# *Tayo [tay-oh]*
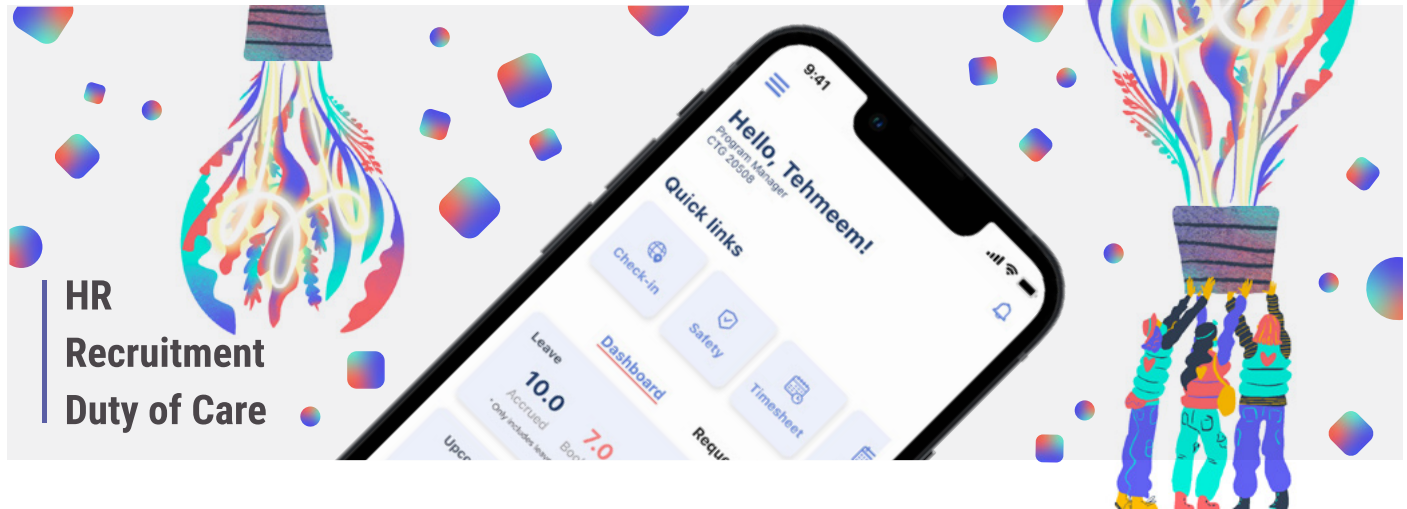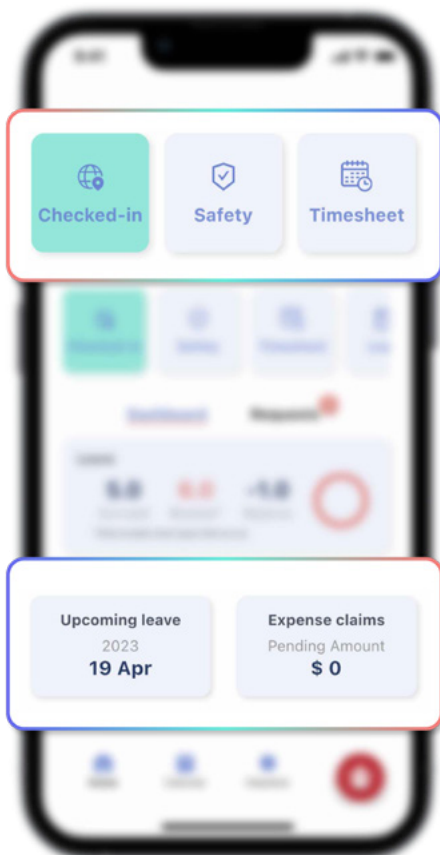## Meaning: us/we/together

Powered by CTG, enabling humanitarian
and development projects since 2006.

*Tayo is HR software designed for teams
operating in fragile and developing countries.*



HR
Recruitment
Duty of Care

## STAFF MANAGEMENT: STREAMLINING OPERATIONS

A way to efficiently manage staff and operations through Tayo.

- **STAFF ONBOARDING AND CONTRACTS:** Simplifying the onboarding process with staff profiles, onboarding checklists, and generation of consultancy agreements with an e-signature functionality.

- **STAFF CONTRACT ACTIONS:** Contract extensions, modifications, and terminations all handled centrally online with ease.

- **LEAVE MANAGEMENT:** Leave tracking and monitoring ensures optimal staffing levels with a team calendar view.

- **TIMESHEETS:** Better visibility and accuracy of timesheets along with a summary tracker for supervisors, facilitating payroll processing.

- **CHECK-IN & CHECK-OUT:** Our solution to ghost workers, staff can easily log presence and activities.

- **EXPENSE CLAIMS:** Managing and tracking of employee expense claims on Tayo ensures timely reimbursements.

- **PERFORMANCE EVALUATION:** A comprehensive and engaging process that fosters growth. Managers can request assessments, define KPIs and objectives, and review staff performance. Staff members can assess their own performance and provide self-ratings to be evaluated by their supervisors.

- **EQUIPMENT MANAGEMENT:** Tracking and managing equipment issuance, ensuring smooth oversight on operations.
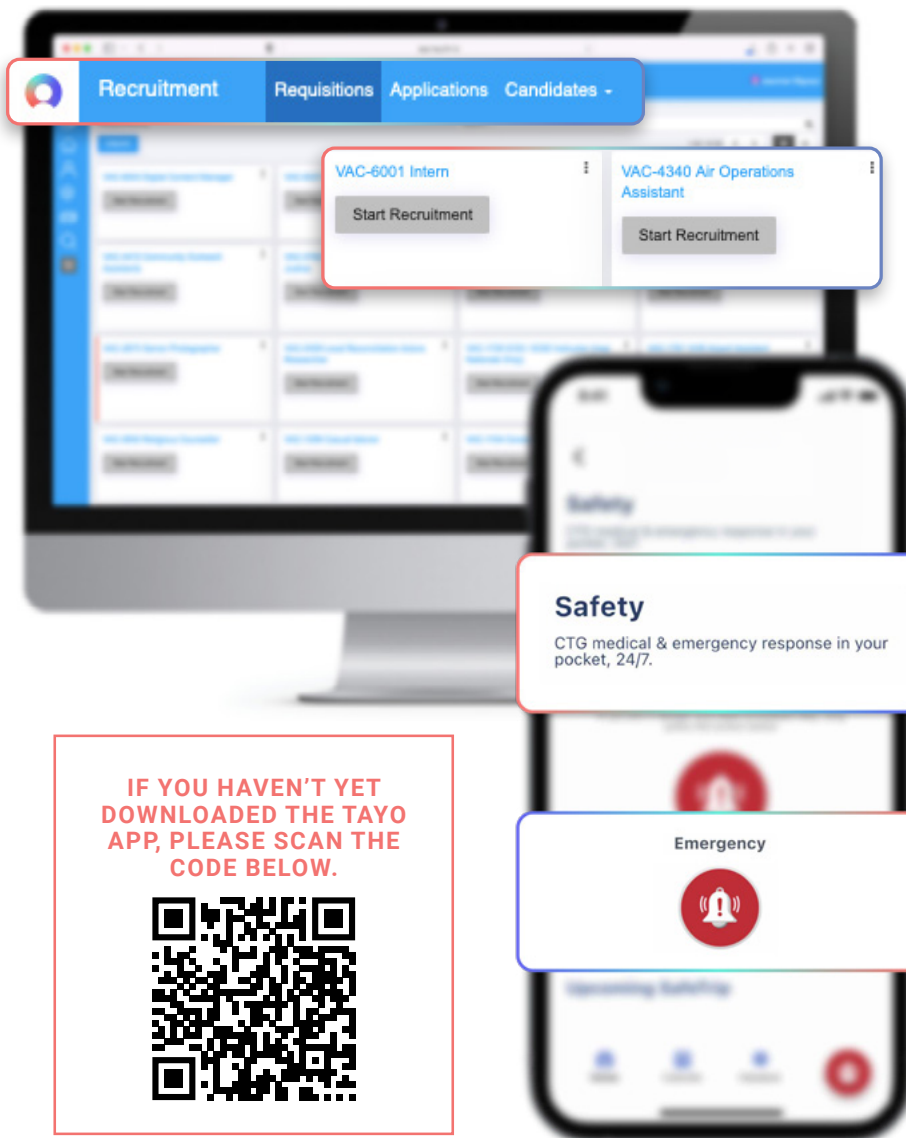
**GDPR COMPLIANCE:** Tayo is fully compliant with international data privacy and protection best practices, including appropriate consents and controls from our clients and consultants for personal data use. Our controls are contained in our Terms and Conditions for use of the app, as well as our Privacy Policy.

CTG

Committed to Good

## RECRUITMENT:
### FINDING THE RIGHT TALENT, ANYWHERE

Simplifying the recruitment process, Tayo is an intuitive HR software that makes sourcing and managing the right talent quick and simple.

- **REQUISITIONS:** Attracting the right candidates by digitising the job requisitions process.
- **CANDIDATE MANAGEMENT:** Streamlining the candidate selection process, from application to interview and evaluation.
- **BROADCASTING VACANCIES:** Vacancies reach a wider audience and attract more diverse talent.
- **ACTIVE ROSTER:** An up-to-date roster of qualified staff and specialists for easy deployment and resource allocation.

**IF YOU HAVEN'T YET DOWNLOADED THE TAYO APP, PLEASE SCAN THE CODE BELOW.**

## DUTY OF CARE:
### KEEPING STAFF SAFE

Ensuring staff safety is our utmost priority, especially in challenging environments. What sets Tayo apart from other HR softwares is that it's been developed specifically with high risk areas in mind, which is why we have included features which safeguard the wellbeing of staff and minimise risk.

- **INCIDENT MANAGEMENT:** Staff can swiftly report and manage incidents to ensure timely resolution and support.
- **SAFETRIP:** Staff record and manage all movement requests which get approved and categorised according to risk level by the CTG Field Security Officer (FSO).
- **SAFETRACK:** This allows CTG's Duty of Care Assistance Centre to communicate with staff and monitor their location and any threats that might affected them.
- **SECURITY ALERTS AND CRISIS RESPONSE:** Real-time security alerts to stay informed and prepared and access crisis response monitoring.
- **DIGITAL INSURANCE CARD:** Allows staff to keep their insurance information at their fingertips, with all the details of staff insurance coverage.
- **PANIC ALARM & GEOLOCATION CAPABILITIES:** Advanced geolocation capabilities heighten safety measures, and, in case of emergency, the panic alarm feature instantly alerts the Duty of Care assistance center.

# Discover the power of Tayo today!

**www.ctg.org**

**app.tayohr.io**