



## Human Resources Development Policy

### Purpose

Snehakunja Trust (SKT) acknowledges its duty to care and protect the welfare of its staff, patients and other beneficiaries in the process of providing its services in the areas of health, rural development and other social services. The Trust recognises the importance of equal opportunity to work to all irrespective of gender, caste, community, religion and region. This Policy lays out the commitments made by the Trust in its recruitments, social services, engaging with business & contractual relationships and partner organizations.

### Policy Statement

SKT has zero tolerance towards any form of harm and will take all reasonable steps to safeguard any person -adult or children - linked to the delivery of its work, either by its staff, non-staff personnel, contractors, consultants, or by any partner organisation or institution, from any form of sexual exploitation, abuse and harassment.

Safeguarding in this Policy means the steps that SKT takes to keep all persons with whom it works and comes into contact with through its activities (including children and at-risk adults) safe from sexual exploitation, abuse, harassment and other forms of harm caused by the misuse of power. It includes actions for raising awareness as well as preventing, responding to and reporting on the harm caused by staff, non-staff personnel, contractors, consultants, and partner organisations and institutions.

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, we will constitute an Internal Complaint Committee (IC), as per the guidelines of the Act. Consisting of following members: President, Female Trustee, CMO and Head nurse.

### Objectives

- To espouse the cause of the right to gender equality and right to dignified livelihood.
- To foster a social, physical, and psychological environment that will enable employees to work productively.
- To strive for protecting human rights at both institutional and programmatic level.

Snehakunja Trust defines safeguarding, gender, and human rights policy guidelines at two levels: Institutional and programmatic.

### 1. Institutional Level

- Staff Policies:** All staff policies, rules and regulations shall be sensitive to human rights and will be reviewed periodically.

- Office Timings will be from 9:30 am to 6:30 pm with one hour lunch break.

- All staff members are full-time employees of the organization and will be available during working hours and whenever required by the management.

- During working hours no employee of the organization will accept any outside work or engage in any business partially or entirely whether it is paid or honorary, directly or indirectly without permission of the Management.



4. No employees shall disclose or cause to be divulged any information or document that comes into his possession during the period of their work with the society without prior information to its concerned project head and to Managing Secretary.
5. The primary concern of the all working staff regardless of the supervisor level employees should be cost, quality and time management in the delivery of the targeted results within the specified time, allowed budget and as par the project established standards and specifications.
6. At the place of working whether in office or project site areas, it is required to keep comprehensive records of services rendered, maintenance performance proper monitoring and operationalized manpower and organizational data.
7. Attendance registers should be in the custody of the concerned managers, Project heads/Coordinators to ensure compliance.
8. Maintaining discipline, cordial relations and healthy work environment will be personal and collective responsibility of the entire office holder.
9. Before taking any decision it should be discussed with concerned superior officer in charge are expected to take the consent of the management.
10. No employees will leave work area without prior information and permission of the Management and project in-charge (in case of project staff under them). In case of absence of project in charge, it becomes essential for the project staff to inform and report Managing Secretary or the officer designated by the project in-charge.
11. The office shall maintain movement register, stock register, phone detail diary, duty matrix information and record register, attendance and time register. 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. Project in-charge will maintain the movements register of the project staff under them accordingly.
12. Leave benefits for the permanent staffs are as follows:
  - Every staff will get weekly one day off will be considered as a paid holiday. However, staff may be asked to come to office on that day to complete the pending work in case of upcoming project audits/activities/events and be granted compensatory leave for the same.
  - Government holidays can take as Festival Leave (FL) total **15** days per year which will be lapse in respective calendar year.
  - Earned Leave (EL) total **14** days per year will be Carry Forward up to 2 years
  - Each staff will have **10** days Casual Leave (CL) per year and they can take whenever they need leave which will be lapse in respective calendar year.
  - Sick Leave (SL) will be **10** days per year can take only when not feeling well which will be lapse in respective Calendar year.Below annexure I of the table should be maintained in the office for the maintenance of the balance leave of the respective staff.



## Annexure I: Leave Details

Name of the Employee:				
Designation:				
Year		<b>January to December 20__</b>		
<b>Per Year</b>	<b>Eligible</b>	<b>Availed</b>	<b>Balance</b>	<b>Remarks</b>
Earned Leave	14			Will be Carry Forward up to 2 years
Festival Leave	15			Lapse in respective calendar year
Casual Leave	10			Lapse in respective calendar year
<b>Total</b>	<b>39</b>			
Sick Leave	10			Lapse in respective calendar year
Extraordinary Leave availed				

- Leave encashment is not allowed, and the unused Earned leave only can be carried over beyond the two years. Any balance leave from the other leave (FL, CL & SL) should be exhausted in the specific calendar year, unclaimed leave will not be carried over to the next calendar years and cannot be compensated with the salary for those days.
- The leave can be claimed; as it becomes due giving adequate advance information taking care that the work of the organization does not suffer.
- It is the responsibility of each employee to ensure that prior approval is obtained least 3 days in advance before proceeding on leave. Any leave (more than one day) if taken without written approval will be considered as leave without pay/honorarium. (However, in case of sudden happening such as death of family member or sickness, the same should be communicated by an employee or their family members either verbally or through written communication to the Secretary/President through the Office /Trustee and a written application can be submitted by the respective employee on the day of joining the office.) During the time of serious ailments, surgery, etc or in exceptional circumstances and considering individual's commitment and performance of the person to the organization, Trust may grant suitable extra leave at his sole discretion subject to production of hospitalization proof and medical certificate from the hospital by the employee.
- Leave beyond the number of sanctioned days without prior sanction will be deducted from the salary of the individual and may be taken up for disciplinary action.
- Employees who apply for three or more consecutive sick leave days must submit a certificate from a registered and recognized medical practitioner.



- Any unapproved leave, non-reporting on duty for more than 07 days, shall be treated as an absconding employee. In this case no experience certificate will be given for such employee and will be considered as terminated from the first date of such absence.
- It is the responsibility of the supervisor to ensure that all employees under his/ her control utilize their leave entitlement in terms of the annual leave measures prescribed herein.
- The supervisor shall not unreasonably refuse to grant leave to supervisees who apply for leave and in this regard, it must be noted that it is not the intention of the Department to pay out any leave days whatsoever and that all attempts must be made to grant leave applied for in term of the entitlement. The refusal of leave must be based only on service delivery requirements.
- Office/Project Incharge / Supervisors must ensure that leave forms are submitted for all absences from duty and all outstanding leave forms are followed up and forwarded to the relevant personnel component.
- Office/Project Incharge / Supervisor must ensure that a leave file is maintained and accurate record kept of leave taken by staff under their control.
- It is the responsibility of office/project incharge to issue a written communication advising staff under their control of the number of unused annual vacation leaves which has to be utilized within the prescribed period.
- Disciplinary action will be taken against any official who fails to comply with the provisions contained in this policy document.
- Women employees are eligible for maternity leave of 3 months (pre and/or post-delivery), other eligible leave and loss of pay (Maximum of 3 months) on medical grounds with prior sanction of the management.
- If an employee has utilized all her or his annual leave with full pay, the Managing Secretary may grant respective employee unpaid leave after adequate justification and documentary evidence. Employees must ensure that prior approval is obtained before proceeding on unpaid leave.

### **Policy for prevention of Sexual Harassment against women**

As a Trust, established for the cause of Social Justice, Snehakunja is committed to the practice of ethical conduct, transparency and accountability.

We believe in providing a safe environment at all our working areas based on mutual trust and respect between all the associates of the Trust. The Trust aims to provide a safe working environment and prohibits any form of sexual harassment {As per the Prevention of Sexual Harassment (POSH) Act, 'sexual harassment' includes unwelcome sexually tinted behaviour, whether directly or by implication, such as

- (i) physical contact and advances, (ii) demand or request for sexual favours, (iii) making sexually coloured remarks, (iv) showing pornography, or (v) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature}.

Hence any act of sexual harassment or related retaliation against or by any associate is not tolerated. This policy therefore, intends to prohibit such occurrences and also details procedures to follow when an associate believes that a violation of the policy has occurred. Making a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of policy.

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, we will constitute an Internal Complaint Committee (IC), as per the guidelines of the Act.



Further, we will

- i. promotes a gender sensitive work place and remove the factors that contribute towards creating a hostile working environment against women.
- ii. Provide a safe working environment
- iii. formulate and widely disseminate an internal policy for prohibition, prevention and redressal of sexual harassment at the workplace.
- iv. display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and declare the names and contact details of all members of the IC
- v. organizes workshops and awareness programmes at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the IC
- vi. cause to initiate action, under the Indian Penal Code, 1860 (“IPC”) or any other law in force, against the perpetrator, or if the aggrieved woman so desires, were the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place
- vii. provide assistance to the aggrieved woman if she so chooses to file a complaint in relation to the offence under the IPC or any other law for the time being in force
- viii. treat sexual harassment as a misconduct under the service rules and initiate action for misconduct

**Punishment and compensation:** Punishment on the perpetrator of sexual harassment will be imposed as per the punishment prescribed under the service rules of the organization

**Confidentiality:** Recognising the sensitivity attached to matters pertaining to sexual harassment, the information pertaining to workplace sexual harassment shall not be disseminated.

**b) Recruitment:** Snehakunja is an equal opportunity employer and women candidates will be encouraged to apply for all vacancies for all positions. It is clear that the Organization’s staff have a crucial role to play in achieving the challenging mission, vision and strategic goals as set out in establishment. It is applicable to all staff recruitment irrespective of staff group or nature of employment. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and adheres to it, although it is the responsibility of the Board of Trustees.

**c) Vacancy arises:**

- Recruitment of new staff either for project or organization will be done through advertisements in lead newspapers, websites and/or through direct search and recommendations. The President will take the final decision with all such recruitments.

**Job description and Person specification**

- A job description and person specification must be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect all elements of the post.



- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience that are required for the job all of which should be directly related to the job and applied equally to all applicants. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.
- All posts must receive financial authorization prior to being advertised. Finance teams can provide further guidance on the authorization process.

### **Selection**

- The interview should be consistently applied to all candidates and should be based on the person specification as per the notification.
- In the event that candidate requests feedback about their performance in the selection process this should be arranged by the chair of the recruitment committee, although he or she may delegate this to another member if required.
- Where there is disagreement amongst a panel as to the successful candidate the chair/president decision shall prevail.
- The Trust may recruit a person for any post based on the market search and/or recommendations from the socially responsible person.
- All selections for the recruitment of persons for the organization shall be chaired by the President and for all project staff the chair shall be the Principal Investigator of the respective project.

### **Appointment**

- Once a selection decision has been made the office shall produce a written offer of employment following receipt of a salary recommendation from the Chair of the selection panel, in line with agreed service standards. Offers of employment are normally subject to satisfactory references and any other checks as appropriate. After selection of the suitable candidate, he/she will be informed with proper communication that prescribed with their detail of joining conditions and rules regulation combine with as per organization rules
- The duration and time of engagement of the service provider will be decided at the time of appointment on a contractual basis. A period of 6-12 months is the probation period after which the engagement may or may not be extended further depending upon the performance of the member.
- At any time during the probationary period (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 to be unsatisfactory, his/her contract may be terminated without notice and without assigning any reason. During probationary period the salary will be as per actual depending upon the respective project/programme with 1 day leave per month. (Total 10 leave per year if probationary period continues)

### **c) Termination policy**

The contract can however be terminated any time before its expiry by either side by giving a month's notice or payment of one month's salary to the other side without assigning any reason or by the management for any of the following reason:

- If employee's performance is not found satisfactory,
- If employee absents herself/himself without intimation and approval for more than 07 working days.



- In case of misbehavior with the co-employees/female employees and after investigation by the committee formed it is proved that all the charges of misbehavior are proved.
- If employee indulges in verbal or physical abuse with other employees' Immediate termination of services will be done in following instances: -
  1. Violation of child protection policy as signed by the employee during an appointment.
  2. If employee indulge in theft of organization property
  3. If employee indulge in any economic activity in name of the organization without information to the organization leading to defaming of organization name in the community and society.
  4. If employee is involved in any criminal offence.

**d) Retirement:** Retirement age policy for an employee at SKT is 58 Years.

**e) Performance reviews:** Gender sensitivity will be one of the performance indicators for assessing employees. SKT will provide salary increment to its employee at organization level subject availability of funds/grants which will be considered as Performance bonus. The increments will be given according to the approved budget / support from the concerned funding agency under whose project employee has been providing services. SKT has no objection for specific/ additional increments as decided by funding agency for its recruited staff under a specific project or special case.

**f) Payment of Salary:** Salaries, allowances and consultants' fees are paid on or before the 10th of every month as per the availability of funds under respective project /program for the preceding month. Salary may be disbursed either by direct transfer through official bank account or through individual "A/c Payee' Cheque to the employee. Every Employee can get EPF benefit: Employee contribution 12% on the Basic salary will be deductible by the salary of the employee and Employer contribution will be payable by the SKT. And Gratuity will be given at the time the relieving for the employees who has worked for minimum 5 years in Snehakunja Trust.

**g) Capacity building for gender sensitization:** We will organize workshops, training programs and discussions for promoting and enabling a gender sensitive work culture. Also, regular trainings will be conducted on awareness and confidence building of field staff, with special focus on women staff.

**h) Harassment:** Our Anti Sexual Harassment policy is in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

## **2. Programmatic Level**

- a) Building skills and capacities on gender perspectives to enable greater participation of all sections of community in our programs will be one of our objectives in all programs.
- b) All programs will promote equal participation of all stakeholders. To promote and assess inclusion of gender equality in each project, managers will prepare and use a gender equality checklist.

### **Travel Policy**

A separate policy has been designed to cover all travel related reimbursable expenses for domestic and international travel. Annexure II is the travel reimbursement format for both management and staff.



**Annexure II: Travel Claim Form**  
**SNEHAKUNJA TRUST**  
 Tonka, Kasarkod, Honnavar - 581342  
TRAVEL ALLOWANCE BILL

<b>Name &amp; Designation with Address:</b> _____ _____ <b>Contact/ Tel. No:</b> ..... <b>E-mail ID:</b> .....		<b>Project name/No</b> ..... <b>Purpose</b> .....		
<b>JOURNEY DETAILS:</b>				
Journey	Date(s)	Mode of Travel	Class of Travel	Travel and Other Fare (Rupees)
<b>ONWARD</b>		<b>Rail /Bus</b>		
<b>From.</b> .....				
<b>To.</b> .....				
<b>Local auto/taxi hire charges</b> _____				
<b>RETURN</b>		<b>Rail /Bus</b>		
<b>From.</b> .....				
<b>To.</b> .....				
<b>Local auto/taxi hire charges</b> _____				
<b>No Of days of Stay</b> days <b>DA @ Rs.</b> /day				
<b>From.</b> .....				
<b>To.</b> .....				
<b>Hotel / Accommodation charges if any.</b>				
<b>From.</b> .....				
<b>To.</b> .....				
<b>TOTAL RUPEES =</b>				

I hereby certify that the above travel claims are made for the stated purposes and is not claimed from any other sources.

I have received a sum of Rs \_\_\_\_\_ (in words \_\_\_\_\_) as per the above claims.

Place:

Date:

Signature and designation Candidate





## **Drug and Alcohol**

SKT realize that the use of drugs and alcohol impairs employee and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The company is committed to maintaining a productive, safe and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing, consumption or possession of controlled substances, illicit drugs and alcohol on company premises or client sites or working under the influence of such substances will be subject to disciplinary action (warnings) up to and including dismissal and referral for prosecution.

## **Technology Policy**

SKT provides employees with a host of electric technologies and services, including computers, E-mail and internet services. These technologies and services are intended to be used for business purposes only and governed by Trust rules. Personal use of technologies and services is prohibited. Employees are strictly prohibited from using any technology to view, listen to or communicate offensive, defamatory or disruptive content. Such content includes, but is not limited to, material of a sexual or sexually suggestive nature, racial, ethnic or gender-specific slurs, or any other visual/audio/verbal content that offends or is intended to offend someone because of his or her age, sex, religion, national origin, disability or other lawfully protected trait.

## **Applicability**

This policy applies to all regular and contractual staff of Snehakunja Trust. In case of a complaint because of an act by a third party, management will take the necessary preventive and reasonable action to support and assist the affected party.

## **Reporting**

Management will report annually to the Advisory Committee of the Governing Body on implementation of this policy.

## **Policy Review**

This Policy will be reviewed annually. All updates to the Policy will be circulated to staff and made available on the SKT website.

## **Definitions**

This Policy includes a list of definitions related to safeguarding (Annex 1) and examples of a safeguarding concern (Annex 2).

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**Human Rights** - In terms of Section 2 of the Protection of Human Rights Act, 1993, "human rights" means the rights relating to life, liberty, equality and dignity of the individual guaranteed under the Constitution or embodied in the International Covenants and enforceable by courts in India

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