



HOME STREET HOME

MANAGEMENT PLAN 1/2023-12/2024

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VISION

**The world where all children
have equal opportunities.**

MISSION

**To fight for needy children
and advocate for their rights.**

VALUES

**CARING
RESPECT
HONESTY
DIVERSITY**

1. INTRODUCTION

Home Street Home (HSH) is a non-profit organization operating in Kwale County, Kenya. It was founded in 2014 and registered in Finland (2014), in Kenya (2015) and in Switzerland (2020). The organization runs projects with the main aim of empowering and supporting children, youth, and families in distress.

The main project of the organization is the HSH Center. The HSH Center is located in Makongeni village and it's the heart of the organization. HSH Center includes a training center for girls, a playgroup for 3-year-old children, a health clinic, a library and soon to be opened, a day care for children with special needs. In addition, Home Street Home organizes trainings and workshops, runs porridge program in local kindergartens and aims to support the local community through its other projects and activities.

The HSH Management Plan is updated every two years. This plan covers the two-year period of 2023-2025 and it has been created after evaluating the previous 2020-2022 plan. The plan has been updated according to the development of the project activities, team dynamics and general growth of the organization. In addition, this document outlines the management structures and policies of the organization. It also provides guidelines of how the responsibilities are shared among team members and how the organization expects its members to conduct.



HSH TEAM ROLES & RESPONSIBILITIES



2. HSH BOARD

Home Street Home's management and decision making is the responsibility of HSH's board of management. The board of management is international, and its serving Finland, Kenya, and Switzerland based organisations.

The HSH board of management is there to provide leadership and support the team members. Board of management is setting the strategic direction to guide and direct the activities of the organization. It is ensuring the effective management of the organization and its activities. Board of management is there to monitor the activities ensuring they are in keeping with the funding principles, objects, and values.

MAIN RESPONSIBILITIES OF HSH BOARD:



VISION AND VALUES

The Management board ensures that everything HSH does supports our vision, mission and aims. Our board establishes and implements the fundamental values, the ethical principles and strategic direction in which the organisation operates.



ACCOUNTABILITY

The board of HSH must account for everything the organisation does, including its spending and activities. The Management board is accountable to the members of the organisation and other key stakeholders such as funders and donors. The board monitors and evaluates all areas of the organisation's performance.



FINANCIAL OVERSIGHT

The Board of management ensures that all money, property, and resources are properly used, managed, and accounted for. To be accountable, suitable systems must be in place and kept up to date.



LEADERSHIP AND SUPPORT

Our aim is to maintain good and supportive leadership. We want our team members to feel welcomed, motivated, inspired and appreciated. The board has the key change to improve the leaderships, support the team members and train the leaders of the team. It is also the responsibility of the management board to ensure that volunteers are effectively recruited, trained, and managed.

3. HSH COMMITTEE

HSH community representative group members are active village community members, who guide and advise Home Street Home's management and its team members in the organization work and projects. HSH community representatives are presenting different groups and people from the village, for example cultural and religious backgrounds, village elders and minor groups. One of the responsibilities of a community representative is to ensure that HSH's projects are meeting the local need and are accepted by the village community. They are also an important link between the organization and villagers. HSH community representatives are in a key position to get information about the situations in the local families. Likewise, representatives can forward direct information about the organization and its work to the villagers. HSH community representatives are expected to contribute positively to meetings, advocating a wide community point of view.

Home Street Home management is responsible to inform and update community representatives regularly. Management is responsible to invite the community representatives to the meetings and other gatherings. During emergency situations or special events, community representatives should be informed urgently.

RESPONSIBILITIES OF HSH COMMUNITY REPRESENTATIVES:

- Read and become familiar with Home Street Home's projects and programs. Follow the work actively and spontaneously.
- Attend in quarterly meetings (every three months) and emergency meeting if possible.
- Share comments, views, and guidance in meetings and whenever essential.

4. TEAM ROLES AND RESPONSIBILITIES

HSH Team is responsible to run and maintain the projects and programs of the organization. Every team member has its own responsibility or area of work. In addition, HSH volunteers are there to help and support the implementation of the project activities. Each of the team roles and responsibilities can provide development and sustainability for the projects and program of HSH.

HSH MANAGEMENT & OFFICE

The management and office of HSH are in the key role of overseeing the work. Director, project manager and office assistant are there to ensure that all the projects and programs are running well and moving to the right direction, financial documentation is done transparently and all the daily routines are running smoothly.

DIRECTOR OF HSH

- Providing strong support for the long-term strategies of the organization. Making strategic plans and implementing them.
- Maintaining positive and trust-based relations with donors, partners, shareholders, and authorities in global workplace.
- Budget making and overseeing financial performance of the organization.
- Engaging in fundraising and developing other revenues.
- Providing positive input into the development of relevant organizational policy.
- Building and enhancing Home Street Home's public profile at events, speaking engagements, in media etc.
- Signing all agreements, and other instruments made and entered into and on behalf of the organization.
- Supervising and collaborating with team members
- Evaluating organization's financial status and annual performance.
- Presenting the performance of the organization regularly to the team.
- Assessing, managing, and resolving problematic developments and situations.
- If needed, suspending members. Every suspending case should be discussed together with the board of management.

PROJECT MANAGER OF HSH

- Organizing, leading, guiding, motivating, and empowering team members
- Assigning tasks, setting deadlines, and providing necessary resources.
- Cost estimating and developing budget
- Time management and schedule making
- Perform risk management to minimize project risks
- Comparing actual performance against planned performance
- Documenting and record keeping of the project progress and daily activities.
- Measure project performance using appropriate systems, tools, and techniques
- Responsible to rise a red flag when needed

OFFICE ASSISTANT

- Arranging and organizing the office
- Coordinating and registering of the new students
- Prepare reports and bookkeeping
- Welcoming visitors and provide them with information
- Coordinating the Alumnae students' network
- Marketing the training center and HSH project
- Order t shirts and ensure the students are paying for them


KALEVALA TRAINING CENTER

Kalevala Training Center provides three course programs: Computer Packages, Salon & Hairdressing and Tailoring & Dressmaking. Each of the course program is planned, implemented, and evaluated by course main teachers and assistant teacher.

MAIN TEACHERS

- Teaching and arranging classes for the students
- Planning and organizing weekly class schedules
- In charge of the class equipment and materials
- Preparing quarterly budgets for class shopping and do the shopping
- Maintain and monitoring class discipline and order
- Attend all weekly, quarterly, and annual meetings
- Prepare quarterly progress and financial reports
- Preparing the students for graduation ceremonies
- Maintain the link between the parents, students, and the management
- Recording the attendance of the students
- Follow the training calendar year plan
- Marketing of the Kalevala Training Center and other HSH projects
- In charge and supervise of their assistants, students, and interns

KTC ASSISTANT TEACHERS

- Assist the main teacher on the roles above
 - Can be delegated duties in the absence of the main teacher
- 

HSH CHILDREN'S PLAYGROUP

HSH Children's Playgroup is targeted to 3-year-old children, who are supposed to join kindergarten in the following school year. The aim of the program is to provide high-quality early childhood education and support to children. The program is run by early childhood education teacher and assistant.

HSH CHILDREN'S PLAYGROUP MAIN TEACHER

- Teaching and arranging classes for the students
- Planning and organizing weekly class schedules
- In charge of the class equipment's and materials
- Preparing quarterly budgets for class shopping and do the shopping
- Maintain and monitoring class discipline and order
- Attend all the Friday and quarterly meetings
- Prepare quarterly progress and financial reports
- Preparing the students for graduation ceremonies
- Maintain the link between the parents, students, and the management
- Recording the attendance of the students
- Follow the training calendar year plan
- Marketing of the training center and HSH project
- In charge and supervise of their assistants, students, and interns

HSH CHILDREN'S PLAYGROUP ASSISTANTS

- Assist the main teacher on the roles above
- Can be delegated duties in the absence of the main teacher

HSH HEALTH CLINIC

HSH Health Clinic was opened in April 2020. The aim of the project is to provide high quality outpatient services for the most vulnerable families in Makongeni village and nearby areas. HSH Health Clinic is targeting especially the ones who are living in extreme poverty and are most often not accessing public health care services. HSH Health Clinic is run by clinic manager and assistant helpers.

HSH HEALTH CLINIC MANAGER

- Treating and caring for the patients
- In charge of the clinic equipment and materials
- Preparing shopping list and do the ordering of medicine and equipment
- Attend all the Friday and quarterly meetings
- Prepare quarterly progress report and patients data report
- Referring patients for further treatment and follow up
- Recording the data of the patients
- Marketing of the training center and HSH project
- In charge and supervising of their nurses, assistants, and interns
- Organize medical health outreaches
- Sharing of health risks and outbreaks information to the management

HSH HEALTH CLINIC ASSISTANTS

- Assist the clinic manager in the roles above
- Can be delegated duties in the absence of the clinic manager

ANNI'S KITCHEN

The main kitchen in HSH Center, Anni's Kitchen, is providing breakfast for local team members and lunch for KTC students and HSH team. Kitchen program is run by a main chef and an assistant cook.

In addition, the kitchen supports the HSH Feeding program by providing storage for ingredients and handling orders. HSH Feeding program has one responsible porridge cook.

MAIN CHEF

- Prepare weekly menu
- Cooking the food
- Preparing shopping list and ordering for both dry and fresh
- Taking care of the cooking utensils and equipment
- Conducting stock inventory of food stuff
- Maintain hygiene and cleanliness of the kitchen
- Keeping the kitchen well organized
- Following clear guidelines and directions as instructed by the management
- Supervising the assistant
- Confirming students' attendance

ASSISTANT COOK

- Assist the main chef on the roles above
- Can be delegated duties in the absence of the main chef

HSH FEEDING PROGRAM COOK

- Prepare weekly budget
- Cooking and serving the porridge
- Preparing shopping list
- Taking care of the cooking utensils and equipment
- Conducting stock inventory of food stuff
- Maintain hygiene and cleanliness of the kitchen
- Keeping the kitchen well organized
- Following clear guidelines and directions as instructed by the management
- Supervising the helpers

HSH DAY CARE CENTER

HSH Day Care Center will provide service for children with special abilities. HSH Day Care will be safe place where children with special needs can learn new skills, be active and get professional support with physiotherapy, occupational therapy, and speech therapy. The daycare will be run by manager, caretakers and therapists.

HSH DAY CARE CENTER MANAGER

- In charge of the day care
- Supervise the other employees, interns, and volunteers
- Reporting and attending daily, weekly, quarterly, and Annual meetings
- Registration and record keeping of all the beneficiaries
- Preparing shopping list and making orders
- Prepare quarterly progress report
- Planning and organizing community awareness programs and other events

CARETAKERS

- In charge of the children general wellbeing such as hygiene, feeding, playing etc
- Preparing meals and snacks for the kids
- Planning and creating daily activities for the kids
- Ensuring safety of the children
- Maintaining general cleanliness of the day care facility

THERAPISTS (PHYSIO-, OCCUPATIONAL- AND COMMUNICATION)

- In charge of the therapy activities of the children
- Creating personalized therapy handbook for all children
- In charge of all the therapy equipment and materials
- Creating and maintaining multi-professional collaboration with other facilities or service providers
- Planning and conducting therapy sessions
- Progress evaluation and reporting to the management
- Attend weekly, quarterly, and annual meetings

OTHER

TEAM LEADERS

- Coordinating volunteers work and activities
- Reporting on the project activities progress to the management
- Animating the teamwork spirits
- In charge of safety of volunteers during work
- Providing clear directions on the tasks
- Create a link between the volunteers and the management
- Assisting the management with planning and reporting making
- Attend daily, weekly, quarterly, and Annual meetings

CLEANERS

- Maintaining general cleanliness of the premises and the compound
- In charge of the cleaning equipment and materials
- Ordering cleaning detergents and equipment
- Ensuring safety during mopping time
- Reporting any incidents and challenges to the management
- Making sure that the toilets are clean
- Ensuring safe disposal of trash and waste products
- Arranging of the furniture after cleaning

SECURITY GUARD

- Maintain security of the premises and the people
- Record information in case of any incident, accident, or security infringement
- Make sure all the doors are locked after work
- Report and share information to the management

5. HSH VOLUNTEERING

Volunteer work is a good way to help, meet new people and participate in something that is important to you. There are many proven personal benefits of community volunteerism. Working together with a group of people who have different ethnicity, life backgrounds, and views reduces stereotypes. Community volunteerism has also been proven to improve student's academic success.

Home Street Home's voluntary program allows both international and local volunteers to join our work. Volunteers are important team members who accomplish the practical work on the field.



5.1. LOCAL VOLUNTEERING

Home Street Home offers voluntary opportunities for local youths. Local volunteering is an opportunity to learn new skills, meet new people and get experience from different work tasks, methods, and projects. Local volunteers are important part of the team.

Through our voluntary program local volunteers can learn new skills in multiple different fields and industries. HSH provide trainings and skill development for local volunteers. We want to support our team members in their personal growth and help them to develop their skills. Local volunteer course program will be updated regularly.

During the daily work routines, HSH Local volunteers are facilitated with breakfast and lunch. This can mean arranged meal or shared cash support (50 KSH /meal/person). Whenever needed, HSH will also provide transportation fee and support in any other expenditures.

5.2 HSH LOCAL VOLUNTEER SUPPORT PROGRAMS

Home Street Home supports its local volunteers by providing annual support and weekly support packages. Support is meant to support the team members in their personal life and ability to work with the organization with full strength and motivation. Every change should be informed well and in advance to the team members.

LOCAL VOLUNTEER'S ANNUAL SUPPORT

Home Street Home supports its local volunteers by offering 1000 KSH / Month as an annual support. This support can be given slowly during the year or as a full 12 000 KSH stipend after full project year (after annual meeting). To be able to receive an annual support, volunteer must work full-time at least 10 months of the year (40 working weeks)

LOCAL VOLUNTEER PACKAGES

To support HSH Local Volunteers the organization created system of sharing hygiene & food packages. Local volunteers have a chance to earn stamps after every, full, workday. After every five stamps, volunteer can choose to take either food- or hygiene package. One package is worth of 500 KSH.

5.3. INTERNATIONAL VOLUNTEERING

As an international HSH Volunteer, the volunteer will have opportunity to learn about Kenyan culture, expand her/his networks, improve language skills and gain project and life experiences. Working in another country gives volunteer the opportunity to step outside the comfort zone, to learn new approaches to tasks and problems and to operate in different environments.

PRICING:	
Project fee	10 000 KES / Month
Accommodation options:	
Host Family (Including meals)	30 000 KES / Month
Rental cottage	
With meals	2500 KES / night
Without meals	1500 KES / night

HSH international volunteers are hosted in local host families in Makongeni village. Each host family have their rooms which are used to accommodate the volunteers. As a host, the families have a responsibility of arranging the room and meal service. If the volunteer is willing to stay in alternative accommodation than in host family, we can organize accommodation in private rental house.

Host family accommodation requirements

- Private room with door and lock
- Bed with mattress and mosquito net
- Access to toilet and place to shower
- Reasonable distance to HSH Center

Host family meal service requirements

- Volunteers will be served three (3) meals every day. Breakfast (at 9:00), lunch (at 13:00) and dinner (at 19:00). During the weekends schedule can be flexible.
- Meal should always be well cooked and served hot.
- Volunteers are drinking mineral water. They should not be offered to drink local water. While cooking, water should be boiled well for safety.
- Families should always provide healthy and balanced meals for the volunteers. Every meal should be generous and include fresh fruits.
- If volunteer have a special diet, allergies, or other special requirements they should be considered seriously.

5.4. STUDENT RESOURCES

5.4.1 HSH INTERNSHIP

Often internship is the ideal fit for an individual and organization. An internship is any carefully monitored meaningful learning experience in which an individual has intentional professional goals and reflects actively on what he or she is accomplishing throughout the experience. One of the more significant advantages of providing internships is the opportunity to develop our programs and get into interaction with students with different backgrounds, skills and experiences.

Home Street Home internship program is an excellent opportunity for the student to learn in international environment and for us to develop the programs. We offer internship opportunities for students from different fields of education.

HSH internship student supervisors work routine

1. Setting the goals of the internship together with the student. What is the aim of the internship?



2. Create a timeline and milestones. Find the steps which are needed to meet those targets and expectations.



3. Develop assignments. Plan and create assignments that can support the student and the organization in the process.



4. Evaluate. Establish systematic evaluation during the program. Have discussions, give feedback and comment.



5. Final evaluation.

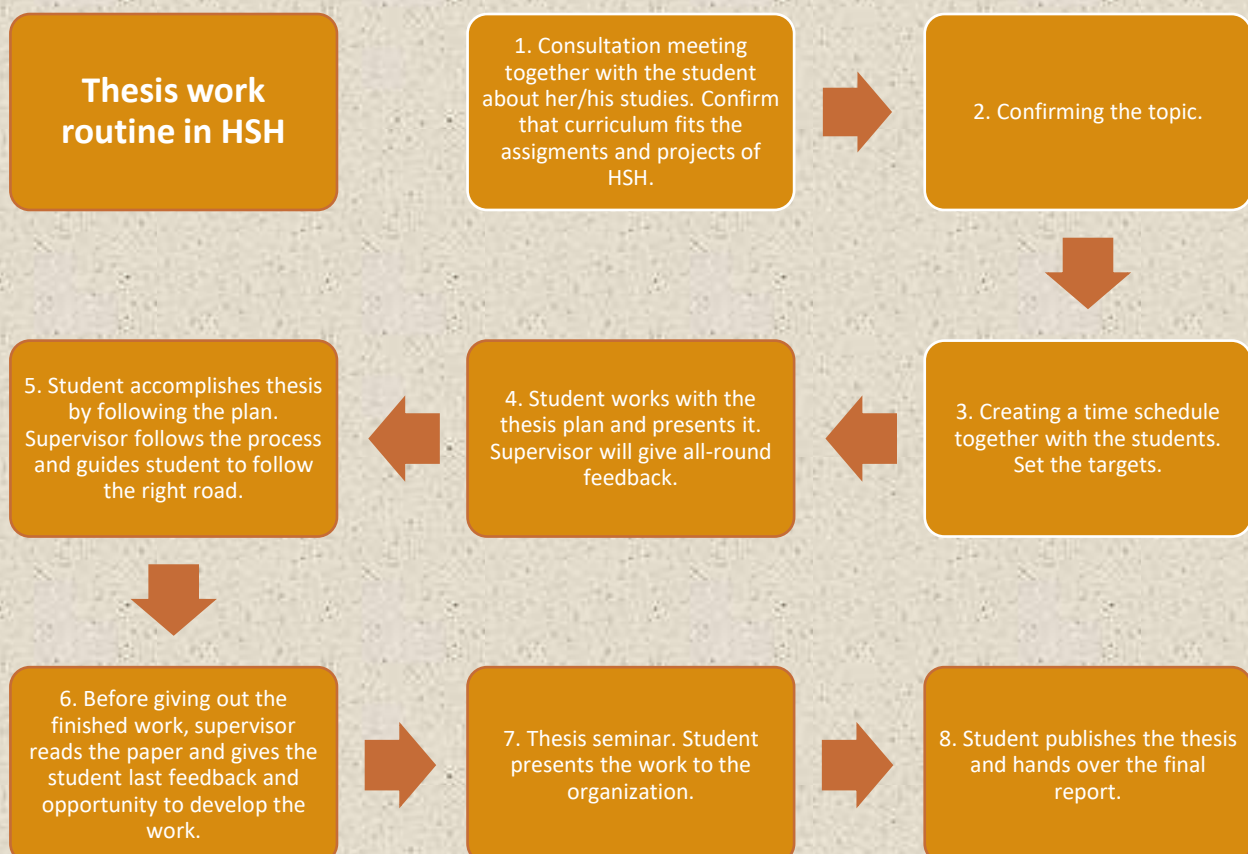
5.4.2. THESIS WORK WITH HSH

A thesis is a document submitted in support of candidature for an academic degree or professional qualification presenting the author's research and findings. Thesis statement declares what student believes and what he/she intend to prove. A good thesis statement makes the difference between a thoughtful research project and a simple retelling of facts.

Both bachelor and master's degrees include thesis. Thesis is mainly designed to meet the needs of the organization and the content is tightly linked with the curriculum of the study field. Thesis can be carried out as a personal or a small-scale group project.

Thesis workers write their student thesis as part of HSH project. Thesis workers have an important role in contributing to the success of the project. Students have a chance to give their influence on our work and help us to develop and improve our projects and programs.

Home Street Home has annually updated thesis list which is shared with universities in Finland. Thesis workers are also welcomed to contact us straight to get more information about thesis opportunities in HSH.



MEETINGS & COMMUNICATION



6. MEETINGS

Home Street Home team meetings and events are an opportunity for building on each other's ideas and expressing positivity. During the meetings team members should focus on the planned agenda of the meeting, share information openly and honestly, let the team creativity bloom, and make sure all the opinions and views are heard and considered. Meetings are a great way of building positive group atmosphere and avoiding negative spirals.

Home Street Home has four types of main meetings, which should be always organized on time. In addition, team can arrange extra meetings, emergency meetings or specific project; conflict, or event meetings whenever necessary. These meetings should be always informed well for team members.



One-to-one meetings One-to-one meetings are meant for open discussions about challenges, difficulties, successes, or failures. These meetings can be also used for decision-making, discussions about daily routines or project evaluation.



Afternoon / Friday-meetings are daily/weekly meetings, which help the team of HSH to plan and run the daily activities. Friday-meetings are there for problem-solving, update giving and general progress evaluation. It is also moment for sharing difficulties or challenges that the team members have faced.



Quarterly meetings are meant for report presentations and long-term progress evaluation. Quarterly meetings are more strategic and systematic than weekly meetings. Quarterly meetings are chance to develop and improve.



Annual meetings are focused on the performance of the whole year compared on the annual plan. During annual meetings team members presents the year performance and plan for the new year.

7. OTHER GATHERINGS

Other Home Street Home organization gatherings can be events, orientations, ceremonies, and trainings. These gatherings are always open for all the team members and other invited guest when necessary. These gatherings should be planned well, and all the members should be informed on time.

EXAMPLES OF HSH GATHERINGS

GATHERING	SCHEDULE
Opening ceremonies	When necessary
Graduation ceremonies	After every course accomplishment
Volunteer orientation	Whenever new member joins the team
First Aid Training	Once a year
Other team trainings	When necessary
HSH Trust -Day	3-4 times a year
Team Building days	1-3 times a year
KTC Alumnae meetings	2-4 times a year



COMING TOGETHER IS
A BEGINNING
KEEPING TOGETHER IS
A PROGRESS
WORKING TOGETHER IS
A SUCCESS

8. COMMUNICATION

Home Street Home believes to open communication. Effective communication drives the commitment, loyalty, and satisfaction. When the team communicates well our work and procedures can improve and we have ability to grow and create greater influence. Ineffective communication may increase the chances of misunderstanding, damage the relations, break trust, and increase anger.

8.1. TWO-WAY COMMUNICATION

Home Street Home operates with two-way communication system. We do not only want the team members to report to the project manager or the director. Organization leaders are responsible for listing the issues and concerns of the team members. Through two-way communication we can learn and improve issues on time.

8.2. MAIN COMMUNICATION METHODS

WHATSAPP

Organization has whatsapp group for general teamwork for the whole team, one group for the board, one for KTC and one for the director, project manager and team leaders. Whatsapp is used for information sharing and communicating in any organization related issue. Whatsapp is also used for program sharing and meeting information.

EMAIL

Email is used for communication with donors, sponsors, members, international volunteers, media, and other organization enquiries. All reports and official documents should be shared through email.

Organization's main email address:
homestreethome@outlook.com

MEETINGS

Meetings are great way to communicate between the team members. Meetings are chance to open a new discussion, give straight feedback and give compliments from work well-done. Team leaders are responsible to give feedback and share information from the field openly in every meeting.

PHONE CALLS

As fast communication method, phone calls can be used to reach team members in any urgent issues. Through phone calls team members can reach each other, share information about the daily routines and invite people to join meetings, gatherings, or special events.

HSH ORGANIZATION POLICIES



9. ORGANIZATION POLICIES

Home Street Home's organization policies are made to make team members understand the organization's views and values. The policies are general statements of how Home Street Home wants its team members to work and behave. HSH's policies are in place to protect the rights of its team members as well as the interests of the organization. Additionally, these policies can be used to identify risks and mitigate risks.

Organization policies are presented to every new member interested with membership with HSH. New member must sign organization policies before starting to work. These following policies are to be respected, breaching of any of these guidelines shall lead to loss of membership.

9.1. EQUITY POLICY

Equity recognizes that we do not all start from the same place because advantages and barriers exist. Home Street Home's equity objective is to ensure that people from all groups of society have the equal opportunity to participate and join the organization. All team members should be treated with equity and justice. Additionally, HSH wants to ensure that all clients, children, and families, are treated fairly and the neediest ones are always prioritised. Each member of society has a right to be given fair, just, and equitable treatment.



9.2. HEALTH AND SAFETY POLICY AND RISK ASSESSMENT

As an organization, Home Street Home, is ultimately responsible for team members health and safety. Employees, volunteers, and trainees at every level, including management, are responsible and accountable for the organization's overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the safety among all team members on the work site. Management supports participation in the program by all employees and provides proper equipment, training, and procedures. All team members are responsible for following all procedures, working safely, and, wherever possible, improving safety measures.



Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures. First aid kit should be carried with in every activity and project done on the field. It is in the best interest of all parties to consider health and safety in every activity.

9.3. ANTI-HARASSMENT AND BULLYING

We are committed to have an organization which is free from harassment and bullying and to ensure that all volunteers, trainees, employees, contractors and, others who come into contact with us in the course of our work, are treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability. Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is central to ensuring equal opportunities.



9.4. SEXUAL ABUSE

Home Street Home has a zero tolerance for any sexual abuse. Any person in our organization who is found guilty of sexual harassment will be terminated. We assume every sexual harassment claim is legitimate unless proven otherwise. We listen to victims of sexual harassment and always conduct our investigations properly.



Sexual abuse may include, but is not limited to:

- Child sexual abuse - any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old)
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pull against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering stalking, or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.

9.5. ETHICS AND INTEGRITY

We believe acting ethically and responsibly is not only the right thing to do, but also the right thing for the organization. The strength of Home Street Home is contained in its values, of which honesty and diversity are integral. A strong ethics and integrity engender stakeholders trust, and moreover safeguards our work into anti-corruption activities, supported by communication, monitoring and oversight.



Home Street Home's team works, behaves, and treats others with:

- Respect in the field
- Integrity in the group
- Moral principals in our activities
- Equality among team members
- Responsibility to our shareholders

9.6. SOCIAL MEDIA

In Home Street Home we believe in open communication and team members are encouraged to tell the world about their work and share their passion. Every team member is personally responsible for the content he/she publishes on Facebook, Instagram, blog, or any other form of user-generated media. We remind our team frequently that the internet never forgets. Social media is the strongest tool for HSH to find donors, volunteers, supporters, and companies to collaborate with. We wish our team members to consider that and be responsible while posting. Team members should not share false or unconfirmed information about the organization. And not share organization's documents or marketing materials without permission. If team members are unsure how to post or what to write, they are always free to ask opinions from the other team members.



It is our hope that Home Street Home's team members will embrace social media as a way to reach out and empower other people to join, help and consider the problems in the world. Together we can help solve real-world problems every day.

9.7. DRUG- AND ALCOHOL-FREE ORGANIZATION

Home Street Home is committed to maintaining a healthy and productive workplace through the highest standards of safety. HSH recognises that the use of illegal drugs, misuse of legal drugs and the abuse of alcohol can impair job performance and can be a serious threat to safety, health, productivity, and the environment. Additionally, drug or alcohol abuse inside the team can be shown as a bad role model for the children and families the organization is supporting. For these reasons, Home Street Home is committed to the elimination of drug and alcohol use and abuse in the workplace and workhours.



HOME STREET HOME

HOME STREET HOME

HSH CENTER

Makongeni village

Kinondo location

Kwale County, Kenya

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Home Street Home ry



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