



# Staff HAND BOOK

**International Psychometrics Centre**

(RC. CAC/IT/NO 114251)



**INTERNATIONAL PSYCHOMETRICS CENTRE**  
**(RC. CAC/IT/NO 114251)**

*'...Unlocking the genius in you'*

**STAFF HANDBOOK**

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## WELCOME

It is our privilege to welcome you to the International Psychometrics Centre. We wish you every success in your new job, and we hope that you feel at home. This Handbook was developed to describe some of the expectations we have for all our employees and what you can expect from us.

Your appointment is therefore a great challenge and a unique opportunity to contribute your own quota towards this enviable ambition and therefore register your name as part of this successful family.

The International Psychometrics Centre is a strategic research network dedicated to research, teaching and product development in both pure and applied psychological assessment.

It is an institute set up by Capital 3 Limited and in a consultancy agreement with the University of Cambridge Psychometrics Centre, to undertake trainings related to item response theory, computer-adaptive testing and

the development of tests in the Concerto platform under the sponsorship of our partner bank- Access Bank Plc.

IPCentre is established to research on cutting-edge developments in the theory and practice of psychological assessment with emphasis on the online environment.

Our primary focus is on Tertiary Education sub-sector of the Nigerian Educational Sector. A detailed psychometric studies curricula is designed and integrated as a separate General Studies Courses into the existing Benchmark Minimum Academic Standards for all classes of Tertiary Institutions in Nigeria. This is in a bid to train Nigerian students and graduates to get an understanding of their natural learning preferences and gain important insight into their personality, motivations, natural strengths and potential areas of growth.

Psychometrics is taught by International Psychometrics Centre as an online course in all tertiary institutions in the country.

International Psychometrics Centre was incorporated on 9th July, 2018 as a corporate

body with its office located at OOCORD Building, NCRI Compound, Moor Plantation Apata, Ibadan, the capital of Oyo State.

# **THE VISION AND MISSION OF IPCENTRE**

## **Vision**

Our vision is to impart practical knowledge of Psychometrics in different disciplines. To design, develop and validate innovative Psychometric tools for accurate measurement of human behaviour.

## **Mission**

Our mission is to ensure that International Psychometrics Centre ranks top in the world in terms of excellent service delivery for betterment of humanity as we offer top notch consultancy services to individuals, educational institutions and organisational effectiveness.

I therefore congratulate you on your employment and I am pleased to accept you into the family.



We hope that your experience here will be challenging, enjoyable, and rewarding. Again, you are welcome!

**OTUNBA ABIMBOLA MOSOBALAJE DAVIS  
CHAIRMAN, GOVERNING COUNCIL**

## **PART ONE**

### **Article 1.0 INTRODUCTION**

The Company is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under the applicable Nigerian Laws. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Like most Nigerian companies, IPCentre generally does not offer individual employees a formal employment contract with the Company. Employment is “at will,” meaning that you or the Company may end your employment at any time for any lawful reason.

This Employee Handbook is not a contract. It does not create any agreement, express, imply or guarantee you any specific terms or conditions of employment. Nothing

contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration, nor does the Handbook obligate you to continue your employment for a specific period. Unless you have entered into an employment agreement that supersedes this document, either you or the Company may terminate the employment relationship at any time. The Handbook does not guarantee any prescribed process for discipline and discharge.

No manager or other representative of the Company, other than the Chairman, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the Chairman and the employee.

## **Article 1.1 PURPOSES**

The International Psychometrics Centre is a strategic research network dedicated to research, teaching and product development in both pure and applied psychological assessment and the Company appreciates and

identifies with the yearnings and aspirations of the generality of its personnel, which it regards as partners in progress. The company and its personnel must therefore have goal congruence. To achieve this, rules for partners to relate to or deal with each other must be established and well understood by both parties.

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at IPCentre (“Company”).

The Handbook is designed to introduce you to the Company, familiarise you with Company policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

It is thus prepared as a codification of the dos and don'ts as well as the rights and privileges accruing to and obligations due from members of staff contingent on the relationship created between the Company and its employees by virtue of the contract of

employment. It is our intention that this Handbook will provide useful information for the guidance and enlightenment of both existing and new employees.

The conditions of employment and the rules and regulations are set out in such a way as to serve the best interest of both the Company and its employees. It is therefore important that they should be read carefully.

All employees on various grades have general responsibilities in addition to performing their own specific duties. These include the supervision of the work of subordinates with a view to ensuring their competence on the job and proper professional development. Senior staff members are saddled with the special requirement of serving as role models for their subordinates and exemplary loyalty in the discharge of their duties.

We hope that this Handbook will adequately equip the senior staff members with the deeper perspective necessary to having a full grasp of their duties and responsibilities and in that way helping to improve their own overall effectiveness hence contributing to the

achievement of the Company's corporate goals and objectives.

It is important that every member of staff acquaint himself or herself with the contents of this Hand book. Further clarification should be sought from either the staff's Head of Department/Human Resources or Administration Department on any issue that is not clearly understood.

The Company reserves the right to modify any of her policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

## **Article 1.2 CONTACT WITH HUMAN RESOURCES DEPARTMENT**

On assumption of duty, a new staff is expected to report to the Human Resource Department for documentation necessary needed in creating a staff personal records file.

Thereafter he/she will be allocated a staff number, advised on orientation programme (if

applicable) and deployed to his/her department or unit for service. Upon deployment, employees are not allowed to deal directly with the Human Resource Department. All correspondences must be channeled through their Heads of Departments to the Human Resource Department. Notwithstanding, they are required to promptly notify the Human Resource Department of any change(s) in their personal details such as, but not limited to, residential address, marital status, births, next of kin and new qualifications. This is essential to ensure that staff records are kept up-to-date.

### **Article 1.3 APPLICATION**

The terms and conditions of employment contained in this handbook and any future amendments duly notified to staff constitute the Staff Conditions of Service. Except as varied from time to time by the Board of Directors for members of Management, all employees of the Company are bound by the contents of this handbook.

It should be understood by employees that acceptance of an offer of employment creates a

contractual obligation on their part to perform their duties to a satisfactory standard. The Company will assist in the development of employees to meet the required standard through its training and development programmes but it is the primary responsibility of staff to develop themselves and to prove their mettle in the performance of their duties. They are also obliged to take due care of the Company's properties entrusted to them in the course of performing their duties.

#### **Article 1.4      RESPECT FOR                                  HIERARCHY**

The management of the Centre frowns at disrespect for hierarchy; in view of this, all Departmental Heads or Managers should be addressed with their appropriate 'Prefix' or their Departmental titles.

#### **Article 1.5      DEFINITIONS**

For the purpose of this Handbook;



**All references to male employees** in this handbook will equally apply to female employees except where specifically stated.

**Trade Union** means a combination and association of employees for collective bargaining.

**Management** means a group of people, directing and controlling the Company.

**Internet Security Access** means any privilege, technique or assigned permission to use computer data or resources in some manner.

## **PART TWO**

### **Article 2.0 HUMAN RESOURCES MANAGEMENT**

#### **Article 2.1 APPOINTMENT**

- (i) All offers of employment are made by formal letters and the prospective Employee is expected to confirm in writing his acceptance of the offer and also indicate the date of assumption of duty.

All offers of employment are subject to receipt of two satisfactory references. It is prohibited for married couple as well as a parent and his child to be in the employment of the Company at the same time.

#### **Article 2.2 IDENTITY CARDS**

On assumption of duty, identity cards are issued to all members of staff as a means of identity and should be worn at all times.

Staff members should ensure that their identity cards are kept safely in their

possession.

Loss of identity cards must be reported immediately. Lost identity cards will be replaced on payment of a prescribed amount by the Employee. Identity cards must be surrendered when a staff is leaving the services of the Company.

### **Article 2.1.3 PLACEMENT**

On assumption of duty newly recruited staff, the Company shall ensure deployment of such staff to jobs in which their experience will enhance the achievement of the Company's overall objectives. This placement will be done without prejudice to the principle of staff rotation. Any member of staff can be deployed to any of our sister Company.

### **Article 2.4 PROBATION**

#### **(i) PERIOD**

All new appointments are subject to a minimum of 3 months' probationary period.

If at the end of an Employee's

probationary period, the Organization finds him unsatisfactory in his duties, his employment will be terminated.

## **Article 2.5 CONFIRMATION OF APPOINTMENT**

On successful completion of probation and on receipt of satisfactory references and reports, an employee's appointment may be confirmed.

## **Article 2.1.6 CESSATION OF APPOINTMENT**

Cessation of appointment can occur as a result any one of the following:

### **(a) RESIGNATION**

Any Employee wishing to leave the service of the IPCentre must give three months' due notice or make three months' payment in lieu of notice. However, the Company reserves the right to refuse to accept such notice or payment in lieu of notice under the following circumstances:

- (i) Where the Employee is suspected of involvement in an incident which is being investigated by either the Administration or Audit department or the Police.
- (ii) Where the Employee is on suspension.
- (iii) Where the Employee has a case pending before the Company Staff Disciplinary Committee.

**(b) TERMINATION**

- (i) After confirmation, employment may be terminated by either side giving a minimum of one month's notice in writing or payment of one month's basic salary in lieu of notice, subject to the Employee's letter of employment.
- (ii) In the case of an Employee in a managerial position, such employment may be terminated by either side giving three

months' notice in writing or payment of three months' basic salary in lieu of notice.

**(c) SUMMARY DISMISSAL**

Any Employee who is found guilty of gross misconduct as defined in this handbook by the Company, a disciplinary committee or any other panel duly constituted shall be liable to summary dismissal without benefits.

**(d) RETIREMENT**

Normal retirement age for all categories of employees in the Company is sixty and fifty-five years for male and female members respectively.

**(e) REDUNDANCY**

An Employee may be laid off as a result of an excess of manpower due to contraction of available work through some re-engineering of work process.

Any employee declared redundant shall be laid off with monetary benefits

**(f) INVALIDATION ON MEDICAL GROUNDS**

This occurs when an Employee is declared permanently unfit for work in the Company by the Company's medical panel so constituted.

**Article 2.1.7 EXIT INTERVIEW**

- (i) Any staff of the IPCentre who resigns his appointment must complete the exit interview form before he or she is finally cleared.
- (ii) Any Employee who resigns, has his/her employment terminated or is summarily dismissed, is required to settle all indebtedness to the Company.

**Article 2.8 COMPANY EQUIPMENT, RESOURCES AND GADGETS POLICY**

- (i) Employees are expected to handle every Company property, equipment and resources in their possession with care. Periodic audits will be carried out

from time to time.

- (ii) When leaving the services of the Company, an Employee must handover all the properties, which came into his possession in the pursuit of his normal work.
  - (a) Physical items: e.g, computer system, keys, unused cheque-leaves, identity cards etc.
  - (b) Internet Security Access: e.g, Passwords, Login IDs, PINs, Usernames etc.
  - (c) Any other items and information within the employee's knowledge.

### **Article 2.1.9 NOTICE OF RETIREMENT**

The Company will give six months' notice to Employees who are due to be retired from the Company service. Employees other than those retired on health grounds or due to total or partial disability will be obliged to work during the period of notice. Failure by the Organization to give notice does not confer any rights or benefits on the employee.

An employee who wishes to retire before



the normal retirement age should give the Company at least six months' notice of his/her intention to retire, and will be expected to serve the period of notice.

#### **Article 2.1.10 ABSENCE FROM WORK ON MEDICAL GROUNDS**

- (i) An Employee who is unfit for work will be granted sick leave.
- (ii) An Employee who is absent from his/her place of work due to illness shall notify his sectional or departmental head of such illness within 48 hours and should provide a Doctor's Report from a qualified and acceptable medical doctor in support of absence.
- (iii) In the event of illness other than as a result of self-inflicted injuries or illness arising out of an employee's own negligence, sick leave will be granted.
- (iv) However, the above sick leave is subject to the following conditions:
  - (a) The employee must present a Doctor's Report signed by a qualified medical doctor approved

- by the Employer or in cases of emergency, a Doctor's Report signed by a qualified medical practitioner.
- (b) This type of sick leave will be granted only when there is an expectation that the employee will return to work.
  - (c) Where a medical report advises retirement, this should take place within a short time.
  - (v) Where the Organization's Medical Panel has certified that an Employee is permanently unfit for work in the Company, a recommendation would be made to the Management for the person concerned to be declared invalid.

### **Article 2.1.11 DEATH**

- (i) The appointment of an Employee ceases with the Company in the event of his/her death while in active service.
- (ii) In the above circumstance, the cessation of appointment would be

assumed to have occurred under voluntary withdrawal of services.

(iii) All benefits accruing to the deceased shall be paid to his next-of-kin or his/her appointed beneficiary or his/her legal personal representatives. The beneficiary must have been appointed in writing by the deceased before his death.

(iv) Any benefits in favour of a minor may be paid to the minor, his guardian or to the person **who stands in loco parentis towards the minor.**

### **Article 2.1.12 STAFF PENSION AND GRATUITY SCHEME**

The Company encourages Employees to operate a staff pension and gratuity scheme.

The main purpose of which is the provision of benefits on disengagement of members of the Scheme either by retirement or resignation or death.

An Employee qualifies to be member of the Scheme if he/she is

(i) A Nigerian

- (ii) Has completed the probationary period before the yearly entry date of January 1 of each year.
- (iii) Has attained the age of 18 years and
- (iv) Has completed and submitted the necessary application form.

### **Article 2.1.13 DISCIPLINE**

- (a) For the smooth running of its operation which is necessary for the achievement of set goals, the Company expects all Employees to observe strictly, all the rules and regulations set out to guide all day-to-day activities.

Breaches of these rules and regulations and other cases of indiscipline will be dealt with in accordance with the Company's disciplinary procedures.

### **Telephone**

Access to the Company telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused

and must not affect the Employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the Company's mission and should comply with applicable rules and regulations.

**Employees are to use discretion and to act with their best judgement** when making or receiving personal cellular phone calls at work. Unless absolutely necessary, Employees should make and/or receive personal cellphone calls during their breaks or lunch times. The use of cameras on cellphones during work hours is prohibited to protect the privacy of the Company as well as of fellow Employees.

### **Smoking**

In order to provide a safe and comfortable working environment for all Employees, smoking is strictly prohibited at all times inside any Company building.

### **Drug-free Workplace**

The Company takes the issue of drug and alcohol abuse seriously, and is committed to

providing a substance abuse-free workplace for its Employees. Substance abuse of any kind is inconsistent with the behaviour expected of our employees, as it subjects all employees and visitors to unacceptable risks, and undermines our ability to operate effectively and efficiently.

## **Email**

The email system is the property of the Company. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the Company. You may make limited use of our email system for matters involving your own personal business, so long as such use is kept to a minimum and does not interfere with your work.

The Company's email system is Company property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business, and using Company hardware and software.

## **Internet Access**

Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the Employee's performance of employment-related activities.

## **Workplace Violence Prevention Policy**

The Company is committed to the safety and security of her Employees. Workplace violence presents a serious occupational safety hazard to the Company, staff, and clients.

Workplace violence includes any physical assault or act of aggressive behaviour occurring where an Employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some

injury; or stalking an Employee with the intent of causing fear of material harm to the physical safety and health of such Employee when such stalking has arisen through and in the course of employment.

### **Dress Code and Public Image**

As an employee of the Company, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, business-like manner.

The current Company dress code is business casual. Please keep in mind, however, that the Company is a professional business office, where clients, visitors and other people often visit. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire. As always, please use your discretion in your choice of business attire.



## **Meeting in Company Premises**

No meeting which is unrelated to the business of the Company may be held on its premises without express permission of the Management.

## **Employee's Liability for Company's Property**

Employees are expected to keep in good condition any property allocated to them and will be held responsible for all loss and/or damage to the materials or property of the Company where such damage is occasioned by wilful conduct or negligence.

### **(b) DISCIPLINARY PROCEDURES**

- (i) There shall be an IPCentre Disciplinary Committee, the composition of which shall be determined by Management without prejudice to setting up any other duly constituted panel.
- (ii) All cases of misconduct shall be referred to the Disciplinary Committee, through the HR

Department for consideration and necessary recommendations to the Management or to a duly constituted panel.

(iii) Cases of indiscipline shall be dealt with as follows:

## **1. CAUTION**

(i) Minor cases of misconduct shall attract verbal caution, which is just a reminder to the Employee that he/she is stepping out of line.

(ii) Repetitions of the same or another misconduct over time may be referred to the Human Resources Department for letter of caution/query.

## **2. WARNING**

(i) Before a written warning is issued, the Employee shall first be given a written query and an opportunity of stating his case in writing. The following offences may attract a written query:

(a) Two verbal cautions.

(b) Absenting oneself at any time from

the place of work appointed for the performance of his work without leave or other legitimate cause.

- (c) Unfit behaviour which hinders the proper performance of work during working hours, for example, by becoming intoxicated or improper dressing.
- (d) Neglecting to perform any work, which it was his/her duty to have performed, or carelessly or improperly performing any work, which from its nature it was his/her duty to have performed carefully and properly.
- (e) Using any abusive or insulting language or becoming guilty of insulting behaviour to any person placed in authority over him/her.
- (f) Refusing to obey any proper instruction of any person placed in authority over him/her whose instruction it was his duty to obey.
- (g) Any case of violation of the

provision(s) of the Manual of Procedure.

### **3. SUSPENSION**

- I. The Company reserves the right to suspend an employee pending the result of an investigation of criminal or disciplinary proceedings, where the Company feels that the employee has not followed its laid down procedures in the course of performing his duties.
- ii. Whilst on suspension, the employee shall not be entitled to his salary.
- iii. Where the employee is found not guilty after the conclusion of the findings by the disciplinary committee, he shall be paid the arrears of his salary and all suspended allowances for the period of suspension.

### **4. TERMINATION**

- (i) An Employee's service may be terminated if, within a period of twelve

(12) months, he had been found guilty on three occasions of committing any act of misconduct for which a warning has been issued on each occasion.

The following constitute acts of misconduct, among others:

- a. Incompetence and laziness,
  - b. Refusing to obey any proper instruction of any person placed in authority over him/her whose instruction ought to be obeyed,
  - c. Gross insubordination,
  - d. Fighting or other physical abuse,
  - e. A breach of company policy or procedure,
  - f. Wilful damage of company property,
  - g. Unauthorised and consistent absenteeism etc.
- (ii) Termination may only be effected on the third occasion provided warnings (written or oral) have been given to the employee in respect of two previous cases of misconduct within the

preceding twelve (12) months.

## **5. DISMISSAL**

- (a) An Employee may be summarily dismissed after he has been found guilty of any offence of gross misconduct.
- (b) The following offences constitute gross misconduct, among others:
  - (i) Theft, fraud, dishonesty, falsification, defacement and any other irregular practices in respect of cash, vouchers, records, returns, concealment, and suppression,
  - (ii) Wilful disobedience of a lawful order,
  - (iii) Serious negligence that resulted to loss of fund for the Company or brought the Company to disrepute,
  - (iv) Drunkenness other than for medical reasons, rendering the employee unfit to carry out his or her duties,
  - (v) Intentionally divulging confidential information in breach of "Oath of secrecy,"

- (vi) Conviction for a criminal offence,
- (vii) Job abandonment i.e., absence, prolonged and/or frequent, from work without leave and reasonable cause,
- (viii) Assault or engaging in disorderly behaviour during working hours on the office premises or within its immediate surroundings,
- (ix) Failure to report promptly any irregularity on the part of any other employee after having knowledge of such irregularity,
- (x) Abusive or insulting language or behaviour to any client which is prejudicial to the business interests of the employer,
- (xi) Any other offences that resulted to loss of funds to the Company or detrimental to the image of the Company,
- (xii) Where an offence has been committed which merits summary dismissal but the Company does not exercise its prerogative of

dismissal, it can be commuted to 'Termination'. Also, a 'first and last' or a 'second and last' warning letter may be issued and the fact that the warning is a final one will be made clear in the letter.

- (xiii) The Employee may be given a written query and afforded the opportunity of defending himself in writing except where the Employee has absconded.
- (c) The Management of the Company has the discretion to deal with each Employee with regards to suspension, termination and summary dismissal as they deem fit.
- (d) Employees may be called upon after dismissal, suspension, resignation or termination of appointment for an exit interview and proper handing over of all documents, items and internet security access in their possession.
- (e) A dismissed staff will lose all his/her terminal benefits, if any, due to him/her from the Company. Such employee



will also forfeit all unutilised benefits including monetised benefits.

#### **Article 2.1.14 CAREER DEVELOPMENT**

The Company encourages each Employee to develop as fully as his ability, performance and opportunity will permit and such development must be notified to the HR Department. To this end, periodic reviews are made to determine performance and potentialities of Employees.

All Employees are reminded that every development is, in the final analysis, self-development. It is therefore the responsibility of each Employee to take advantage of the opportunities provided by the Company in order to make him perform his duties satisfactorily and also to assist him in realising his potentials provided it is not achieved through full time studies.

To assist in career development, the IPCentre shall provide new and existing employees, as rapidly and as economically possible, with the most modern knowledge and skills required to perform duties efficiently and

also to prepare them for higher responsibility through the following:

(i) INTERNAL TRAININGS:

This will consist formal in-house training to be pursued through the systematic establishment of the Company's own Staff Development and Training Centre. There shall be clear opportunities for the general application of knowledge and specific job requirements.

(ii) LOCAL/EXTERNAL TRAININGS:

In order to ensure the interaction of the Company's Employees with other employees within the industry in general, the Company shall encourage participation in training programmes organised by external bodies like Professional Training Centres and any other accredited institutions offering programmes relevant to her needs.

(iii) OVERSEAS TRAINING COURSE:

In order to ensure international exposure of the Company's Management, the

Company finds it important to arrange short training programmes with her overseas correspondents and other training institutions. However, other Employees may be considered for overseas training when there are proven cases and need for such technical skills. Allowances shall be at the rate approved by the Company.

#### **Article 2.1.15 PROMOTION**

- (a) The promotion policy of the IPCentre is to ensure that deserving employees are advanced to higher positions in terms of greater responsibilities, prestige and greater skills.
- (b) Promotion is at the discretion of the Management or Board depending on the grade level of the employee concerned and will be related to vacancies in the approved posts.
- (c) Management shall clearly show its fairness and objectivity by selecting, for promotion, Employees who, on the basis of records and

good performance, are clearly superior to their colleagues,

- (d) Promotion shall be a reward to encourage those Employees who make sustained efforts to increase their knowledge or skill and in addition, maintain a high level of productivity and it will be approached by looking at the Company globally; thus the idea of localising promotions will not apply.
- (e) Exceptional promotions can be allowed ad hoc by Management as a reward for merit, talent, courage, contributions, productivity and honesty provided the affected staff has met all necessary requirements to qualify for such and there is a vacancy.
- (f) Any Employee being considered for promotion must have been confirmed and in addition, would have earned at least two Annual Appraisal Reports on his existing post.
- (g) An Employee not promoted may be given special, merit or normal increment the rate of which will be determined each year by

the Management as a result of the appraisal committee's reports.

(h) Criteria for promotion shall include:

- (i) Merit determined by overall perception, reports etc.,
- (ii) The technical knowledge and proven competence of staff being considered for promotion,
- (iii) The capacity of the staff to take on higher responsibility,
- (iv) Educational background (both academic and professional),
- (v) Period already served on a particular grade, and
- (vi) Any other criteria as may be determined from time to time by the Management.

### **Article 2.1.16 PROCEDURE FOR PROMOTION**

Recommendation for promotion will start with the Annual Appraisal Reports to be collated by the HR Department. There shall be a Staff Appraisal Committee of Management that will make recommendations to the Executive Committee of Management after considering

appraisal forms duly completed by staff and the reports therein.

### **Article 2.1.17 POST APPRAISAL COMMITTEE**

A Committee consisting of three members of Management shall be put in place. The committee shall consider any appeal for review by aggrieved staff and shall make necessary recommendations for the consideration of the Executive Management.

### **Article 2.1.18 RELIEF ASSIGNMENT**

- (i) An Employee may be called upon to perform duties in a higher grade. The Employee so concerned shall be advised in writing.
- (ii) He/She shall be entitled to a relief duty allowance equal to the difference between his substantive salary and the salary of the Employee being relieved if the service is up to four (4) weeks or beyond.

### **Article 2.1.19 ACTING APPOINTMENT**

- (I) An Employee may be appointed to act in a

higher grade other than in a training-on-the-job capacity and the employee so concerned shall be advised in writing.

- (ii) The employee being considered for acting appointment must meet all criterion necessary for promotion to the post being acted on.
- (iii) The initial period for the acting appointment shall be for a period of six months in the first instance and renewable for another six months after which the appointment may be confirmed, if the Employee has performed satisfactorily.
- (iv) An Employee on acting appointment shall be entitled to an acting allowance equal to the difference between his substantive salary and the finest notch of the salary of the higher grade on which he is acting.
- (v) The Management may at its discretion determine an acting appointment at any point in time. The employee whose acting appointment is determined shall be advised

in writing of the management decision.

### **Article 2.1.20 STAFF CONVERSION**

- (i) Any secretarial Employee may choose to convert to any arm of the Company's operations in the course of his/her career.
- (ii) To qualify for conversion, such Employee must:
  - (a) Possess WASSCE or GCE with credit in English and Mathematics,
  - (b) Have spent a minimum of five years with the Company, and
  - (c) Be studying for a Professional qualification and should have passed at least Part I of the examination.

### **Articles 2.1.21 LIBRARY SERVICES**

The Company maintains library services. Employees are advised to avail themselves of these facilities. Further enquiry on this should be directed to the Administrative Manager.



## **PART THREE**

### **OTHER TERMS AND CONDITIONS OF SERVICE**

#### **Article 3.1.0 HOURS OF WORK**

##### **Article 3.1.1**

The standard hours of work shall be forty five hours per week although staff may occasionally be required to work extra hours.

However, public holidays gazetted by the Government shall be paid holidays.

Monday - Friday - 8:00 am - 5pm - 1 hour lunch break between the hours of 12:00pm and 2:00pm.

##### **Article 3.1.2 OVERTIME**

As a result of the nature of our business, Employees may be periodically required to work overtime. If the Company so requires, such Employee will be given adequate advance notice. Employees are not expected to work overtime hours without prior approval by their immediate supervisor or the designated manager.

### **Article 3.1.3 ABSENCE FROM DUTY**

Employees are required to be present at work during all normal working hours. However, where absence is unavoidable, the Head of Department/Admin Manager/HR must be informed by the quickest means possible.

Absenting oneself from work without permission or lawful excuse will be taken as an abandonment of duty, and it constitutes an offence that will attract appropriate action.

### **Article 3.1.4 LEAVE**

#### **(a) Annual Leave**

Paid annual leave will be granted to all qualified Employees. A staff will qualify for his first leave only after having served for one full year while leave for the remaining months (if any) up to the end of the calendar year post one-year service anniversary will be on a pro-rata basis. In other words, an Employee who completes his first twelve months of service with the Company on, say March 31 of a particular year would have earned his leave for the full year service and is at the same time entitled to pro-rata leave for the remaining nine

months of the year i.e, April to December. Subsequently, he can proceed on his annual leave at any time allowed during the calendar year. However, a staff who leaves the services of the Company after having enjoyed a full year leave will have such unearned leave pro-rated, commuted to cash and deducted from his entitlements or added to his indebtedness to the Company as the case may be.

**(a) LEAVE PERIOD**

Leave periods shall be as follows:

Junior Staff - 3 weeks

Senior Staff - 4 weeks

In all cases, leave periods exclude Saturdays, Sundays and public holidays.

**(b) MATERNITY LEAVE**

Maternity leave shall be granted to female employee if she produces a medical certificate given by a registered medical practitioner starting within six weeks, that is, six weeks before the birth of the child. The maternity leave shall continue during the six weeks after following her confinement that is, six weeks after the birth

of the child. While on such leave, the Employee shall be entitled to full basic salary and other allowances subject to the following conditions:

- (i) **QUALIFICATION:** Upon confirmation.
- (ii) **FREQUENCY:** Only once in two years. However, where pregnancy occurs in between the two years, the Employee shall be paid half basic salary and other allowances for the period of the second maternity leave.
- (iii) A **female** Employee that enjoys maternity leave in a year shall not be entitled to annual leave the same year but shall be paid her leave allowance.
- (iv) No Employee is, however, expected to put herself in a condition that will hinder the first twelve months of her employment.
- (v) **NURSING MOTHERS**  
Nursing mothers shall, in accordance with the provisions of the Labour Act, be allowed to close one hour before the normal closing time for a maximum

period of one month on resumption of duty after maternity leave.

**(c) CASUAL LEAVE**

Casual leave for a limited duration may be granted on application at the discretion of the Employer in the event of an Employee's marriage, moving to a new house or for any other important or cogent reason. The period so granted over and above 3 days shall be deducted from the Employee's annual leave.

**(d) COMPASSIONATE LEAVE**

Compassionate leave of a limited duration may be granted on application at the discretion of the Employer, in the event of serious illness or death in the immediate family (wife, husband, child, mother, father, blood brother or sister and parents-in-law in the case of married Employees). The period so granted subject to maximum of five (5) days shall NOT be deducted from the Employee's annual leave.

**(e) EXAMINATION LEAVE**

Examination leave, on an application supported with necessary documentary evidences shall be granted for taking an examination for any professional or academic qualification(s) which would be of value to the Employee in his career. Such leave is to be granted at the discretion of the employer who will take into consideration the merits of each case.

**(f) EXTRAORDINARY SABBATICAL LEAVE OF ABSENCE**

Upon confirmation, extraordinary or sabbatical leave of absence without pay may be granted on an application supported with necessary documentary evidence for the purpose of taking up full-time appointment as State Commissioner or Federal Minister or satisfying the requirement of professional or academic qualification. Such approval is for a period of twelve (12) months at a time subject to renewal depending on the merit of each

case. The period so excused shall not count as part of the officer's year of service for the purpose of terminal benefit.

### **Article 3.1.5. STAFF REMUNERATION**

It is the objective of IPCentre to ensure that its terms and conditions of service are among the best in the education industry in Nigeria.

With this objective in view, salaries and allowances are regulated by the level of responsibility of an Employee, his assessed capacity for promotion and his length of service, in relation to the practice in the Industry for the time being and the Company's ability and capacity. All jobs in the Company are graded and salary ranges are fixed as a general guide as to what may be expected for satisfactory performance of each job.

### **Salary Deductions and Withholding**

The Company will withhold the following from your salary.

**Taxes:**

Federal, state and local taxes, as required by law.

**Other Deductions:**

Other deductions which an Employee authorises.

**Article 3.1.6 FIRST AID BOX**

The Company provides medical boxes in the office, which are accessible to all. It is to be noted that the box is only to provide first aid attention for immediate relief of minor ailment occurring while at work. Serious ailments should be referred to a medical doctor as soon as possible.

**Article 3.1.7 CONFIDENTIALITY AND DATA PROTECTION**

Employees are expected to treat as confidential all information and data learnt or known during the performance of their duties, and must know that disclosure (in whatever form), without recourse first to the Chairman of the Governing Council is a grave violation of the Company's policy .



**Article 3.1.8 COMPANY POLICY ON  
TRADE UNIONS AND  
PROFESSIONAL BODIES**

No Employee is allowed to form or join a trade union. Notwithstanding, Employees can be members of professional bodies.

