

Mercy Hands for Humanitarian Aid

Phone Cards Policy

Policy

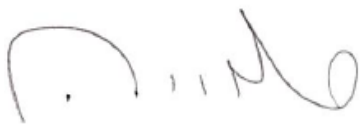
- Due to the ubiquitous use of mobile phones in daily life, Mercy Hands expects that employees use their phones for work purpose to some degree without compensation.
- Limited by funding availability, Mercy Hands disburses mobile cards to employees who depend heavily on their mobile phones to conduct Mercy Hands' work for most of the month.
- Mobile stipends are intended to cover some of the employee's phone expenses – not all of them.
- The compensation will not be fixed, but changes depending on the realistic usage of mobile phone for work.
- According to a survey by Oxford Economics, the vast majority of organizations with phone credit policies provide mobile reimbursements to employees between \$30 and \$50 per month. Mercy Hands will use this survey as a reference for deciding the mobile reimbursement rate for its employees.

Standard Procedure

- When designing a project budget, the budget designer shall add a budget line for phone card, separately or as part of a lumpsum communication line¹. The budget designer must envision the degree to which degree the project employees (direct and support staff) will use their mobile phones for work and accordingly estimate the cost of the budget line.

¹ Communication budget line includes phone cards and internet. A breakdown of this budget line must be included in the budget.

- During project implementation the Program Manager will monitor the project's direct staff mobile usage for work. On monthly bases, at the end of the month, the Program Manager will create a Purchase Requisition of the allocated phone cards for that month and provide the Director of Logistics and Security Department (DLSD) with a list of direct staff and suggested mobile cards reimbursement. The suggested mobile cards reimbursement can be equal to or less than the requested phone cards purchase but it shall not exceed it.
- The DSLD will approve the purchase of the phone cards. However, in consultation with the Executive Director and the Program Managers, the DLSD will decide to who and how much phone credit will be disbursed. The priority will be given to cover the phone credit needs of the project's direct staff but the objective of the DLSD is to cover the phone credit needs of all staff, including indirect or support staff.
- On Mercy Hands' Digital Library and under each project, the DSLD will create an Excel sheet of the Monthly Phone Cards Disbursement List. At the end of the month, the DSLD will add the names of staff who received phone cards and quantity of phone cards per staff. The list must be electronically signed by the reimbursed staff to indicate the receipt of the phone cards.



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Under review by the Board