

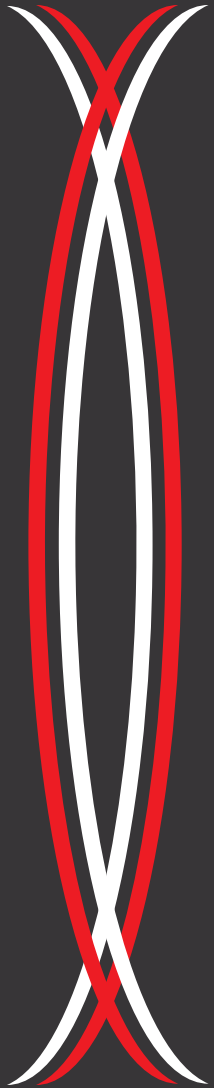
The logo consists of the lowercase letter 'i' in red, followed by the uppercase letters 'D', 'E', and 'E' in a dark grey color. The letters are bold and sans-serif. The entire logo is centered within a white circle, which is itself centered on a dark green background.

**iDE**



**Welcome**

iDE



**40<sup>th</sup> Human Resource Management Learning  
Forum**

***“Redundancy and Layoff”***

August 27, 2020

## ***“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.



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

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



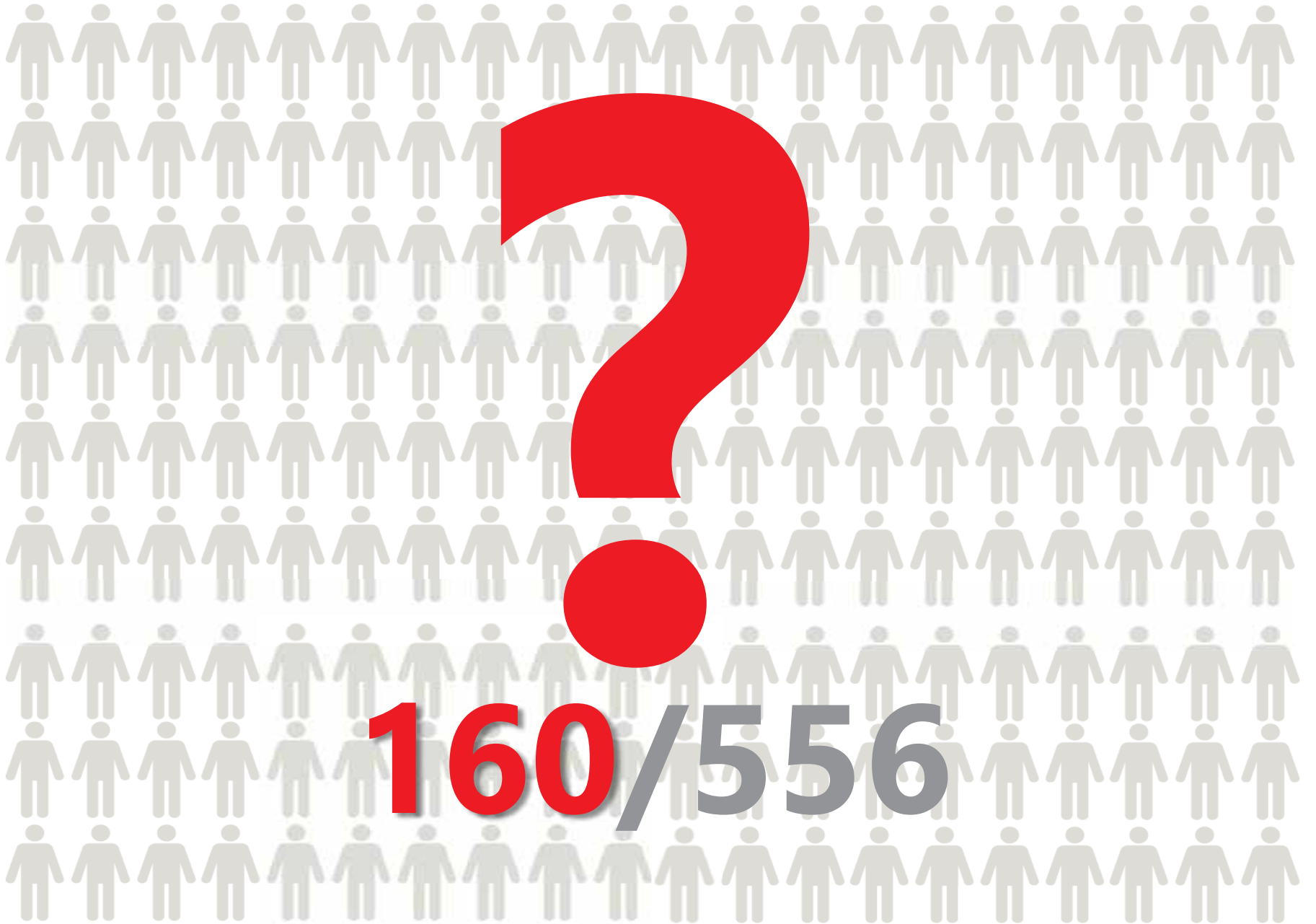
*“In the end, all business operation can be reduced to three words; **people**, **product** and **profits**. Unless you’ve got a good team, you can’t do much with the other two.”*

Lee Iacocca



A grid of 100 grey human icons, arranged in 10 rows and 10 columns, serves as the background for the text. The icons are simple, stylized figures with arms and legs, representing a diverse group of people.

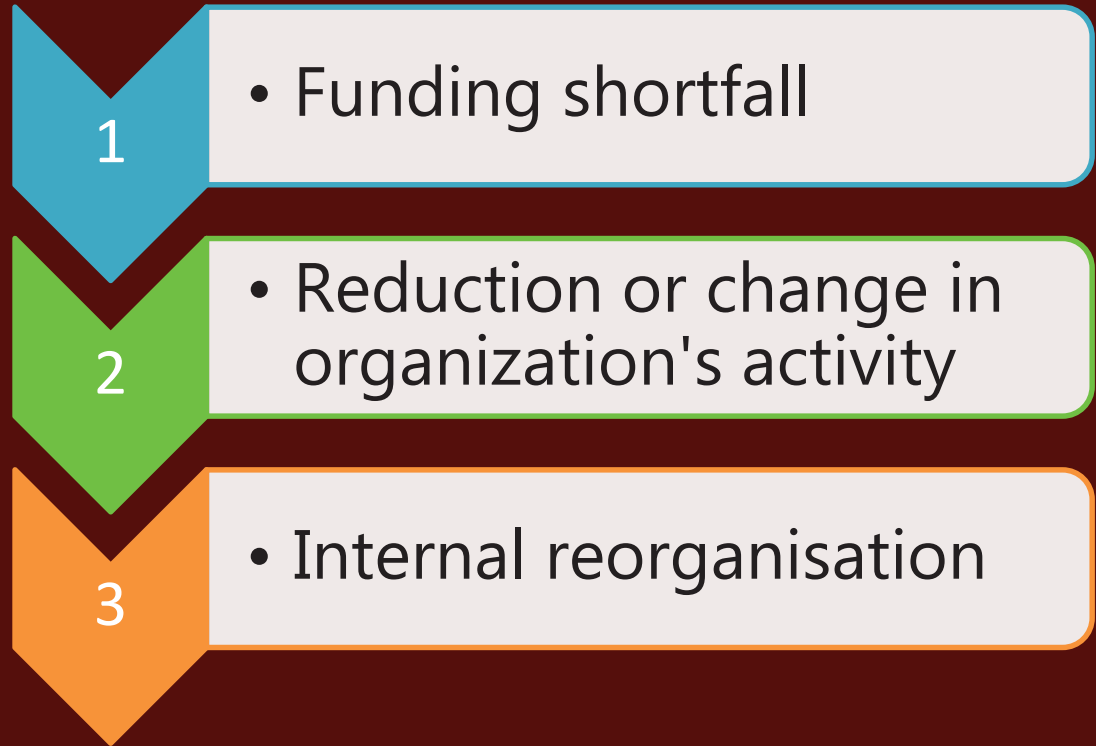
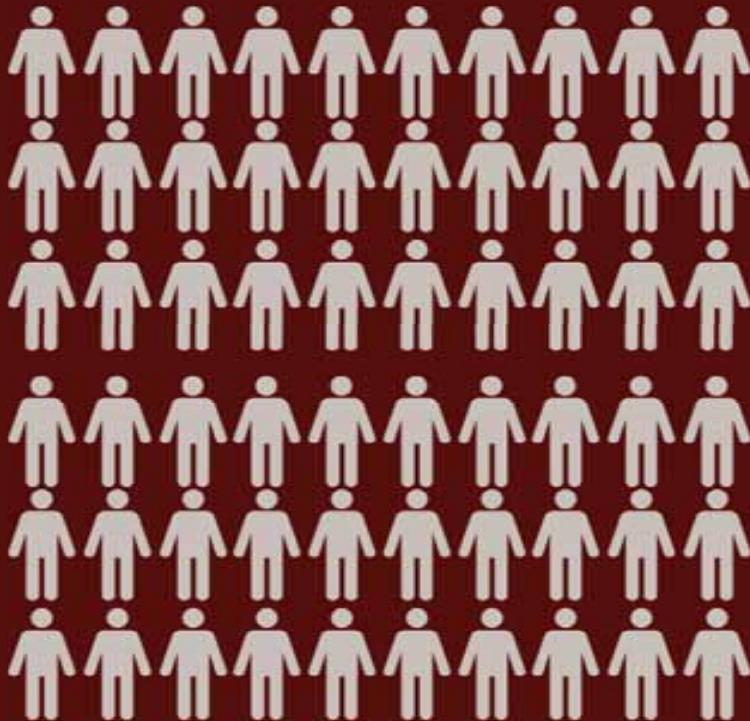
**WHY?**  
**WHAT?**  
**HOW?**



160/556

The image features a background of 200 identical grey human icons 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 is slightly offset from the center of the grid, appearing to be superimposed over the icons.

**WHY?**





**160/556 Employees**



**102/556 Employees**

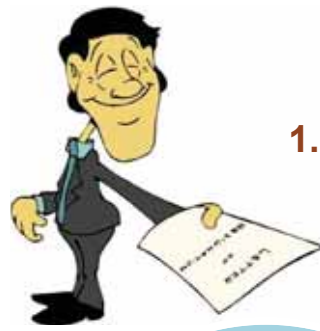
(After)

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

**WHAT?**

A 3D rendered character, resembling a stylized human figure, is holding a large rectangular sign. The character is light beige and has a simple, rounded design. 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.

**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. Dismissal



4. Death in Service





## 2. Employment Redundancy

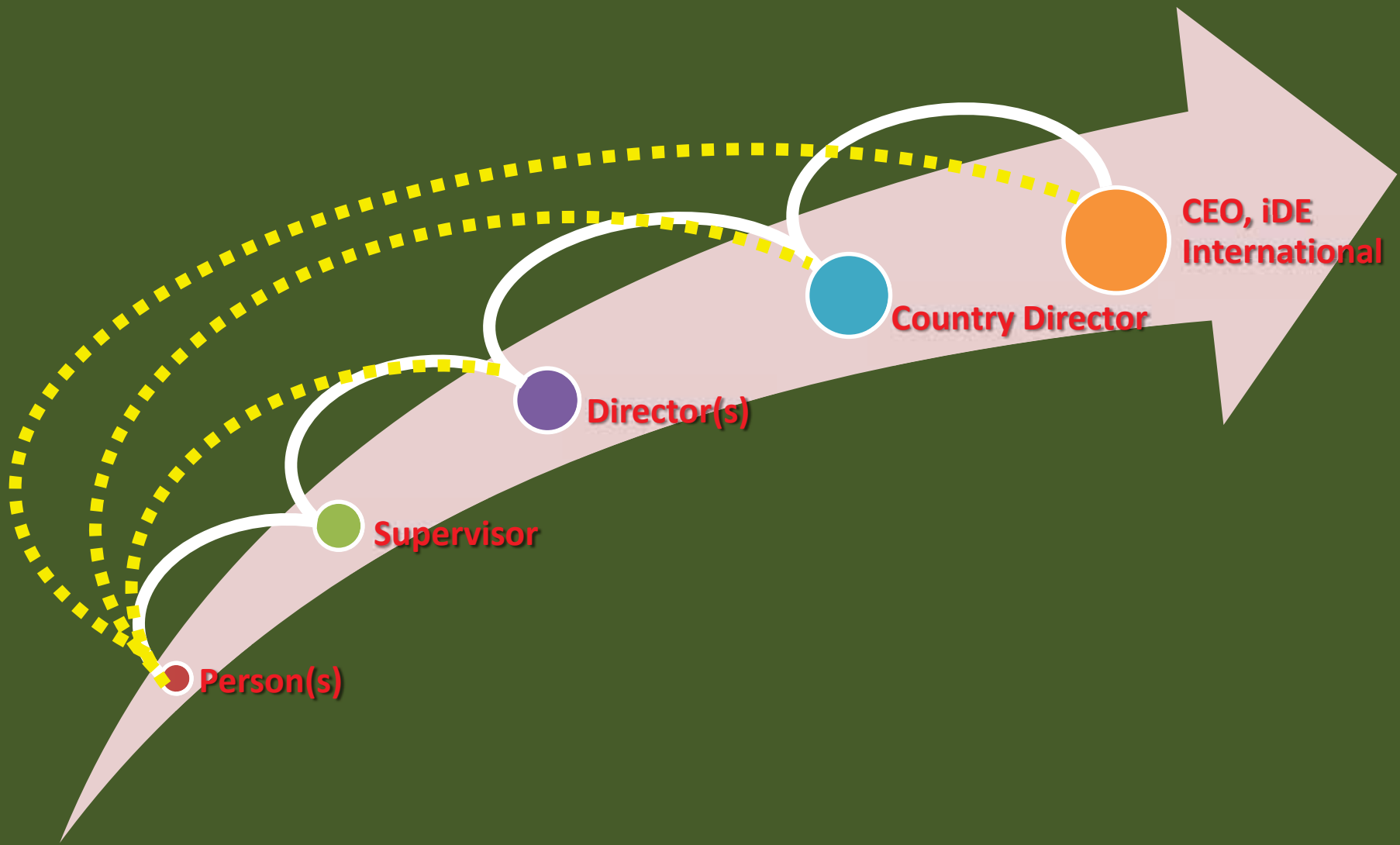
**Redundancy** occurs when an employee is honourably released from service due to a reduction or change in iDE's activity, a funding shortfall, or internal reorganisation.

**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 character, resembling a stylized human figure, is holding a large rectangular sign. The character is light beige and has a simple, rounded design. The sign is white with a thin gold border and contains the text "WHISTLEBLOWER PROCEDURES" in bold, red, uppercase letters. The background is a plain, light beige color.

**WHISTLEBLOWER  
PROCEDURES**



Person(s)

Supervisor

Director(s)

Country Director

CEO, iDE International



## 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

ក្រសួងសេដ្ឋកិច្ច ការងារ និងអតីតយុទ្ធជន

# ច្បាប់ស្តីពីការងារ

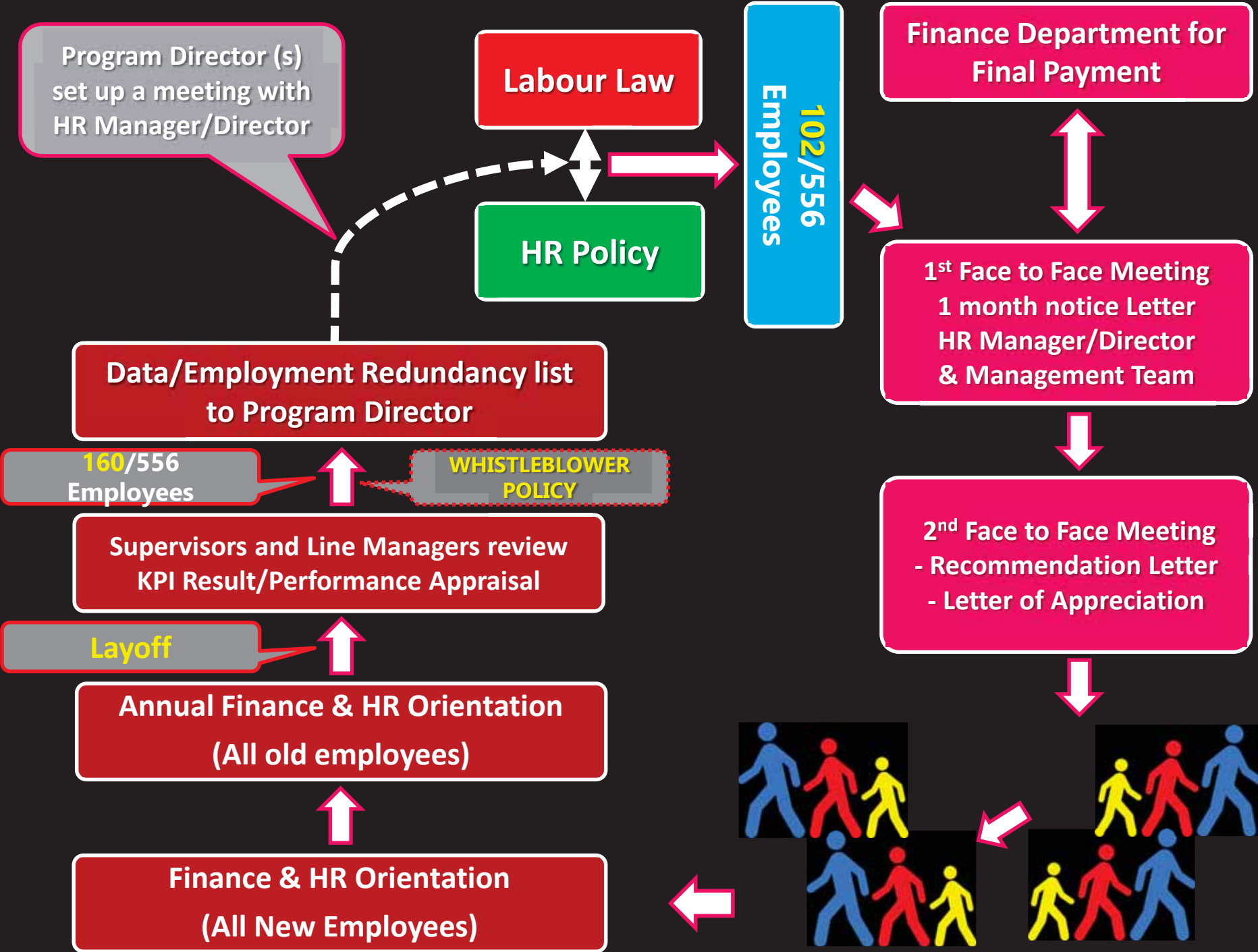
## ង - ការបញ្ឈប់ពីការងាររួមគ្នា

មាត្រា ៩៥ - ការបញ្ឈប់ការងារដោយមកពីការបន្ថយសកម្មភាពនៃគ្រឹះស្ថាន ឬមកពីការរៀបចំផ្ទៃក្នុង ដែលនិយោកជកមានបំណងធ្វើ ត្រូវប្រតិបត្តិតាមនីតិវិធីដូចតទៅ:

- និយោកជកត្រូវរៀបចំលំដាប់នៃការបញ្ឈប់ការងារ ដោយគិតទៅតាមគុណសម្បត្តិនៃវិជ្ជាជីវៈ អតីតភាពក្នុងគ្រឹះស្ថាន និងបន្ទុកគ្រួសារនៃកម្មករនិយោជិត។
- និយោកជកត្រូវឱ្យដំណឹងជាលាយលក្ខណ៍អក្សរទៅតំណាងកម្មករនិយោជិត ដើម្បីទទួលសេចក្តីស្នើ អំពីជននេះជាអាទិ៍ វិធានការសំរាប់ប្រាប់មុននូវការកាត់បន្ថយចំនួនបុគ្គលិក និងវិធានការដើម្បីធ្វើឱ្យ ការបន្ថយបុគ្គលិកនោះ ប៉ះពាល់ជាអប្បបរមាទៅលើស្ថានភាពនៃសាមីកម្មករនិយោជិត។
- ជាបឋម ត្រូវបញ្ឈប់ការងារកម្មករនិយោជិតណាដែលមានសម្បទាខាងវិជ្ជាជីវៈអន់ជាងគេ។ បន្ទាប់មក ក៏ត្រូវបញ្ឈប់កម្មករនិយោជិតដែលមានអតីតភាពតិចជាងគេ។ អតីតភាពនេះត្រូវតម្លើងមួយឆ្នាំសំរាប់ កម្មករ និយោជិតណាដែលមានគូស្រករ ហើយនឹងមួយឆ្នាំថែមទៀតក្នុងកូននីមួយៗនៅក្នុងបន្ទុក។

A grid of 200 grey 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**

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