

## **HR POLICY OF THE ORGANIZATION "SAFE APPROACH"**

Organization SAFE APPROACH's fundamental recruiting principle is to select the most suitably qualified candidate for a position.

- Organization SAFE APPROACH is an equal opportunity employer. Equal employment opportunity is the principle that employment decisions are based on criteria relating to the applicant's ability to do the job, not on factors that are unrelated to job performance (such as race, colour, sex, gender, national origin, ancestry, religion, age, disability, health status, marital status or sexual orientation).
- Where possible, preference for a position will be given to existing employees of organization SAFE APPROACH .
- Recruitment will be conducted on a competitive basis, to ensure the best employees are hired.
- For management, middle & field level post vacancy, Advertisement will be given in local news paper or placement agencies or internet recruitment web portal of in all & refer bio data file. For the special project vacancy can be filled by mouth to mouth vacancy or by sticking posters, pamphlets in the catchment area of local community where the project or work be associated. It is better to hire employee from the same catchment areas.
- Job Application will be invited in prescribe formats.

### **Administration:**

The President will co-ordinate the recruiting process. In all circumstances the next two levels of management must be consulted. The Executive body of the organization direct supervisor must *approve* the final selection prior

to any offer of employment. For the recruitment of very senior positions, it may also be appropriate to establish a search committee.

## 2. COMMENCEMENT OF SERVICES

Organization SAFE APPROACH is happy to have you as a part of the organization and with a hope to ease the unfamiliarity of the new work surroundings, presents this Operations Manual.

Services of an employee on contract shall be deemed to commence from the working day on which he/she reports for duty/job.

## 3. EMPLOYMENT AGREEMENT

An Employment Agreement – Appointment Letter - is developed for each new employee. The chief functionary on the behalf of the executive body is responsible to ensure that all employees receive an employment agreement and job description. A copy of the employment agreement and job description for all employees should be kept on file.

The agreement shall specify:

- The date when employment starts. Unless the contract includes an end date, it will be considered a permanent position.
- Monthly salary.
- The employee's title, duties (job description can be appended) and line of reporting.

- Reference to the Service Manual Handbook. Signature on the contract indicates the employee has read and accepts this policy and terms of the contract.

#### 4. PROBATION

The purpose of the probation period is to allow both organization SAFE APPROACH and the employee sufficient time to assess each other.

a. All employees either permanent or contract basis shall be under probation for the initial period of six months from the date of such engagements. The period of probation may be extended by a period or periods at the discretion of management. Management will review the probation after 3 months of service and if find satisfactory may reduce the probation period.

b. At any time during the period of probation (including extension, if any), or at the end of such periods, if in the opinion of the Management's, the work or conduct of the employee is found unsatisfactory, his/her contract may be terminated without notice and without assigning any reason.

#### 5. INDUCTION

The purpose of the induction is to make a new joiner familiar with the work processes and make him feel comfortable in the new set up. Induction will be for one day, either on the first day of the employment or as soon as possible. Where a group of employees join within the space of a few days, efforts will be made to hold induction in groups. In some cases, induction may involve a visit to other locations where organization SAFE APPROACH has offices, as well.

Induction will typically include,

- Orientation to SAFE APPROACH organization culture, values.
- Meeting with the executive members to understand organization Goal.
- Meeting with key personnel of the unit to understand programs.
- Understanding the role and responsibility with the immediate superior.
- Finalization of one month goals and targets with the immediate superior

## 6. PERFORMANCE MANAGEMENT PROCESS

A critical component of staff development is an effective appraisal system. Through the performance management process, employees' strengths are identified and areas for improvement. It is during this process that any training requirements should be identified. In some circumstances, employees may be required to train on general duties, which will enable the organization to maintain productivity in times of employee absences. SAFE APPROACH 's Training Manual provides policies and guidelines for staff development and training.

The purpose of the Performance Management Process is to manage and assess the performance of each employee. It assists both the employee and SAFE APPROACH 's to achieve clearly defined goals.

The Performance Management Process consists of the following steps:

1. Setting of Job Tasks and Objectives
2. Interim Performance Reviews—"On-Going Feedback"
3. Year-End Performance Appraisal

It is important to emphasize that these steps do not replace the responsibility of managers / Project Managers to provide ongoing feedback and guidance to an employee regarding their progress. Managers are responsible to administer the performance appraisal on an annual basis. A copy of the completed and signed performance evaluation will be provided to the employee, and the original will be kept in the employee's personnel file with the President of the organization.

## 7. SALARY AND PERQUISITES

### a. Payment of Salary

Salaries, allowances and consultants' fees are paid up to 20th of every month for the proceeding month to the permanent employee of the organization. As organization is based on the project of other agencies. In case of contract employee engaged for a fixed period of duration on contract basis in connection with the work of the project under Government / other organization / corporate hired on project basis etc. salary, allowance and consultancy fees are paid on its own resources of the organization and also according to the funded budget received by the organization from funding agency and adequacy of funds of the organization.

### b. Salary Increases

- Salaries are reviewed annually for each fiscal year. Increases are based on: performance, current market conditions, and budget
- For employees whose responsibilities have changed significantly during the course of the year, a manager may recommend a change of position and an additional increase if any in salary.

- Increment of salary of the employee appointed on contract basis engaged for a fixed period of time for specialized project under Government / other NGO depends on the policy of increment of the project policy of the funding agencies.

## 8. WORK NORMS

### a. Hours of Work:

- Normal working hours are from 9.30 am to 5.30 pm, with half an hour break provided for lunch. Working hour may change and can be arranged as per need of the project.

### b. Late Sitting:

The organisation wants that the employee to be able to maintain a work life balance. The organization does not encourage extended working hours, beyond the normal time. In case it is sometimes required in exceptional circumstances; the employee will not be reimbursed any expenses incurred viz. conveyance, food etc.

### c. Late Arrival / Leaving Office during the Day:

- To maintain decorum in the office the organisation requests every employee to be on time. Regular Late arrival by more than 10 minutes will be seriously viewed and disciplinary action may be taken. However adjustment for late departure on a previous day based on prior approval of the reporting superior will be considered.

- In case any employee has to leave office for some work; s/he should inform to immediate supervisor or administrative assistant such that s/he can be contacted if an emergency arises.

#### d. Overtime

No overtime will be paid to any employee. Working outside of normal working hours is part of the position's responsibilities. For overtime work exceeding normal expectations, time off work may be scheduled with the employee's direct manager.

### 9. CHANGE OF ADDRESS

All employees shall, on their engagement with the organisation notify to the management their local and permanent address in the 'personal details form' provided to them. It shall be responsibility of the employee to notify any change of address to the Management promptly.

### 10. LEAVE

a. Organisation management declare 14 national Holidays on 1<sup>st</sup> week of April month.

b. All the employees engaged will be allowed 23 days leave in a calendar year excluding Holidays (April-March).

c. Maternity leave of 90 (Ninety) days to employee before expected delivery time of baby child. She is benefited with paid leave of 90 (Ninety) days.

d. Paternity leave of 6 (six) days to person before expected delivery time of baby child. He is benefited with paid leave of 6 (six) days.

To ensure the leave will be used in benefit of wife and time of baby delivery.

In case of project supported by Governmental / Non Governmental Organization leave be declare and implemented as and according to the funding agencies.

In case of contract basis staffs the leave be applicable according to the project supported by the funding agency

Leave Norms:

- Leave cannot be claimed as matter of right but may be sanctioned, refused, curtailed, revoked, or postponed by the Management / Project Co – ordinator of the project according to the exigencies of work.
- No other kind of leave will be admissible to them.
- Before proceeding on any kind of leave, employee shall without fail, inform the department head concerned, his address during the period of leave in case he/she desires to be away from his/her usual place of residence.
- If an employees remains absent without leave for more than 8 days beyond the period of leave originally granted or subsequently extended, she/he shall lose his/her lie down from the post in the organisation and will be deemed to have voluntarily abandoned his/her engagement and his/her service shall be treated as having been terminated automatically and his/her name shall be struck off from the rolls of the organisation.
- If employee's application for leave is not sanctioned as provided for under these rules, he/she will be treated as absent without leave.



- No employee either on leave or on holiday, shall leave station without prior permission of his/her department/sectioned head and without prior permission of his department / sectional head and without giving full address, on which he is likely to be available in emergency with the department / sectional head.

## 11. OFFICE CONDUCT

### a. Discipline and Conduct

- Employees shall, at all time, conduct himself / herself soberly and show proper respect and civility to his/her superiors, colleagues and all persons having any official dealing with the organisation.
- All employee have to obey the procedural system of government according to the policy level committee. Interference, argument, discussion, correction, updation, manipulation, talking aggressively or others in any meeting, workshop and other be pointed by any funding or monitoring forum, linakage agencies, resources, organization; associates, senior of junior officials, executive and general body, advisory board, community board or others of the organization SAFE APPROACH which seems misbehaving in nature in any respect will be viewed seriously by the chief functionary and may be terminated without prior notice if refer and and told by the said concern person or agency.
- Employee shall serve honesty, faithfully and shall use his utmost endeavour to promote the interest of the organisation.
- Employee shall follow all the norms of the office like office time, office conduct etc.

- All the programs / festivals celebration, opening , closing and others be arrange / manage with the written permission of chief functionary.
- During the period of engagement with organisation, employee shall not hold and office of profit outside the organisation or engage himself in any other service, trade, business, profession either part – time or full time whether for profit to gain or on honorary basis or otherwise, in any capacity or of any purpose, what so where, without the prior written permission of Management and the Management shall be under no obligation to grant any such permission to the employee.
- No employee shall refuse to do any alternative work/duties which in the opinion of the Management the employee is capable of doing as and when required by the Management to do so depending on the exigencies of work, provided that the employee gets the same emoluments. Refusal to do alternative work/duties will be treated as misconduct. The management will be the sole and final authority to decide whether the employee is capable of performing the alternative assigned work/duties or not.
- Employee shall not create unsanitary or unhealthy conditions inside or around the office.

b. Personal Conduct: - “Give & Take Respect”

The underlying philosophy of all aspects in this guidebook is discipline and integrity at all time. While it is not possible or feasible to list out every instance, the approach will be one that will take into account both the nature of the problem and the seriousness of the offence. The organization has the right to take action that can include termination or suspension of the employee, as the situation warrants. This covers both direct work performance as well as work-related conduct.

#### c. Dress-Code

All employees are required to wear formal clothes suitable for social work. Revealing /indecent articles of clothing, strong perfumes, etc must be avoided.

#### d. Sexual Harassment

The organization believes in protecting the self-respect of female employees and therefore any person found harassing or misbehaving with a female employee would be have to face serious consequences and may even have to leave the organization.

#### e. Theft

The organization wants to maintain high integrity standards and therefore any misconduct even in the form of taking office materials home for personal consumption will be seriously dealt with, as these amounts to theft.

#### f. Personal Phone Calls

It is understandable that some personal calls must be made during the office hours. However, the number and duration of these calls must be kept at a minimum. The organisation also does not encourage use of STD facility to make personal calls. However in case of emergency, the employee can do so with prior approval from the Head and accordingly reimburse the cost of such calls.

#### g. Visitors

Personal visitors to the office should be met in an area where other employees will not be distracted and the meeting should be kept as brief as possible

#### h. Keeping Cleaness

All employees are expected to keep their work area neat and clean in order to promote an organized workflow and to maintain an attractive office facility. Dustbins should be used for the materials treated as waste. While leaving office, employees must ensure that their tables are clean, chairs are in proper place and unnecessary lights and fans are switched off. In case one is the last person to leave office; s/he must lock the office properly. Any defect/problem must be registered with Admin so that prompt resumption of work can take place.

#### i. Solicitation of Gifts and Advantages

- No employee may solicit or accept for his own benefit, any benefit, bribe or advantage, in money or otherwise from beneficiaries, learners, customers, suppliers, suppliers, co-workers, contractors or any person having dealings with the Foundation. In case of gifts in kind, gifts worth more than Rs. 500 should not be accepted. Any breach of this rule may lead to disciplinary action against the employee.

- The term "advantage" includes a gift, loan, fee, reward, contract, service favors and entertainment. All employees should actively, discourage customers or suppliers from offering personal benefits of all kinds including every type of gift, favour, service, loan, fee entitlement or anything of monetary value.

If there is any doubt as to whether an advantage may be accepted, the matter should be reported to chief functionary as to the appropriate action to be taken

j. Use of Computer / Internet

The organization provides an Office computer with Internet access to facilitate the work of the employees. This facility should however not be misused for unnecessary net surfing especially obscene stuff, chats, etc. Viewing of pornographic material will be treated as gross misconduct and shall be met accordingly with dire consequences.

k. List of misconducts

- Breach or habitual breach of any of the provision provided in the Service Rules or any rules framed or instructions or orders issued by the management from time to time and in force.
- Coercing, assaulting or intimidating employee/supervision officers inside to outside the work premises.
- Disregard of any operational or maintenance instructions or carelessness on operation and maintenance.
- Acting in a manner prejudicial to the interest or reputation of the organisation.
- Leaving work or place of duty without permission.
- Taking interest involving in private momentary transaction of any nature whatsoever during the working hours and / or in work premises.
- Theft or fraud or dishonesty or deception or corrupt practices in connection with organisations business or property, or property or another person within the work premises.
- Misappropriating fund.
- Causing damages to any property of the organisation.

- Leaving headquarter/station without written permission whether on authorised leave, holidays or otherwise.
- Poor or unsatisfactory performance.
- Making false or untrue statement in the application for leave or any other application or letter to the management.
- Unauthorised communication or removal of official documents or information or confidential or secret papers, information and instruction etc.
- Carrying unauthorised persons on organisations vehicle or allowing unauthorised person (s) to operate project's vehicle or equipments.
- These are only instances of misconduct and it does not imply by any means that this list is exhaustive.
- Consumption of alcohol, tobacco, or other psychotropic drugs will not be entertained & strict legal actions will be taken if found consumed.
- Duplicating / Copying / Replicating of any documents / papers and linking of resource person with other organization without the written permission of the chief functionary.

## I. PENALTIES

When any employee is found guilty of any of the acts of communication and/or commission constituting misconduct, or a breach of any rule or order issued by the Management. The Management may impose any of the following penalties on the employee.

Minor Penalties:

- Censure
- Fine
- Suspension without salary or pay or wages up to four days
- If any employee not carrying / accomplishing his / her roles and responsibility as and according to suggested / guided by the senior levels by 3 days, then these salary of the employee be cut by 3:1 days.

Major Penalties

- Discharge with due notice or pay in lieu of notice; provided that no notice or pay in lieu of notice will be required to be SAFE APPROACH in case of employee who are yet to complete Probation period.
- Dismissal

#### m. DISCIPLINARY PROCEDURE

Before imposing any penalty on contract employee for any of his act of misconduct, the concerned employee shall be SAFE APPROACH an opportunity to explain his conduct.

No order of imposing minor penalties shall be passed unless the employee concerned has been informed in written of the charges against him and organization SAFE APPROACH an opportunity to submit a written explanation within three working days from the date of issue of the charge sheet. The written explanation if, any, submitting by the employee within the stipulated period, shall be taken into consideration by the Management before passing order, if imposing penalties.

The record of proceedings shall include:

- A copy of the statement of imputation of misconduct.
- Employee explanation, if any and the orders of the Management.

#### n. REVIEW

If any employee is not satisfied with his / her associates in any means either on his / her roles and responsibilities or conduct or others then need to report to chief functionary in the form of "review" in writing. Chief functionary will read the review and if needful may be discussed in "meeting with chief functionary" or individually.

#### o. Misplacement / Lost / Destroy

If any materials / documents / assets or others be misplaced, lost or destroyed by any employee it means the cost of that materials / documents / assets or others be cut from the salary of the employee.

## 12. TERMINATION OF SERVICES

The services of the contract employee may be terminated by giving him one month's notice or on payment of consolidated pay in lieu of the notice period provided where the employee is found guilty of misconduct his services may be terminated by dismissal or discharge by the Management in accordance with procedure laid down under the Service Rule. In case of contract employee appointed for specific project, termination be liable as and according to the same policy by payment of consolidated one month salary. In case the project is terminated by the funding agency the employee be automatically terminated same day without giving any prior notice. In this situation salary of the employee depend on the steps taken by the funding agency.

## 13. RESIGNATION

- Employee engaged is required to serve the organisation for a particular project period or minimum period of one year during which period they cannot resign or leave instead of genuine reasons.
- Employee who desires to leave the services after serving the organisation for a minimum period of one year or project period will be required to give one month notice or such period of notice as may be specifically provided under the terms of engagement in this regard. If he does not give the required notice, he/she will be liable to pay to the organisation as amount



equivalent to his/her salary/ wages for the notice period/ or shortfall there on.

#### 14. HAND OVER / TAKE OVER

After resignation / termination employee have to hand over all the responsibility / materials / documents / advances / linkages / community understanding and others to the chief functionary within one week, Chief functionary then evaluate the abovesaid facet onto next 15 days and need to take / give clearance certificate thereafter from both sides. Salary of that month be paid after 15 days of getting over the clearance certificate.

#### 15. AMENDMENT/ IMPLEMENTATION / INTERPRETATION OF RULES

The executive body of the organization shall have the authority to amend, modify, change, withdraw, suspend, and relax any of all of these Rules without any notice. The decision of the executive body will be final and binding on all employees.