

## SRUTI Human Resource Policy

### 1. EMPLOYMENT

#### *(A) PERSONNEL RECRUITMENT*

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- **Recruitment Strategy**

SRUTI will recruit the staff for posts in different categories via placement calls or references.

Senior positions like Executive Director/s, Senior Programme Executives, Officer and Financial Advisor may be filled up from the existing staff or via fresh recruitments.

Detailed Job profiles for various posts will be prepared in order to facilitate the selection process. Job Profiles may be updated from time to time as per changing needs of the organisation.

- **Recruitment of Executive Director/Co-Directors**

SRUTI Executive Board shall appoint an Executive Director/s (as required) of the Society on such terms and conditions as may be deemed appropriate. The Executive Director/s shall be an/ex-officio member/s of the Executive Board. The Executive Director/s shall be the Chief Functionary/ies of the society and shall be responsible for implementing the decisions of the Executive Board. He/She/They shall take steps to plan, implement and administer programmes so as to promote and achieve the aims and objectives of the society.

- **Recruitment of Program Personnel**

SRUTI staff members shall be appointed by the Executive Director/s in the scales approved by the Executive Board. The staff shall be allowed pay and allowances / increments from time to time in those scales. In addition to regular staff, SRUTI may also recruit persons on short-term contracts for time-bound assignments.

## **(B) DIVERSITY**

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**Equal Opportunities Policy:** SRUTI is an Equal Opportunity employer and will provide equal opportunities in recruitment and employment in the work place to all its employees. SRUTI believes in equal employment opportunity to each individual, regardless of gender, religion, race, sexual orientation, region, disability, marital status, veteran status, or any other occupationally irrelevant condition. For further details, please refer to the SRUTI code of conduct section (section 11).

**Gender Policy:** SRUTI has a Gender Policy which is being implemented in the work place.

### **a. Probation Period**

All newly appointed staff members will undergo a probation-cum-training period of 6 months. Extension or reduction of the probation period will be based on a periodic performance review. Upon successful completion of the probation period, they will be absorbed as a regular staff. In specific cases, depending on the work experience of the incumbent, the probation period may be waived by the Executive Director/s.

### **b. Job Profiles:**

#### **• Duties and responsibilities of Executive Director/s:**

The Executive Director/s shall be competent to sanction expenditure in conformity with the budget approved by the Executive Board / General Body. Prior approval of the Board will be sought for expenditures that deviate from the sanctioned budget.

The Executive Director/s shall with the assistance of the Financial Advisor / Finance Officer / Administrative Officer be responsible for the preparation of the Annual Accounts of SRUTI. He/She/They shall also be responsible for getting the accounts audited and thereafter presenting them at the Annual General Meeting.

The Executive Director/s shall be responsible for the preparation of the Annual Report on the activities of SRUTI and shall present the report at the Annual General Meeting.

In the discharge of his/her/their functions/the Executive Director/s may periodically delegate administration powers to other SRUTI staff as mutually discussed and agreed upon after discussions with Board.

- **Roles and responsibilities of other program personnel:**

All newly appointed staff members will undergo a probation period of 6 months. Extension or reduction of the probation period will be left to the discretion of the Executive Director/s. During the probation period, limited casual leave will be permitted, to be decided on case-by- case basis.

- c. **Staff Files & Responsibility for Staff Records**

Individual Files/ledgers for SRUTI Staff will be maintained by the office. Administrative Officer will maintain the staff files and records. The staff files and records will be kept under lock and key. No files will leave the office.

- d. **Resignation / Termination of Employment**

Any person wishing to resign from SRUTI will be required to submit a minimum notice of one month to SRUTI. Failure to do so will result in his/her forfeiture of one month's salary. The service of a staff member may be terminated by giving one month's notice or in lieu thereof, one month's salary. In the event of termination of employment, the full and final settlement of account will be done only after all pending work and final dues have been cleared by the employee.

SRUTI follows a Code of Conduct for the Workplace (Section 11). The violation of SRUTI Code of Conduct will be considered as serious indiscipline to the office decorum and deemed for further action as followed after necessary procedures.

- e. **Retirement**

Retirement age for posts (regular staff) will be 65 years, extendable for a period of one year. The employee may be subsequently engaged on a contract basis, if needed.

- f. **Volunteers/Interns:**

SRUTI encourages volunteerism among the youth. As part of the SRUTI Internship Program, volunteers and interns will be periodically recruited and assigned tasks as discussed and mutually agreed upon with the SRUTI personnel. SRUTI will have a limited contract with the volunteers and interns, and will not provide any compensation except under special conditions. A register of attendance will be

maintained for the interns and volunteers for office record. An experience certificate will be given to the interns and volunteers upon satisfactory completion of the internship period.

## 2. SALARY & OTHER BENEFITS

### *A. Salary Structure*

The salary package will consist of basic pay, house rent allowance, conveyance allowance, and medical reimbursement. Besides basic pay in the approved scale, SRUTI staff is entitled to House Rent Allowance at 50% of their basic pay, local conveyance at 30% of the basic pay and 10% Medical assistance.

### *B. Other Benefits*

- **Maternity / Paternity Benefits:**

SRUTI staff shall be entitled to 6 (six) months paid maternity leave or 15 days paternity leave with pay.

Maternity Leave can be availed of by female staff/members one month before the expected delivery date. The maximum period for which any female staff/member shall be entitled to maternity benefit shall be 3 months, of which not more than 1 month shall precede the date of her expected delivery. In addition, any staff member suffering from illnesses or complications arising out of pregnancy shall, on production of a medical certificate, be entitled to leave with salary for a maximum period of one month.

Paternity leave for a period of 15 days can be availed of by male staff members during a window of 15 days prior to or up to six months from the date of delivery of their child. If Paternity leave is not availed of within the above specified period, it shall lapse.

## 3. INCREMENTS & PERFORMANCE APPRAISAL

### *A. Promotions*

Generally, promotions are considered after working for 3-4 years at the given level, subject to availability of next slot. It will be based on the performance appraisal reports for the period she/he has worked in the present level.

### ***B. Performance Appraisal***

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Performance appraisal is a continuous process of reviewing or discussing one's job and aims at improvement of performance in the current job. It helps satisfy the individual's needs for feedback on performance and to assist him/her in improving the performance in their respective job profiles and strengthens the organization as a whole to perform better.

After completion of the probation period and annually, each member of staff will undergo an appraisal exercise to review his/her performance and to agree on new targets, as well as identifying training and employee development needs. Detailed work report will be submitted to the immediate senior on the given annual performance appraisal guidelines. Each staff member is evaluated based on targets set, and then other new targets are set for the next year. The staff members should be appraised over the whole period since it was last appraised. It is the responsibility of team members and immediate supervisor to ensure that individually set targets are monitored on regular basis as specified in the completed performance appraisal report. Failure to comply with this will have an adverse implication on the part of the immediate supervisor and concerned staff member.

### ***C. Pay Progression***

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The annual increments will be based on inflation index. It will also be based on the performance appraisal.

## **4. WORKING HOURS & HOLIDAYS**

### ***A. Working Hours***

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The normal working hours for office will be from 9.30 am to 5.30 pm with a half hour lunch break.

Working Days for fellowship and advocacy team members will be Mon-Friday, given their work profiles of regular visits and travels to outstations. Working Days for finance, admin and resource mobilization team members will be Mon-Saturday.

All staff members are required to devote a minimum of 40 hours in a week. An attendance register will be maintained to keep a record of each team member.

The team members are expected to be punctual with timing of office. Indiscipline towards office timing will be considered as violation of office decorum.

### ***B. Holidays***

The office will observe 12 notified gazetted holidays (including 3 mandatory holidays - 26<sup>th</sup> January, 15<sup>th</sup> August & 2<sup>nd</sup> October) in a year.

## **5. LEAVE POLICY**

SRUTI staff members will be entitled to the following leave in a year:

- **Casual Leave:**

12 days casual leave that is non-cumulative. During the probation period, limited casual leave will be permitted, to be decided on a case-by-case basis. A maximum of 2 days can be availed as casual leave at a given time. If more than 2 days leave is availed at a given time, then the total leave period will be treated as earned leave. Casual leave may not be combined with the official holidays or the weekends. If that is done, then the entire block will be treated as earned leave. Prior and proper notice and information is must for casual leave. The leave sanction form will also have to be signed by the Executive Director/s for any casual leave and submitted to the concerned officer. If taken prior or during an urgent situation, the leave sanction form will be signed post the leave.

- **Medical Leave:**

10 days medical leave which is non-cumulative. Prior and proper notice and information is important for any medical leave. The leave sanction form will also have to be signed by the Executive Director/s for medical leave and submitted to the concerned officer. If taken prior or under an emergency, the leave sanction form will be signed post the leave.

- **Earned Leave:**

30 days privilege (earned) leave of which a maximum of 15 days may be encashed. Privilege (earned) leave can be accumulated to the extent of 60 days. The purpose of the privilege leave is to provide a break for the staff from routine work and use the leave for rejuvenating oneself. The staff should be encouraged to take privilege leave and only if there is pressing work in the office, the leave may be cancelled/ suspended. Except for extraordinary circumstances, prior sanction (one

month notice) is required for availing of earned leave. Prior and proper notice and information is important for any medical leave. The leave sanction form will also have to be signed by the Executive Director/s for medical leave and submitted to the concerned officer. In extraordinary circumstances, the leave sanction form will be signed post the leave.

## 6. HEALTH & SAFETY

- **Accidents - Work Related Injuries:** All SRUTI staff members will be covered under the accident insurance policy that occurs at the workplace or in the discharge of official duties.
- **Health Provision for Staff:** All SRUTI staff will be provided with a health insurance cover (mediclaime).

## 7. CAPACITY BUILDING OF TEAM MEMBERS

- *SRUTI is committed to building the capacities of its staff members and encourages them to participate in training programmes to enhance their professional skills. The learning needs of each staff member will be assessed regularly and taken up on case to case basis vis-à-vis the requirements of the organisation. The organisation may consider a sabbatical for its employees on case to case basis.*
- *An induction programme for different levels and posts is drawn up by the concerned senior team members and Executive Director/s. An induction process manual is also drawn up for different levels. The induction programme will include familiarising the staff with SRUTI systems, SRUTI programmes, relevant issues, exposure visits, understanding administrative work and financial requirements etc.*

## 8. TRAVEL POLICY

### **Mode of travel, reimbursement etc:**

SRUTI expects its entire staff to travel by rail (preferably AC 3) for outstation work. Rail travel by 1<sup>st</sup> class A.C. or air travel will not be allowed except under

very exceptional circumstances. As a rule, all road travel will be undertaken by bus or two-wheelers. However, depending on terrain and efficiency of local services, the Executive Director/s may sanction travel by hired car / jeep.

**Actual expenses incurred on the following items will be reimbursed:**

- Accommodation in lodges / hotels / railway retiring rooms payment to porters,
- Food,
- Newspapers / magazines
- Hiring of bedding
- Phone Calls made for official purposes
- A minimum amount for telephone expenses for personal phone calls as finalised on the basis of discussions with team members
- If the team members are using their own vehicle for local travels, local conveyance will be reimbursed on following basis:  
For two wheelers -INR 5/KMs  
For four wheelers -INR 10/KMs  
(subject to inflation)

*Actual expenses incurred both within Delhi and outstation on travel by available public transport options such as metro, city buses and auto rickshaws between railway stations and place of residence will be reimbursed. However, in very exceptional cases, the Executive Director/s may sanction travel by taxi.*

*All SRUTI staff members are covered under the accident insurance policy that occurs during outstation work.*

## 9. SRUTI Employees Welfare Fund

There is a SRUTI Employee Welfare Fund where each staff member contributes INR 100/- per month to the Fund which will be refunded to her/him when she/he ceases to be an employee of SRUTI. All employees will be eligible to take loan and advances against their contribution from this fund for their personal needs.

Earlier there was a provision of matching equal amount form SRUTI what an employee wish to contribute up to 12% of his/her basic pay. It has been revised over the time period due to various reasons.



This fund/scheme can be reviewed and revised further.

## 10. Grievance Redressal

For grievances, the staff member can approach his/her next higher level for redressal. If required, the Executive Director/s can constitute a committee to look into the matter.

SRUTI abides Code of Conduct for Workplace Policy (Section 11) as formulated to provide an appropriate work environment.

*For internal sexual harassment matters, an Internal Complaint Committee has been formed as per the guidelines of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.*

## 11. Code of Conduct for the Workplace

**SRUTI is committed to creating a workplace that is free from harassment and discrimination, where co-workers are respected and recognised with their own individualities and identities.**

**The guidelines for Code of Conduct at Workplace will treat following as violation of the organizational systems and regulations:**

- Failing to co-operate with other employees on ground of tribe, caste, religion/tribe or sex of another person.
- Acting in a prejudicial way against team members on grounds of tribe religion/tribe or sex of another person.
- Willful misuse of Organisation property/funds.
- Alcohol and substance abuse during office hours.

**Any of the violations described above constitutes serious misconduct and liable to required disciplinary action on the basis of:**

- Discrimination/Abuse on the basis of sex of another person/religion/caste etc.
- Threatening behaviour to another worker.
- Fighting at work.
- Fraud and financial misappropriation.

**Disciplinary Action:**

A breach of the Policy may result in disciplinary action against the Employee concerned including, potential dismissal or termination of employment as may available with the Organisation or all of the above together.

**Repetition of the same offence after committing another within a period of 12 months of the first offence could lead to summary dismissal.**