

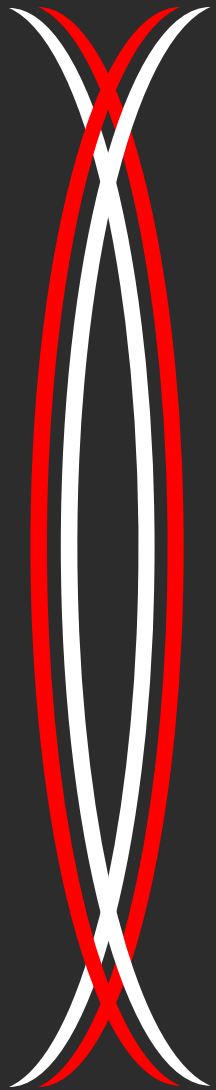
The logo features the lowercase letter 'i' in red, followed by the uppercase letters 'D' and 'E' in grey. The text is centered within a white circle, which is set against a dark green background.

iDE



Welcome

iDE



**37th Human Resource Management Learning
Forum**

“Redundancy and Layoff”

05 September 2018, Diaknia Center

Mr. Lay Chhun, HR Manager, IDE

077 848 422

lchhun@ideglobal.org

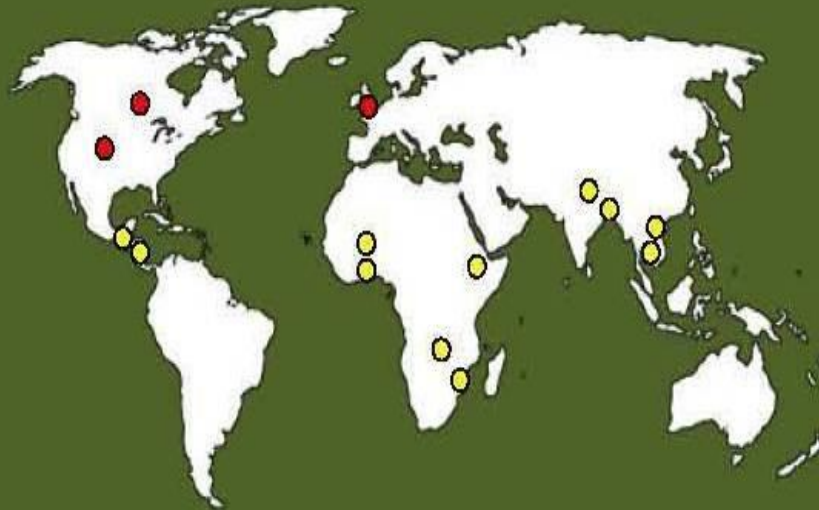
“Redundancy and Layoff”

- 1. What is iDE?**
- 2. Reasons of Mass Layoff**
- 3. Internal HR Policy**
**(Terminating Employment –
Employment Redundancy)**
- 4. Whistleblower/Grievance
Procedures**
- 5. Labour Law-Mass Layoff**
- 6. Best Practice of layoff**
- 7. Q & A**



iDE is an international non-profit NGO with a unique business approach to poverty eradication. For 30 years, iDE has pioneered innovative market-based methods to increase incomes from agriculture and improve access to safe water and sanitation.

- **BANGLADESH**
- **BURKINA FASO**
- **CAMBODIA**
- **ETHIOPIA**
- **GHANA**
- **HONDURAS**
- **MOZAMBIQUE**
- **NEPAL**
- **NICARAGUA**
- **VIETNAM**
- **ZAMBIA**



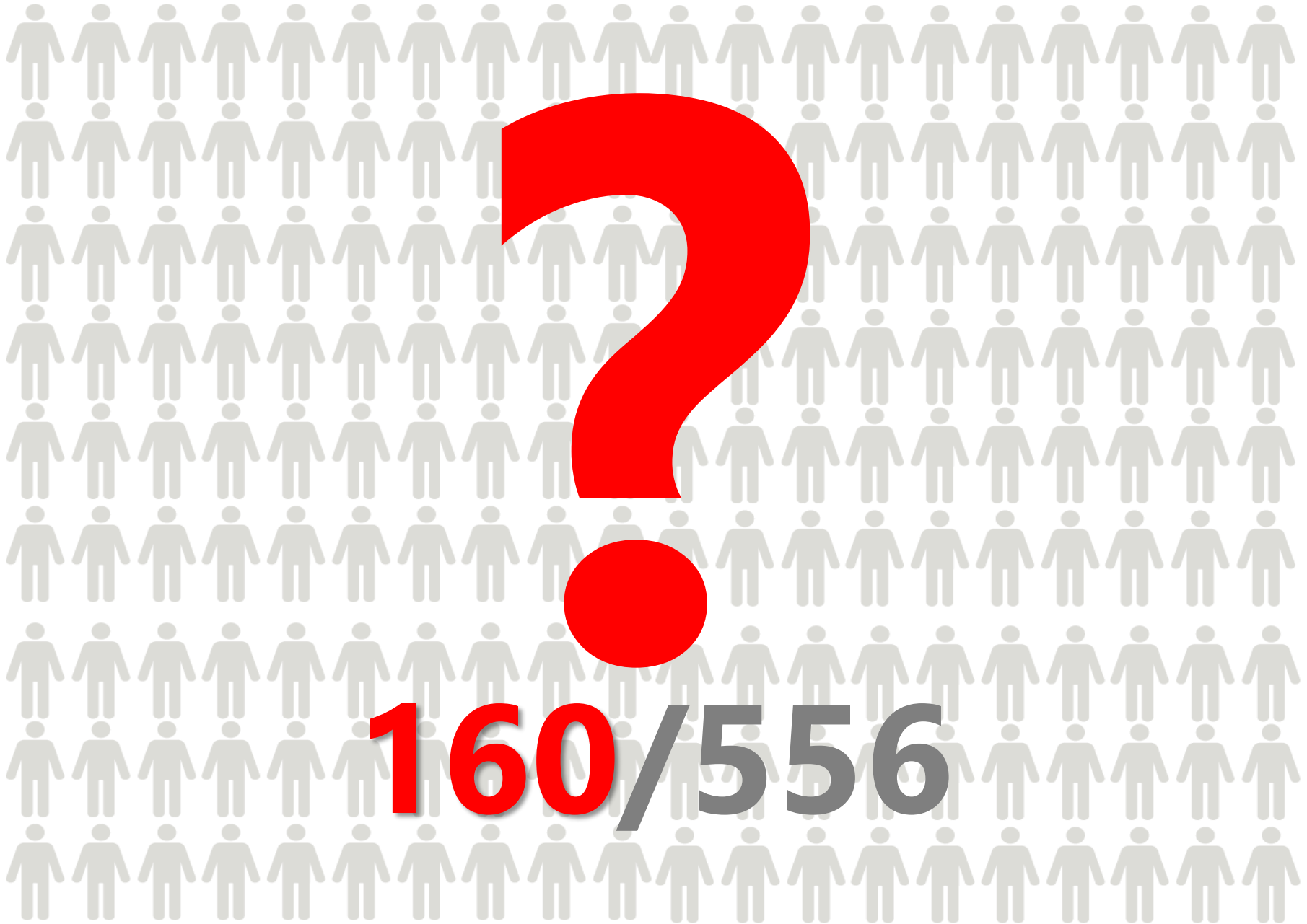
- Program offices in 11 countries
- Home offices in USA, Canada, UK



WHY?

WHAT?

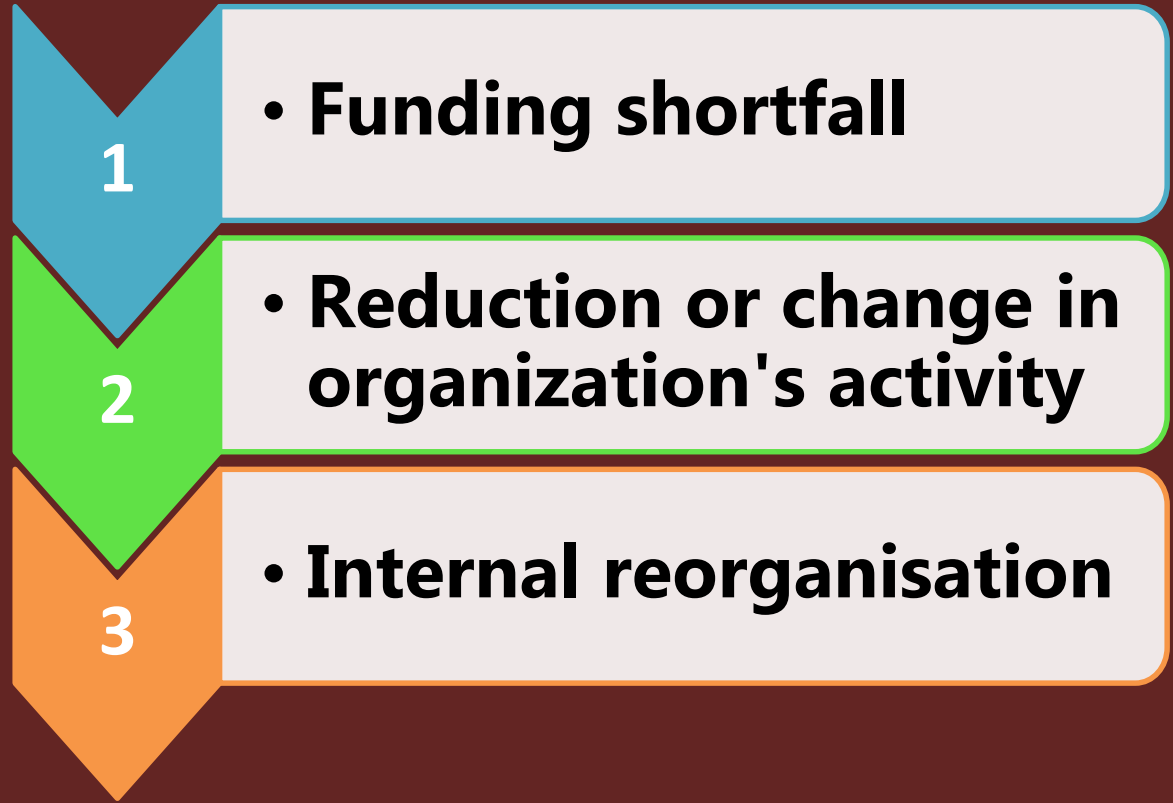
HOW?



160/556

The image features a background of 200 identical, light gray human silhouettes arranged in a 10x20 grid. In the center of the grid, the word "WHY?" is written in a large, bold, red, sans-serif font. The text has a slight drop shadow, making it stand out against the gray icons.

WHY?





160/556 Employees

(Before)



102/556 Employees

(After)

A grid of 200 grey human icons arranged in 10 rows and 20 columns. In the center of the grid, the word "WHAT?" is written in a large, bold, red font with a slight shadow effect.

WHAT?

A 3D rendered beige character, resembling a stylized human figure, stands and holds a large, rectangular sign. The character is positioned on the left side of the frame, with its right hand resting on the top edge of the sign and its left hand holding the bottom edge. The sign is white with a thin gold border and contains the text "Terminating Employment (Internal HR Policy)" in a bold, red, sans-serif font. The background is a plain, light beige color with a subtle gradient.

**Terminating
Employment
(Internal HR Policy)**



1. Resignation



Final Payment



2. Employment Redundancy



Now that the money is all made;
it's time to relax in the shade !!



3. Retirement

5. Dismiss:



4. Death in Service





2. Employment Redundancy

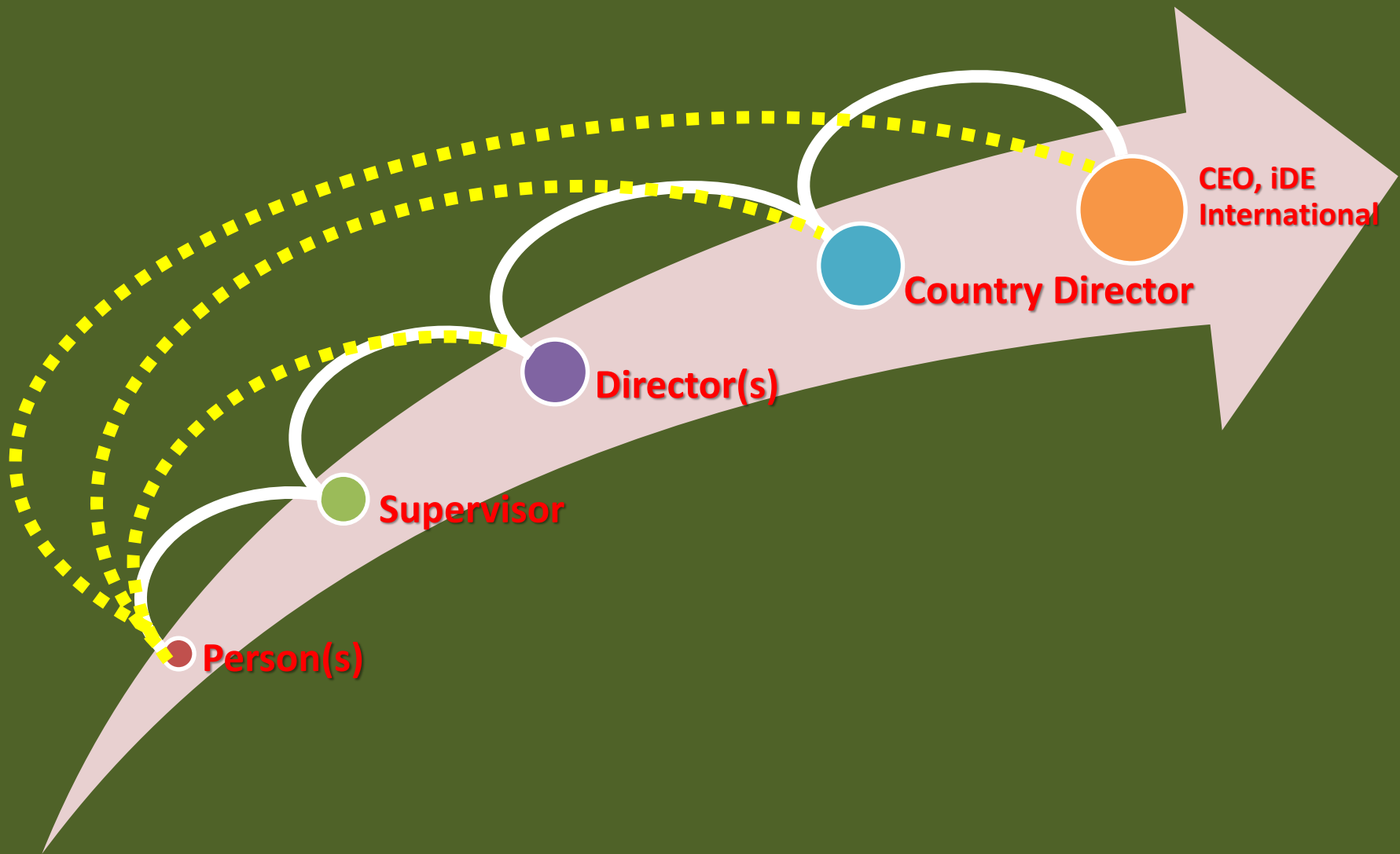
Redundancy occurs when an employee is honourably released from service due to a reduction or change in iDE's activity, a funding shortfall, or internal reorganisation.

Employees who are made redundant are entitled to the following:

- one month written notice or one month's salary in lieu of notice,
- Salary due,
- Prorated holiday bonus,
- Payment in lieu of any annual leave due at date of leaving,
- A reference letter from the Country Director,
- A Redundancy Payment of one (1) month's salary for each year of service (prorated for partial years) to a maximum of six (6) years.

A 3D rendered beige character, resembling a stylized human figure, stands and holds a large, rectangular sign. The sign is white with a thin gold border and features the text "WHISTLEBLOWER PROCEDURES" in bold, red, uppercase letters. The character is positioned to the left of the sign, with its right hand resting on the top edge and its left hand holding the bottom edge. The background is a plain, light beige color with a subtle gradient.

**WHISTLEBLOWER
PROCEDURES**





Disciplinary Actions

In the case of serious misconduct or poor performance, managers may choose from the disciplinary actions in the following table.

Level	Action	Authority	Record
0	Informal meeting	Manager and higher	No written record
1	Verbal warning	Manager and higher	Note to personnel file
2	Written warning	Senior Manager and higher	Copy of letter to employee and to personnel file
3	Final written warning	Senior Manager and higher	Copy of letter to employee and to personnel file
4	Dismissal	Country Director	Termination proceedings

- **Disciplinary action may start at any one of the above action levels. The type of action taken should be related to the nature and seriousness of the misconduct and the employee's previous employment record.**
- **Managers must implement disciplinary actions in a way that respects the dignity of the employee. For instance, discipline should not be administered in public or in the presence of other employees.**
- **The Country Director must be informed of all disciplinary actions.**



ព្រះរាជាណាចក្រកម្ពុជា

ជាតិ សាសនា ព្រះមហាក្សត្រ

ក្រសួងសង្គមកិច្ច ការងារ និងអតីតយុទ្ធជន

ច្បាប់ស្តីពីការងារ

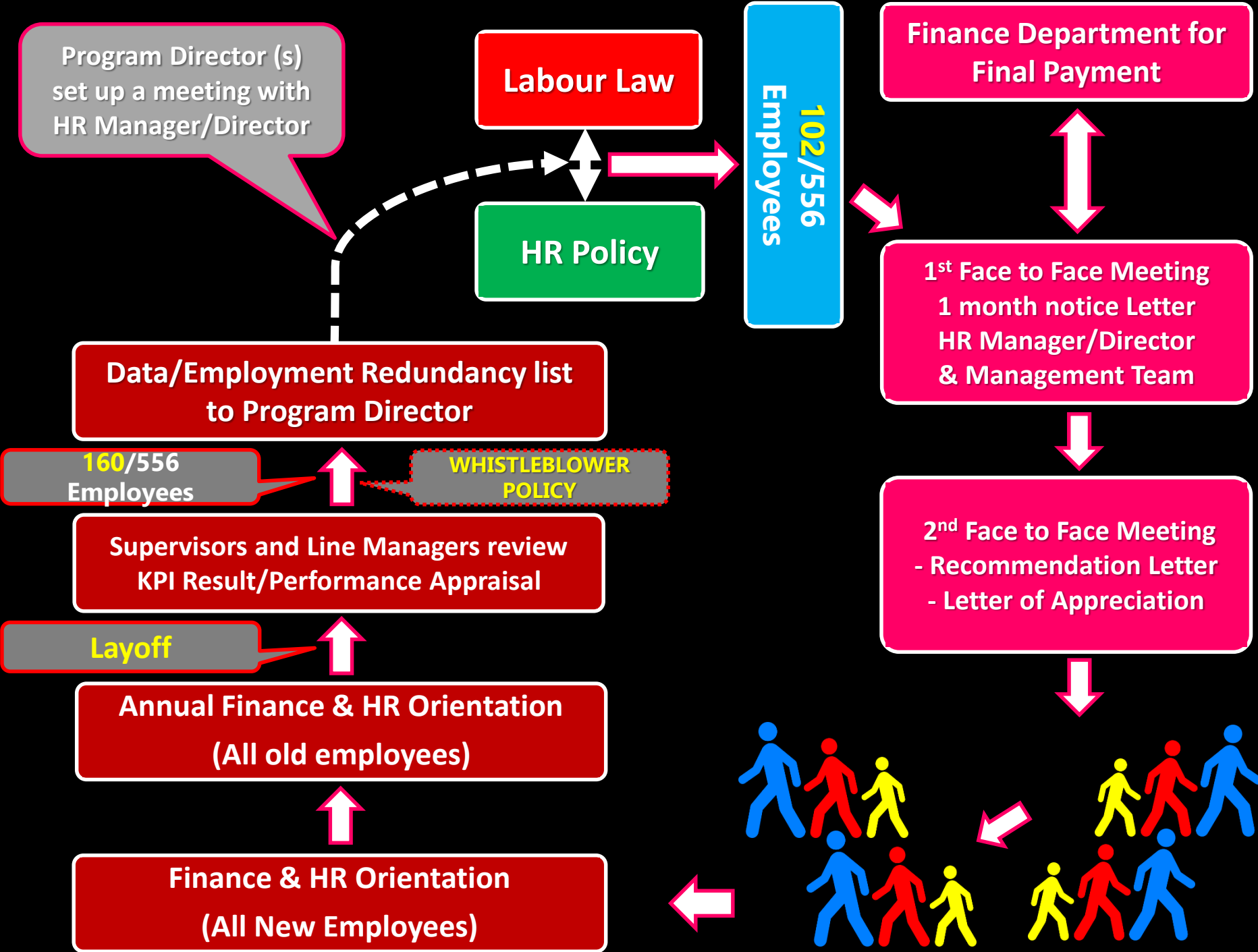
ង - ការបញ្ឈប់ពីការងាររួមគ្នា

មាត្រា ៩៥ - ការបញ្ឈប់ការងារដោយមកពីការបន្ថយសកម្មភាពនៃគ្រឹះស្ថាន ឬមកពីការរៀបចំផ្ទៃក្នុង ដែលនិយោកជកមានបំណងធ្វើ ត្រូវប្រតិបត្តិតាមនីតិវិធីដូចតទៅ:

- និយោកជកត្រូវរៀបចំលំដាប់នៃការបញ្ឈប់ការងារ ដោយគិតទៅតាមគុណសម្បត្តិនៃវិជ្ជាជីវៈ អតីតភាពក្នុងគ្រឹះស្ថាន និងបន្ទុកគ្រួសារនៃកម្មករនិយោជិក។
- និយោកជកត្រូវឱ្យដំណឹងជាលាយលក្ខណ៍អក្សរទៅតំណាងកម្មករនិយោជិក ដើម្បីទទួលសេចក្តីស្នើ អំពីជននេះជាអាទិ៍ វិធានការសំរាប់ប្រាប់មុននូវការកាត់បន្ថយចំនួនបុគ្គលិក និងវិធានការដើម្បីធ្វើឱ្យ ការបន្ថយបុគ្គលិកនោះ ប៉ះពាល់ជាអប្បបរមាទៅលើស្ថានភាពនៃសាមីកម្មករនិយោជិក។
- ជាបឋម ត្រូវបញ្ឈប់ការងារកម្មករនិយោជិកណាដែលមានសម្បទាខាងវិជ្ជាជីវៈអន់ជាងគេ។ បន្ទាប់មក ក៏ត្រូវបញ្ឈប់កម្មករនិយោជិកដែលមានអតីតភាពតិចជាងគេ។ អតីតភាពនេះត្រូវតម្លើងមួយឆ្នាំសំរាប់ កម្មករ និយោជិកណាដែលមានគូស្រករ ហើយនឹងមួយឆ្នាំថែមទៀតក្នុងកូននីមួយៗនៅក្នុងបន្ទុក។

A grid of 200 gray human icons arranged in 10 rows and 20 columns. The word "HOW?" is written in large, bold, red capital letters in the center of the grid, overlapping the icons.

HOW?



Questions & Answers



Thank you

077 84 84 22

lchhun@ideglobal.org / chhun.hod@gmail.com