

# Formula and Solutions for Global Challenges (FSGChallenge), Inc.

## Employee and Staff Handbook

**Organization Name:** Formula and Solutions for Global Challenges (FSGChallenge), Inc.

**Organization Type:** Global Nonprofit Organization

**Headquarters:** Delaware, United States

**Version:** 1.0

**Effective Date:** May 22, 2026

**Approved By:** Board of Directors and Executive Leadership

## WELCOME MESSAGE

Dear Team Member,

Welcome to Formula and Solutions for Global Challenges (FSGChallenge), Inc.

We are honored to have you join our organization. At FSGChallenge, we believe that people are the most valuable asset of the organization. Every employee, consultant, volunteer, and team member contributes to the achievement of our mission to provide innovative and sustainable solutions to global challenges.

This Staff Handbook is designed to help you understand our organizational culture, expectations, workplace standards, employment practices, policies, procedures, and employee benefits. It also outlines your rights and responsibilities as a member of the FSGChallenge team.

We encourage you to read this handbook carefully and ask questions whenever clarification is needed.

Together, we can create meaningful and lasting impact around the world.

Sincerely,

Executive Director/CEO

Formula and Solutions for Global Challenges (FSGChallenge), Inc.

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## **1. ABOUT FSGCHALLENGE, INC.**

Formula and Solutions for Global Challenges (FSGChallenge), Inc. is a nonprofit organization dedicated to addressing global development challenges through innovative solutions, research, advocacy, education, partnerships, and community empowerment.

The organization works in areas such as:

- Public health
- Education
- Climate resilience
- Food security

- Gender equality
- Youth empowerment
- Technology and innovation
- Community development
- Research and policy development
- Humanitarian response

FSGChallenge operates both locally and internationally through collaborations with governments, universities, community organizations, civil society groups, donors, and private sector partners.

## **2. ORGANIZATIONAL MISSION, VISION, AND VALUES**

### **Mission**

To develop innovative, inclusive, and sustainable solutions to global challenges through research, education, advocacy, partnerships, and community-driven interventions.

### **Vision**

A world where communities have equitable access to opportunities, sustainable development, and transformative solutions that improve lives.

### **Core Values**

#### **Integrity**

We act honestly, ethically, and transparently.

#### **Accountability**

We take responsibility for our actions and commitments.

#### **Innovation**

We encourage creative and evidence-based solutions.

#### **Inclusion**

We value diversity and equal participation.

## **Respect**

We treat all individuals with dignity and fairness.

## **Excellence**

We strive for quality and professionalism in all activities.

## **Collaboration**

We believe partnerships strengthen impact.

# **3. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

FSGChallenge, Inc. is an equal opportunity employer.

The organization prohibits discrimination based on:

- Race
- Color
- Religion
- National origin
- Gender
- Gender identity
- Sexual orientation
- Disability
- Age
- Marital status
- Veteran status
- Pregnancy
- Any legally protected category

Employment decisions are based on qualifications, merit, organizational needs, and performance.

# **4. EMPLOYMENT CATEGORIES AND STATUS**

## **Full-Time Employees**

Employees regularly scheduled to work full-time hours.

## **Part-Time Employees**

Employees scheduled to work fewer hours than full-time staff.

## **Temporary Employees**

Employees hired for limited assignments or projects.

## **Consultants and Contractors**

Independent individuals engaged under contractual agreements.

## **Interns**

Students or trainees participating in educational or practical experiences.

## **Volunteers**

Individuals offering unpaid support to organizational activities.

# **5. RECRUITMENT AND HIRING PROCEDURES**

FSGChallenge is committed to transparent and merit-based recruitment.

Recruitment procedures may include:

- Position announcements
- Application review
- Interviews
- Reference checks
- Background verification
- Safeguarding screening where applicable

The organization reserves the right to verify all qualifications and credentials.

# **6. EMPLOYEE ORIENTATION AND ONBOARDING**

All new employees shall participate in orientation programs covering:

- Organizational structure
- Mission and values
- Workplace policies
- Safeguarding requirements
- Security procedures
- IT systems and cybersecurity
- Ethics and compliance standards
- Human resources procedures

Employees may be required to complete mandatory training during onboarding.

## **7. STANDARDS OF CONDUCT**

All employees are expected to:

- Maintain professionalism
- Respect colleagues and beneficiaries
- Follow organizational policies
- Perform duties responsibly
- Protect organizational property
- Avoid conflicts of interest
- Maintain confidentiality
- Represent the organization positively

### **Prohibited Conduct**

The following behaviors are prohibited:

- Harassment
- Discrimination
- Violence or threats
- Theft
- Fraud
- Corruption
- Substance abuse during work
- Falsification of records
- Misuse of organizational resources
- Unauthorized disclosure of confidential information

## **8. WORKPLACE ETHICS AND PROFESSIONALISM**

Employees shall maintain ethical and professional behavior at all times.

Professional standards include:

- Respectful communication
- Appropriate dress and appearance
- Responsible decision-making
- Ethical conduct during fieldwork
- Honest reporting and documentation

Employees shall avoid actions that could damage the organization's reputation.

## **9. ATTENDANCE AND WORKING HOURS**

### **Working Hours**

Regular working schedules shall be established by supervisors in accordance with local labor laws.

### **Attendance Expectations**

Employees are expected to:

- Report to work on time
- Notify supervisors of absences
- Maintain reliable attendance
- Follow leave approval procedures

### **Timekeeping**

Employees may be required to submit timesheets or attendance records.

## **10. REMOTE WORK AND FLEXIBLE WORK ARRANGEMENTS**

FSGChallenge may allow remote or hybrid work arrangements based on operational needs.

Employees working remotely shall:

- Maintain productivity
- Protect organizational information
- Attend required meetings
- Ensure stable communication access
- Follow cybersecurity procedures

Remote work is a privilege and may be modified or withdrawn.

## **11. COMPENSATION AND PAYROLL**

### **Compensation Principles**

The organization seeks to provide fair and competitive compensation consistent with available resources and applicable laws.

### **Payroll**

Employees shall receive compensation according to payroll schedules established by the organization.

### **Payroll Deductions**

Applicable taxes and lawful deductions shall be withheld.

### **Overtime**

Overtime eligibility shall comply with local labor regulations.

## **12. EMPLOYEE BENEFITS**

Benefits may vary depending on employment category and local laws.

Benefits may include:

- Health insurance
- Paid leave
- Retirement contributions
- Professional development opportunities
- Wellness support
- Travel insurance for field assignments

The organization reserves the right to modify benefit programs.

## **13. LEAVE POLICIES**

### **Annual Leave**

Eligible employees may receive paid annual vacation leave.

## **Sick Leave**

Employees may use sick leave for illness or medical appointments.

## **Family and Medical Leave**

Leave may be granted for qualifying family or medical reasons consistent with applicable laws.

## **Bereavement Leave**

Employees may receive leave following the death of an immediate family member.

## **Parental Leave**

Eligible employees may receive maternity, paternity, or adoption leave.

## **Public Holidays**

The organization shall observe designated holidays.

## **Leave Approval**

Employees shall obtain approval before taking leave except in emergencies.

# **14. PERFORMANCE MANAGEMENT**

## **Performance Evaluations**

Employees shall receive periodic performance reviews.

Evaluations may consider:

- Job performance
- Professional conduct
- Teamwork
- Leadership
- Accountability
- Goal achievement

## **Performance Improvement**

Where performance concerns arise, corrective measures may include:

- Coaching
- Additional training
- Written improvement plans

## **15. PROMOTIONS AND PROFESSIONAL DEVELOPMENT**

FSGChallenge supports employee growth and professional development.

Professional development opportunities may include:

- Workshops
- Conferences
- Certifications
- Online training
- Leadership development

Promotions are based on:

- Performance
- Qualifications
- Organizational needs
- Leadership potential

## **16. WORKPLACE HARASSMENT AND NON-DISCRIMINATION**

FSGChallenge prohibits all forms of harassment and discrimination.

Harassment may include:

- Verbal abuse
- Threats
- Offensive comments
- Intimidation
- Unwelcome conduct

Employees who experience or witness harassment shall report concerns promptly.

Retaliation against complainants is prohibited.

## **17. PREVENTION OF SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT (PSEAH)**

FSGChallenge maintains zero tolerance for sexual exploitation, abuse, and harassment.

Employees shall:

- Respect boundaries
- Avoid exploitative relationships
- Report misconduct immediately
- Protect beneficiaries and vulnerable populations

Failure to report known violations may result in disciplinary action.

## **18. SAFEGUARDING AND CHILD PROTECTION**

The organization is committed to protecting children and vulnerable individuals.

Employees working with children or vulnerable populations shall:

- Undergo screening and background checks
- Follow safeguarding protocols
- Avoid inappropriate conduct
- Report concerns immediately

Physical, emotional, or sexual abuse is strictly prohibited.

## **19. HEALTH AND SAFETY**

FSGChallenge is committed to providing a safe work environment.

Employees shall:

- Follow safety procedures
- Report hazards immediately
- Participate in safety training

- Use protective equipment where required

## **Emergency Procedures**

Employees shall familiarize themselves with:

- Fire procedures
- Evacuation routes
- Medical emergency contacts
- Security protocols

## **20. TRAVEL AND FIELD OPERATIONS**

Employees engaged in travel or fieldwork shall comply with organizational travel procedures.

### **Travel Requirements**

- Prior approval required
- Adherence to travel budgets
- Submission of expense documentation
- Compliance with safety protocols

### **Field Conduct**

Employees shall respect local communities, cultures, and laws.

## **21. INFORMATION TECHNOLOGY AND CYBERSECURITY**

Organizational technology resources shall be used responsibly.

Employees shall:

- Use strong passwords
- Protect devices from unauthorized access
- Avoid unsafe internet practices
- Report cybersecurity incidents immediately

### **Prohibited Activities**

- Downloading illegal software

- Sharing passwords
- Accessing inappropriate material
- Unauthorized system access

## **22. DATA PROTECTION AND CONFIDENTIALITY**

Employees shall protect confidential and sensitive information.

Confidential information includes:

- Personnel records
- Donor information
- Beneficiary data
- Financial records
- Research data
- Strategic documents

Unauthorized disclosure is prohibited.

## **23. COMMUNICATIONS AND SOCIAL MEDIA**

Employees representing the organization publicly shall communicate professionally.

### **Social Media Guidelines**

Employees shall:

- Avoid offensive or misleading posts
- Protect confidential information
- Avoid damaging organizational reputation
- Respect beneficiaries' privacy

Only authorized spokespersons may issue official organizational statements.

## **24. CONFLICT OF INTEREST**

Employees shall avoid situations where personal interests conflict with organizational responsibilities.

Potential conflicts must be disclosed immediately.

Examples include:

- Financial interests in vendors
- Family relationships affecting decisions
- Personal gain from organizational opportunities

## **25. ANTI-FRAUD AND ANTI-CORRUPTION**

FSGChallenge maintains zero tolerance for fraud and corruption.

Prohibited activities include:

- Bribery
- Embezzlement
- Financial manipulation
- Theft
- False claims
- Procurement fraud

Employees must report suspected misconduct immediately.

## **26. WHISTLEBLOWER PROTECTION**

Employees who report misconduct in good faith are protected from retaliation.

Reports may be submitted confidentially to:

- Supervisors
- Human Resources
- Compliance Officers
- Executive Leadership
- Board representatives

## **27. DISCIPLINARY PROCEDURES**

Violations of organizational policies may result in disciplinary action.

Disciplinary measures may include:

- Verbal warning
- Written warning
- Suspension
- Termination
- Legal action

Serious misconduct may result in immediate termination.

## **28. GRIEVANCE AND COMPLAINT PROCEDURES**

Employees are encouraged to address workplace concerns promptly.

Complaints may involve:

- Harassment
- Workplace conflicts
- Safety concerns
- Discrimination
- Ethical concerns

The organization shall investigate complaints fairly and confidentially.

## **29. SEPARATION OF EMPLOYMENT**

Employment may end through:

- Resignation
- Retirement
- Completion of contract
- Termination
- Layoff

Employees separating from the organization shall:

- Return organizational property
- Complete exit procedures
- Maintain confidentiality obligations

## **30. EMPLOYEE RECORDS AND PRIVACY**

Personnel records shall be maintained securely and confidentially.

Employees shall notify Human Resources regarding:

- Address changes
- Emergency contacts
- Legal name changes
- Banking information updates

## **31. INTERNATIONAL OPERATIONS AND CULTURAL RESPECT**

Employees engaged in international work shall:

- Respect local customs and traditions
- Follow local laws
- Promote cultural sensitivity
- Avoid discriminatory behavior

FSGChallenge values diversity and respectful engagement across all operational settings.

## **32. WORKPLACE SECURITY AND EMERGENCY PROCEDURES**

Employees shall follow workplace security measures.

### **Security Expectations**

- Wear identification where required
- Protect organizational property
- Report suspicious activity
- Follow visitor procedures

### **Emergency Response**

Employees shall cooperate during emergencies and follow evacuation instructions.

## **33. STAFF WELLNESS AND MENTAL HEALTH SUPPORT**

FSGChallenge recognizes the importance of employee wellness.

The organization encourages:

- Work-life balance
- Stress management
- Mental health awareness
- Supportive supervision
- Healthy workplace relationships

Employees are encouraged to seek support when needed.

## **34. VOLUNTEER AND INTERN GUIDELINES**

Volunteers and interns shall:

- Follow organizational policies
- Maintain professionalism
- Respect confidentiality
- Adhere to safeguarding standards

Volunteers and interns are expected to represent the organization responsibly.

## **35. ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received and reviewed the FSGChallenge, Inc. Staff Handbook.

I understand that compliance with organizational policies and procedures is a condition of my employment or engagement with the organization.

I understand that this handbook does not constitute an employment contract and that the organization may revise policies at its discretion in accordance with applicable laws.

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **FINAL APPROVAL**

Approved by Formula and Solutions for Global Challenges (FSGChallenge), Inc.

Executive Director/CEO: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have prepared a comprehensive Staff Handbook for Formula and Solutions for Global Challenges (FSGChallenge), Inc. The handbook includes employment policies, workplace standards, HR procedures, safeguarding, ethics, cybersecurity, leave policies, disciplinary procedures, staff wellness, international operations guidance, and employee acknowledgment forms suitable for a global nonprofit organization.