

Rural Organization for Social Advancement

Kakarmatta, DLW, Varanasi-221004

Revised Human Resource policy

1- Organizational policy-

- a) Do not discriminate on the basis of cast, religion or gender in the organization
- b) Deputation of work in the organization will be based on staff knowledge, skill and capacity
- c) Organizational worker will not be an active member of any political party.
- d) Organization worker cannot take any direct or indirect benefits under the program of the organization.
- e) Organizational worker will not discriminate, cheat, harass anyone with the community

2- Employee categorization:

- a) **Permanent Employees:** Permanent Employee for ROSA means "An employee, who through an appointment order issued from the appropriate authority of ROSA, has been appointed on a regular basis for a long term engagement, irrespective of project availability. Such employees would be retained by the organization for longer term and their services might be continued through organizational own funds, even if the projects they had been associated with, are withdrawn/over.
- b) **Full time contractual employees:** Full time contractual employees for ROSA means, who by order of appointing authority has been appointed for particular/limited duration for any ongoing project. Full time here implies, an employee is rendering his/her services for minimum of 7 working hours in a day and is available through-out the month (except holidays as defined in the policy or notified by organization). The time defined may not be a fixed schedule for all the employees, as the nature of work, as in some cases their availability would be required at any time of the day as per the field area/people/circumstances. However, overall an employee is expected to render his/her services of minimum 7 hours in a day including break time.
- c) **Part time contractual employees:** Part time contractual employees for ROSA means, who by order of appointing authority has been appointed for particular/limited duration for any ongoing project/task. Part time here implies, an employee is rendering his/her services are available for defined and agreed period in a week/fortnight/month, depending on the nature of work. The working time may be as per the agreement held with employee.
- d) **Probationary:** An employee may be considered as a "**Probationary Employee**" who by order of appointing authority has been appointed on probation and would continue to remain so, unless further confirmation order/letter is not issued by the appointing authority of ROSA. The probation period at ROSA is of maximum 3 months and upon satisfactory

performance of an employee may be issued a confirmation letter by the appointing authority. Considering, the social context in which ROSA operates where females faced dominance & oppression, it is sometimes a challenge to get skilled female candidates and therefore, ROSA would consider an extended probation for female employees, if their performances are found to be unsatisfactory during the initial 3 months. Thus, maximum probation period for female employees would be up to 4 months or on the discretion of the Director/Board of ROSA.

- e) **Confirmed:** An employee may be considered as a **“Confirmed Employee”** who by order of appointing authority has been issued a letter of confirmation of their employment.
- f) **Paid Volunteer:** ‘Paid Volunteers’ are those who have been appointed for specific tasks and are paid on the basis of the task as has been agreed with them through an agreement/contract letter. No appointment order would be issued for such category of employees and their services will get terminated automatically with the completion of task.
- g) **Trainee: “Trainees”** are not appointed employees of ROSA but they voluntarily render their services as part of their academic requirements or gets associated with the organization with the intent of learning. ROSA may or may not provide any remuneration against such services (depending on the financial status of the organization and will be on the discretion of the organization).

Inclusion: ROSA believes & practices social inclusion in all its affairs and shall offer equal employment opportunity to all, irrespective of their caste, religion, creed, race, color, disability, gender, or any other factor. Special preferences shall be given to exclude groups/communities.

3- Level of Staff:

Level of Employees	Eligibility Criteria	Personality Traits
1. Volunteers/Teachers	Minimum High School Pass Minimum age 19 years	- Social attitude
2. Frontline workers	- Minimum Intermediate - Minimum age 19 years - Preferably local candidate - Preferably with 1-2 year experience - Preferably know driving cycle/two wheeler, own it and have valid driving licence.	- Social attitude - Non discriminatory - Extrovert /communication ability - Sensitive - Talents
3. Supervisor	- Should be at least a graduate with 1 year or an Intermediate with an experience of at least 5 years - Minimum age 22 years	- Social attitude - Non discriminatory - Extrovert /communication ability - Sensitive

	<ul style="list-style-type: none"> - Computer skills (MS Office, Hindi/English typing skills, Internet) - Preferably local candidate - Preferably with 1-2 year experience - Preferably know driving cycle/two wheeler, own it and have valid driving license. 	<ul style="list-style-type: none"> - Talents - Supportive Supervision - Leadership skills
4. Finance Officer	<ul style="list-style-type: none"> - Minimum M.Com/MBA finance - Preferably with 3-5 year experience of accountancy in NGO sector - Minimum age 25 years - Computer skills (MS Office, Hindi/English typing skills, Internet, online filings & submissions) - Working skills on Tally package - Knowledge about legal compliances for NGOs (IT, FCRA, Society and such others) 	<ul style="list-style-type: none"> - Social attitude - Controlling capacity - Facilitating ability
5. Accountant cum admin	<ul style="list-style-type: none"> - Minimum B.Com - Preferably with accountancy of experience of 1-2 year - Minimum age 22 years - Computer skills (MS Office, Hindi/English typing skills, Internet) - Working skills on Tally package 	<ul style="list-style-type: none"> - Social attitude - Controlling capacity - Facilitating ability - Ability to judge/relate the expenses with relevant project/program budgets
6. Coordinator	<ul style="list-style-type: none"> - Master degree preferably in Social Work /Rural Development/ Sociology with at least 2 years experience OR - Bachelors in above with minimum experience of 5 years - Minimum age 25 years - Computer skills (MS Office, Hindi/English typing skills, Internet) - Preferably know driving 	<ul style="list-style-type: none"> - Social attitude - Leadership skills - Team management skills - Basic understanding on finance - Communication skills - Quick Decision making - Problem solving - Conflict management - Training skills

	<ul style="list-style-type: none"> two wheeler, own it and have valid driving license. - Ability to write quality reports 	
7. Centre In Charge	<ul style="list-style-type: none"> - Master degree preferably in Social Work /Rural Development/ Sociology with at least 2 years experience OR Bachelors in above with minimum experience of 5 years - Minimum age 25 years - Computer skills (MS Office, Hindi/English typing skills, Internet) - Preferably know driving two wheeler, own it and have valid driving license. - Ability to write quality reports 	<ul style="list-style-type: none"> - Social attitude - Leadership skills - Good Team management skills - Basic understanding on finance - Communication skills - Quick Decision making - Problem solving - Conflict management - Training skills
8. Program Manager	<ul style="list-style-type: none"> - Master degree preferably in Social Work /Rural Development/ Sociology with at least 5 years experience OR Bachelors in above with minimum experience of 8 years - Experience in managing large teams - Minimum age 30 years - Computer skills (MS Office, Hindi/English typing skills, Internet) - Preferably know driving two wheeler, own it and have valid driving license. - Ability to write quality reports 	<ul style="list-style-type: none"> - Social attitude - Leadership skills - Team management skills - Basic understanding on finance - Communication skills - Quick Decision making - Problem solving - Conflict management - Training skills - Reporting & documentation skills - Proposal development skills - Public relations skills

4- Staff recruitment policy

The following process will be adopted to recruit and appoint the workers in organization.

- a. First of all, the created vacancies will be discussed in core team.
- b. Competent workers available within the organization will be given promoted for the positions vacant.

c. In the case of unavailability of competent workers within organization bio-data maintained in organization will be scrutinized and called for interview.

5- Sources of recruitment:

For coordination & managerial positions, Management can announce through news paper/own website/job websites/social media/academic institutions to invite more applications.

Local candidates will be preferred for the appointment of front line workers. Therefore, such vacancy will be advertised through posting of notice at public places & field offices, circulating on social media spaces and through local contacts in local areas.

6- Process of Recruitment:

- a) **Screening of applications:** Applications will be screened at concerned level based on the eligibility criteria and shortlisted candidates will be informed about the date, time and venue of interview through best possible communication channel (phone, email, postal) mutually convenient.
- b) **Frontline workers & Supervisors:** For the selection of Front line workers and Supervisors if the candidate has applied from a local area, initial screening will be done by recruitment panel at Project office level. The recruitment panel at the project office level will comprise of 3 members with gender representation and person with know-how of social issues. This panel will undertake a written test & interview of applicants and shortlist the successful candidates and forward the shortlisted list to the head office.
- c) Final interview of the short listed candidates will be held at the head office level. The final interview will be done by interview by a panel constituted by management also maintaining a gender balance and including social friendly member.
- d) For above positions, If the candidates had applied through email or other means and are out-stationed, in such case they may be directly called to head office for the selection process.
- e) **Coordinator, Program Manager, Accounts cum admin officer & Finance officer:** Candidates will have to undergo written test and thereafter personal interview at the head office level. The interview will be done by a panel constituted by management. Panel will have a fair gender representation and also social friendly member.

7- Appointment:

The finally selected candidates will be given an offer letter to the employees stating all terms and conditions. The selected candidate will have to communicate his/her decision on the offer within 7 working days.

If candidate accept the offer, they shall be served with a probationary appointment letter and on successful completion of probation, they may be given a confirmation of appointment letter. The date of joining will have to be

mutually agreed. At the time of joining the candidates are expected to submit the self attested copy of:

1. Self attested ID Proof - Pan Card self attested
2. Self attested Address Proof – Adhaar card/Passport copy
3. Self attested Bank pass book
4. Self attested Driving license
5. Self attested 3 Passport size photo
6. Copies of self attested educational qualification certificates
7. Affidavit – declaring non criminal background/gap in employment/ongoing cases/conviction etc.

The selected candidates will be appointed on probation for first one month's that may be increased up to maximum of 3 months with relaxation for female employees with maximum probation period up to 4 month.

Honorarium/ remuneration will be decided by management based on experience, qualification and available fund.

Once appointed, ROSA will have the authority to use the name, details, CV, photo for organizational work.

8- Induction & Orientation:

ROSA will organize a systematic induction program for all its employees irrespective of how experienced they are and for which level they are appointed at. Following will be the process of induction for all the levels of staff irrespective of their position:

- a) The induction process will organized for 1-2 days at the Centre/head office level, by the Member of Core Team/Director of the organization or someone as directed from the management, during which following aspects will be covered:
 - Introduction with team members
 - History of organization
 - Vision, Mission, Values
 - Policies
 - Code of conduct (Organizational & also for Project Offices)
 - Working Areas
 - Overall Programs of ROSA
 - Committees
 - Benefits & deductions
 - Norm
 - Project details (for which the employee is appointed)
 - Reporting & documentation system
 - Communication system
 - Organizational culture
- b) These will be shared through a formal interaction/session, reading available documents, observation, using learn by doing.
- c) Thereafter, they will undergo a field induction cum orientation which will include:
 - a. 3 days field induction cum orientation at another program location/project office wherein the focus would be induct them with of how project office & projects functions, expose to culture of another area and also to learn the project components.

- b. On completion of above, again they will undergo a 3 days induction at the project office, where they would be placed. During this induction, they will be made familiar to team, area, community, project components and how to do it and such other important aspects.

For female employees also, same process will be applied. However, if it is difficult for them to go for an outstation/other location for induction they may undergo a 6 day field induction cum orientation in the same project office where they are appointed for.

9- Work Schedule and hours:

- A. Normal working hour for full time staff is of 7 hours on a working day.
- B. Project Office: 09 am – 04 pm (Although this is the office timing, but considering the project & field requirements, the employee is expected to be available over and above the mentioned timings)
- C. Head Office : 10 am – 05 pm
- D. Break time : 1 hour
- E. Working hour for part time staff: As per the agreement.
- F. **Weekly off:** Sunday or any day as decided by management will be weekly off.
- G. **Attendance norms:** All employees will have to put their attendance in the attendance register at the office. If the employee is going directly to the field, they will have to inform their concerned reporting authority regarding their presence in the field. If the employee is on outstation tour for organizational purpose (meetings/trainings), their attendance will be recorded by concerned authority.
- H. **Late coming norms:** All employees are expected to maintain discipline on office timings. Maximum relaxation for late arrival is 15 minutes from the stipulated time. Beyond which it might be considered as absent. If an employee getting late beyond 15 minutes, they will have to inform their respective authority. In case of uninformed delay, they would be considered absent. 1 day leave will be deducted if an employee is late for more than 3 times in a month.
 - a. If an employee is found missing in field uninformed/without due reasons during working hours/as per the plan, it might be consider absent.
 - b. An employee returning from an outstation travel and is getting late, might be an exception but in such case also, they will have to inform their reporting authority.
 - c. An employee's discipline will have an impact on their annual appraisal, increment and growth in the organization. Therefore, it is expected that all maintain a proper discipline by self and build the same culture around.
- I. Holidays: Secretary will declare the list of public holiday every year.

10- Leave Policy:

- a) **Probationary employees:** All probationary employees will be entitled only for half CL for every completed month. They will not be entitled for any other leave during the probation period.
- b) **Casual Leave:** All employees are entitled for 6 days CL in a calendar year. CL cannot be clubbed with any other leave. CL is meant for exigencies and employee therefore, it cannot be taken together. Maximum 2 CL can be taken at a time. However, if the employee has no other leave remaining and if there is a valid emergency situation, the management will have the discretion to accept or reject use of balance CL together.
- c) **Medical Leave:** All employees will be entitled to get 9 Medical leave in a calendar year. For medical leave of 3 days or more, employee will have to submit prescription of a medical practitioner while joining.
- d) **Privilege Leave:** All employees will be entitled for a 9 day privilege leave in a calendar year. The PL can be taken together in one stretch or also in breaks. 50% of the remaining PL at the end of calendar year, will be carried forward to the next calendar year.
- e) **Maternity Leave:** All female employees who had completed 1 year of service in ROSA will be entitled for 45 days of paid maternity leave and if there are medical complications can be extended by another 45 days but will be without pay. Applicable only up to two children.
- f) In case of miscarriage/termination of pregnancy due to medical complications an employee may be allowed to take up to 07 days leave. But in such case, doctor's prescription suggesting abortion will have to be submitted at the time of rejoining.
- g) **Paternity Leave:** All male employees who had completed 1 year of service in ROSA will be entitled for 03 days of paid Paternity leave in case normal delivery. For complicated or caesarian/hospitalization cases, it can be extended maximum upto 6 days. Applicable only up to two children.
- h) **Family Planning:** Total 15 days will be allowed as sterilization leave for female and 07 days for male worker. 01 day for copper –T.
- i) **Leave without pay:** In case, all the other entitled leave get over, an employee can avail maximum of 30 days leave without pay. Extension of leave without pay beyond 30 days, may be on the discretion of the management and may be done only for extreme or unavoidable circumstances.
- j) **Compensatory holiday:** All employees will be entitled to take a compensatory off against the day they had worked on holiday due to any exigencies. The head office through notice will intimate the project office the alternate date on which the employee/s can take the compensatory holiday.

11- Norms for Leave application & approval:

- a- **Application & approval of leave at project office level:** The application of Volunteers/Teachers/Frontline workers/Supervisors will be processed at project office level. For planned Leave (general/maternity/family planning/LWP), applications must be submitted to Centre Incharge being duly forwarded by the respective coordinator and in the prescribed leave application form at least 07 days earlier.
- b- **Application & approval of leave at head office level:** The application of Program Manager, Finance & administration staff, Centre In charges & Coordinators will be processed at head office level. For planned Leave (general/maternity/family planning/LWP), Leave applications must be submitted to Chief Functionary being duly forwarded by the respective reporting authority (as applicable)through email or in prescribed format at least 07 days earlier.
- c- All leave applications must be approved by appropriate approving authority before 2 days except emergency).
- d- But in case of emergency (medical or casual leave), the employee should inform the concerned reporting authority and take approval over phone or any other means. But on resuming duty, they should submit the leave application on prescribed format to the concerned authority as prescribed in a & b.
- e- In case of non prior approval of information leave will be treated as leave without pay and in case of non information of leave also it will be treated as leave without pay for double the no. of days S/He goes on leave without information.
- f- Employee will be considered suspended, if they are absent from duty for 5 continuous working days without any information. In such case, the employee will be served with a show cause notice. Unless, satisfactory clarification is received from the employee, S/he might remain suspended and without pay. If the employee does not provide satisfactory clarification to the show cause notice, the secretary may even decide to terminate the employee.
- g- If the entitled 24 days of leave for employee gets exhausted and if S/He requires further leave, only secretary has the authority to approve such leave applications, considering the circumstances.
- h- Leave will be calculated in calendar year.
- i- Centre In charge will be responsible to send the leave records by end of every month to the HR & finance department at Head Office.
- j- All team leaders will get their leave approved by secretary.
- k- All the National Occasions (Independence Day, Republic Day, Gandhi Jayanti and declared by government time to time) will be celebrated by organization and is mandatory for all workers to participate in the celebration.
- l- All workers are expected to contribute their time on the day of weekly off in interests of organization and community.

Note:

- The above leave will be applicable only after 3 months of joining and there will be following methods of taking these leave.

- It will be necessary to give the necessary responsibility of your work to other fellow workers during the holidays.
- Other holidays falling between approved leaves will also be counted in the granted leave.
- There will be no leave during assessment, training or organizational urgent work

12- Salary and Compensation:

ROSA has following grade of employees:

1. Grade – IV: Field Level - Frontline workers/Office Asst.
2. Grade – III: Supervisor level – Super visor/Accountant
3. Grade – II :Coordination level- Centre In charge/Coordinator/ Finance Officer
4. Grade – I : Managerial level –Secretary /Program Manager

Salary scale for different grade of employees:

Grade – IV	8000 - 11000
Grade – III	12000- 16000
Grade – II	17000 - 30000
Grade – I	31000 - 50000

13- Security Deposit: During the probation period, 33.33% of the salary will be deducted every month for a period of maximum 3 months and will be kept as a Security Deposit with the organization. Security Deposit will be non refundable if an employee either leave by self or is terminated, either during probation or within 6 months of their appointment. However, if an employee completes 6 months of employment at ROSA, they become eligible to claim refund of Security Deposit at the time of their exit, provided they follow the notice period policy. Employee can claim for reimbursement of this deposit at time of their exit from ROSA. The claim will be settled within one month of submission of request. However, final discretion in this regard lies with the management of ROSA.

- 14- Form of Payment :** Bank transfer (RTGS/NEFT/Cheque)
- 15- Frequency of payment:** Monthly (by 7 day of every month)
- 16- Tax Deduction:** As per government norms.
- 17- Any other deduction :** EPF, ESIC, LWP, Fine/penalty for misconduct or damage to organization property
- 18- Salary Slip:** Will be given all employees within 1 month after salary disbursement.
- 19- Norms for Increment:**
 - a. Increment will be based on the project funds availability and will be decided by the secretary.

Other Benefits:

20- Employee Provident fund: Once confirmed, all full time employees will be eligible to get enrolled for EPF and deductions will be made will as per the prevailing government norms. The responsibility to claim PF from the concerned government authority lies with the

employee and organization will not be responsible to process any claims by itself. However, organization can forward the application as per the requirement of application process. Organization will not be held liable for delays or any other deductions in claim from EPF authorities.

21- Accidental: All confirmed employees of ROSA will be enrolled under for an accidental insurance policy with coverage of Rs.1 to 5 lakh.

22- Medical Insurance: As per the provisions of project, employees may be provided medical insurance facility.

23- Communication: As per the provisions of project, employees may be provided expenses for communication.

24- Identity Card: An organizational Identity card will be issued to all confirmed employees. The employees will have to submit back the ID card at the time of final settlement. The identity card details will also be published on the website of the organization. If the ID card is misplaced by the employee, they will have to bear the cost of creating a new ID card.

25- Performance Appraisal System:

a) **Frequency:** All employees will have to undergo performance appraisal once in a year during which their performance against the set standards/parameters will be assessed. This will be done on a calendar year basis.

b) **Who will be involved in the appraisal process:** The performance appraisal will be done between self & their concerned reporting authority (whomsoever the employee reports to).

c) **Process:**

a. First step, a performance appraisal format (Form -12) has been developed which will have to be filled both by the employee and their reporting authority and will be submitted to the secretary or designated authority (as instructed by the secretary).

b. The scores given by the appraiser & appraise will be compiled (Form 13) and a discussion will be held between the appraise, their reporting authority and the secretary or designated authority (as instructed by the secretary) and through mutual clarification & justification a final score will be agreed upon for each of the parameter of the performance assessment. Together, the target accomplishments of previous years will be reviewed and assessed.

c. Thereafter, areas of strength & areas of improvement will be identified from the final scores of Form.

d. Further the same group will discuss and set targets for the employee for next year and also discuss and decide measures for addressing the areas of improvement which will be filled in Form 13.

- d) **Outcome of Performance Appraisal:** Performance appraisal of employees can lead to the following results:
- a. **For Outstanding/Excellent Performers ROSA may give**
 - i. Increment of 6-10%
 - ii. Promotion
 - iii. Additional responsibilities
 - iv. Other benefits/rewards
 - v. Recommend them for better opportunities at state, national, or international level(awards/fellowships/trainings)
 - vi. Might be included in the Core team of the organization
 - vii. Send them as representatives of ROSA at different platforms.
 - b. **For Satisfactory Performers ROSA may give**
 - i. Increment of 4-5%
 - ii. Promotion
 - c. **For Average Performers ROSA may**
 - i. Increment of 1-3%
 - ii. If the weakness are on negotiable indicators, an employee may be provided an opportunity for Capacity Development but if continues to be an average performer, might even be demoted
 - iii. Increment may be with held till performance is not improved.
 - d. **For Poor Performers ROSA may give**
 - i. No Increment
 - ii. If the performance is unsatisfactory and the employee is not showing any sign of improvement (in the mutually agreed timeline) then organization may even take a call to terminate.

Note: If the score of any employee on the non-negotiable indicators falls between 0-1, they might be even demoted or terminated depending on the gravity of failure.

26- Promotion:

a) Basis for Promotion: ROSA will have the following basis for promoting its staff

1. If the employee is an excellent performer.
2. Capacity of the employee to take up new role/task
3. If the employees meet the eligibility criteria required for the position S/He is to be promoted to.

b) Norms for Promotion:

1. Promotion may or may not come with change in salary or monetary benefits and will depend on the availability of funds in the project. But organization will be open to provide the available facilities/benefits.
2. Employee cannot claim the benefits of the Promotion as a right, as it totally depends upon external fund availability.
3. Employee will be given a Promotion letter which will state the terms and conditions of promotion.

4. Experience & seniority in the organization will not be the basis for promotion if they do not meet the eligibility criteria and also if they have performed as per the expectations. An employee cannot claim for a promotion based on their Seniority or Experience in the organization.

27- Capacity Building:

- a) ROSA will provide best possible support to the employee to improve their performance. The capacity building needs of individual employee will get reflected through the performance appraisal and at the end of appraisal the performance improvement plan will be evolved. This will be the basis to provide capacity building opportunities.
- b) Internal Capacity Building: Based on the emerging common capacity building needs from the performance appraisal system, ROSA will try to mobilize resources and organize internal capacity building programs based on the identified needs.
- c) External Capacity Building: ROSA will also identify external opportunities for capacity building and send the employees requiring such inputs for their personal and professional growth.
- d) Equal opportunities will be provided to both male and female employees.

28- Transfer:

Since, ROSA operates in many districts and is continuously expanding its area of operations, there is always requirement of employees all operational areas. Thus, ROSA may transfer its existing employees as per the need & requirement of organization.

Transfers may happen because of:

- Change of existing Project Location
- Completion of a project.
- New project
- Promotion
- Disciplinary action
- Need & requirement of the project.

29- Norms related to Transfer:

- a) Based on any of the above reasons, if the organization requires that an employee might have to be/could be transferred, it will discuss about the same with the employee with necessary terms and conditions.
- b) The employee will have to decide and communicate their decision back to the management within 7 days.
- c) If the employee reject for the transfer:
 - a. and If, the project S/he is employed with, is still continuing - ROSA may allow the employee to continue on the same position & location provided the transfer were not on disciplinary grounds.

- b. and If, the project S/he is employed with, is over/closed - ROSA may consider to retain the employee (in case it is not a disciplinary transfer) for any other position, available within the same locality and provided the employee is ready to take up the available position.
- c. If no vacancy is available within the same project location and employee is not willing to move to other project location, may mutually decide to leave on completion of the project which S/He was part off.

30- If the employee agrees for the transfer, then :

- a. Organization will issue a transfer letter including the terms and conditions.
- b. S/he may be provided with travel allowance from home location to transferred location as per the travel policy of ROSA only once i.e. at the time of relocation.
- c. Although, the employee might have undergone an induction and is familiar about the organization & its functions, but if they are being transferred to a different project, they might have to undergo an orientation regarding the project s/he is transferred to. The concerned centre in charge will be responsible to facilitate such orientation.

31- CODE OF CONDUCT:

Drunkenness or boot-legging, breach of regulations regarding smoking, riotous or disorderly behavior during working / duty hours, presence within the premises of the organization in a drunken state or under influence of narcotics, or carrying, possessing or distributing alcoholic/narcotic substances, gambling within the premises of the organization or while on duty or otherwise; possession of lethal weapons, any act of immorality within the premises of the organization or otherwise, or while on duty.

1. Do not use any pan masala / smoking of any kind or promote it in organization offices
2. Do not discriminate against any of the target groups of the organization, deceit, harassment, exploitation, or support; agree with such person who is involved in such activities.
3. Not being involved in any unethical, anti-social work, nor giving support to such a person, that is involved in such activities
4. Not being an active member of a political party
5. Not to involve in the anti organizational activities of the worker or any member of his family. Offending or criticizing in public, the organization, its office bearer, members of its Governing Body, superiors or its employees, any member of the public who is connected with the official work of the organization, with or without malice;
6. The worker shall not be entitled to any direct profit or indirect under the organizational program.
7. The use of organizational community money will not be used or promoted in any work under personal circumstances.
8. There is no direct or indirect involvement with any NGO / Government organization.

9. All kinds of sexual or non-sexual violence, conduct violating common decency or morality, utterance of indecent words, gesturing or acting indecently or obscenely against or before members of opposite sex in the office or while on duty;
10. Wasting time by idling, loitering, chit chatting etc during office or duty hours, shouting in office
11. Maintaining / keeping the official records, office facilities in disorderly or in unclean manner.
12. Failure to mark attendance in time.
13. Not providing leave address while on leave.
14. Absence from workplace without information to office/competent authority not more than 15 minutes.
15. Failure to report accident happened to oneself on personal travel within 24 hr, in case it is affecting the work
16. Willful insubordination or disobedience to the orders / directions of a superior, whether alone or in combination with others.
17. Refusing to acknowledge any communication from the authorities of the organization;
18. Refusing, express or implied, to do the allotted work or to act as per the orders of his/her superior in the matter of his/her work; or to do additional work entrusted to him/her ;
19. Refusing to leave the work premises at the conclusion of duty time.
20. Promoting of discontentment and disloyalty among employees towards the organization or any of its authorities; Inciting other employees for or initiating, conducting or taking part in any kind of agitations, strikes or delaying tactics;. Obstructing or restraining smooth functioning, wrongfully interfering with the work of other employees;
21. Negligence or neglect of work/duties; Habitual negligence of duty
22. Non co-operation with co-employees in proper discharge of duties;
23. Handling of equipment, records etc not entrusted to ones charge without due permission;
24. Wrongfully confining, threatening, intimidating, indulging in heated arguments, fighting with, assaulting or threatening to assault, or use of abusive language, or attempting to cause bodily injury to, with superiors / other employees of the organization or any person with whom the organization has functional connections or visitors to the premises of the organization; malicious mischief, such as hiding or destroying any article or property belonging to the organization;
25. Unauthorized use of any of the properties or facilities of the organization;
26. Falsification, defacement or destruction of any records of the organization, or knowingly or wrongfully interfering or tampering with the records maintained in the organization; Willful damage or loss to the property or belongings of the organization or their wasteful or negligent use.

27. Distributing or exhibiting within' or in front of any premises of the organization or posting on the notice board any incriminating material, pamphlets etc.;
28. Writing, contributing or publishing any article, booklet etc affecting adversely the reputation of the organization or any of its officials;
29. Disclosing to any unauthorized person confidential facts or figures about the activities of the organization;
30. Holding or attempting to hold meetings within any premises of the organization without written permission of the Appointing Authority;
31. Collecting or raising of funds, either in the name of the organization or on behalf of any other agency, entity, individual without the written permission of the Appointing Authority;
32. Carrying on money lending or any other private business within the premises of the organization;
33. Seeking, soliciting or accepting bribe, kickbacks, gift, gratuity, reward in kind or cash, from any other employee / person with whom the organisation has functional connection, or giving or attempting to give bribe, kick-backs, gift, gratuity, reward in kind or cash to another employee of the organization;
34. Theft, fraud, dishonesty or breach of trust, or misappropriation in connection with organisation's funds or property or with the property of other employees or and other person with whom the organization has functional connections;
35. Habitual indebtedness and borrowing from colleagues or outsiders.
36. Habitual absence without leave or permission of the Sanctioning Authority or overstaying sanctioned leave without sufficient grounds or proper and satisfactory explanation;
37. Deliberate abuse of any leave, privilege, concession or benefits for the time being in force in the organization;
38. Violation or disregard of established safety practices on the premises of the organization or while on duty; Inefficiency or committing habitual mistakes in work.
39. Accepting employment or engaging in trade or business or any other commercial activity with or under any other person or entity during the tenure of service in the organization, without written permission of the Appointing Authority.
40. Giving false personal information or work related information, at the time of appointment or any time during employment.
41. Failure to report to the higher officials of any accident either to himself/herself or to any other employee or about any defect or damage to any equipment or property of the organization or other circumstance which may cause damage or loss to the organization, coming to his/her knowledge; Falsifying or refusing to give testimony when accidents, misconducts or any other matters are being investigated.

42. Involving in any act which is considered as unethical, civil or criminal wrong under any law of the land; Conviction by a court of law for criminal offences involving moral turpitude, entailing punishment by imprisonment. Practicing activities which are considered illegal as per the civil code (IPC).
43. Habitual repetition of any act or omission which is punishable under these rules.
44. Misusing and causing damage to the office property intentionally or because of carelessness.
45. Habitual leaving workplace (more than 3 time) during working hour without permission of competent authority (officer/Manager/director/admin staff/finance)
46. Do not give any information related to the organization to the out site of organization person or any organization without the permission of the secretary of the organization, it will be considered as a wrong behavior
47. It would be mandatory to give a written notice to a worker in the event of leaving the organization himself.

All employees should compulsorily report any misconduct observed. If an employee fail to report misconduct even after knowing it, will also be considered as misconduct and such employees will also face trial for misconduct.

32- Process for dealing with misconduct:

1. When misconduct is reported, the organization will form an investigation committee to study the incidence. The committee will be constituted bearing in mind the proximity, gender needs, sensitivity to the issue and such other factors.
2. The investigation committee will study the incidence and submit a report to the secretary of organization within 7-15 days or even earlier based on the kind of misconduct.
3. During the enquiry the employee will remain suspended until further orders are received.
4. The employee will be given an opportunity to explain/give clarification.
5. Based on the gravity of the misconduct and the report of the investigation report of committee, the secretary will decide the necessary action which might amount to:
 - a. Verbal or written Warning
 - b. Show cause notice
 - c. Penalty or fine
 - d. Withhold increment or promotion
 - e. Reduction of benefits/privileges
 - f. Demotion
 - g. Transfer
 - h. Suspension
 - i. Terminate
 - j. Legal action

The final action will be decided by the secretary

33- Sexual Harassment:

The term sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, any other unwelcome physical, verbal and / or non-verbal conduct of a sexual nature, sending an obscene mail, messages to a colleague, sharing pornography and such other actions. Any such acts provoking modesty of a member of the other sex shall be construed as sexual harassment. Any act of sexual harassment will result in stringent disciplinary and legal action

34- Grievance handling mechanism:

Suggestion/Grievance box:

- a) An employee can share their grievance/suggestion through in the suggestion/grievance box placed in all project offices
- b) They can also share it with their immediate reporting authority and it can be resolved at their level, shall do it with communication to the secretary.
- c) If the employee is not comfortable/satisfied of sharing/dealing of the grievance with their reporting authority they can contact the secretary through telephone/whatsapp/email or any other means.
- d) At all Project offices, notice boards with contact details of secretary to whom anyone can share their feedback/suggestions/grievances are displayed.

35- Process of Grievance Handling:

- a) The grievance should be reported to the secretary as soon as it has been received by any of the employee.
- b) Considering the level of grievance, secretary may take appropriate decision by self or may consult with core team or board members on the same.
- c) If it is within the reach of the organization, necessary steps would be taken to address the grievance.

36- Resignation

- a. An employee who desires to resign from service of the organization shall give One month's notice in writing of his/her intention to the Appointing Authority. On receipt of such notice or an amount equal to a month's total emoluments (salary and allowances) in lieu of the notice, the Appointing Authority may accept the resignation at any time.
- b. No resignation would be complete until and unless the same is accepted in writing by the Appointing Authority
- c. Once resignation is accepted, in due course of time he/she will have to hand over his charges/responsibilities to the designated person/head office.
- d. The salary dues of all discharged or resigned staff will be settled within one month after deducting all procedural and statutory dues and after handing and taking over process is completed.
- e. During the period of probation, the services of all categories of employee may be discontinued without notice; however the reason for discontinuity of will be shared with the person.

- f. The Appointing Authority shall be the competent authority to issue certificate of service to the employee.
- g. An employee will be required to clear all his/her dues and obtain no due certificate. An employee may be issued a service certificate when relieved from duty if he/she applies in writing for the same.
- h. Organization may also hold an exit interview for those who leave through proper resignation process.

37- Termination

The staff will be terminated with gross offence for the reason as mentioned below.

- a) Poor performance
- b) Sexual Harassment
- c) Found working for others during the duty hours /self employed
- d) Financial misappropriation
- e) Political propaganda
- f) Taking leave without informing for long time.
- g) Passing or disclosing the information regarding the projects or other important documents to outsiders without permission.
- h) Other gross misconduct

38- Process of termination

- a) The case will be put forward in front of secretary along with the grounds on which termination is being proposed. The urgency and gravity of matter will also be informed for action.
- b) The secretary will issue a show cause notice to the employee so that he/she get an opportunity to justify himself/herself (within 7 days)
- c) In case of termination, the organization will serve a termination notice to the employee one month in advance
- d) If the employee is terminated immediately, organization will pay one month salary.
- e) An employee will be required to clear all his/her dues and obtain no due certificate from all reporting authorities. All dues of the employee will be settled within 3 month of termination provided a successful and satisfactory no-dues certification is submitted.

39- Superannuation/Retirement

- (a) Every employee shall be superannuated or retired from service of the organization on completion of his/her 58 years of age as per authentic government certificate.
- (b) Not withstanding anything contained in the foregoing sub clause (a), a retired or superannuated employee may be freshly appointed with the approval of the president and on such fresh appointment he/she would be paid salary and allowances at the rate mutually agreed or as drawn by him/her at the time of his/her retirement/ superannuation

Provided that the fresh appointments shall be for a period of one year at a time, and the employee shall not be entitled for any terminal benefits at the conclusion of any such appointments except at the discretion of the Appointing Authority.

40- Signing of “service agreement paper of organizational terms and conditions” with staff:

Every worker joining or continuing his/her service with organization signs an “agreement paper of organizational terms and conditions”. The management will give a provisional joining letter containing the detail job responsibilities assigned to that particular staff. The decisions related to termination will be taken by secretary on the performance. Before final decision, concerned worker will be given opportunity to present his/her clarification. Explanation can be given to secretary or any authorized person assigned by him.

Passed by Managing committee of “Rural organization for Social Advancement” **dated 31 December 2017** at Registered office Kakarmatta, Varanasi.

Mr. Rajnath Singh

Mr. Muziburrahman

Mr. Mustaque Ahmad

Mr. Janardan Singh

Mr. Ansar Ahmad

Smt. Kamla Devi