



**SUCON**

Multidisciplinary Consultancy Services



# ASSOCIATES AND EXPERTISE POLICY

**Published & Effective:** 21/09/2023

**SUCON CONSULTING LTD**

Multidisciplinary Consultancy Services

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## 1. APPLICATION

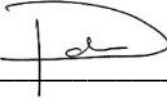
This policy applies to all paid, contracted and volunteering staff of the Sucon Consultancy Ltd (from here on referred to as 'Sucon'. This policy also applies to all Sucon associates, subcontractors and freelancers. This policy also extends to all business extensions of Sucon.

## 2 EFFECTIVE DATE: 21/09/2023

The Associates and Expertise Policy applies to all Sucon relevant operations from the effective date stipulated above. From the date stipulated above all previous Associates and Expertise Policy and practices are repealed.

## 3 POLICY IMPLEMENTATION, APPROVAL, MONITOR AND REVIEW

The Central Administration and the responsible officer(s) of Sucon via the authority of the President, Vice President and Operations Manager are liable for the management and implementation of the Associates and Expertise Policy and ensuring that its provisions and records management are applied and adhered to. This includes the establishment of relevant record-keeping systems.

APPROVAL AND REVIEW	DETAILS
Policy Author	Eric Clem Groves, Vice President
Council Approval	 Lefaotogi Paletasala Faolotoi President
Next Review Date	September 2026

## 4 PURPOSE AND DEFINITION

This policy is to guide the administration of Associates and Expertise that subscribe to Sucon as called-upon consultants.

## 5 LEGISLATIVE FRAMEWORK

This policy is guided by the following legislations:

- a) [Labor and Employment Relations Act 2013](#)
- b) Sucon Finance Policy (Internal document)
- c) Sucon Human Resource Policy (Internal document)
- d) Sucon Staff Benefits, Commission and Remuneration Policy (Internal document)

For non-compliance with this policy conducted or found outside of the scope and location of Samoa, the equivalent legislation of the respective host nation shall be adopted if the suspect cannot be brought back to the headquarters in Samoa.

*Once PRINTED, this is an UNCONTROLLED document. Please email [info@sucon.ws](mailto:info@sucon.ws) for latest version.*

## 6 STANDARDS FOR ASSOCIATES AND EXPERTISE

Candidates for Sucon Associates and Expertise must meet the following standards and criteria:

- a) Minimum of a Bachelor's Degree from an internationally, regionally or nationally accredited institution
- b) Candidates must provide supporting documents authenticating the qualifications by the Samoa Qualifications Authority or any other similar body deemed relevant by the reviewing panel.
- c) Candidates without degrees but with attributing certification must have a minimum of three (3) years' work experience in the same or related discipline.
- d) Candidates who have existing employment must have the consent and support of the employer via a letter of consent addressed to the President.
- e) All successful candidates will report and channel their queries and communication through the Director Consultancy Services.

Non-compliance with the Policy may result in criminal or civil penalties which will vary according to the offence. An employee acting in contravention of the Policy will also face disciplinary action up to and including summary dismissal.

## 7 SUBSCRIPTION CONDITIONS

Once candidates have successfully subscribe to Sucon, the following conditions apply:

**a) Free of Charge**

Annual subscription to Sucon is free of charge and subject to annual renewal via confirmation email

**b) Consent of the Employer**

Candidates are not eligible to subscribe to Sucon if their employers do not consent to make their services available as called upon consultants. When a candidate changes employer, they are required to get the consent letter or email from the new employer.

**c) Benefits**

Associates and Experts that subscribe to Sucon get the full benefit of Sucon Consultancy Team look out for tenders and consultancy opportunities that align with the qualifications and discipline of the candidate. Candidates will then be approached by the Director Consultancy Services about the potential opportunity.

**d) Candidates with Same Backgrounds**

Candidates with the same field will take turns, or be selected based on who best meets the criteria or upon availability.

**e) Remuneration**

Consultancy and project fees for assignments are to be negotiated between Sucon and the candidate. The minimum fee to accommodate Sucon's services is 13% of the total contract price.

#### **f) Grievances**

Candidates whom may feel unfairly treated must take their grievances first to the Director Consultancy Services. If the grievance is against the Director Consultancy Services, the matter must be raised with the Vice President or President.

### **7.1 Non-compliance**

Failure to comply with this Policy may result in severe consequences, which could include internal disciplinary action or termination of employment or consulting arrangements without notice in alignment with the Misconduct Process and Procedures' in the Human Resources Policy. Violation of this Policy may also constitute a criminal offence under Samoan, American Samoa, and New Zealand laws depending on where the project is stationed. If it appears in the opinion of the President's Council that any director, officer, employee, consultant or contractor of Sucon may have violated such laws, then Sucon may refer the matter to the appropriate regulatory authorities, which could lead to civil or criminal penalties for Sucon and/or the responsible person.

### **7.2 Appeal Process**

Verdicts that are believed to be unfair by the Administration can be challenged via writing to the Council. Verdicts believed to be unfair by the Council must be challenged in writing to the Legal Counsellor as stipulated in the 'Misconduct Process and Procedures'

### **7.3 Whistle Blower Protection and Retaliation Prevention**

All Sucon staff, Council, and affiliate members are responsible for protecting the identity, security, and employment of the whistle-blower to prevent confrontation and retaliation from the alleged suspect and violator. Sucon staff, Council and affiliating members found to have leaked the identity of the whistle-blower are subject to suspension or termination by the Council or Administration depending on the level and severity of the case. Sucon staff, Council and affiliating members found to have participated directly or indirectly in retaliation are subject to suspension or termination by the Council or Administration depending on the level and severity of the case.

Whistle-blowers who are found to have falsified claims in an attempt for defamation are also subject to suspension or termination by the Council or Administration depending on the level and the severity of the case.

## **8. POLICY FEEDBACK**

All Sucon employees and students may provide feedback about this document by emailing [info@sucon.ws](mailto:info@sucon.ws)

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