

HUMAN RESOURCE POLICY

SHRAMAJIVI MAHILA SAMITY

RAJ BHAVAN, HOLDING NO - 15

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BACKGROUND:

SMS is an NGO Registered under Indian Society Registration Act and Foreign Contribution Regulation Act , active in the field of Rural Development since 1995 -96 in 12 districts of Jharkhand state. SMS focuses on Women empowerment and establish women rights, Child and adolescent rights, Food security, environmentally sound sustainable livelihood systems and income generation activities through the promotion of Self Help Groups. Our objectives are to strengthen people's organizations and equip with adequate infrastructure facilities and technical know how so that developmental activities can take place on its own in sustainable way.

OUR MOTO:-

“The women as a person is enabled to live, work and to dream & feel free to express her dreams in a womanist way”

OUR VISION:-

Shramajivi Mahila Samity works with a vision to develop a balanced and just society which may provide equal opportunity for both men and women.

OUR MISSION:-

Shramajivi Mahila Samity has a mission to empower the women and make them self-reliant by virtue of education, economics independence and social awareness and ensure them a life of dignity, self esteem and morality.

OBJECTIVES:-

SMS caters to the following objectives:-

SMS works for the development, social justice, and dignity enhancement of the women in general irrespective of caste, creed, religion, region or other distinctions.

To enable the tribal and grass root level women to become self development in the Socio-economic spheres, motivation women groups to be part of the decision making process and local self governance.

To enable the women to participate in Socio-economic development process by promoting their education and participation in sustainable development.

APPROACH:

- SMS **will** promote and support group and community based & community managed organizations that are based on principles of mutual cooperation and basic self-sufficiency.
- SMS **will** focus on the development of both technical as well as social skills that are needed to improve the quality of life and bring real & lasting changes that transform rural communities.
- SMS **will** strengthen the spirit of voluntary services, especially among the youth, for improving physical infrastructure and natural environment.
- SMS **will** accord high priority to activities that encourage gender justice, women's ownership of resources and collective efforts to reduce social and economic vulnerability caused by natural and manmade disaster.
- **SMS will promote** - Eco-friendly, culturally appropriate and economically efficient technology & management system.

HUMAN RESOURCE:

SMS tries to promote a feeling of understanding and respect among our employees. A key to our success lies in the quality and dedication of our employees. Each employee of SMS plays critical role in providing rural community with its best possible service. It is expected that each employee of SMS should have the following qualities:

GENERAL QUALITIES:

- ✘ Provide quality services
- ✘ Committed to do best
- ✘ Sincerity & Honesty
- ✘ Discipline & Punctuality

SPECIFIC SKILLS:

In addition to above, function/responsibility and task specific skills will be required. These will be imparted from time to time as per necessity. All these will be reflected through the performance, achievements and career growth of every staff of the organization in a well-planned and structured manner.

COVERAGE:

The policies and procedures apply to all employees of the organization specified in this document without regard to race, colour, creed, religion, national origin, gender, age, disability.

GENDER POLICY

Gender equity at the work place is very important. Hence SMS will provide equal opportunity for employment. All the policies, rules and regulations will be gender sensitive. All the interviews for staff recruitment will have women equally represented on panel of interviewers. In the programmatic level also the organization will ensure that gender equity, forms an essential element of all project planning , implementation and monitoring. SMS will form a committee with senior woman staff member as chair person. The committee will look into the complaints of sexual harassment. The committee will take up the case, will provide support in terms of lodging

complaint, will support with counseling and referral services. The primary task of the committee will be to address sexual harassment.

- Members will meet once in six weeks and minutes of the meeting will be recorded.
- Members should ensure confidentiality of all cases.
- Members should tackle each case on the basis of its merits. Their duty to committee should be prioritized over their personal relationship and likes/dislikes.
- Members/Committee should take collective and not individual decisions.
- The committee may take up cases on merit of the situation without a formal complaint being lodged.
- False complaints will attract stern disciplinary action.

ADMINISTRATION:

Amendments to these policies and procedures **will** be made in accordance with the procedure herein. This is not an employment contract. This document is a statement of current policies, practices, and procedures. No provision of these personnel policies and procedures shall be deemed to give employees any more property rights in their jobs than may already be given by the charter. The organization reserves the right to alter or change any or all of these personnel policies and procedures without prior notice to the employees.

ETHICS:

The main purpose of these policies is to establish a high degree of understanding, Co-operation efficiency and unity among employees of SMS. Another purpose is to provide uniform policies for all the employees with all the benefits without regard to caste, creed, colour, religion, gender, age, disability or national origin.

Each employee of organization is expected to understand

- The organization's purpose, goals, activities.
- What the organization is expecting from you and what you can expect from the organization.
- The service rule of the organization and the implications of the provisions therein.
- Follow the code of conduct and norms of the organization.

SMS is a nonprofit social development organization. Because of our belief in the importance of employees, the organization strives to promote a work environment where employees are treated with dignity and respect. If you have any ideas for improving the ways of work being performed, or if you have any other suggestions or problems you should feel free to discuss these matters with project In-charge. By working together as a team, the organization hopes to continue our tradition of providing excellent service to the community.

CODE OF CONDUCT:

In addition to normal code of behavior, the ethics and code of conduct will specifically include the following that every staff **will** follow;

1. Refuse large or otherwise inappropriate gifts for personal use.
2. **Commit** to follow the organization's written standard of conduct and such standard of conduct is specified for the specific responsibility and task
3. Oppose and not act as a willing party to wrong doing, corruption, bribery, other financial impropriety, or illegal acts in any of its activities.

4. Take prompt and firm corrective action whenever and wherever wrongdoing of any kind is found among his/her team and associates;
5. Maintain confidentiality to fellow team members desiring to present evidence of misconduct or other irregularities in the conduct of anyone associated with the organization.
6. Not to use disgraceful language toward the public, Board, other officials of the organization or fellow employees.
7. Not to use official position for personal advantage.
8. Not to steal, destruct, or damage organizational property.
9. Not to abuse leave privileges
10. Not to violate order or direction made or given by superior
11. Not to falsify a statement of fact on, or omitting material information from, his or her employment application.

Violation of the above will reflect misconduct and it is a serious breach of discipline. Whenever an employee's performance, attitude work habits, or personal conduct fall below a desirable level, project in-charge

will inform employees promptly and specifically of such lapses and **will** give them counsel and assistance. If appropriate and justified , a reasonable period of time for improvement may be allowed before initiating disciplinary action.

SERVICE RULE:

- **Defining Role and Responsibility**

During joining each and every staff will get joining letter clearly defining the role and responsibility that he/she will have to carry/perform in the organization.

- **Career growth**

Employees are encouraged to take advantage of job related training opportunities to improve their job skills. The Secretary / Director based on the project in-charge's recommendation will **decide** who will attend training sessions subject to the availability of budgeted funds. He /She may enroll for higher education or attend any specific programme or course after the approval of the Management.

- **Yearly performance evaluation/ Increment**

Performance appraisal format has been developed for each staff. Job appraisal **will be** done every year to assess the performance of the staff. At the end of the year each staff is interviewed to fill up the appraisal form. Increment **will be** given according to the score of the overall performance rating. Percentage of increment will differ from project to project.

Disciplinary rule

In addition to the conduct, procedure etc disciplinary rule will also be applicable to non-performance against jointly agreed upon target etc as follows:

- (a) Work as per jointly agreed target and quality standard should be completed according to monthly and quarterly action plan & budget prepared considering the requirement of approved target & terms & conditions of the project. If this is not achieved, administrative action may be taken against the defaulting staff.
- (b) Approval of advance and expenditure against advance availed should be according to the approved budget and organization's financial rule. Administrative action may be taken against the defaulting staff.

- **Career Growth Opportunity**

The staff may inform the Management of his/her desire/willingness to get higher qualification / any course that will help & contribute to the overall development of the organization. After approval of the Management, he/she may enroll for higher education or attend any specific course/Programme.

- **Capacity building**

Organization will prepare the yearly training calendar for capacity building & desired growth of the employee. The designated committee will conduct the exercise every year in March to assess the training need and accordingly prepare the annual training plan.

- **Facilities**

1. Group Insurance
2. Medical allowance
3. PPF/ Gratuity
4. Other benefits

In addition to the above, all will avail the Leave facility as per the service rule of the organization.

Probation period for new staff will be three to six months as decided by the Management. During probation, facilities and leave entitlement will not be applicable.

- **Recruitment and Retrenchment**

Recruitment of new staff will be done through advertisement or through circular. A committee constituted by the Secretary with one member from Managing Committee, Director / Project Incharge and one staff member will select as per the project /program / organization's requirement. The Secretary will approve and thereafter issue appointment letter.

The monitoring committee will monitor and record the performance of each staff and submit a Report to the Secretary. The committee may recommend to the Secretary for retrenchment of any staff based on the performance evaluation and condition of the project.

- **Quality-Improvement-Programme (QIP)**

The Managing Committee or the Management will formulate QIP for the staff from time to time. This will be worked out keeping in view the emerging need, Organizational Development, activity diversification etc. It will be mandatory for each staff to join this Programme.

The HR Policy will always be modified/vetted by the competent legal person/body fixed by the Governing Body of the organization.

Use of Vehicles:

All vehicles are for office use only, except as delineated below

1. No person other than employee authorized by his or her department head may operate an organization vehicle. Drivers of Vehicle must have valid and current driver's license.
2. Persons who are neither current officials nor current employees of the organization are prohibited from riding in any organization vehicle unless so authorized by project in-charge of the employee operating that vehicle.
3. No organization vehicles may be operating outside project area of the organization limits by any employee unless so authorized by the project in-charge of that employee.
4. Employees are expected to use organization vehicles in safe manner, in accordance with manufacturers specifications and as directed by each employee's project in-charge. In particular employees are to wear helmet whenever operation any vehicle. Under no circumstances shall the vehicle be operated while the operating employee is under the influence of alcohol or any drugs that could adversely affect the employee's ability to operate the same both safely and efficiently.

5. Any damage to any organization vehicle including that from normal wear and tear shall be reported to employees' project in-charge as soon as practicable. Failure to do so on the part of the employee responsible for any such damage may result in disciplinary action up to and dismissal.
6. All employees who handle organizational equipment are responsible for its care and security while under their control. The loss, damage or waste of the organization property through negligence, carelessness or improper care or use may be grounds for disciplinary action up to and including dismissal. The employee responsible for such loss, damage or waste may be charged for the property in question or any repair, recovery or replacement costs.
7. At the time of separation of employment and prior to receiving final moneys due, the employee shall return to his or her department any and all assets, books, keys, manuals, records, and other items of organization's property in the employee's care and custody, certification to this effect shall be made by the employee's project in-charge, because any money due from the employee shall be collected or deducted from his/her pay.
8. No employee is permitted to use organization equipment for his personal advantage.
9. The vehicle logbook must be properly maintained by the user of the vehicle.
10. The Secretary may authorize certain employees to drive the assigned organization owned vehicles to their place of residence after normal working hours, but the vehicle may be utilized only for commuting and not for personal purposes.

Personal Telephone Calls:

Using organization telephone during regular work hours for local and /or long distant calls of a personal nature, except in emergency cases is discouraged. Personal calls that must be made or received during office hours are permitted if they are held to a minimum and do not interfere with the employees work.

Emergency personal telephone calls may be made or received at any time. Examples of emergencies are illness of or injury to a member of the employee's family, changed plans regarding an employee's transportation home from work, or extreme weather conditions. The caller and /or the employee and not the organization shall pay the cost of any long distance personal telephone calls, even of emergency nature. Lengthy personal phone conversations on non-emergency matters may result in disciplinary action.

Traveling, Accommodation and DA allowance:

The organization will provide second class Bus/Rail fare and accommodation expenses upto Rs 500 if, the organizational accommodation is not available. If the project / programme or any other agency inviting where the higher traveling expenses and accommodation can be availed if it is reimbursed by them. The DA allowance will be circulated time to time approved by Managing Committee.

Personnel Records:

Collection, Retention and use of Personal information

1. The organization shall maintain a separate personnel file of each employee's employment records. Medical information about each employee shall be kept confidentially and separate from their personnel files.
2. Project in-charge may keep separate file for their sub-ordinates but only with the knowledge and consent of the Secretary. Only information regarding these employees job performance may be kept in these files. A project in-charge's personnel file for a particular employee shall be transferred to organization's personal file for that same employee when that employee separates from the organization.
3. Payroll data, including time sheets and records on the accrual and use of leave with pay shall be kept by the finance department. The departmental file may include information about an employee's wage or salary history and attendance records.

4. An employee may review the organization's personnel file for himself or herself at any time during normal working hours of the office, but only in the presence of an authorized representative.
5. Employees may take notes or may request the organization representative to copy any of the file's contents on duplicating equipment.
6. The organization will disclose personnel information to prospective employers of current or former employees as necessary. In most cases, such disclosures will be limited to confirming the dates of employment, title or position, job location, and wage salary.

Use of Organizational Infrastructure:

The infrastructural facilities such as telephones, (including land-line and mobile), computers, electronic -mail, printers are designed and intended for use by employees and officials of the organization for conducting the organization's official work. Such technology is not intended for personal use.

The use of computer system is a privilege, not a right and inappropriate use may result in cancellation of those privileges. The organization's managing committee member may at any time, deny, revoke, or suspend the computer access of any user. Access to internet is provided for employees to conduct research and communicate with others. Access to internet can be revoked at any time if it is or has been used in inappropriate manner

Separation:

At the time of separation and prior to final payment of all remaining compensation due and payable, all records assets and other organization's property in the employee's custody shall be transferred to the project in-charge. Any amount due because of shortages shall be withheld from the employee's final compensation. The date of separation shall be the last date an employee is on active employee status.

All full time and part-time employees, other than temporary/seasonal employees who are voluntarily separating from the organization will have scheduled an exit interview with the project in-charge/ Director or the Secretary. The main purpose of this interview is to ascertain whether the reason for the employee's separation is founded upon a misunderstanding that might be corrected by either the organization

or the employee or upon any dissatisfaction with the organizations working conditions. Any information that may improve future working conditions in the organization is always welcome.

Resignation:

In the event an employee decides to leave the organization one month notice shall be given to Secretary through his /or her project in-charge so that arrangement for a replacement can be made. In such a case employees shall be expected to return any/or all organization's equipment assigned by their date of separation. An unauthorized absence from work for a period of three (3) consecutive working days may be considered by the project in-charge as a resignation.

Completion of Service:

Temporary/Seasonal employees who complete their term of employment are expected to return any/ or all organization's document assigned by their date of separation.

IMPLEMENTATION OF HR POLICY

The Managing Committee shall undertake the following task for implementation of the HR policy approved by it.

- ❖ Approve the service rule after deliberation and vetting of the legal authority and discussion in Advisory Committee meeting.
- ❖ Regularly monitor activities to ensure that the HR Policy as approved by it ,is being implemented in its true spirit.

This Policy is approved in Governing Body Meeting by all the members.

President

Secretary