

Human Resource Policy



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1. Objectives

- 1.1 The purpose of formulating human resource policies is to foster a sense of camaraderie among employees working in the organization and ensure transparent dissemination of all information related to the organization. This enables all employees to actively contribute to achieving the organization's objectives with enthusiasm and dedication.
- 1.2 It is essential that the organization's human resource policies are user-friendly and clear to prevent any discrimination or bias with any employees.
- 1.3 To create a safe environment in the organization, where employees feel secure and that their work and personal life are in harmony. Employees should never feel unsafe or exploited within the organization. The implementation of these policies will ensure that employees are fully satisfied, motivated, and aligned with the organization's goals.
- 1.4 It is generally observed that individuals often find it difficult to adhere to rules or regulations. However, human resource policies are not only rules, these are important guidelines that provide information to each employee about their future within the organization and other assistance beyond financial support.
- 1.5 Human resources are the most valuable asset for any organization. Without human resources, an organization cannot exist. By presenting these policies and procedures to the organization's employees, it should be conveyed that along with achieving the organization's objectives, special attention is given to human values, such as mutual respect, justice, equality, honesty, and transparency, which would encourage employees to work enthusiastically.

2. Recruitment, Selection, Appointment of Employees and Services

- 2.1 **Selection and Appointment:** In organizations, impartial human resource selection is a critical process. To fulfill the organization's objectives, the organization will conduct examinations and interviews in a fair manner to select suitable candidates as employee or consultant for designated/approved positions in project and organizational work/activities. The following process has been defined by the organization for the selection and appointment of employees/consultants:-
 - **Application and Shortlisting:** The organization invites applications through online/offline advertisements, as per the requirements, for positions under the projects and organizational work. A list of shortlisted candidates will be prepared based on received applications.

- **Interviews:** Shortlisted applicants will be invited for interviews, which will be jointly conducted by the organization's director, project director, and financial management representative.
- **Document Verification:** The organization will obtain copies of relevant educational, reliving order form the last employer (If Applicable) and experience-related documents from eligible applicants and Verification will be done as per the prescribed procedure regarding the documents of the candidates and their inclusion in criminal activities.
- **Reference Checks:** Reference checks regarding personality, competencies, and collaboration with colleagues will be conducted through phone calls and email with at least two individuals, including their immediate supervisor and reporting officer.
- **Selection and Work Allocation:** After evaluating performance in interviews and positive reference checks, candidates will be selected and allotted work.
- **Orientation about Organizational Policies and Induction Training:** Information regarding the organization's policies will be provided, and necessary policies will be agreed upon and signed. Induction training regarding to the employee's role and responsibilities will be conducted by the Project Director within the 15 days of appointment.

2.2 Employee Benefits: The organization will provide competitive compensation and benefits packages to all employees. Benefits may include health insurance, retirement plans, paid time off, and other benefits to promote work-life balance.

2.3 Employee Training and Development: The organization will provide training and development opportunities to employees to enhance their skills and knowledge and advance their careers. All employees will have access to regular training sessions, both internally and externally.

2.4 Probation Period: Selected individuals will undergo a probation period of three months as regular employees to understand the organization's work processes and evaluate their work competence.

2.5 Performance Management: The organization will implement a performance management system that includes regular performance evaluations, performance improvement plans, and disciplinary action procedures. Feedback will be provided to employees in a constructive and supportive manner, with clear expectations and goals set for performance improvement.

- 2.6 Code of Conduct:** The organization has a code of conduct that outlines the standards of behavior expected of all employees. The code of conduct includes guidelines for behavior in the workplace, conflicts of interest, and whistleblowing.
- 2.7 Grievance Redressal:** The organization has a system in place for employees to raise complaints or grievances, and employees are encouraged to use this system. All complaints will be treated with confidentiality and fairness, and appropriate action will be taken to address the grievance.
- 2.8 Consultancy Services:** The organization may hire experts/specialists for short-term tasks and activities/documentation related to organizational and projects work. Contracts will be signed with the consultants for these services.
- 2.9 Termination of Services:** If a newly appointed employee wishes to resign from their position or is deemed incapable/incapacitate of providing continuous their service to the organization, they can resign by providing one month's notice or depositing one month's salary/consultation fee in the organization's bank account. In cases of dissatisfaction with the work performed by appointed employees/consultants, the organization may terminate their services by providing one month's prior notice. In situations involving misconduct by an employee, the organization may terminate their services immediately without any prior notice.

3. Salary and Facilities

- 3.1 Salary:** The salary of employees in the organization shall not be less than the minimum wage rate as notified by the government. The remuneration for employees and consultants under the project will be as per the approved budget. Payment of salaries to employees will be made on a monthly basis by the 5th of the following month after the submission of monthly progress reports. The other expenses will be reimbursed along with the salary after submission of the bills in the prescribed format by the end of month.
- 3.2 Tax Deductions from Salary:** Income tax deductions will be made from employees' salaries and remuneration in accordance with the provisions of the Income Tax Act.
- 3.3 Salary Increment:** Salary increments of up to a maximum of 10% may be granted based on budget availability, performance, and annual performance evaluations.
- 3.4 Personal Insurance:** Regular employees will be provided with access to personal insurance facilities. Group insurance policies will be taken for employees under the group insurance policy scheme, or individual premiums of up to INR 4000 per annum for personal insurance may be reimbursed.

3.5 Travel Expenses: For the use of personal vehicles for official purposes, travel expenses will be reimbursed at the rate of INR 4 per kilometer for two-wheelers and INR 10 per kilometer for four-wheelers.

3.6 Provident Fund: Provident fund deductions will be made from the basic salary of regular employees who have completed one year of service.

3.7 Gratuity Benefit: Gratuity benefits will be provided in accordance with the provisions outlined in the project, upon successful completion of one year of service and as per the terms specified under the project.

3.8 Other Services:-

- The organization will bear the expenses for purchasing any item for the purpose of office use with the approval of Project Director. It is mandatory to mention the purchased items in the stock register.
- In cases where the organization's work necessitates the use of telephones, mobiles, the internet, etc., the organization may reimburse the cost equivalent to the prevailing tariff plan or its equivalent amount.

4. Travel and Other Expenses

4.1 Reimbursement of Travel Expenses: Employees and consultants may travel by train or bus travel to fulfill project requirements and other organizational tasks with written approval from the project director or competent authority. Travel expenses will be reimbursed in the following manner:

- Reimbursement up to Third AC Train Fare or Deluxe/Volvo Bus Fare (upon submission of the original tickets).
- Reimbursement of Actual Local Travel Expenses.

4.2 Accommodation Expenses: In situations where an employee has to travel more than 100 kilometers from the workplace and is required to stay for more than 8 hours, accommodation expenses up to a maximum of Rs. 1200 per day will be reimbursed, along with the submission of bills and an activity report.

4.3 Meals: Meal expenses (breakfast, lunch, and dinner) during travel of employees/consultants outside the workplace for official purposes Rs. 500 per day will be reimbursed.

4.4 Travel Planning by Employees: The prior approval via email from the Reporting Officer or the relevant authority is mandatory for employees before the travel. In

special circumstances, the post-facto approval from the Reporting Officer and the relevant authority will be considered.

- 4.5 Release of advance:** Release of advance will require approval from the reporting officer or competent authority in prior. The advance amount will be disbursed within seven days after submission of the request in the prescribed format.
- 4.6 Travel Reporting:** Employees must submit a travel report and the original travel bills/ tickets to the relevant officer within five working days of returning from a trip.
- 4.7 Use of Taxi for Local Travel:** It is advisable/preferred for employees to use Ola/Uber for local travel. In the absence of Ola/Uber, the actual rental cost of a taxi/jeep/auto may be reimbursed at standard rates.

Note: In cases of travel by employees to other states on behalf of the organization, actual travel, accommodation and meal expenses can be reimbursed after submission of the brief report of the visit.

5. Leave Policies

Employees in the organization are entitled get the benefits of following leave facilities-

- 5.1 Casual Leave:** Employees can avail 12 casual leaves in a year, but they cannot take more than 3 consecutive days of leave within a month. Casual leave cannot be combined with any other type of leave. If more than 12 leaves are taken in a year, the earned leave will be reduced in proportion.
- 5.2 Medical Leave:** Regular employees will be granted eight days of medical leave upon submission of a valid medical certificate or hospital admission proof. In case of severe illness, special leave may be granted based on the board member's decision.
- 5.3 Earned Leave:** Regular employees who successfully completed one year will be eligible for 15 days of earned leave, which can be carried forward to the next year if unused. If they do not utilize it in the following year, it will be forfeited.
- 5.4 Maternity and Paternity Leave:** Regular female employees are entitled to 3 months of maternity leave, and male employees are entitled to 15 days of paternity leave upon becoming parents. This facility is available to employees who have been working for more than one year.
- 5.5 Public Holidays:** The organization observes 12 public holidays in a year as per the annual calendar. These include 3 national holidays: Republic Day, Independence Day, and Gandhi Jayanti, and 2 local holidays based on local preference.

5.6 Leave Approval: Leave requests must be approved by the Reporting Officer. Leave will be granted only when the employee's absence does not significantly affect the functioning of work.

5.7 Leave Application: If an employee intends to take leave, they must inform the Reporting Officer in writing at least two days before taking leave. Unauthorized leave will be considered absent from work and will result in a deduction from the salary.

5.8 Annual Leave Calendar: The annual leave calendar of the organization will be as follows-

Sr. No.	Festivals and Holidays	Days of Leave
1.	Muharram	01
2.	Mahashivratri	01
3.	Holi	02
4.	Ram Navami	01
5.	Rakshabandhan	01
6.	Shree Krishna Janmashtami	01
7.	Dussehra	01
8.	Dipawali	02
9.	Bhaidooj	01
10.	Christmas Day	01
11.	Independence Day-15 August	01
12.	Republic Day-26 January	01
13.	Gandhi Jayanti	01

6. General Instruction for Employees

6.1 The organization's working days will be from Monday to Saturday.

6.2 During working days, the organization's office hours will be from 9:30 AM to 5:30 PM, with a provision of a 30-minute lunch break for employees.

- 6.3 Female employees with children under the age of three will have an 8-hour workday, but they will be granted a one-hour relaxation for coming and going.
- 6.4 During the menstrual period, work from home for the initial two days can be permitted for female employees/consultants. However, it would be essential to submit the work report at the end of each day.
- 6.5 If an employee is consistently coming late from the office time for more than 3 days in a month without any specific reason, a one-day salary deduction may be imposed.
- 6.6 Continuous absence for 5 days or more without prior permission may result in consideration for termination of the employee.
- 6.7 In cases where an employee is not performing duties according to their role, the organization will ask for clarification in writing, provide an opportunity for improvement, and reevaluate the work after 2 months. If no improvement is seen, the employee may be terminated
- 6.8 Each employee must maintain a daily diary to record their daily tasks. This diary will be subject to periodic inspections by the reporting officer.

7. Confidentiality and Data Protection Policies -

- 7.1 **Details of Employees:** The organization is committed to upholding the confidentiality of employee information and safeguarding data privacy through necessary measures. Access to confidential information will be limited to authorized personnel, and comprehensive security measures will be implemented to safeguard employee data.
- 7.2 **Access Control:** Employees/consultants must ensure that organizational data is accessed only when it is necessary for their job responsibilities. Do not search for or access data that is not directly relevant to their role.
- 7.3 **Data Storage:** Store confidential data only in designated and secure locations provided by the organization, such as network drives or encrypted cloud storage. The employee/consultants can not store the official data in their personal devices or can't use the personal mail for official use without permission of the Project Director.
- 7.4 **Printed Documents:** Employees/consultants have to cautious at the time of printing confidential documents. Collect the documents promptly from the printer and use secure shredding for any unnecessary printouts.
- 7.5 **Sharing Information:** Do not share confidential data with other people. Always verify the identity and authority of anyone requesting sensitive information.

7.6 Meetings and Discussions: When discussing confidential matters, ensure that you are in a private and secure environment. Be mindful of conversations in open areas.

7.7 Disposal: Dispose of physical documents containing confidential data in designated secure bins or shredders. When disposing of electronic devices, ensure data is properly wiped or destroyed.

Note: Remember that maintaining the confidentiality of organizational data is not only a professional responsibility but also a legal and ethical obligation. Violations of data security policies may result in disciplinary action.

This HR policy serves as a foundational document for the organization's human resources management approach, emphasizing fair and respectful treatment of all employees. It will be effectively communicated to all employees and undergo periodic reviews to maintain its relevance and effectiveness.

8. Institutional Structure

Executive Structure of RISE Foundation

Permanent Structure

Board of Trustees

Managing Trustees

Director

Financial Manager

Office Asisstant

Project Based Structure

Project Director

Administrative Assistant

Project Manager

Cluster Coordinator

Community Mobiliser



A handwritten signature in blue ink, appearing to read "Dr. Shikhar".