



HR POLICY – NGO NAME—JAN SAROKAR

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INTRODUCTION

NGO—JAN SAROKAR is working in the areas of Child Rights and Reproductive Health, Child health, Nutrition & Immunization, Girls education, Women's Empowerment, Natural resource management, Skill development. It is registered under the Indian Trust Act 1882 vide regd No. IV, 23 dated 02.05.2000. The NGO-JAN SAROKAR is also registered under FCRA#337730013. Our 12 A-Technical 12A-20/2001-02/dated 25.09.2002/01.10.2002 and PAN#AAATJ4280H.

About us

JAN SAROKAR was formally registered in the year 2000 and by a XISS alumni and other social workers due to their concern for issues of rights and control over resources of marginalized communities, need for lending a voice of voiceless in order a holistic development with a positive thinking and progressive outlook for a collective effort to negotiate from a position of strength.

VISION

JAN SAROKAR visualizes creation of a just, equitable and prosperous society based on human values, dignity & self-respect.

MISSION

To initiate and strive for new standards of par excellence to promote a meaningful, sustainable balance between human and fundamental resources of current and future generations in all walks of life for common masses through community intervention, gender equity & capacity building.

OBJECTIVES

- Overall development of Tribal, Marginalized & Weaker Section of the society with special emphasis on women and children
- Establish Gender Equity
- Develop and Conserve Natural resources for livelihood improvement
- Undertake Research, Training, Consultancy & Advocacy on issues of common concern

PURPOSE OF HR POLICY

The purpose of this Manual is to provide all the employees of NGO-JAN SAROKAR a common understanding about the organization's basic HR policy. This Policy is the basis for an understanding between the employer and the employee regarding mutual expectations and obligations. The Policy does not pretend to be exhaustive in covering every detail related to the personnel management, but it does provide a sufficient foundation for guiding both employer and employees in the interpretation and implementation of HR policy. Where questions of interpretation or implementation do arise, they should be addressed in writing to the Secretary/ Chief Functionary of NGO-JAN SAROKAR for clarification.

ROLE OF SECRETARY IN HR POLICY

The NGO-JAN SAROKAR Secretary is entrusted with the responsibility to interpret and administer, or modify the HR policies. However, he may delegate this authority to any senior officer of the organization. Requests for approval and other correspondence pertaining to all employee matters shall be directed to the Secretary or his designate officer.

EQUAL EMPLOYMENT OPPORTUNITY

NGO-JAN SAROKAR has a policy to provide equal employment opportunity to all applicants and equal promotion consideration to all its employees, irrespective of the race, colour, caste, creed, religion, sex, or age.

APPOINTMENTS

In case of a new project, the staff requirement will be reviewed by Management Committee / Board. The Secretary or his designate officer will initiate the recruitment process, once there is approval from the Board and the donor.

CONTRACTS

All employees will be hired on a contract basis for 1 year or up to the life of the project whichever comes first. No appointment in NGO is a guarantee of 'permanency' with the Organization whether or not NGO continues its operations.

Appointment for all employees will be made by the Secretary or his delegate officer. No person shall be considered an employee of NGO unless and until she/he receives and accepts an official Letter of Contract issued by the appointing authority.

Subsequent renewal of contracts will be made on yearly basis or for the remaining duration of the project, whichever comes first. However, if the project in which the employee is associated with comes to an end prior to the expiry of his/her employment contract, his/her services with NGO shall cease to exist as on the last date of the expiry of the respective project/program.

CONSULTANCY CONTRACTS

Consultancy Contract can be issued to an individual for a non-recurring, one time job drawing specific expertise and which is not of permanent nature and is unlikely to be repeated in future. The project head of the concerned department should prepare a clear scope of work.

Consultancy amount should be arrived in consideration of the consultants' qualifications, experience, competencies and skills, duration, scope of work and area of expertise, subject to budget availability.

Consultants will not be eligible for any other organizational benefits.

PRE-EMPLOYMENT REQUIREMENTS(AGE, PERSONAL HISTORY FORM, REFERENCES, DOCUMENTATION)

AGE

An employee shall have attained the age of 18 years on the date of his/her appointment.

Personal History Form

All new employees should fill-up a Personal History Form at the time of joining. It should have a passport size photograph along-with self attested copies of date of birth certificate, qualification and experience certificates.

PERSONAL HISTORY FORM

NAME-

FATHER'S NAME-

DATE OF BIRTH- DD / MM / YY-

GENDER-

BIRTH PLACE-

PAN –



PRESENT ADDRESS WITH CONTACT NUMER

PERMANENT ADDRESS WITH CONTACT NUMBER

EDUCATION QUALIFICATION

NAME OF INSTITUTE	COURSE ATTENDED	YEAR OF PASSING	GRADE

EMPLOYMENT DETAILS-

NAME & ADDRESS OF THE PRESENT ORGANIZATION—

-

DESIGNATION-

JOINING DATE-

JOB SUMMARY

COST TO COMPANY

PREVIOUS EMPLOYMENT DETAILS

NAME & ADDRESS OF ORGANIZATION	DESIGNATION	PERIOD	CTC	REASONS LEAVING	FOR

TECHNICAL SKILLS-

HOBBIES & INTERESTS-

LANGUAGES KNOWN-

NAMES AND CONTACT DETAILS OF TWO REFERENCES

- 1.
- 2.

References

NGO shall do a reference check of a potential employee, before offering him / her the contract letter. The reference shall be from two persons holding working relationships other than the relatives of the potential employee.

Documentation

Staff hired by NGO will be required to complete the following pre and post employment formalities/ documentation as needed.:

Pre- joining formalities:

- Give two names for reference checks
- Acceptance of offer and intimation of exact date of joining
- Self attested copies of date of birth, educational qualification certificates and experience certificates from previous organizations/ employers

Post- joining formalities:

The designated person in NGO shall do the post joining formalities, within 15 days of joining of a new employee:

- Personal History Form
- Relieving certificate from previous employer and Form 16
- Nomination and declaration forms for Gratuity, Personal Accident Insurance, Provident Fund and Death payment, Group Hospitalization
- Duly accepted Letter of offer and Letter of contract
- Job description
- Interview Checklist
- Copy of advertisement
- Copy of performance indicators issued during probation

PROBATION

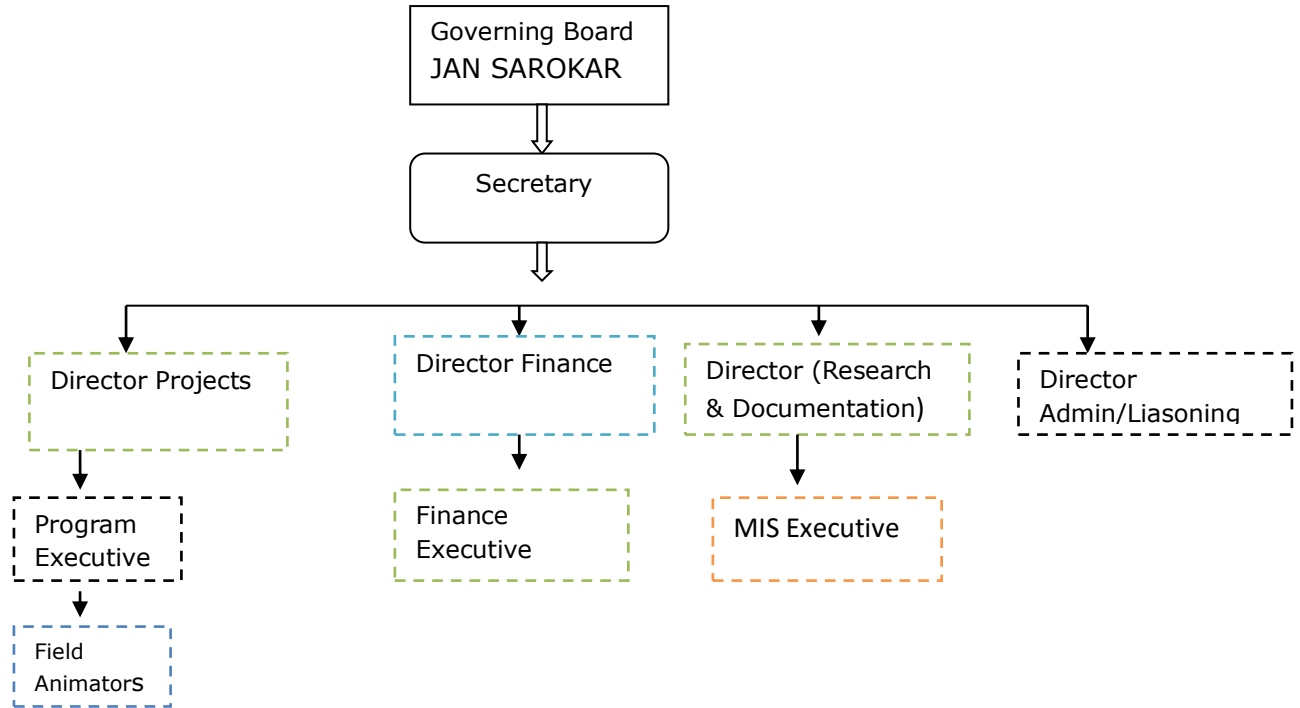
All employees receiving new contracts shall initially be placed on probation for a minimum period of three months. Staff under probation, are required to be given a set of performance indicators which they are expected to achieve during the probation period. This is the responsibility of the concerned supervisor.

CONFIRMATION ON PROBATION

The concerned supervisor is required to submit a recommendation as per performance of the employee at least one month in advance to the NGO Secretary. Accordingly, the Secretary or his designate officer will issue the confirmation letter to the employee

ORGANIZATION CHART-

The current organization chart is as given under. However, based on the implementation of different projects in the field, the organization chart may be updated;



JOB CLASSIFICATION

Job classification refers to the different Designation, Grades and Salary range. All Contract employees (one year or more) shall be appointed within the specified organizational designations, Grades and Salary range.

DESIGNATION	GRADE	SALARY RANGE
Secretary	A	Honorary position
Senior Program Co-ordinator / Director	A	Rs35000 and above
Project Manager	B	Rs 25000 and above
Field center Coordinator	C	Rs 20000 and above
Accountant/Senior Accountant	C	Rs 12000 and above
Project Officer	D	Rs18000 and above
Field Supervisor	E	Rs12000 and above
Field Worker	F	Rs 6000 and above
Intern / Volunteer	No Grade	Stipend

JOB DESCRIPTION

Each employee shall be provided with a job description for his/ her specific assignment by the concerned supervisor. The Job Description, shall indicate the Job Summary and Functional Areas of Responsibilities, each one of which shall be broken down into its specific activities. All copies of the job description shall be signed by the employee and by the concerned immediate supervisor and the NGO secretary. One copy of the job description shall be given to the employee; one copy retained in the Office file. An employee's job description shall be revised as and when appropriate as determined by the appointing authority.

JOB DESCRIPTION

Name of the Employee:

Designation:

Date of Joining:

Name of Supervisor:

Place of Posting:

Job Summary:

Responsibilities and Tasks:

- 1
- 2
- 3

Sign of employee

Sign of Supervisor

Sign of Secretary

WORKING HOURS

The general working hours in NGO is 9.30 AM to 6 PM. There will be a lunch break from 1 PM to 1.30 PM. However, this may vary based on the field level conditions.

REASSIGNMENT OF WORK

All employees within their classification may be reassigned from one department, section, or job responsibility to another upon written notification and the issuance of a revised job description by the NGO Secretary or his designate.

TRANSFER

All employees of NGO shall, as a condition of employment, accept transfer within India according to the requirements of the Organization. Such transferred employees will be entitled to the following transfer benefits-

- Transportation of the personal effects on actual basis, upto maximum Rs. _____-
- Travel cost (as per NGO travel policy) of self and family.
- Hotel stay and food expenses on actual basis (as per NGO boarding & Lodging policy) at the new location for self and family for a maximum-15 days.

NGO shall also consider requests of transfer from the staff members for personal or family reasons. However, in such a case, they will not be entitled for hotel stay and food expenses.

PROMOTION

Promotion in the organization from one Grade to a higher Grade will be subject to a vacancy in a higher grade and based on merit. The consideration will be based upon- the work experience of the employee, past performance, recommendation of the supervisor. An employee will not be considered for a higher Grade promotion unless he/ she complete a minimum of two years in the existing position.

PERFORMANCE APPRAISAL

- The performance appraisal of each staff member (not interns, volunteers, honorary workers, part time workers) will be done every year.
- The annual appraisal cycle will be 1 April to 31 March. It should be undertaken in April every year.
- It will be done by the concerned supervisor for all his direct reports.
- All employees shall submit their self assessment of the achievements during the financial year.
- It will help NGO to document an employee's performance during the year, for current and future reference.
- It will help the employee to understand how NGO perceives his/ her performance and take necessary steps for improvement.

PERFORMANCE REVIEW FORMAT

NGO

Assessment period- _____ to- _____

Name of Employee- _____ Designation- _____

Name of Supervisor- _____ Designation- _____

Performance under Job Description

1. ---
2. ----
3. -----

Specific achievements in the year

1. -----2.....3.....

HR related issues (if any)

1. ---- 2.....

Development plan for professional and personal growth

1. ---
2. -
3. ...

Sign of employee

Sign of Supervisor

Sign of Secretary

Date

Date

Date

REMUNERATION

Gross Salary

The gross salary shall be composed of would consist of the following components:

- Basic Salary
- House Rent Allowance
- Transportation Allowance
- Education Allowance
- Provident Fund (Employer's Contribution)

- Gratuity
- -----
- -----

Salaries for each month shall normally be paid to employees on or before the 5th day of the next month.

Salary consisting of Basic+HRA+TA+EA shall be taken into account when calculating the following:

- Income-Tax
- Leave Without Pay
- Notice Period Salary

Basic salary shall be taken into account when calculating the following:

- Provident Fund

ANNUAL INCREMENT

The Annual Increment of the staff will be done based on the rating of their Annual Performance Appraisal.

- Excellent – 10 % of the basic salary
- Good – 7 % of the basic salary
- Average – 4 % of the basic salary
- Below expectations – 2% of the basic salary

LEAVE POLICY

This policy aims to enable staff members to strike a work-life balance and take their normal holiday each year for rest and relaxation as well as take time off work to attend to some personal/family exigency/sickness or any other requirement.

Various types of leave are included in the Organization's policy to meet organizational and employee needs. However, no leave can be claimed as a matter of right. The Department Head has the discretion to refuse, postpone, curtail, or revoke leave according to the exigencies of service and the situation.

TYPES OF LEAVES

CASUAL LEAVE

All the staff members will be entitled to 4 days CL per month. This can be accumulated upto 3 months – i.e., 12 days. Any un-used CL beyond 3 months will lapse automatically.

Maternity Leave

- Maternity leave with pay shall be granted to women employees of NGO for a period of 120 calendar days of which at least 90 calendar days shall be taken after the birth of the child.
- Maternity leave shall be granted based on the submission of a doctor's certificate of pregnancy and is subject to the following conditions:
- For a maximum of twice in the employee's tenure with the organization.
- Accumulation of Sick leave can be clubbed with maternity leave without a medical certificate.
- Availing maternity leave beyond entitlement and without approval would be the cause of strict disciplinary action.
- An employee who absents herself beyond the maternity leave entitlement, without leave authorization, shall be deemed to have left her job.

PATERNITY LEAVE

- Male employees shall be entitled to avail paternity leave twice during their tenure of service with the organization.
- A male employee, who is eligible for the maternity benefits, is allowed Paternity Leave of 10 working days. This leave may be availed in any combination during the pre-natal period and until 6 months after the birth of the child.
- Such leave should be availed by submitting leave application form along with a copy of the birth certificate of the child.

LEAVE WITHOUT PAY

An employee may choose to take LWOP in case he / she does not have any leave accumulated at that point of time. This would require prior approval from the SUPERVISOR, on a case to case basis. While on leave without pay, only official work days which fall within the period shall be considered when calculating deductions from salary.

Entitlement of Leave is given as below:

SL No	Types of Leave	Number of Days Eligible	Accumulation
1	Casual	4 working days / month	12 - upto 3 months
2	Maternity	120 calendar days of which at least 90 days shall be taken post natal. Additional upto 90 days shall be allowed	Not applicable

		beyond entitlement either using accumulated leave or Leave Without Pay and can be availed within the first year of child birth	
3	Paternity	10 calendar days	Not Applicable

HOLIDAYS

NGO shall observe 16 holidays each year, which will be determined at the beginning of the financial year by the Secretary or his designate. Whenever a previously declared holiday date is changed for astrological or other reasons, the Organization's declared holiday would change to the date declared by the Central or State Government.

GROUP INSURANCE

There is no group mediclaim policy in NGO as of now. However NGO is exploring the possibilities of offering Mediclaim facility to all its employees, in the near future.

PROVIDENT FUND

NGO JAN SAROKAR is currently not registered with government for Provident Fund purposes. However, in future as per needs it may be initiated. As per the provisions of law it will follow the same.

GRATUITY

Gratuity is a separation benefit for all regular and contractual employees, who have completed one year of service, and who resign or are terminated for reasons other than misconduct, are entitled to Gratuity amounting to one month's salary, based on the last basic salary drawn, for each completed full year of service, and pro-rated amount for fractions of the last year rounded off to the nearest completed full month of service.

NGO does not have Gratuity policy in force as of now. It may consider the same in the future with Donor agency.

TRAVEL POLICY (BOARDING, LODGING, MODE OF TRAVEL)

The Travel Policy aims at providing and facilitating safe, economical and efficient travel arrangements for all NGO employees to enable them to discharge their official duties. It is expected that the employee while undertaking travel would at all times be judicious and exercise prudence in selecting the most economical, safe and efficient mode of travel and stay, which is in keeping with the organizational ethos.

Travel Approval

All employees shall seek approval of their travel from their respective supervisors. They should submit their travel expense report and the trip report within 7 days of completing their travel.

Mode of Travel

All employees are expected to travel by rail / bus. The following shall be the entitlement of staff while travelling on official duty.

GRADE	MODE OF TRAVEL
A & B	By Train / Bus (II AC or III Tier AC), Air travel on special approval by the Secretary
C	By Train / Bus – III AC or Sleeper Class
D-E & Interns	By Train / Bus (Sleeper Class)

An exception to the above can be made by the NGO Secretary.

Boarding (Food expense) Allowance

Rs. 150/- per day for all grade of staff members.

ACTUAL EXPENSE – A staff member travelling to an expense / Metro city may request to travel on Actual basis. The upper limit for Actual food expense is Rs. 400/-, for which original food bills will be required to be supported with the expenses.

In a single trip a staff may opt for either Boarding Allowance (Perdiem) or Actual expense. One cannot opt for both the options in a single trip.

LODGING (Hotel stay)

The following limits for lodging are applicable as defined for the different location categories:

GRADE	METROS	STATE CAPITALS	OTHER LOCATIONS
A-C	Upto Rs.3000/- per day	Upto Rs.2000/- per day	Upto Rs.1000/- per day
D-E & Interns	Upto Rs.2000/- per day	Upto Rs.1000/- per day	Upto Rs.800/- per day

The lodging limits are exclusive of any taxes, levies, etc. All lodging expenses will be reimbursed on actuals only against original bills / receipts.

LOCAL CONVEYANCE

NGO staff while on tour, will be entitled to reimbursement of local conveyance as and when used and as applicable to their Grades.

Grades	Mode of conveyance
A-C	Taxi / Auto Rickshaw
D-E & Interns	Auto Rickshaw

Employees who choose to use their own vehicle, in the discharge of official duties, shall seek reimbursement as under:

4 Wheelers : @Rs.8/- Per Kilometer
2 Wheelers : @ Rs.2/- Per Kilometer

USE OF PERSONAL PHONES

NGO expects that it's employees are informed and connected, through various modes of communication which includes, landline, mobile phones, or the internet, during the course of their work. If any staff member uses his / her personal phone for official purpose, the same shall be reimbursed by the organization, upon recommendation from the concerned supervisor.

COMMUNICATION POLICY

Communication is the essential part of our work. We need to have clear communication within the organization as well as with external agencies, officials, vendors, community members, etc. Our communication represents the voice of NGO. It is very important that all the employees understand the organizational objectives and it's programs and represent NGO in an appropriate manner.

The Secretary of NGO shall determine which employee shall have official communication with external agencies. NGO shall have a leaflet / brochure about the organization and its work, which can be shared with external agencies and stakeholders, as per the need.

ORGANIZATIONAL CONDUCT

All the employees of NGO are expected to work in a responsible, disciplined, harmonious, and productive manner, to be loyal to the Organization, and to act in a manner conducive to the accomplishment of the Organization's objectives. The employee shall agree, by accepting an appointment, to abide by the rules and regulations of the Organization as stated in this Manual and any other lawful or reasonable instruction, written or verbal, given by the authorized officers of the Organization.

The Organization shall encourage the employees to achieve personal and professional satisfaction in their work and it shall strive to provide fair and equitable

treatment. The Organization cannot, however, accept or tolerate performance, attitudes, behavior, or conditions contrary to its professional, financial, or ethical standards.

MISCONDUCT

The following definitions of misconduct are intended to provide employees examples of behaviour which is not consistent with organizational principles and is an indicative listing. They shall not be understood to be a complete listing of behavior or activities that may be deemed to constitute misconduct, the determination of which shall rest solely with the NGO Secretary.

- Absence from duty without permission of the Department Heads up to 3 days.
- Late attendance or leaving place of work earlier than the appointed time without approval of Department Head/ Supervisor.
- Failure to sign the daily attendance register.
- Insubordination.
- Lying, misrepresentation and/or submission of fake reports
- Drug / alcohol use or abuse at workplace
- Sending / circulating anonymous letters / mails that raise doubts on the integrity or character of other staff or malafide criticism of the Organization.
- Fraud
- Giving or accepting bribes or receiving kick backs in any form including money, services, or gifts.
- Physical violence or using abusive language.
- Engaging directly or indirectly in trade, commercial activity, other employment, or any activity without the written permission of the Secretary.
- Repeated or frequent commission of Misconduct.
- Deliberate damage to NGO property, misuse of official property.
- Defamation of fellow employees, be their superiors or subordinates.

Action on Misconduct

- Misconduct by any staff should be at first addressed by warning the staff and / or giving a written warning to the concerned staff and caution him / her not

to repeat the misconduct in the future. Repeated misconduct by a staff will lead to-

- Suspension from work without pay for 2 days.
- Stopping the annual increment.
- Termination of the contract.
- The Secretary may decide to form a Panel of senior staff members to review the case of misconduct and to decide upon the action to be taken.

SEXUAL HARASSMENT POLICY

Sexual harassment means any unwelcome sexual advances, comments, expressed or implied sexual demands, touch, joke, gesture, or any other communications or conduct of a sexual nature, whether verbal, written or visual by any person to another individual within the scope of NGO's work.

Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation. Sexual harassment can occur between any one or more individuals regardless of their employment relationship.

"Sexual harassment" includes, but are not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions, leering, whistling, cornering, pinching, or patting.
- Demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, questions or stories of a sexual nature and offensive personal references.
- Sending sexually suggestive written or recorded material including pornographic material, that is offensive and intimidating.
- Display of intimidating, or sexually suggestive objects, pictures, posters, calendars or other visual material of a sexual or objectionable nature
- Pressure for sexual activity by offering employment benefits in exchange of expressed or implied sexual favors, threats or insinuations that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Consensual, social relationships in the workplace are not considered to be sexual harassment. It is expected that all employees will exercise discretion, professionalism and good judgment when there is a personal relationship between NGO employees.

A Sexual Harassment Standing Committee constituted by the NGO Secretary would look at prevention, redressal and advocacy for facilitating a working environment where there is no instance of sexual harassment. This committee shall be chaired by the Secretary / Director and will be responsible for the following:-

- Sensitize people to prevent occurrence of sexual harassment
- Ensure a clear and strong message sent to all that any act of this nature shall not be tolerated and is non-negotiable
- Inquiry/Investigation into filed complaints as and when required
- Conducting a just, objective and speedy inquiry into the complaint, as per defined laws and regulations, as required and submit report to the Secretary.

REPORTING DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

Employees have an obligation to report discrimination, sexual harassment or other harassment, if they believe that discrimination or harassment has occurred – either against another employee or themselves, if they observe such conduct, or if they receive any information about such conduct. Discrimination, harassment or sexual harassment must be reported to at least one of the following individuals:-

- The employee's immediate supervisor
- The employee's supervisor's supervisor
- The Secretary
- NGO Board members.

The report may be verbal, or in writing with details of what happened including date, location and names of any witnesses. Action will be taken by NGO as per the guidelines mentioned above.

Penalties For Discrimination, Harassment, Sexual Harassment Or Retaliation

Anyone subject to this policy who is found to have discriminated, harassed, coerced, intimidated or retaliated against another in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination of services.

If after an objective investigation, a complaint is found to be false, the person who filed the complaint may be subject to disciplinary action, up to and including termination of services.

GENDER POLICY

Principles of equity and social justice require us to work to ensure that everyone has equal opportunity for expressing and using their potential, irrespective of sex, age, race, colour, class, caste, religion, ethnic background, sexual orientation, HIV status or disability. NGO is fully committed to channelling its energy, effort and resources into processes that create a society that values women, men, girls and boys equally

It is for each one of us who make up NGO to show to ourselves and the world outside, particularly the vulnerable community members who wage their daily battle against discrimination and injustice, that we deliver what we say.

How Will We Integrate Gender Issues In Our Programs-

- NGO shall develop capacity of programme staff to carry out gender analysis.
- Ensure programme staff take responsibility for promoting gender equality.
- Promote the creation of structures and opportunities for women's participation in decision-making at all levels.
- Ensure that women's and girls' voices are heard in mainstream development processes.
- Develop, promote and use creative ways of engaging men and boys (and not only women and girls) as agents of change in the pursuit of gender equality.
- Support partners who are aligned to our gender principles, and work to inform and influence those who are not, with the option of breaking the alignment in cases where positive change fails to occur.
- Build a common understanding around gender through induction and training.
- Make all HR systems and policies gender-sensitive and responsive.
- Ensure that women and men are proportionately represented during press briefings and other public relations activities.

The Protection of Children from Sexual Offences Act (POCSO Act) 2012

The POCSO Act was formulated in order to effectively address sexual abuse and sexual exploitation of children. The Protection of Children from Sexual Offences Act, 2012 received the President's assent on 19th June 2012 and was notified in the Gazette of India on 20th June, 2012.

The Act defines a child as any person below eighteen years of age. It defines different forms of sexual abuse, including penetrative and non-penetrative assault, as well as sexual harassment and pornography. It deems a sexual assault to be "aggravated" under certain circumstances, such as when the abused child is mentally ill or when the abuse is committed by a person in a position of trust or authority like a family member, police officer, teacher, or doctor. The Act also casts the police in the role of child protectors during the investigative process. Thus, the police personnel receiving a report of sexual abuse of a child are given the responsibility of making urgent arrangements for the care and protection of the child, such as obtaining emergency medical treatment for the child and placing the

child in a shelter home, and bringing the matter in front of the CWC, should the need arise.

The Act further makes provisions for avoiding the re-victimisation of the child at the hands of the judicial system. It provides for special courts that conduct the trial in-camera and without revealing the identity of the child, in a manner that is as child-friendly as possible. Hence, the child may have a parent or other trusted person present at the time of testifying and can call for assistance from an interpreter, special educator, or other professional while giving evidence. Above all, the Act stipulates that a case of child sexual abuse must be disposed of within one year from the date the offence is reported.

The Act also provides for mandatory reporting of sexual offences. This casts a legal duty upon a person who has knowledge that a child has been sexually abused to report the offence;; if he fails to do so, he may be punished with six months' imprisonment and/ or a fine.

SEPERATION FROM ORGANIZATION

Resignation

- Should an employee wish to resign, he/ she shall submit a Letter of Resignation to the Secretary of NGO through his/her supervisor
- Unless stipulated otherwise in the concerned employee's Letter of Appointment or Contract, the employee shall give the Organization at least one month's notice in advance of the expected resignation date, or one month's salary in lieu of notice. However, if an employee on probation wants to resign prior to three months of completion of the probation period then no notice period is required.
- The notice period salary will consist of Basic, HRA,TA. Where there is a shortfall of notice periods, it would be adjusted against the final dues of the concerned outgoing employee.
- The Organization, after accepting the resignation, may release the employee at any time during the notice period. The Organization shall not, however, pay the salary for the unexpired notice period.
- Resignations shall be accepted and confirmed in writing only by the appointing authority (Secretary) or his designate.
- An employee cannot withdraw resignation or contemplate resignation once accepted.

Termination

- The services of an employee may be terminated by the Organization at any time without assigning any reason by giving the employee one-month's notice or one months' salary in lieu thereof.
- The services of a casual employee may be terminated without prior notice.
- The services of a new employee on probation may be terminated at any time during the period of probation without assigning any reason, and not prior notice of termination shall be given.

Exit Interviews

There will be an Exit Interview for all employees who leave NGO. The Secretary or his designate officer will be responsible for implementing the Exit Interview process.

QUIT CLAIM OBLIGATIONS

- Any staff member who leaves the organization has to submit his hand over report to his / her supervisor.
- He / She should hand over all the official reports, documents, property (laptop, computer, etc) to the supervisor.
- The Finance unit of NGO shall settle all the dues of the outgoing employee within 10 days of acceptance of the resignation.