

Human Resources – Mozambique/local employees

Comprehensive human resource administration typically includes the following:

- Individual employment contracts
- Processing of monthly salaries and taxes
- Payment of monthly salaries and taxes
- Compilation and management of leave schedules, leave forms, off days etc.
- Maintain individual staff files up to date
- Conduct disciplinary hearings
- Legal compliances
- Health certificates as needed
- See that staff uniforms comply with the law
- Fire extinguishers (organise that these are serviced up to date as required by law)
- First aid kit
- Relacao Nominal
- Horário de Trabalho
- Represent the company during labour inspections
- Provide general assistance to staff

Where a site subscribes to the Home Management Service all the above human resources services are included in the subscription, including the employment of the staff by SBV (The Sanctuary's company). This is one of the primary benefits of subscribing to the Home Management Service.

Where a site does not subscribe to the Home Management Service, but the site's staff are still employed by SBV, there will be an administration fee of 5,000Mt per month to handle the administration of salaries as follows:

- Individual employment contracts
- Processing of monthly salaries and taxes
- Payment of monthly salaries and taxes
- Compilation and management of leave schedules, leave forms, off days etc.
- Maintain individual staff files up to date

If an owner's staff is not employed by SBV, they need by law to be formally employed by the owner's Mozambique company. All of the above HR requirements must be met by the owner's company as the de facto employer, as well as the annual registration and update of the owner's company on the main software system used in Mozambique for Human Resource salary and tax requirements. Should the homeowner require The Sanctuary to handle the requisite administration on his/her behalf a fee 9,000Mt per month is charged.

Note:

The Sanctuary cannot accept any responsibility or liability for staff not employed under SBV or if the site does not subscribe to the Home Management Service.

In addition, all staff employed under the owner's company need to be paid from the owner's Mozambique Company's bank account. If it is required that The Sanctuary must pay the owner's staff from its bank account, there needs to be a legal service agreement between The Sanctuary, the staff bank accounts at the nominated bank and the owner's Mozambique Company. An administration fee of 1,000Mt per company per month is applicable in this instance. Note this fee is a requirement of the Central Bank of Mozambique.

Foreign Employees' work permit and residence permit applications cannot be facilitated by The Sanctuary. It is advised to liaise in those circumstances with specialists in the field.

General Staff Etiquette Guide

1. Owners may not utilise staff from other sites for any work function without the approval of the Sanctuary office.
2. Sanctuary owners must not approach staff from other homes and offer them permanent work, i.e. poaching of staff is not acceptable. Please respect this. If a staff member wants to move from one property to another on The Sanctuary the person is required to resign first and observe the necessary notice period.
3. Owners should not engage directly with staff regarding loans as there are certain laws and procedures that need to be followed in this regard. Should a member of staff request a loan, the matter should be referred to The Sanctuary office to facilitate.
4. Staff must have appropriate work uniforms as required by law. The cost of uniforms is for the site account.
5. All site staff receive monthly staff rations that are facilitated by The Sanctuary. The cost of staff rations is for the site account.
6. Please report any staff problems to Human Resources and do not engage directly with the staff in a conflict situation.