

Meet your HR Team

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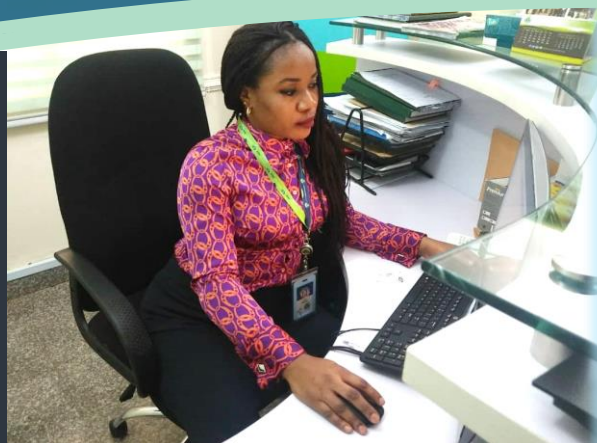
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Thank you Ansa Henshaw for Giving Us the Name

In our desire to make improvement to the quality and outlook of this publication, we sent out appeal to staff to suggest a befitting name for the Newsletter and also send contributions and opinions on how we can get better.

Today, we are pleased and delighted that Ansa Henshaw, Senior Technical Associate, M&E-Benue State read our minds carefully and creatively gave us exactly what we wanted. He came up with the name **“The Informer”** and went ahead to design a beautiful name plate that befits our corporate identity, culture and style.

Henshaw has done a great job for us and we do really appreciate him for this initiative he has



brought on board. We couldn't have gotten through this the way he did. We say thank you for stepping up and getting this done for us.

We are still calling on AlIOfUs to share our creativity in the various areas we can contribute in making our efforts in developing a Newsletter that will be exciting to us all.

Please sit back and enjoy this 3rd Quarter edition of **“The Informer”**.....

NEW GF HIV AWARD ON KP INTERVENTION

It was gratifying that APIN was awarded an 18-month grant as SR for a GF HIV project for KP in four Northern States of Kano, Gombe, Kaduna & Taraba.

The project worth is USD2.26m which commences in August this year. Gratifying because it was a strategic win for APIN to have been selected from a stiff competitive process among other top organizations.

This is to once again congratulate AlIOfUs for this success which is coming as a testament to our ability to showcase ourselves as true leader in the public health space in Nigeria.

“Be honest when in difficulties and simple when in wealth. Be polite when in authority and silent when in anger. This is all that Life Management is all about”

BASELINE CYBERSECURITY KNOWLEDGE FOR APIN STAFF

1. Don't Leave Your Information Technology (IT) Devices Unattended

Placing a close tab on your devices mitigates their loss, mostly through theft. In addition, it averts the planting of bugging devices on such items. As a best practice, you always need to lock your computer screens whenever you step away from your computer within a secured environment.

2. Verify Email Source Before Opening

It is no longer news that there is an upsurge in "Yahoo-yahoo" activities in Nigeria. In view, the hasty opening of mails is now a colossal risk, especially when opened up without verifying the source first. It is easy for hackers to create emails to trick you into giving away important information or clicking a malicious link, as the tools to copy the layout of emails are ubiquitous and easy to use.

3. Be Wary of Connecting to Just Any Network

With advances in technology, it is now very easy to set up a public Wi-Fi. Hackers can create a network specifically to access to vital information. Such a network is usually named to deceive you into thinking that it is a public facility such as the Airport, when actually it is not. You are strongly discouraged from using public Wi-Fi (mostly unsecured) for official as well as personal work.

4. Utilizing Secure Passwords for Devices and Services

All APIN staff are mandated to have a different secure password for every single log-in they use. These passwords are to be a minimum of eight characters and a combination of capital letter, small letter, numbers and special characters.

5. Second-Line Authentication for Extra Security

Second-line authentication creates another protective barrier against hackers. Often, this additional authentication process involves sending a text message with a code to your mobile phone, or using an app, which gives you details

about the time, date, and internet protocol (IP) address of the log in.

6. Backups are Very Important

Computers, especially notebooks and mobile devices are prone to theft and damage. In addition, all hard disk drives have limited read-write cycles. Hence, the salient need for backup. In APIN, you have the options of backing up to external hard drive, local network storage as well as cloud storage. All staff are encouraged to maximize the use of all available options. Though the frequency of backup is to be determined by data owners, we are all encouraged to backup daily or at the minimum, weekly.

7. Browsers: Types and Settings

In APIN, staff are required to use either Google Chrome, Mozilla Firefox or Safari browsers. This is because of their in-built safety features. In addition, always ensure you do not store passwords in browsers and intermittently delete your browsing history.

8. When in Doubt, Please Always Ask IT!

Insecurity in the cyberspace is evolving at supersonic rate. Hence, there will be some issues you are not fully aware of. Always ask any APIN IT Team member, when in doubt. This can help in keeping our data safe, and you exultant.

[Adapted from:

<https://opendatasecurity.io/security-basics-all-of-your-employees-need-to-know/>]

HONESTY AT WORK

Honesty is a facet of moral character that connotes positive and virtuous attributes such as integrity, truthfulness, straightforwardness along with absence of lying, cheating, theft, etc. Honesty also involves being trustworthy, loyal, fair and sincere.

'Honesty is the best policy' has become a clichés; however it is easier said than done. We often advice people that speaking the truth is the best; however how many of us actually tell the truth? For a fact, lying in the work place have negative effects.

Benefits of being Honest at work

- Honesty is the easiest choice.

Being Honest is completely by choice. Each day we make decisions to act either honestly or to be dishonest. Being honest is the easiest choice that we can make. Dishonesty is like a spider web; when an insect gets caught in the web, it usually costs it something. A lot of people have been ruined by lying including relationships.

- Honesty reveals your character.

When we live a lifestyle of honesty, we build up our character. Character is simply a snapshot of who we truly are. It is also the window that people look through to the reality of our inner recesses of our hearts. It creates cracks in our character and in the way people are able to see us. Dishonesty does nothing but erode and destroy the foundation of character. When we lose our character, we actually loose part of who we are and who we might become. Dishonesty carries too much high price.

Honesty sets us free from not only being with people but also from living with a façade over our live. When we are honest, we no longer have to be fake in the way we work or live. There is incredible freedom in knowing that you never have

to cover your tracks with remembering what lies you told to whom. Honesty gives us tremendous freedom in life. Many believe that being honest limits them in life but that simply is not true. Dishonesty will eventually catch up with people and they will pay a price. We are truly free when we are honest.

- Honesty gives us credibility.

When we are honest, people won't find it difficult to believe us. A person who is known to be dishonest will find it difficult to convince people. The majority of people would side with the honest person each and every time. Being credible simply means that our words line up with the truth. We are either truthful or deceptive.

The truth sets us free and lies leave us in nothing but more bondage. When others are able to depend on our words and relay on our actions, we become credible in life. You can transform your life by stop telling lies and embrace being truthful.

- Honesty keeps you out of trouble.

Honesty allows us to stay out of trouble that might occur due to being deceptive. However, being honest does not mean we won't experience trouble, in fact there are individuals who stood for the truth and paid high price for it, but it worth it! Honesty gives us a greater chance of not experiencing troubles of our own making. Considering the benefits mentioned above its pays off to be honest in all facets of our lives.



Milestones, Birthdays & Events

Upcoming Birthdays (October, November & December)

s/n	Name	Location	birthdate
1	HARUNA Andy Simon	PLATEAU	1-Oct
2	NWAGBO Nnenna Ezinwanne	OGUN	1-Oct
3	BIMA Isah	BENUE	1-Oct
4	DOSUNMU Oluwaranti Olakunle	ABUJA	7-Oct
5	ADEJUGBE Temitope Ayobami	ABUJA	7-Oct
6	ANDONDOYE Umgbab Mary	BENUE	7-Oct
7	IBEAGHA Obumneme Izuchukwu	BENUE	8-Oct
8	IDOKO Gideon	BENUE	10-Oct
9	FATUNSIN Oluwale Emmanuel	EKITI	11-Oct
10	ONWUATUELO Rita Ifeyinwa	ABUJA	12-Oct
11	EMERENINI Chime Franklin	ABUJA	13-Oct
12	OKWOLI Sunday Destiny	ABUJA	15-Oct
13	OWOLAGBA Emmanuel Femi	ONDO	15-Oct
14	OZOVEHE Onimisi Emmanuel	OGUN	17-Oct
15	ONAYADE Mobuolafoluwa	OSUN	18-Oct
16	OGUNSOLA Okunlola Olabanjo	OYO	20-Oct
17	AMADASU Etinosa Ekpen	BENUE	21-Oct
18	ONWUEKWEIKPE Clara Ndid	ABUJA	22-Oct
19	JAIYEOBA Isaac Tolulope	ONDO	23-Oct
20	OBEAKEMHE Oghie Paul	BENUE	24-Oct
21	UMORU Ojochenemi Blessing	PLATEAU	27-Oct
22	AKEREDOLU Olu Peter	BENUE	28-Oct
23	DANIEL Leah Plangnan	BENUE	28-Oct
24	ONAH Joheobe Lovina	BENUE	28-Oct
25	IYORLAHA Ngove Stephanie	BENUE	30-Oct
26	EZE Chigozie Collins	BENUE	31-Oct

s/n	Name	Location	birthdate
1	OSAYI Emmanuel	PLATEAU	1-Nov
2	ADEYEMO Amos Excellence	BENUE	2-Nov
3	OWOJORI Ifeoluwa Isaac	OYO	3-Nov
4	FAJOBI Adeola Damola	OSUN	4-Nov
5	ELUSOJI Abema Funmilola	ONDO	7-Nov
6	OKONKWO Ifeancha Prosper	ABUJA	9-Nov

7	IFECHELOBI Eziokwu Chukwuemeka	ABUJA	10-Nov
8	ALOZIE Tina Onyinyechi	ONDO	11-Nov
9	AKINWANDE Olatomirin Olasupo	ONDO	13-Nov
10	ADETORO Janet Oluwatomisin	OYO	13-Nov
11	KEHINDE James Olatunde	OYO	15-Nov
12	APAKE Adi Joshua	ABUJA	16-Nov
13	OGAGA John	BENUE	18-Nov
14	RIMAYE Ibrahim Sama'lla	ABUJA	20-Nov
15	AMALI Oko Owoicho	BENUE	20-Nov
16	OJO Yetunde Omobola	OGUN	23-Nov
17	OBAKEYE Peter Adetunji	ABUJA	23-Nov
18	MAIKANO Abdullahi Adamu	PLATEAU	23-Nov
19	ORAEGBUNAM Chidinma	PLATEAU	26-Nov
20	ADEBANJO Moses Adetosoye	ONDO	27-Nov
21	OHAERI Ndubuisi Emeka	ABUJA	28-Nov
22	ADENIYI Segun David	PLATEAU	29-Nov
23	ELESI Ukpogwu Sunday	BENUE	30-Nov

s/n	Name	Location	birthdate
1	ADETOYE Adeolu Dickson	OSUN	1-Dec
2	STEVENS Petromina Chidinma	PLATEAU	2-Dec
3	TYO Angera	BENUE	2-Dec
4	IYAJI-PAUL Caroline Ochanya	ABUJA	4-Dec
5	ALBERT Madaji Elkana	PLATEAU	5-Dec
6	OFUCHE Eke	ABUJA	6-Dec
7	OLOOGUNEBI Abiodun Isaac	OYO	6-Dec
8	BOLAJI Funmilayo Titilope	ABUJA	10-Dec
9	HARUNA Daniel Sambo	PLATEAU	10-Dec
10	EDU Azogor Samuel	ABUJA	11-Dec
11	IOMBOR Samuel Terna	BENUE	11-Dec
12	SALAMI Abiodun Stephen	OYO	11-Dec
13	OKONKWO Kenechukwu Echezona	OYO	12-Dec
14	ELUJIDE Oluwasogo John	OSUN	13-Dec

15	MOHAMMED-AUWAL Yakub	PLATEAU	13-Dec
16	YUSUF Thomas	PLATEAU	15-Dec
17	NUHU Haruna	ABUJA	15-Dec
18	IWGBULAM Blessing	BENUE	16-Dec
19	OKAFOR Vitalis Chisom	BENUE	17-Dec
20	TANIMOWO Oluwayemisi	BENUE	18-Dec
21	PWOL Adamu Kaneng	BENUE	19-Dec
22	ADAMU Aneononye Scott	ABUJA	21-Dec
23	ODEH Ikwubiela Regina	BENUE	23-Dec
24	BASIL Chinedu	PLATEAU	23-Dec
25	CHUNG Timothy	BENUE	24-Dec
26	ODOJE Benedict Obande	BENUE	25-Dec
27	OLADIPO Abiodun Olabisi	ABUJA	25-Dec
28	ATI Girgi Gilbert	BENUE	27-Dec
29	USHA Tersoo Thomas	BENUE	31-Dec

Celebrated Birthdays



Susan Yarnap (HR/Admin Plateau) 26th July



Judith Gidado (Community Programs Plateau)
15th September.



Benjamin Daniels (Admin Plateau) 27th July



Philip Alphonsus (HI Unit Plateau) 10th September



Maryrose Ujah (Finance Plateau) 14th September



Esther Vakkai (M&E Plateau) 16th September



TOBECHI NNAKWE – (Admin Benue) September 7, 2019



Dunni Adebanjo (Admin Ibadan) clocked the big 50 on august 25th 2019



Dr Adetobi Gbadebo (Clinical Services, Ekiti) –
August 14th



Chinedu Nwagbo (Info Tech, Ondo) September 12th



Adeyemo Adeyinka (M&E Ogun) – July 12



Pharm. Ekene Anugba (PSCM, Ekiti) – Send forth
party July 12th

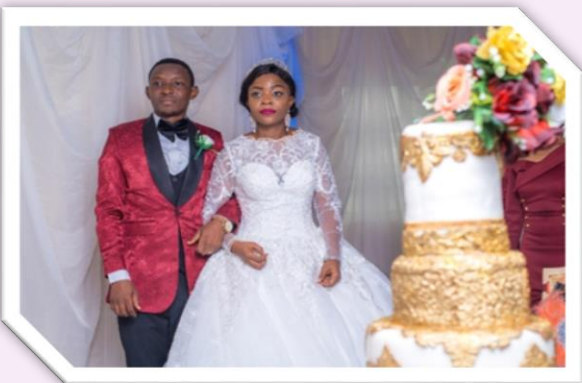


Happy Birthday Juliet Adeola (HI Unit Abuja)
Sept 9th



Dr. Babatunde Akinbinu (Clinical Services, Ondo)
– send forth party

Wedding Celebration



Ozovehe Emmanuel (Clinical Services, Ogun
office) got hitched to his heartthrob on the 31st of
august, 2019.

Achievements & Recognitions

Last quarter, we took special pleasure to showcase some of our colleagues who made valuable strides in advancing their career through self-development. In this edition, we are once again proud to recognize this worthy colleagues who have done well to add colors to her feathers in some rare areas of personal endeavor. Rosemary Nyior, Assistant Officer – Admin



Logistics (Abuja HQ) recently bagged a Masters of Science degree in Purchasing & Supply Management from the prestigious University of Salford, United Kingdom. We congratulate you Rossie on this achievement.



John Abu (Admin, Abuja HQ) wedded his wife on
the 28th of Sept, 2019.

Nigeria at 59: One Step Forward Fifty-Eight Steps Backward

Wild celebrations, fireworks and beats of variety of drums, trailed the hoisting of the green, white, green flag and lowering of the union jack on the 1st of October 1960. Far into the night celebrations went. Drinks flowed freely, and women danced with renewed abandon while kids jumped higher than usual. The next day, all kids will be taught a new lesson that will become a permanent staple for learning curriculum and every child even countries later must learn: "Yesterday, on the first of October 1960, Nigeria got her independence. We are now a free sovereign nation that no longer answer to the colonial masters; Britain."

The kids will cheer learn the national anthem, memorize the national pledge and now be Nigerians. One step forward taken. A big one, indeed. Jump into the present.

"I'm sorry, but we are following a different and slightly longer route. You know say kidnappers don take over this particular road. Make una no vex", he says in Pidgin English. Everyone in the cab breaks into conversation, and then you get sober and start thinking. Are the times that good? After 59 years of sovereignty, have we lived up to all the potential everyone foresaw? No, not really.

The greatest achievement of this nation so far seems to be able to stay together as one piece. Even that seems an incredibly big task at the moment. Never before have our bounds been so stretched. Talks of Biafra are everywhere. Talks of revolution, whispers of a pending Fulani jihad, the middle belts effort to be distanced from the north, militancy in creek, daily kidnapping, recession and straight-up blatant corruption. Technological advancement, kangaroo development and some little achievements might confuse one and lead you to believe that we have come a long way till you read about Singapore that got its independence five years after Nigeria got hers. Here's how Singapore is described in the League of Nations. "Modern Singapore is a global hub for education, finance, healthcare, innovation, manufacturing, technology, tourism, trade and transport. The city-state does well in international

rankings, including: the most "technology-ready" nation, most competitive economy, top international meetings city, city with the "best investment potential", smart city, safest country, third least corrupt country, third-largest foreign

exchange market, third-largest financial Centre, third-largest oil refining and trade Centre, fifth most innovative country, and second busiest container port. The city-state is classified as an Alpha+ global city, indicating its influence on the global economy". (Wikipedia 2019). If you are not weeping yet, google Nigeria and tears will follow.

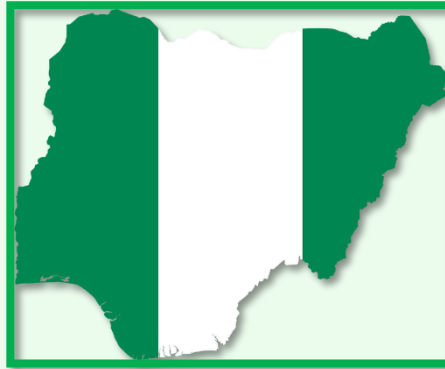
Nigeria was just recently named the world Centre of poverty, the top 5 most corrupt nation in the world,

one of the most dangerous places to live in the world, and the least goes on. We are at the top of every contrary list and there seems to be no sign of slowing down.

Lately, the celebration that comes with Independence Day are becoming less, less, less and now almost none existent because, in truth, the people are slowly accepting that there isn't much worth celebrating. It's just another day that we don't go to work and the kids don't go to school. 58 years later, we are still only a fleeting potential country. A potential that the odds of us achieving keeps descending with every new Independence Day. The crazy part is the lack of will to fight. The average Nigerian man want to make a living, care for his family and be happy. Anything that will mess up the status quo is not welcome. We use even to try and make our voices heard during elections but have now learned that our voices no longer matter. We have quietly accepted it. We are masters of adaptation. We don't react; we don't fight; we adapt. That's the Nigerian way. We take everything. We are true personification of "turn the other cheek" while we get beaten to death. The world is enjoying the show. The show must go on.

When I was a kid, I wrote about how exciting it was that Nigeria was still Nigeria. I wrote about how we were still standing and sturdy. Now I'm grown and call me a mad man, but all I know is we took one step forward, fifty-eight steps backwards.

***This peace was written by Moses Ewuga Namo, a Corps Member serving in HR Department HQ.



Stress Management in the Workplace

We all know that stress is always present in any workplace including APIN as an organization. We know also that a certain level of stress has a powerful impact on various aspects of our lives—not only can it affect our mood, energy level, relationships, and work performance, it can also cause and exacerbate a wide variety of health conditions. If stress level escalates to a certain point, it becomes dangerous for the well-being of employees and the organization at large.

As an organization, we have the mandate to ensure a stress-free workplace for the benefits of staff and the organization. It is for this reason that HR organized a Stress Management & Psychological Workshop which was held on July 31, 2019. The workshop was facilitated by Synapse Services, experts on Psychological Medicine and Consultant on Stress Management.

Here, we share some of the learning points from the workshop for the benefits of AllOfUs.

What is Stress?

- Stress is
 - A physical response to a feeling, situation or event that interferes with your sense of well-being.
 - Our mental, physical, emotional and behavioural reaction to any perceived demands or threats.
 - The way individuals react to excessive pressures or other types of demand placed upon them.
 - A condition that arises when individuals worry excessively that they can't cope with situations around them.
 - The “wear and tear” our minds and bodies experience as we attempt to cope with our continually changing environment
- Why do we get stressed?
- We are stressed because:
 - There is a perception that we are in a dangerous, difficult, or painful situation.
 - There is a belief that we do not have the resources to cope.

Feelings Associated with Stress:

- Worry
- Tense
- Tired
- Frightened
- Elated
- Depressed
- Anxious
- Anger

Stressors

- Stressors are
 - conditions that cause individuals to experience stress

– It could be environmental, organizational, physical, social amongst others

Stressors are mainly divided into external or internal factors:

– External stressors are usually situations that are beyond an individual's control.

– Internal stressors usually comes from within a person, a reaction from thoughts or judgements.

External Stressors:-

- Physical Environment
 - Noise, Bright Lights, Heat, Confined Spaces etc.
- Social Interaction
 - Rudeness, Bossiness, Aggressiveness by others, Bullying etc.
- Organizational
 - Rules & Regulations, Deadlines, workload etc.

• Major Life Events

– Birth, Death, job lost, Promotion, Marital status change etc.

• Daily Hassles

– Commuting, Misplaced keys, Mechanical breakdowns etc.

Internal Stressors:

• Lifestyle choices

– Substance abuse, Poor Nutrition, Lack of sleep, Poor time management etc.

• Negative self – talk

– Pessimistic thinking, Self-criticism, Poor self-esteem, etc

- Mind traps
 - Unrealistic expectations, Taking things personally, All or nothing thinking, Exaggeration, Rigid thinking, Perfectionism, Over analyzing etc.

- Personality traits
 - Perfectionists, Workaholics etc.

Types of Stress

- Eustress
 - is positive and beneficial
 - Makes us feel challenged
 - Usually Short term
 - Motivates & focuses energy
 - Feels exciting
 - Improves performance
 - The sources of the eustress are opportunities that are meaningful to us
 - Provides us with energy and motivation to meet our responsibilities and achieve our goals.
 - Examples of eustress include graduating from college, getting married, receiving a promotion, or changing jobs, having a child.

- **Distress**

- is a continuous experience of feeling overwhelmed
- Causes anxiety or concern
- Can be short or long term
- Is perceived as outside of our coping abilities
- Feels unpleasant.
- Decreases performance
- Can lead to mental and physical problems.
- Examples of distress include financial difficulties, conflicts in



relationships, excessive obligations, managing a chronic illness, experiencing a trauma etc

Symptoms of Stress

- **Emotional symptoms**

- Becoming easily agitated, frustrated, and moody
- Feeling overwhelmed, like you are losing control or need to take control
- Having difficulty relaxing and quieting your mind
- Feeling bad about yourself (low self-esteem), lonely, worthless, and depressed
- Avoiding others

- **Physical symptoms**

- Low energy
- Headaches
- Upset stomach, including diarrhea, constipation, and nausea
- Aches, pains, and tense muscles
- Chest pain and rapid heartbeat
- Insomnia
- Frequent colds and infections
- Loss of sexual desire and/or ability
- Nervousness and shaking, ringing in the ear, cold or sweaty hands and feet



– Dry mouth and difficulty swallowing

– Clenched jaw and grinding teeth

- **Cognitive symptoms**

- Constant worrying
- Racing thoughts
- Forgetfulness and disorganization
- Inability to focus
- Poor judgment
- Being pessimistic or seeing only the negative side

- **Behavioral symptoms:**

- Changes in appetite (either not eating or eating too much)
- Procrastinating and avoiding responsibilities
- Increased use of alcohol, drugs, or cigarettes
- Exhibiting more nervous behaviours, such as nail biting, fidgeting, and pacing etc.

Stress Management

The following tips can help in managing stress:

- Change your attitude

- Get organized and take charge.
- Be realistic
- Take breaks
- Be assertive
- Have good lifestyles habits
- Slow down and relax
- Practice mindfulness
- Practice gratitude
- Get professional help

Bad habits that contribute to stress

Many of us make job stress worse with negative thoughts and behavior. If you can turn these self-defeating habits around, you'll find employer-imposed stress easier to handle.

- **Resist perfectionism.** When you set unrealistic goals for yourself, you're setting yourself up to fall short. Aim to do your best; no one can ask for more than that.
- **Flip your negative thinking.** If you focus on the downside of every situation and interaction, you'll find yourself drained of energy and motivation. Try to think positively about your work, avoid negative co-workers, and pat yourself on the back about small accomplishments, even if no one else does.
- **Don't try to control the uncontrollable.** Many things at work are beyond our control, particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control, such as the way you choose to react to problems.
- **Look for humor in the situation.** When used appropriately, humor is a great way to relieve stress in the workplace. When you or those around you start taking work too seriously, find a way to lighten the mood by sharing a joke or funny story.
- **Clean up your act.** If your desk or work space is a mess, file and throw away the

clutter; just knowing where everything is can save time and cut stress.

Look for satisfaction and meaning at your job

- Feeling bored or unsatisfied with how you spend most of the workday can cause high levels of stress and take a serious toll on your physical and mental health.
- Always find purpose and joy in the job you do.
- Even in some mundane jobs, you can often focus on how your contributions help others, for example, or provide a much-needed product or service.
- Focus on aspects of the job that you do enjoy, even if it's just chatting with your coworkers at lunch. Changing your attitude towards your job can also help you regain a sense of purpose and control.

*"The man who does more than he is paid for will soon be paid for more than he does".
Keep doing the good works.*

Quotes & Thoughts

"If you really want to be happy, don't just go for the money. Go for the relationship that lasts. Go for things of greater value".

"The more you learn, the more you earn" ...Frank Clark

*"The man who does more than he is paid for will soon be paid for more than he does".
Keep doing the good works.*

"If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader".Dolly Parton

*"To win without risk is to triumph without glory
.....Mario Puzo*

"Dominate in your domain; you can do it. It always seems impossible until it's done".

*"Effective leadership is putting first things first. Effective management is discipline, carrying it out".
.....Stephen Covey*

"The mediocre teacher tells the good teacher explains. The superior teacher demonstrates. The great teacher inspires."

.....Arthur Ward

HR Update

APIN Whistle Blowing Policy

We have come to realize that majority of staff are not aware that they have the responsibility as staff of APIN to bring any action they perceive as wrong doing or misconduct to the attention of APIN's Executive Management or to the Board. For this reason and for the purpose of raising awareness of this responsibility, we want to discuss some of the highlights of the Whistleblowing Policy as contained in Section 2.10.1 (page 24) of APIN Staff Handbook & Policy.



Whistle blowing is the release of information by a member or former member of, or persons associated with, an organization that is evidence of

illegal or immoral conduct in the organization, or conduct that is not in the organization or public interest. As a responsible organization, APIN is committed to the highest standards of openness, probity and accountability. The Whistleblowing Policy is a mechanism to enable employee to voice concerns of misconduct in a responsible and effective manner.

It is important to us as an organization that any fraud, misconduct or wrongdoing by staff or officers of the organization is reported and properly dealt with. The organization therefore encourages all staff to raise any concerns that they may have about the conduct of others in the organization or the way in which some people run the affairs of their office. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

APIN's whistle blowing policy is intended to provide protection for you if you raise concerns regarding wrongdoing in APIN, such as concerns regarding unlawful activity or activities that are not in line with APIN policy, including APIN code of ethics or guiding principles, which otherwise amount to serious misconduct. Please be assured that any matter raised under this procedure will be investigated thoroughly, promptly and

confidentially, and the outcome of the investigation reported to Executive Management.

You should also be assured that no staff will be victimized for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because he/she has raised a legitimate concern.

An extract of the policy read as thus:

"....APIN recognizes that the decision to report a concern can be a difficult one to make, due to the fear of reprisal from those responsible for the alleged malpractice. The organization will not tolerate harassment or victimization and will take action to protect any employee who raises a concern in good faith. However, where an employee is already the subject of disciplinary procedure, such procedure will not be halted as a result of the employee's whistle blowing.

APIN will endeavor to treat in strict confidence any concerns raised or report received, and will do its best to protect the employees' identity when s/he raises a concern and does not want his/her name to be disclosed. Employees are however encouraged to put their names to their allegations.

Allegations which do not appear to be motivated by personal animosity and which, if true, would have serious implications for the organization, are more likely to be considered, even if made anonymously. It should be appreciated that if an investigation is conducted as a result of whistle blowing, the investigation may not reveal the source of the information but a statement may be required from the whistle-blower as part of the evidence.

Where an allegation is made in good faith but is not confirmed by the resultant investigation, no action will be taken against the whistle-blower. If, however, an allegation is found to be malicious or vexatious, disciplinary action may be taken against the false whistle-blower.

When raising any concern, employees should follow the hierarchy, that is, report to the unit head first, if the issue is not handled appropriately, the employee can escalate to the Directors cadre and above. Where it is believed that Management is

involved, the employee should approach the Internal Auditor or the CEO or the Board Chairman or any member of the Board of Directors. Concerns are better raised in writing but the whistle-blower may also submit a complaint by telephone or in person. In any case, the employee shall set out the background and history of the concern, giving names, dates and places (if known) when it would be helpful to do so to establish the truth of the complaint”

Please note also that an instruction to cover up wrongdoing is itself a disciplinary offence. If told by anybody not to



raise or pursue any concern, even by a person in authority such as a manager or head of division or director, staff should not agree to remain silent. You should report the matter to a Director or person senior to the person asking you not to report the wrongdoing.

For enquiry or clarification about this policy, please feel free to contact HR.

Health & Wellness

EATING HEALTHY AT WORK

We spend a better part of our day at work, so it is no surprise that the things we eat and drink there affect our overall health (and waistline).

Here are our practical tips for healthier eating at work.

1. Always have breakfast: Medical nutritionist, warns of the dangers of skipping breakfast – a habit many of us are guilty of “Levels of the stress hormone cortisol are highest after sleeping due to the physical ‘stress’ of eight hours of fasting. Yet many people skip breakfast because they are not hungry, are in a rush, or just do not think it is important. If you do not eat something before work, you will feel increasingly stressed as your body resorts to breaking down muscle to replenish its energy reserves. You will also tend to eat more later in the day, grabbing unhealthy snacks, which promote weight gain. For

an energy-rich start to the day, add nuts, seeds and chopped fruit to a bowl of whole grain cereal, unsweetened yogurt or porridge.

2. Pack your lunch: Planning our lunch ahead gives us a nutritious meal and prevents the need to settle for whatever options are available in the work cafeteria or even worse, the nearest fast-food restaurant.

3. Keep a bottle of water nearby: Healthy eating is not just about the food we eat, but also the beverages. It can be easy to forget to stay hydrated throughout the workday, which is why keeping a water bottle nearby is highly recommended. By having the bottle visible, we will be reminded to drink water.

4. Schedule your lunch: If you find yourself skipping meals and relying on snacks to make it through the day, break the cycle now by scheduling your lunch. This will ensure you can tackle the challenges ahead with a clear mind and feel energized.

5. Snack smart: Some studies have shown that snacking is more likely at work than at home, so it’s important to have healthier options available. Keeping a few healthy snacks in your desk drawer or office refrigerator can prevent a trip to the fast-food joint as well. Think items like fresh or dried fruits, nuts, protein bars, vegetables, and fat-free yogurt.

6. Be ready to be assertive: The office environment can be full of unhealthy temptations. It seems someone is always offering food, deciding to say “no thank you” can be helpful when you do not want to indulge. Most people will not take offense at this and when you have practiced ahead of time, you will feel more confident.

7. Avoid the fancy coffee/tea: Many of us depend on our morning coffee or tea and look forward to sipping on it throughout the morning. However, if the morning ritual is packed with syrups, honey, cream, and whole milk you may be adding extra calories unknowingly. And while it does not seem like a big deal in small doses, too many cups of those small doses amounts to a lot at the end of the day.

Staying healthy doesn’t have to be hard.

Additions & Separations (July - September '19)

We want to congratulate the following colleagues on their employment and welcome them to the APIN family. We are excited about their choice to join our team and we look forward to a long, happy and successful relationship. They have been hired because we believe they can help us to deliver on our mission and vision.

We are confident that their stay in APIN will bring great fulfilment to their aspirations and career.

S/no.	Name	Grade	Unit	Location	Month
1	ALEXIS OKWOR	TECHNICAL ASSOCIATE	CLINICAL SERVICES	BENUE	August
2	OGECHUKWU NDUKWU	TECHNICAL ASSOCIATE	CLINICAL SERVICES	BENUE	August
3	CHIDERA OKOLO	TECHNICAL ASSOCIATE	CLINICAL SERVICES	BENUE	August
4	KELECHUKWU IFEGWU	TECHNICAL ASSOCIATE	CLINICAL SERVICES	BENUE	September
5	EMMANUEL EZENWA	TECHNICAL ASSOCIATE	CLINICAL SERVICES	BENUE	September
6	GANJANG DAVID	TECHNICAL ASSOCIATE	PHARMACY & SCM	BENUE	September
7	AYOKA - IKECHUKWU RITA	PROGRAM OFFICER	SFH/GF SR Project	ABUJA	September
8	NWEZE IKECHUKWU SAMUEL	FINANCE & ADMIN OFFICER	SFH/GF SR Project	ABUJA	September
9	ADEDOKUN KARIMAN	M&E OFFICER	SFH/GF SR Project	ABUJA	September
10	MOHAMMED SHEHU HASHIDU	FINANCE & ADMIN OFFICER	SFH/GF SR Project	GOMBE	September
11	IDOWU OLUWASOLA	M&E OFFICER	SFH/GF SR Project	GOMBE	September
12	HUSSAINA MAJI	PROGRAM OFFICER	SFH/GF SR Project	GOMBE	September
13	OMENKA EMMANUEL	FINANCE & ADMIN OFFICER	SFH/GF SR Project	KADUNA	September
14	SASA EZEKIEL	M&E OFFICER	SFH/GF SR Project	KADUNA	September
15	ABDULSALAM SULEIMAN	PROGRAM OFFICER	SFH/GF SR Project	KADUNA	September
16	OJEHEMA GODWIN ABA	FINANCE & ADMIN OFFICER	SFH/GF SR Project	KANO	September
17	ESSIEN NSINEM	M&E OFFICER	SFH/GF SR Project	KANO	September
18	YAHAYA WAZIRI	PROGRAM OFFICER	SFH/GF SR Project	KANO	September
19	MBANDE POLYCARP JOB	FINANCE & ADMIN OFFICER	SFH/GF SR Project	TARABA	September
20	IFEJOKWU CHUKWUKA	M&E OFFICER	SFH/GF SR Project	TARABA	September
21	NDUBUISI EHIEMERE CHARLES	PROGRAM OFFICER	SFH/GF SR Project	TARABA	September

Separations: The under listed colleagues left us within last quarter to pursue other interests. We wish them success in their various endeavors.

S/N o	Name	Directorate	Location	Effective Month
1	Chinwe Adaku Nnoli	Clinical Services	Lagos	July
2	Arinze Aninworie	Clinical Services	Benue	July
3	Ekene Paula Anugba	Pharmacy & SCM	Ekiti	July
4	Eziuzor Okeke	Clinical Services	Benue	July
5	Opeyemi Segilola	Finance	Oyo	August
6	Olanrewaju Edun	Strategic Information (M & E)	Benue	August
7	Moses Terfa Asue	Clinical Services	Benue	August
8	Damilola Adetoro	Clinical Services	Lagos	August
9	Gilbert Ati	Clinical Services	Benue	August
10	Solomon Adejo	Clinical Services	Benue	August
11	Chisom Okafor	Pharmacy & SCM	Benue	August
12	Babatunde Akinbinu	Clinical Services	Ondo	August
13	Donanld Onuoha	Clinical Services	Benue	September
14	Chisom Nzewi	Strategic Information (M & E)	Lagos	September
15	Olujuwon Ibiloye	Clinical Services	Abuja	September
16	Josephine Oche	Strategic Information (M & E)	Benue	September
17	Otaru Atta	Strategic Information (M & E)	Abuja	September
18	Omobola Ojo	Clinical Services	Ogun	September
19	Omoniyi Damilola	Clinical Services	Lagos	September

Congratulations on Your New Arrivals!!!

Little Joiners

Childbirths in Benue office for Q3 2019

1. Ralph Abba - Admin unit (Baby Boy)
2. Moses Nyior - Admin unit (Baby Girl)
3. Collins Eze - SI unit (Baby Girl)
4. Uji Inalegwu - SI unit (Baby Girl)
5. Stephanie Iyorlaha - SI (Baby Boy)
6. Magnus Odido – Clinical Services (Baby Girl)



Olamide Jayeola (Lab Osun office)
welcomed a baby girl in June



Adeyemo Adeyinka (M&E Ogun office.)
welcomed a baby boy on the 11th of September
2019.



Adeyeye Tomisin (M&E Ogun office) welcomed
a baby boy on the 22nd of august 2019