



SNEHA

(Society for National Integration through Education and Humanising Action)

Human Resource Development Policy

Table of Contents

1 Introduction	2
2 Terms of Employment	2
3 Working Hours	3
4 Office Conduct	3
5 Salary and Perquisites	4
6 Expenses / Reimbursements	4
7 Tours and Travel	4
8 Performance Appraisals	5
9 Leave	5
10 Separation	6

Context

Society for National integration through Education and Humanizing Action (SNEHA) believes that its employees are the most important asset in achieving its long-term objectives. As a result, learning, training and development forms an integral part of the strategy.

The Human Resource Development Policy is meant to provide guidance to equip all employees with the required code of conduct, competencies to perform their work effectively and efficiently, in pursuit of the vision and mission of SNEHA and to align the employees' aspirations with the SNEHA's objectives.

1. Introduction

This Human Resource Development policy aims to align talent management with the strategic needs of the organization, focusing on staff welfare, inclusivity, and technical skills necessary for emergency response and field operations

This Human Resource Development Policy Note has been prepared to help you get familiar with the key policies, benefits, regulations and codes of conduct at SNEHA (Society for National integration through Education and Humanizing Action). This NOTE is intended for internal circulation only. The contents of this NOTE will be modified from time to time and amendments will be issued. Interpretation by the management is final. If you need any clarification or further information on any aspect of this NOTE, you can get in touch with the Secretary. He will be happy to help you.

2. Terms of Employment:

SNEHA (Society for National integration through Education and Humanizing Action) is happy to have you as a part of the organization and with a hope to ease the unfamiliarity of the new work surroundings.

When an employee joins **SNEHA** (Society for National integration through Education and Humanizing Action), on the first day, she/he is also required to furnish the following documents:

- ✚ Joining letter - as per the format in the employee manual
- ✚ Experience & Salary Certificate from previous employer
- ✚ Relieving letter - from previous employer, if working
- ✚ Proof of Qualifications (Certificates/ Mark sheets)
- ✚ Copy of birth certificate or other verification for the date of birth
- ✚ 2 Passport size photographs
- ✚ Copy of driving license (in cases where vehicle is provided)

In case of change in any of her/his personal data such as given below, an employee should update her/his personal records for future reference, by sending the information to Admin or to Accounts.

- ✚ Residential Address and Telephone number
- ✚ Change in Marital Status
- ✚ Change in the beneficiaries/ nominations for various benefits
- ✚ Additions in the family i.e. children
- ✚ Additional qualifications obtained

All employees will be on probation for a period of at least six months. Management may use its discretion and reduce or waive the probation period for an experienced professional. At the end of six months there will be another performance review, based on which the employee will be confirmed to the services of **SNEHA** (Society for National integration through Education and Humanizing Action). In case, the performance of the employee is less than satisfactory, the same will be communicated to the employee and her/his probation may be extended by another six months. However, if the performance is unsatisfactory even after the extension of the probation period, her/his employment with **SNEHA** (Society for National integration through Education and Humanizing Action) is liable to be terminated.

3. Working Hours

The office/field working hours at **SNEHA** (Society for National integration through Education and Humanizing Action) are based on the project needs and demands. Thus, a separate note will be circulated for each project. However, the working days are six (normally from Monday to Saturday) except for Urban Health Centre where Monday is a holiday. All employees are required to sign in the register every morning upon arrival as a matter of discipline and employees must strictly adhere to the same. Every employee should attend on time. Late coming will be seriously viewed and disciplinary action may be taken.

In case an employee is asked to come to office due to exigencies of work on holiday/leave; s/he shall be accordingly avail leave on other day with written approval from the Secretary.

4. Office Conduct:

The underlying philosophy of all aspects in this policy is discipline and integrity at all times. As it is not possible or feasible to list out every aspect simply the code of conduct should be valued. **SNEHA** (Society for National integration through Education and Humanizing Action) has the right to take action that can include termination or suspension of the employee, as the situation warrants. This covers direct work performance, work-related conduct and general values of the society.

SNEHA (Society for National integration through Education and Humanizing Action) believes in protecting the self-respect of our female employees. And therefore, any person found harassing or misbehaving with a female employee would have to face serious consequences and have to leave the organization.

Where an employee is paid honorarium or fees for making a presentation or giving a lecture, taking a training session, etc., such honoraria are treated as income of the Organisation and are to be handover to the Secretary.

Only authorized people should speak to the press. To that extent, if any individual press person contacts an employee, s/he must be directed to the spokesperson designated by the organization to speak to the press.

5 Salary and Perquisites

Salaries are paid on the 5th of every month for the proceeding month, by direct transfer to the employees' Bank accounts. Certain monthly reimbursements are usually made cash payment against the bills on 5th along with the salary. Tax is deducted at source as applicable.

All employees of the Organization are eligible for Provident Fund and Gratuity as per law. Other allowances and reimbursements apply as provided for in the appointment letters.

6 Expenses / Reimbursements

Except for Admin and Accounts, employees are not normally expected to incur any expenses on behalf of the organisation, except for travel and conveyance. Thus, advances are given to Admin staff to meet operating expenses, and to all staff when required for long distance travel.

For purchase of daily use items such as files, photocopying, booklets, courier / postage etc, the employees should contact Admin. In case of items costing more than Rs. 500/- please ensure that the Secretary has approved the same. In rare cases, an employee may make purchases of small items herself/himself. Employees' can claim such expenses by submitting a monthly voucher along with bills.

All purchases of capital assets require prior approval of the Secretary. The process involves getting 3 quotes from the suppliers. A Purchase Order should be prepared and approved in writing before finalizing the same.

Each employee can claim one monthly voucher by the 3rd of the month for all the Petty expenses made by him/her, particularly for conveyance expenses incurred in the previous month. In case the employee is on tour/leave on the first three days of a month, then claim can be made on date of resumption. Claims not made on time shall lapse. Payment for the vouchers will be done only after the approval.

7 Travels and Conveyance

Employees' conveyance from residence to office and back to residence is part of the employees' salary and therefore should not be claimed separately.

In case the employee has to go on an official tour; prior permission must be sought from the Secretary. Normal eligibility for travel is sleeper class and / or actual bus fare. Travel advance will be given as per the need and after coming back from the Tour, the employee must submit a Tour Expense Statement and bills within 48 hours from return.

While on tour, an employee is entitled to consolidated boarding expenses. Bills are required for these expenses.

Actual lodge fare will be paid against bills/vouchers and it should be within the limits as per the town and as per the instructions at the time of leaving for the tour.

8 Performance Appraisals

The appraisal is considered necessary for the organisation's overall performance against its vision, mission and commitment to its projects.

Goals are to be set at the beginning of the year (April 1 - March 31) on a yearly basis. For new employees, one month's goals are to be set on the Date of Joining. After every 6 months, there will be a review with the superior (in October). The first review for the new employees will happen after one month. After that, new goals and targets will be set and then the half yearly review pattern will follow. At the end of the year, the Annual Review would happen, and increments / re-designations would be decided after that with effect from April 1.

9 Leave

The year for calculation of leave would be the same as the financial year - April 1st to March 31st. Pro rata adjustments will be made to bring the entitlements in line with this.

Employees are eligible for 24 days leave within a year (April to March).

Married women employees are eligible for Maternity Leave as per the state's rules and regulations.

An employee seeking leave must take prior approval from the concerned head. It cannot be claimed as a matter of right and shall be at the discretion of the superior.

Leaves are normally calculated on the calendar days i.e. in case a leave is taken on Saturday/ Monday, it shall be considered as 1 day. But if a leave is taken on both Saturday and Monday, it becomes 3 days. This method of calculating leaves also applies on any other declared holidays, e.g., if a Friday is a declared holiday and an employee takes Saturday off, it will be counted as 3 days.

Using of leaves above the eligible leaves it will be treated as loss of pay. Prior written permission is required to go on leave without pay.

Nine days each year have been identified as Public Holidays. This will include, January 1, January 26, August 15, October 2, Diwali, and Pongal (4 days). Three days holidays will be given as per the choice of the employee's based on their religion/sect. An employee may choose 1 of the following sets of sectional holidays-

- Dussera, Karthika Somavaram, Ganesh Chaturthi
- Christmas, Good Friday, Dussera
- Ramzan Id, Bakri Id, Muharram
- Baisakhi, Raksha Bandhan, Dussera

10 Separations

In the event that the employee is constrained to leave the organization, s/he is required to 30 days notice in writing or one month's salary, in lieu of such notice. When an employee plans to part with the organization, s/he must submit her/his resignation to the Secretary. **SNEHA** (Society for National integration through Education and Humanizing Action) is entitled to accept it with immediate effect or from any date before the expiry of the notice period.

If an employee is asked to leave the organization, **SNEHA** (Society for National integration through Education and Humanizing Action) will give 30 days' notice or one month's salary, in lieu of such notice. The employee will be entitled to accept such termination with immediate effect or from any date before the expiry of the notice period.

11. Skill Development

All staff members working with SNEHA are required to upgrade/develop their skills depending on their roles & responsibilities from time to time according to the technological changes.

Staff members will be asked to attend trainings organised by SNEHA and other organisations/institutions; staff members are required to attend such trainings without fail.

12. Policy Review

This policy will be reviewed by the governing body of SNEHA once in two years in consultation with the persons working with SNEHA, stakeholders from communities, legal experts, and human resource development experts and will be finalised by the General Body of SNEHA.