

**HUMAN
RESOURCES
POLICY-
'PRADEEPAN'
Betul (MP)**

8th May 2023

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दिनांक

Human Resources Policy, May 2023

The Human Resources Policy, dated 08th May 2023 of **PRADEEPAN** as approved by the Board of **PRADEEPAN**, is promulgated herewith.


PRADEEPAN
Borason (Jeen) Betul (M.P.)

Date: 08May2023.

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1. INTRODUCTION

'PRADEEPAN' NGO INTRODUCTION is a registered society that works to protect children from all form of exploitation, abuse and ensures education for all. Some of the core activity of **PRADEEPAN** includes:

1. As a grassroot people's initiatives to prevention of exploitation of children including from Child Labour, Child Trafficking, any form of physical and sexual exploitation, Slavery or practices similar to slavery.
3. Ensuring holistic and overall development of children by providing them with meaningful, compulsory and quality education.
4. Working towards a robust policy and institutional environment for child protection.
5. _____

Vision:

'PRADEEPAN' VISION : Curbing the growth barriers for women in the society like discrimination, violence, trafficking, atrocities against women. To promote gender equality in the society band to ensure dignity, empowerment of women. To create a child friendly society, where all children are free from exploitation and receive free and quality education.

Mission:

'PRADEEPAN' MISSION : Ensuring gender equality, spreading awareness about it in the community, education about women's rights, building and developing capacity of women and create equality, ensure dignity and empower women and girls in social, educational, economic, political and psychological,manner.

2. CORE VALUES AND GUIDING PRINCIPLES

Core Values

'PRADEEPAN' CORE VALUES The Organisation is founded in compassion that drives the values of:

- Justice
- Freedom
- Courage
- Integrity

Thematic areas of intervention & geography spread:

1. Water and Hygiene Sanitation, Health
2. Women Empowerment
3. Agriculture, Livelihood & Ecology
4. Education
5. Human Rights & Child right.
6. Disaster Management.

'PRADEEPAN' Principles of the Organization are:/Organization Objectives :-

- To enable overall empowerment of weaker sections of the society by providing viable sources of livelihood through basic services.
- Management, control and protection of local natural resources by the local community.
- Establishing a sense of good governance for sustainable development by strengthening local institutions.
- Creating a cadre of skilled women groups to ensure long term sustainable development.
- Following the Millennium Goal, making efforts for the development and protection of the interests of the weaker sections of the society.

3. PURPOSE OF THE HUMAN RESOURCES POLICY



This Policy applies to all associates (any person hired in any capacity by the Organisation through a full-time engagement, with specific terms and conditions) of the **“PRADEEPAN”** (referred to henceforth as the **“Organisation”**).

We believe that Organisation’s vision, mission, core values and guiding principles as promulgated, will be understood, passionately believed in, and acted upon by all our associates. This Policy has been drafted based on the same values and principles. We as an Organisation are committed to support new associates to build this shared understanding.

The purpose of this policy is to enable a stable, well-motivated and highly skilled work force to perform its duties and responsibilities, fostering collaborative team work and working in a safe, non-discriminatory environment where efforts are recognized.

Disclaimer: In case of any inconsistency with a law or with any government policy, such law or government policy shall have an overriding effect on the **‘PRADEEPAN’s** HR Manual and the Organisation shall forthwith take steps to remove any such inconsistency.

4. CATEGORIES OF ASSOCIATES

Based on the kind of contractual arrangement, associates of the Organisation are categorized as detailed below. All agreements/contracts may be renewed at the sole discretion of the Organisation.

Permanent/Regular Associates

Associates hired by 'PRADEEPAN' for core positions are considered as permanent or regular full time staff of the Organisation. They are entitled to all benefits as specified in the HR manual and in their contractual arrangement.

Project-based Appointments

All associates hired under specific project/programme budget(s) shall be in employment until such term as stipulated in the agreement or until the termination of the said project. They are full time associates of the Organisation as long as their contracts are valid.

Part-time Associates

Part-time associates may be hired or appointed for a stipulated task or for specified hours of work in a day which is less than the normal hours of work (as defined later).

Consultants

Part-time/full-time personnel hired for a functional specialization/experience/ expertise for a specific task and/or specific duration. They receive benefits as stipulated in the terms of agreement.

Volunteers and Interns

'PRADEEPAN' encourages individuals interested in volunteering, interning or training with the Organisation.

- **Volunteers:** Those persons who volunteer their services for the Organisation for a specific task or duration shall also be governed by this Policy unless stated otherwise in their terms of agreement.

- **Interns:** Associates working for a stipulated time with or without a stipend or remuneration for a particular task.

Trainees: Trainees may be hired for a maximum period of six months from reputed Institutions. Trainees are eligible for a monthly stipend as in the case of Interns.

5. ENGAGEMENT AND RECRUITMENT PROCESSES

5.1 Recruitment and Selection

This provision provides guidelines on hiring the right candidate for the right job and within the least possible time. This is applicable to all associates of 'PRADEEPAN'. Efforts are made to maintain complete transparency and accountability through this process.

- All vacancies are generally to be proposed by the HOD in consultation with HR & Finance and approved by the **Management Committee**.
- The approving process of recruitment (for any new position/replacement) must be completed within a maximum of three working days, including position requisition, approval/disapproval and forwarding of requisition to HR in order to initiate the hiring process.
- The selection of associate for any vacant position will be done either from external and/or internal sources.
- There are defined formats for all forms related to engagement and recruitment: Position Requisition, Application, Interview Assessment, Reference Check

Kindly refer to Annexure 1 for details of the Engagement and Recruitment Processes and Forms, including details for records and documentation

5.2 Relocation Benefit for New Joinee

Relocation allowance may be provided to candidates for full-time positions, in exceptional circumstances, if hired from outside the location of Central Office. Relocation allowance, not exceeding the following limit, shall be reimbursed to all levels of associates hired to cover travel, lodging, boarding & transportation of personal effects:-

- Travel for self and immediate family through least cost carriers preferred, as per travel policy;
- Transportation cost of goods (associate to obtain three quotes for submission to the Organisation) up to a maximum limit of Rupees One Lakh (Rs. 1,00,000 only) shall be reimbursed against the expenditure of relocation, which shall include accommodation for a maximum of seven days.

5.3 Probation and Confirmation

- A new joinee is employed for an initial probation period of Six months during which span the ability of the joinee to fulfil all her/his job requirements, and compatibility with the Organisation is assessed.
- Upon completion of probation, the probationer is given feedback and the HOD shares her/his recommendation of confirmation/termination/extension of probation to the ED through the HR Unit.

5.4 Induction Process

Each associate is taken through a specific and structured induction process that includes familiarization with the following:

- History of the Organisation and Structure of the Satyarthi Movement for Children
- Organizational Values and Culture
- Domain Knowledge
- Organizational Policies and processes

5.5 Transfers

The Organization encourages lateral transfers to broaden one's skill base, knowledge and exposure while offering excellent career development opportunities. The Organization reserves its right at any time to transfer any associate to other teams (intra-departmental), inter-department, other locations, or within the family of organisations, as it may deem necessary. HR and the Supervisor/HOD may decide whether a salary adjustment is required as a result of this change in duties.

6. PERFORMANCE MANAGEMENT

Performance management at [NGO NAME] follows an annual appraisal system that is based on Performance Planning, Performance Monitoring, and Performance Review, to be carried out by Supervisors/HOD.

Performance Planning (Key Result Areas)

- Establishes an action plan and frame of reference for setting expectations, reviewing, and evaluating performance throughout a performance period.
- Leads to the formulation of Individual Annual Performance Objectives and Key Result Areas (KRAs) based on the associate's job description (JD) and Annual Operating Objectives for a Department or Unit's Annual Operating Plan.

Performance Monitoring (Monthly Reviews)

Once performance plans have been established, the focus shifts to observing, communicating with, and developing his/her associates. At PRADEEPAN, continuous feedback (on a monthly review basis) and coaching builds trust and motivates associates to achieve Organizational, unit/team, and individual objectives.

Performance Review (Annual Assessment)

The Policy affirms the importance of performance reviews. It guides PRADEEPAN's willingness and commitment to focus on improving performance at the level of the individual. The Organisation follows an Annual Performance Appraisal System. The appraisal cycle shall be from April to March of the following year and the appraisal guidelines are:

- Innovation and initiative
- Domain knowledge and its effective application
- Skills enhancement
- Team spirit
- Organizational discipline

7. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

'PRADEEPAN' is committed to be an equal opportunity employer. We do not tolerate discrimination against any individual based on gender, age, sexual orientation, race, caste, color, nationality, ethnicity, religion and disability. The Organization strives to maintain a work environment that is free from any harassment based on above considerations.

Statement

The Organization is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason. To this end, the Organization undertakes to:

- 7.1 Ensure that recruitment, selection, promotion, transfer, performance reviews are based solely on merit. This ensure that designations and job profiles assigned are based on skill, knowledge, qualifications and experience (including community experience) relevant to the job or situation;
- 7.2 Ensure compliance with the Rights of Persons with Disabilities Act, 2016 and rules thereunder, by providing necessary facilities, infrastructures and amenities for persons with disabilities, including making necessary modifications and to enable them to effectively discharge their duties;
- 7.3 Provide a safe working environment and ensure that no transgender person is discriminated in any matter relating to employment including, but not limited to, infrastructure adjustments, recruitment, employment benefits, promotion and other related issues;
- 7.4 The Organization will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group at workplace. Appropriate actions basis investigation will be taken if Associates breach this Policy either through discrimination, harassment, bullying or victimizing other Associates or by making false claims. If an Associate feels he/she is being subjected to discrimination, harassment, bullying or victimization, he/she can escalate the same with the HR department. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

8. GRIEVANCE REDRESSAL POLICY

This Grievance Redressal Policy aims to reinforce 'PRADEEPAN' commitment towards providing fair and equitable work opportunities to all Associates. Below are the objectives of this Policy:

- To provide efficient and effective grievance redressal mechanism for all Associates of the Organisation and lay down the procedure thereof;
- To create and promote a culture of fairness, trust and justice within the Organization;
- Establish the protocol to enable the Organisation resolve Associate grievances effectively;
- To promote collaboration among Associates by addressing and resolving associate discontent

8.1 Grievance Redressal Procedure

- Any grievance among the Associate should be first discussed verbally with immediate supervisor;
- If grievance is with the supervisor itself and Associate is not comfortable to connect with supervisor, in such cases Associate should connect directly with Human Resource Manager;
- Human Resource Manager will first set up informal meeting with both the involved parties to discuss, understand and resolve the grievance through conciliation within 5 working days of reporting thereof.

8.2 Guiding Principles

Whenever the grievance procedure is being followed, the following elements shall be considered while dealing with the issues fairly:

1. Associates should always try to resolve problems in the work place amicably, at the earliest possible opportunity and usually with the least possible formality;
2. All efforts shall be put to address matters before they reach the stage of becoming a formal grievance issue.

9. PROGRESSIVE CORRECTIVE DISCIPLINE POLICY

This Progressive Corrective Discipline Policy aims that all associates are expected to meet performance standards and behave appropriately at 'PRADEEPAN'. Corrective action is a process of communicating with the associate to improve behavior or performance.

Progressive discipline is the process of gradually enhancing measures when an Associate fails to improve performance and address the issues of misconduct, after being given a reasonable opportunity to do so.

The underlying principle of sound progressive discipline is to use the least severe action that Organization believes is necessary to correct the undesirable situation. This Policy outlines the steps Organization will initiate to address an Associate's misconduct or improve performance. The corrective actions will be progressive, beginning with the lowest severe action, before deploying actions of enhanced severity.

The progressive discipline process shall be invoked in the following scenarios (illustrative):

- Absenteeism
- Performance issues
- Disregarding deadlines
- Minor offences (one-time) like on-the-job minor mistakes
- Serious misconduct/repeating an offense for which this Policy was already invoked

The following suggested instances/illegal behaviors are not subject to this Policy and the Organization shall, immediately resort to legal remedies available, initiate disciplinary actions, up to and including immediate termination/dismissal:

- possessing or consuming non-prescribed narcotics on company property
- reporting to work intoxicated/impaired
- instigating a fight on company property
- carrying a weapon without a purpose in organization property
- theft
- intentional harassment, including sexual harassment
- destruction of property
- misrepresentation of important facts in seeking employment
- violation of confidentiality obligations
- gambling on Organization's facility

9.1 Policy Implementation

This Policy entails the following steps initiated by reporting manager in partnership with Human Resources Department.

Step 1: Verbal Counselling

A verbal counseling is intended to be used by the reporting manager to notify an Associate that

improvement is needed in the Associate's work performance against defined goals and/or behavior. This step is generally used for minor issues (e.g. disregarding timelines once or twice).

The reporting manager to meet the Associate in-person in order to discuss the issue along with the Human Resource (HR) representative.

Step 2: Written Warning

A written warning is generally the second step of progressive discipline. It provides notice to an Associate regarding continued work performance issues and/or inappropriate workplace behavior that have not been resolved despite the verbal warning. This action may be used more than and a meeting wherein a warning shall be issued may be held, in case of repeated discretions.

Prior to the end of the meeting, the Associate should be asked to sign a written warning indicating that he/she has read and understands the warning. Alternatively, the warning letter should be delivered to the Associate and a copy to be placed in his/her personal file. At the manager's discretion and depending on the nature of the issue, a second written warning may be given prior to implementing a Performance Improvement Plan (PIP). (Refer to Annual Performance Evaluation & Career Development Policy for details on PIP).

Step 3: Suspension Without Pay

A suspension may be the next step in progressive corrective action after written warning(s).

Suspension is not a punishment per-se. Typically, suspensions will prohibit an Associate to attend work and requires him/her to leave without pay for one to ten working days, as specified in the letter. An Associate may be placed under suspension in case he/she is alleged to have committed a misconduct which, if established may lead to his/her dismissal from service.

Depending upon the contract or personnel program the associate is covered by, a letter of intent to suspend may be required, which provides the associate with the right to appeal the intended action to the next higher management level before the action is implemented.

Step 4: Demotion to a Lower Job Grade

This action involves demotion of an Associate to a lower level position, and may be temporary or permanent. Demotion may be appropriate in cases of inadequate performance of responsibilities at a particular level, rather than violation of work rules. It should be based upon a reasonable expectation that the Associate will perform successfully in the lower classified position.

Step 5: Recommendation for termination of Employment/Dismissal

Termination of employment is generally the last step of progressive discipline after an associate has failed to meet the requirements of a Performance Improvement Plan or a serious incident has

occurred during the PIP period.

Termination of employment can also occur when an associate, who is not on a PIP, is involved in a serious offense that warrants immediate termination (for example, an associate is caught stealing at the workplace).

Organization reserves the right to combine and skip steps depending on the circumstances of each situation and nature of the offense. Furthermore, associates may be terminated without prior notice or disciplinary action.

Recommendation to terminate employment must be unanimously approved by human resources (HR), reporting manager and Function head. Final approval is required from the Managing Trustee.

10. LEARNING AND DEVELOPMENT

The Organisation endeavors to promote learning and the enhancement of skills and knowledge related to the Organization's sphere of work.

Job-related learning

To supplement any training arranged by the associate's own workgroup (e.g. short external courses), 'PRADEEPAN' offers a regular series of short training programmes which may be relevant to associates' job. Some of these training programmes are organized within the central office, some in other locations in India. These are open to all 'PRADEEPAN' associates and cover the various priority areas of 'PRADEEPAN'.

Part-time courses

If an associate wants to study in an area which is not needed for his/her current position but which may be helpful for his/her future career, 'PRADEEPAN' may be able to help through its Individual Career Development Plan. The Plan may provide financial support for any part-time course of study as long as it is likely to benefit both the Organisation and the associate.

External Training Courses

Training programme are also organized based on the training need gap identified by line managers. If any associate wants to apply for a course, he/she must first seek the Supervisor/HOD's approval and then inform the HR Unit.

Any course sponsored by the Organisation with a course fees above Rupees Twenty Thousand (Rs. 20,000 only) shall bind the associate for a period of one year from the time of completion of

his/her training. In case the associate, for any reason, leaves the services of the Organisation before the said period of one year, then he/she shall forthwith return the course fee paid by the Organisation.

Other ways in which associates can be supported in learning & development are:

- Coaching by colleagues with specialized skills.
- On the job learning/cross functional learning opportunity/job shadowing.
- Training videos and reference materials

11. WORK GUIDELINES

11.1. Working Hours

The work week shall mean Monday to Saturday (subject to the associate's contract), a minimum of 8 ½ (eight and a half) hours in a day. However, an associate may be required to attend work as and when required by the Organisation/HOD/Supervisor.

- The central office shall remain open from at least 8 am to 7 pm on all working days
- Core working hours for central office associates shall be from 10.30 am – 4.30 pm (If an associate is not on duty within the core working hours, it shall be treated as half day).
- The flexibility of work hours is based on prior approval of HOD/Supervisor
- The working hours in any field/project office or for any other Associate shall be ascertained on a case to case basis by the Organisation
- Lunch hour is 1 pm to 1.30 pm

11.2. Work from Home:

Associates are entitled to **'PRADEEPAN'** a maximum of two days of work from home in a month.

11.3. Holiday

This section is applicable to all Associates of the Organisation.

- **The Organisation provides 13 days of holidays per calendar year including 11 gazetted holidays as per official Government of India gazette notifications.** Of these three days are the national holidays of 15th August, 26th January and 2nd October. Two restricted holidays are allowed by **'PRADEEPAN'** to the associate from the list, as per individual choice.
- In the event of elections or civil unrest, or any other exigency, the Organisation may decide to grant special leave or declare a holiday for the local office.

11.4. Leave

All staff shall be entitled to the following types of leave with pay for a financial year, subject to the provisions under each category of leave. These are over and above the holidays declared as per the Government of India. It may be noted that:

- Leave, unless otherwise specified, will always be on full pay i.e. an associate will be paid salary as if he/she were on duty.
- Leave is not a matter of “right” and all leave should be sanctioned by the Supervisor/HOD.
- Any leave taken without approval shall be treated as leave without pay.

Types of Leave

Casual Leave (CL)

- An associate may be **granted a total of Twelve days of CL in a financial year and not more than five days at a time;** CL can also be availed for just half a day.
- CL cannot be combined with any other leave. However, Sundays/public holidays/restricted holidays/weekly offs may be prefixed/suffixed to CL, and shall not be counted towards CL.
- CL can be taken while on tour but no allowance shall be admissible for the period.
- Unspent CL shall not be carried forward to the next financial year.
- Individuals appointed and joining duty during the middle of a year may avail of CL proportionately.
- Associate shall take prior approval for CL from his/her superior. In case of an emergency, approval shall be obtained over the phone, which shall be regularized upon reporting back for duty.

Sick Leave (SL)

- An associate may be granted eight days of SL in a financial year, from the date of joining
- In case of SL exceeding three days, a medical and fitness certificate is required to be submitted to the Supervisor/HOD and HR Unit upon resuming duties
- Application for SL may be submitted prior to proceeding on leave in case it is possible (as in the case of an elective medical procedure or treatment), or on the date of resumption of duty post-illness, along with medical and fitness certificate.

Privilege Leave (PL)

- The number of PL allowed in a year is 15 for all associates.
- PL can be availed after completion of probation period.
- PL can only be availed to a maximum of 10 working days, at a stretch, with prior approval of HOD/Supervisor.
- Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to PL.
- PL shall be accrued and may be carried forward to the end of the next financial year, beyond which if unavailed, it shall lapse.
- Associate shall take prior approval for PL from his/her Supervisor.

Compensatory Leave (Comp off)

- Any associate, if required to perform duties on Sunday or on a holiday, may avail compensatory leave.
- Compensatory leave must be availed within 30 days from the day of work on a holiday/Sunday and shall not be carried forward to the next financial year.
- If Support Staff and drivers (staff in grade D) are to work on Sundays or Holidays they shall be paid overtime for their services.

Disability/Medical Leave

- Special Disability leave can be availed for a life threatening disease/illness or a serious communicable disease and accident related injuries requiring long term treatment
- It may be granted more than once if the disability is aggravated or recurs in similar circumstances at a later date, but the maximum leave in consequence of any one disability should not exceed six months. It may be granted on full pay for up to 120 days.
- Special Disability Leave shall be approved at the discretion of the ED/Management Committee in consultation with the HOD/Supervisor.
- In the event of an associate (on probation or confirmed) of the Organisation sustaining an injury in the course of official duty including out-station travel, the same category of leave may be availed.

Maternity Leave

- Any female associate who has less than two surviving children is entitled to maternity leave with full pay and allowances for a period of 26 weeks.
- The maximum period entitled to an associate having two or more than two surviving children shall be 26 weeks of which not more than six (6) weeks shall precede the date of her expected delivery.

- In the case of adoption or commissioning/undertaking surrogate motherhood, the associate shall be entitled to full maternity benefit.
- In the case where the nature of work assigned to an associate can be done from home, the Organisation may allow her to do so after availing the full maternity benefit and on such conditions as the Management Committee and the associate may mutually agree.
- Maternity leave cannot be combined with Annual leave in any circumstances.
- Maternity leave may be availed by an associate in case of miscarriage and/or abortion, provided it does not exceed forty two (42) days/ Six (6) weeks.

Paternity Leave

- Fifteen (15) days paternity leave can be availed by male associates to share parenting responsibilities.
- This may be availed twice in the entire service period.
- This shall be availed in one block either one month prior or up to two (2) months after delivery.

Leave without pay

- When the associate has exhausted the available leave credit then the Organisation under its discretion may grant leave without pay to the associate.
- The associate will submit the leave application to his/her Supervisor/HOD and the Supervisor/HOD shall recommend to the ED/Management Committee either granting or rejecting the application.
- The number of days that can be granted as leave without pay cannot exceed thirty (30) days in a financial year.
- Willful absence of duty i.e. leave taken without prior approval will also be considered as leave without pay (exception – sick leave). Leave without pay taken without the approval may be also considered as break in service.

Bereavement Leave

In the unfortunate circumstance of an associate losing an immediate family member (parents, grandparents, siblings, spouse, children), the management may consider approving a period of absence of up to ten days on compassionate grounds.

11.5. Travel

Local Conveyance

Associates may need to commute within city limits for official purposes guidelines for such travel are applicable to all associates and are drafted to ensure that associates do not incur any personal expenditure on official transportation. Associates can claim conveyance as per local conveyance entitlements, laid out in Table 2.

The entitlements for reimbursements on use of own vehicles will be as follows:

Four Wheeler: Rs 12.00/ km

Two-Wheeler: Rs 7.00/ km

- If the associate uses public conveyance then he/she will be reimbursed actual charges incurred by the following modes of travel:

Grades	Entitlements (mode of travel)
A & B	Taxi (by registered vendors only)/Ola/Uber/Other such similar service, Auto/Metro/Bus
C & D	Auto/Metro/Bus

Table 2: Table for Local Conveyance Entitlements

- The claimant may submit the conveyance reimbursement form to the administration department within 15 working days.
- Associates who are provided a company car cannot claim reimbursements for official travel when they use their company car.
- If any female associate is required to travel alone after 8 P.M, the Organisation may arrange for her conveyance to residence by company car.

Domestic Travel

Associates may be required to travel within the country for official purposes. This policy provides guidelines for such travel and to ensure that the associates have a comfortable and safe travel and stay. This is applicable to all 'PRADEEPAN' associates.

Table 3 lists the mode of travel and the maximum limit of entitlement that each grade of Associate shall be eligible for

Grades	Mode of Travel	Lodging (in INR) per night	Daily Allowance (in INR)	Per Diem (in INR) per day
A	Air/Train (AC2/AC1)	5000/-	1700/-	300/-
B	Train (AC3)	4000/-	1200/-	300/-
C	Train (AC3)	3000/-	1200/-	300/-
D	Train (AC3)	2000/-	1200/-	300/-

Table 3: Entitlements for Domestic Travel

- Associate must obtain prior approval from his/her HOD before proceeding on tour
- Lodging entitlements are exclusive of applicable taxes.
- In case travel time by train exceeds 12 hours, associates may be entitled to travel by air irrespective of their grade, dependant on the travel destination and other related factors, with approval of the HOD.
- During field visits all associates shall be entitled to use taxi services.
- No expense related to alcohol/smoking/tobacco consumption shall be reimbursed.
- On the associate's return from the trip a statement of expense detailing out the expenses incurred during the trip along with supporting bills/vouchers (except for per diem) should be submitted to his/her superior for approval and reimbursement
- Advances for expected travel expenses can be requested from the accounts department at least 48 hours prior to commencement of the tour.

Domestic Travel and International Travel are subject to the following:-

- The entitlement does not apply if the associate is hosted by any sponsor
- Per diem shall be paid in all situations whether the tour is sponsored or not
- On the days of travel, associate shall be entitled to 50% of the daily allowance.

12. ANTI-HARASSMENT POLICY

12.1 Introduction

- 12.1.1 'PRADEEPAN' Dist. Betul (MP) aims at highest ethical and moral standards in the professional and personal life of all Associates. The Organization aspires to provide an environment of holistic development, freedom of exchange of ideas and thoughts; constant personal and professional growth;
- 12.1.2 Organization being an equal opportunity employer strives to provide an environment where everyone feels secure, safe and free from any kind of harassment, sexual or otherwise;
- 12.1.3 'PRADEEPAN' commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are unlawful.
- 12.1.4 This Anti-harassment Policy has been made and adopted in addition to; and not in abrogation of any applicable law in place. The procedure under this Policy does not take away the right of any individual to take recourse under any other law in the country.

12.2 Prohibition of Harassment

Any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another. Harassment includes - but is not limited to:

- 12.2.1 Words, gestures or actions in verbal or physical conduct which tend to annoy, alarm, abuse, demean, intimidate, belittle or cause personal humiliation or embarrassment to another; or that cause an intimidating, hostile or offensive work environment.
- 12.2.2 It includes harassment based on any grounds such as race, religion, color, creed, ethnic origin, physical attributes, gender or sexual orientation. It can include a one-off incident or a series of incidents.

12.3 Reporting of Harassment

- 12.3.1 If an Associate believes that they have experienced or witnessed any harassment, sexual or otherwise by any Associate of 'PRADEEPAN', they should report the incident immediately to their supervisor, HR or to the Management committee. Possible harassment by others with whom 'PRADEEPAN' has a relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

12.4 Investigation

- 12.4.1 **'PRADEEPAN'** will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable.
- 12.4.2 Associates must cooperate and provide truthful information in an investigation. Upon completion of the investigation, the Organization will inform the complainant of the results of the investigation
- 12.4.3 When found guilty, the Organization shall take strict disciplinary measures against the offending Associate, which shall be in addition to the other remedies available at law.

13. BENEFITS

13.1. Employees Provident Fund

Provident Fund is a scheme of the Government of India which comprises of contributions made by the associate during the time he/she has worked along with equal contribution from the employer. **'PRADEEPAN'** strictly adheres to the rules laid down by the Government of India under the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

13.2. Group Mediclaim Policy

The Organisation may provide a Group Mediclaim Policy (GMP) for all regular/full-time associates (Staff & Consultants). Group Mediclaim is a cover which takes care of medical expenses following Hospitalization/Domiciliary Hospitalization of the Insured in respect of the following situations: a) In the case of a sudden illness, b) In the case of an accident and, c) In the case of any surgery which is required in respect of any disease which has arisen during the policy period.

13.3. Leave

The Organisation follows a liberal leave policy as detailed in Chapter 12.

14. PROFESSIONAL CONDUCT

14.1 Dress Code

An associate's dress is a reflection of his/her professionalism and that of the Organisation. All Associates are encouraged to dress appropriately in ethnic Indian formals/business formals/casuals on duty and especially during field visits. All associates are requested to use their judgment and discretion and dress appropriately so as to maintain office decorum.

14.2 Misconduct

Misconduct refers to behavior or any action that is not in line with Organizational policies or against the interest of the Organisation or national laws, which can have a detrimental effect on the Organisation's mission and reputation, or on the reputation of an associate. Misconduct shall refer to wrong and improper behavior, disobedience, insubordination or gross negligence.

14.3 Disciplinary Action

The 'PRADEEPAN' management may impose any one or more of the following disciplinary action on an associate, if found guilty of the misconducts mentioned above:

- Censure or fine
- Warning (written or oral)/Show cause notice
- Recovery from pay of any pecuniary loss caused to the Organisation by negligence or break of order
- Suspension without any payment for a period not exceeding 10 days
- Withholding of Performance Linked Increment
- Demotion to a lower post and scale of pay
- Dismissal from service

15. SEPARATION AND EXIT

The Organisation and its associate can sever their relationship by giving notice in writing from either side as per the terms of contract/engagement. Similarly, the Organisation reserves the right to terminate the contract of the associate by giving notice as mentioned in the terms and condition of engagement. Separation may happen either because of voluntary resignation, contract expiry, redundancy/phase out, and termination.

Exit Interview

In all cases of separation except in the event of the unfortunate death of an associate, exit interviews should be conducted just before the associate is relieved of his/her duties. This may be conducted by HR and one representative of senior management of the Organisation. The purpose of the exercise would be to gain critical feedback/suggestion from the associate on areas which could be further improved within the Organisation.

Full and Final Settlement

- Associate shall fill No Dues Form and get that approved from his/ her Supervisor/HOD, Finance & Accounts and HR.
- On the basis of that, full and final amount shall be paid off in the form of cheque/account transfer, or recovery made as the case may be
- Experience Certificate shall be issued by the HR Unit post 'full and final settlement' and serving of notice period.
- The Organisation reserves the right not to issue an experience certificate to those associates who have not followed proper exit procedure or those who have been relieved from duty due to gross misconduct or disciplinary actions.

ANNEXURE

ANNEXURE 1: Engagement and Recruitment

External Sources for Recruitment include

- a. Campus Recruitments
- b. Advertisements (Job Portals, Social Media, HR Forums)
- c. Web posting on Organisation's Careers page
- d. Hiring Consultants (head hunters)

Internal Sources for Recruitment include

- a. Internal Job Posting: Internal associates are free to respond to vacancy announcements as and when they are made and seen as appropriate. For this purpose, an Internal Job Posting email shall be circulated. Interested associates may respond, keeping their Supervisor informed. Regular screening and selection processes shall apply.
- b. Referral: Associates may refer suitable internal candidates for the vacant positions to the HOD and the HR Unit. It is encouraged that the Associate do so after a preliminary discussion with her/his supervisor.

Pre- Selection Process

- Each potential position has a comprehensive job description with roles and responsibilities, competencies and educational qualifications and the relevant experience required.
- Candidates are evaluated based on certain pre-set criteria on the basis of the requirements essential for the position. These criteria are developed prior to initiating the recruitment process.
- Jointly by the respective department heads and the HR department.
- HR Department initiates the process of sourcing resumes
- All applications shall be accompanied by the curriculum vitae of the candidate.
- The candidates may go through more than two rounds of interview process before being selected.

- A selection committee/interview panel will be formed based on the position for which the interview is to be conducted.

Post- Selection Process

- Once a candidate is selected the HR department carries out reference checks
- On receiving positive referee feedback/successful clearance of reference check, a formal offer letter along with salary structure is issued to the selected candidate.
- The Letter of Contract is handed over on the day of joining and will include:
 - a. Salary Structure
 - b. Code of Conduct
 - c. Conflict of Interest
 - d. Child Protection Policy


Records & Documentation

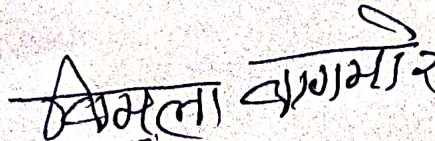
The following records shall be maintained in the associates' files as post joining documents:-

- Application of the Candidate.
- Curriculum Vitae.

Reference Check (if any).

- Copy of educational qualification certificates as indicated in the CV
- Job Description
- Any previous Increment/extension letter.
- Joining report (copy of PAN card/Aadhar card, passport) along with copy of proof of identity, date of birth and proof of permanent residence/address.
- Details of next of kin, emergency contact number
- Evaluation report (Interview assessment/panel recommendation)
- Termination letter, Experience/ Relieving letter/ No dues certificate (If applicable)
- Full & final settlement form.
- Employee Provident Fund Form 11 & Form 2
- Income tax declaration, Salary Account Opening Form
- Passport size Photo


 कोषाध्यक्ष
 "प्रदीपन"
 बोरगोंव, बैतूल म.प्र.


 अध्यक्ष
 प्रदीपन
 बोरगोंव, बैतूल (म.प्र.)


 Secretary
 "PRADEEPAN" SANSTHAN
 Boraon (Jeen) Betul. (M.P.)