Total payment should not exceed more than 18 months’ salary.
- In addition to this employee is entitled for enchanging maximum of two year’s unused leave

## **If the employee resigns:**

- If the employee works less than 3 years, he/she has no rights of benefits.
- If the employee works between 3 -5 years, he/she is entitled for 15 days salary per worked year.
- If the employee worked between 5-10 years, he/she is entitled of 21 days per worked year.
- If the employee worked more than 10 years, he/she is entitled of one month's salary per worked year, but this should not be more than 18 months' salary
- The employee shall be entitled to a 15 days remuneration for each of the first five years of service and one-month remuneration for every year thereafter. The total of the end of service benefit should not exceed one-and-a-half-year remuneration for employees who are paid on a monthly basis.
- The employee shall be entitled to a benefit for the fraction of the year in proportion to the period of service. Loans and credits owed by the employee shall be deducted from the end of services benefit.
- The provisions of the Social Security Law shall be taken into consideration in this regard, and the employer shall pay the net difference between the amounts accrued due to the subscription of the employee in the social security and to the end of service benefit.

## **Public Holidays**

All the official public holidays will be applicable to OCA employees.

## **Employment Contracts:**

Director General is Authorized to Appoint/ Dismiss the Employee.

Director General will sign all the Employees' contract.

Director General shall sign the Termination Contract /Accept the resignation of the Employee.

The Director General's contract will be signed by the President based on OCA General Assembly decision.

## **Approval**

This policy is approved by the 38<sup>th</sup> OCA General Assembly held in Bangkok on 3 March 2019.