

HUMAN RESOURCE POLICIES

Last Updated : November 2025

Organization : Movement for Development and Prosperity (MDP)

Website : <https://mdp.co.ke>

1. Purpose

The Human Resource Policies of the Movement for Development and Prosperity (MDP) provide guidelines to ensure fairness, transparency, professionalism, and accountability in managing our people — the organization’s most valuable resource.

2. Scope

These policies apply to all MDP staff, volunteers, interns, elected officials, and contractual service providers across all counties of operation.

3. Core Values

- **Integrity** – Upholding honesty and ethical standards.
- **Equality** – Promoting non-discrimination in all HR processes.
- **Professionalism** – Encouraging discipline and excellence in service.
- **Transparency** – Ensuring open and fair recruitment and evaluation systems.
- **Accountability** – Each member is responsible for their actions and performance.

4. Recruitment and Selection

- All recruitment shall be **merit-based** and transparent.
- Job vacancies will be publicly advertised.
- Shortlisting and interviews will be conducted by a panel of at least three members.
- Employment decisions shall not discriminate on the basis of gender, ethnicity, disability, religion, or political affiliation.

5. Employment Categories

- Permanent Staff
- Contract Staff
- Volunteers / Interns
- Consultants

Each category will have clearly defined duties, responsibilities, and contractual terms.

6. Training and Development

MDP promotes continuous professional growth. Staff and volunteers are encouraged to undertake relevant training in leadership, governance, and community development.

7. Performance Appraisal

Performance reviews shall be conducted **annually**, focusing on productivity, integrity, teamwork, and adherence to MDP values.

8. Code of Conduct

All personnel shall:

- Respect confidentiality of organizational information.
- Avoid conflict of interest.
- Refrain from harassment, discrimination, or misuse of organizational resources.
- Uphold the image and mission of MDP in all public engagements.

9. Disciplinary and Grievance Procedures

- Violations of policy or misconduct will be addressed through fair disciplinary action.
- Affected members have the right to appeal through the MDP Grievance Committee.

10. Health, Safety and Welfare

MDP ensures safe working conditions, provides basic health support during fieldwork, and encourages mental wellness for all personnel.

11. Separation and Exit

- Resignations must be submitted in writing.
- Exit interviews will be conducted to gather feedback and ensure smooth transitions.

12. Policy Review

This policy shall be reviewed every **three years** or as needed to align with new legislation and organizational growth.