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# *BITS COLLEGE*

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## *Employee Handbook*

*May 2021*

*Addis Ababa, Ethiopia*

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## **1. Introduction**

### **1.1 Brief Introduction**

BITS College is a private higher learning institution with a vision of promoting excellence in the production, growth and dissemination of advanced scientific knowledge through teaching and research.

It was founded by internationally renowned and experienced academics and professionals who have the necessary knowledge, experience, commitment and passion to make significant contributions to the advancement of excellence and quality in higher education. The team of management and staff is made up of professionals that have an impressive reputation in academia, business and Information Technology fields backed by the character, experience, hard work and dedication.

The College plans to engage in mutually rewarding collaborations and strategic partnerships with national, international, public, and private higher learning and research institutions so as to grow and become a full-fledged university that offers undergraduate and graduate degree programs in business and technology related fields.

In order to realize the mission, vision, and educational goals of the College, it is imperative to have a human resource mix with necessary skill set, commitment and discipline. While detailed Human resource procedures and practices of the College are set out in BITS College Human Resource Policy, this employee handbook is prepared to serve as a quick reference. Needless to say the handbook will help employees to be conversant about what it requires to have a long lasting relationship with BITS College in accordance with the organogram.

The handbook, authorized and issued by the Office of the President, is freely available to all employees.

Thank you for joining the BITS Community.

## **1.2.College’s Vision, Mission and Values**

### **Vision**

- BITS College aspires to grow in reputation as a model of academic excellence and innovative student support in an environment strengthened by industry partnerships and technology enablement.

### **Mission**

- The mission of BITS College is to educate, inspire and prepare each student for a better life of service by:
  - providing quality higher education and research of relevance to sustainable development of our society;
  - offering a welcoming and rewarding work environment for students, faculty and staff;
  - fostering innovative learning, entrepreneurship, community engagement, and industry partnership;
  - building capacity to unlock the potential of technology to provide education without boundaries - accessible from anywhere; and
  - maintaining financing plans to sustain innovation and growth.

### **Core Values**

- BITS College believes in:
  - encouraging open-mindedness, dynamism and innovation;
  - excelling in performance, and never compromising on quality;
  - creating a nurturing environment for our students and employees;
  - cultivating integrity, mutual respect, collaboration and unity; and
  - developing responsible governance and fostering a commitment of serving.

### **1.3.Revision of the Handbook**

From time to time, it may be necessary for the College to revise any, or all of this Employee Handbook. The college holds the right to do so and will advise employees of any changes. Changes will be made in writing. However, the reprint of the entire handbook may not be necessary.

## **2. Employees rules and regulations**

### **2.1.Equal employment opportunity**

The College is an equal opportunity employer whose primary objective in recruitment and selection is to secure high standards of competence, commitment, and congruence in interests and value and cost effectiveness in staff resource management. Therefore, recruitment and selection shall be on open competitive and competency profiling basis by providing equal employment opportunities for all applicants both from within and outside the College as may be necessary.

### **2.2.Background Checks**

BITS College conducts pre-employment background checks on applicants for employment. Background checks may include verification on applicant's resume and/or applicant form. It may also include additional checks for drug testing, driving record or any other background checks that may seem necessary for the effective execution of duties.

### **2.3.Discrimination & Harassment**

The College is committed to providing a supportive work environment where individuals are treated with respect. It is the College's policy, in accordance with applicable law, that all employees have the right to work in an environment free from all forms of discrimination and harassment. Harassment includes sexual harassment, verbal (e.g. inappropriate jokes, offensive statements), physical or other conduct directed at an individual(s) that is reasonably known to be unwelcome or known to cause a person to be humiliated and/or intimidated based on an individual's sex, race, ethnicity, age, religion, or any other protected grounds.

## **2.4. Health & Safety**

The College regards the promotion of safety and health as an essential part of its responsibilities. The management of the College is committed to creating a safe, pleasant and supportive working environment. Facilities in office environment must be at an acceptable standard and special focus must be given to cleanliness.

Furthermore, The College regards the promotion of health and safety matters as a mutual objective of every employee and supervisor. It is, therefore, the College's policy to do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards.

Employees are also responsible:

- to take reasonable care of the health and safety of themselves and of all persons they come into contact with at work;
- to report all incidents that have led, or may lead, to injury or sickness;
- to cooperate in the investigation of safety and health incidents.

## **2.5. Hours of work**

Monday to Friday

Morning 08:00 Am – 12:00 PM

Afternoon 1:00 PM- 5:00 PM

Saturday

Morning 08:00 AM -12:00 PM

The standard working hours for all staff members must not exceed forty four hours each week. Subject to this limit, the concerned official may set standard working hours from time to time.

## **2.6. Salary**

Salaries are paid monthly at the end of each Gregorian calendar month. Mandatory deductions as required by the law are made from the income of each employee and are paid to the appropriate government body.

All staff will be appointed to a position within the College's grading structure and their remuneration will be as per the salary scale appropriate to that position. From time to time, it may prove necessary to reclassify job titles.

## **2.7.Over time**

Department/Program/Project Managers are allowed to authorize overtime under strictly justified reasons and specifically for Janitors and Security guards. All other overtime payments need to be authorized by the Vice President for Business & Administration (VPBA)

## **2.8.Employee responsibilities standards of conducts**

### ***2.8.1. Attendance & Punctuality***

It is employees' responsibility to be on time for work. Tardiness and excessive absenteeism reflects badly on employees of the College. Accordingly, employees must contact their immediate supervisor if they know they will be late or absent.

### ***2.8.2. Dress Code***

- As a representative of BITS's professional team, it is important that employee maintain the same expected image and standards, in terms of attire and grooming. If employees have any questions or concerns at any time regarding the dress code, they may contact Human Resource Department.
- The following must always be followed by all employees:
  - All employees are expected to be well-groomed and to have good hygiene.
  - All attire must be appropriate for work, do not show up in workout or outdoor activity dress wear.
  - All employees are expected to dress professionally; anything that is revealing or inappropriate will not be tolerated.
  - All attire should be clean and in good shape, any attire with rips, tears or holes will not be tolerated.
  - All employees are required to avoid attire with offensive or inappropriate drawings or sayings.

### **2.8.3. *Electronic Media Policy***

BITS College uses various forms of electronic communication including, but not limited to, computers, e-mail, voicemail, cellular phones, and Internet. All electronic communications, software, databases, hardware, electronic storage media and digital files remain the sole property of BITS and are to be used only for the College's business, not for personal use. Electronic media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal and against BITS College's policies. Employees who misuse electronic media or engage in defamation, copyright or trademark infringement, misappropriation of trade secrets or other violations of this policy will be terminated from BITS College and/or may face legal action. Any information about BITS, its client, its products or services that might appear in the electronic media must be approved by the BITS management before the information is placed on any electronic media resource that is accessed by others.

### **2.8.4. *Confidentiality***

As a professional, employee may learn or be entrusted with sensitive information of a confidential nature. For purposes of this handbook, "confidential information" includes, but is not limited to: student educational information and discipline records; non-public personal information, concerning employees and students including, but not limited to, BITS Identification Numbers, information system user IDs and passwords, internal communications, banking or financial information, medical and health information, and personal benefits information; information described as confidential under any other BITS College policy, rule or directive; other information and records which the employee is directed under proper authority to not disclose. Confidential information does not include information publicly disclosed by the University or which is required to be disclosed pursuant to law or contract.

All information obtained while on assignment is confidential and may not be shared with anyone outside the organization/departments without the express permission of BITS's management.

### **2.8.5. *Drug & Alcohol Policy***

Along with providing a safe and healthy work environment for its employees, the College's goal is to provide the best possible service to its customers. In order to achieve these goals, the College has a "zero tolerance" policy regarding the use, possession and sale of drugs and alcohol by



employees. The illegal use, sale, distribution or possession of narcotics, drugs, drug paraphernalia, or other illegal substances while on the job, at a client site or on College premises is strictly prohibited.

In addition, the use of alcohol during working hours or on College or Client property, or coming to work under the influence of alcohol is also prohibited. An exception may be made for College or Client sponsored events where alcoholic beverages are provided. Breach of this policy will result in immediate corrective action up to and including termination.

#### ***2.8.6. Workplace Violence***

BITS College is strongly committed to providing a safe workplace. BITS College specifically discourages employee from engaging in any physical or verbal confrontation with a violent or potentially violent individuals. The College expects and encourages employee to exercise reasonable judgment in identifying and informing management about potentially dangerous situations.

Threats, threatening language or any other act of aggression or violence made toward or by any employee will not be tolerated. A “threat” includes, but is not limited to, any verbal or physical harassment or abuse, blocking an individual’s path, attempts to intimidate or to instill fear in others, menacing gestures, stalking or any other hostile, aggressive, injurious and/or destructive action taken for the purpose of domination or intimidation.

All potentially dangerous actions by co-workers, external staff, and students, or other visitors should be reported to Human Resource Department immediately. Reports of threats may be anonymous. All threats will be promptly investigated, and no employee shall be subject to retaliation or discipline as a result of reporting a threat in good faith. The College will take appropriate action once an investigation confirms that the threat or act of violence has occurred. Employees deemed to have engaged in threatening or violent behavior will be disciplined up to and including termination.

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### 2.8.7. Standards of Conduct

As a member of the BITS College community, employees are expected to maintain the highest level of professionalism during work and to follow certain guidelines pertaining to employee conduct and relationships.

The following standards of conduct, while not intended to be all-inclusive, represent examples of behavior which are considered unacceptable and may result in cause for disciplinary action:

- (i) Engaging in acts of dishonesty, fraud, theft or sabotage.
- (ii) Willfully damaging or destroying College property.
- (iii) Possession, sale or use of illegal drugs on College premises.
- (iv) Being under the influence of drugs or alcohol while on College premises.
- (v) Possession of a firearm, explosive material, or other weapon on College Premises.
- (vi) Falsification or misrepresentation of information on any College document, i.e. timesheets, employment application, personnel forms, or College or Client records.
- (vii) Failure to adhere to the terms of your Employment Agreement and policies or procedures.
- (viii) Fighting, horseplay, practical jokes or other disorderly conduct which may endanger the wellbeing of any employee on College or Client premises or during working hours.
- (ix) Sleeping on the job.
- (x) Unauthorized use of College material, time, equipment or property including e-mail, Internet, voicemail systems, photocopy or fax machines.
- (xi) Removing College property without authorization.
- (xii) Damaging or destroying College property due to negligence.
- (xiii) Failure to be courteous and polite at all times to co-workers, students, external staff, customers, vendors and other visitors.
- (xiv) Excessive absenteeism or tardiness.
- (xv) Failure to observe work schedules, including rest and meal periods, unless authorized.
- (xvi) Inefficiency, lack of productive effort or other unsatisfactory work performance.
- (xvii) Failure to adhere to College's dress code.

- (xviii) Allowing unauthorized individuals access to the College.
- (xix) Engaging in such other practices that the College determines may be inconsistent with the welfare of the College and its employees

### **3. Employee Handbook Acknowledgment**

At the time of employment, all employees acknowledge access to this employee handbook by signing on the form prepared for the purpose. The content should be

“ I, the undersigned, acknowledge that I have received access to the copy of the Employee Handbook. I understand that it contains important information about the College’s general human resource policies and about my privileges and obligations as an employee. I further understand and acknowledge that I am governed by the contents of the Employee Handbook and that I am expected to read, understand, familiarize myself with, and comply with the policies contained in it. I understand that the College may change, rescind or add to any of the policies or practices described in the Employee Handbook in its sole and absolute discretion, with or without prior notice as permitted by law. I also understand that the College will advise employees from time to time of changes made to contents of the policies, or practices described in the Employee Handbook”

### **4. References**

BITS College HR Policy

### **5. Contact**

For all inquiries, please contact human resources office of the college at

[HR@bitscollege.edu.et](mailto:HR@bitscollege.edu.et)

BITS College  
Addis Ababa, Ethiopia