



## **PADALA CHARITABLE TRUST (PCT)**

**Human Resource policy  
Approved by the Board on 08-09-2024**



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## PADALA CHARITABLE TRUST

### **A. Description of the organization**

#### **About Us:**

Padala Charitable Trust (PCT) is a non-profit, non-government organization founded and registered in 2002. PCT works in the fields of advocacy and operations to reach out to the marginalized with no bar on their caste, religion, or gender. We advocate girl child safety, socio-economic upliftment of marginalized, menstrual health, female empowerment, and fight against child sexual abuse.

### **II. Alignment to vision, mission and Objectives**

**Vision:** PCT envisions a future where every underprivileged child, irrespective of background, has equal access to quality education, holistic support, and the opportunity to break free from the cycle of poverty, contributing positively to their communities and society at large.

**Mission:** Our mission is to reduce educational and socio-economic barriers, providing targeted support for holistic development and empowerment.

#### **Guiding Principles:**

Child-Centric Approach Placing the welfare of children at the heart of our efforts, ensuring every initiative revolves around their needs and well-being

## **Recruitment process, Selection, Induction and Termination of its Staff/Consultants**

The basic philosophy of Human Resource Management (HR) is to keep a small team of experienced and talented people who manage independently the functions of the organisation.

### **A. Selection:**

- PADALA CHARITABLE TRUST (PCT) is an equal opportunity employer but, all things being equal, will give preference to minorities, people with disabilities and other disadvantaged.
- PADALA CHARITABLE TRUST (PCT) will appoint both full and part time people.
- PADALA CHARITABLE TRUST (PCT) will offer employment on fixed period contract basis as consultants, as also on regular employment which terminates on superannuation.
- All full-time people will be selected only after a Job Description has been made and approved by the Executive Director.
- Owing to exigencies of business, JDs may require to be changed but all revised JDs will also need to approve by the Executive Director and Executive Director JD to be approved by CEO.
- Either full time or part time positions of staff will have clear job profile and it will be shared widely through various platforms to seek suitable applications
- All suitable applications will be scrutinized and shortlisted by PADALA CHARITABLE TRUST (PCT) and all shortlisted candidates will be interviewed with minimum two members interview panel
- Appointment letters may be signed by the HR Director subject to a Trustee approved JD and Budget allocation.
- The board will not offer paid employment to any close relatives of Trustees. Trustees and their relatives are also not eligible for reimbursement of personal expenses incurred even if it is for organisation work.
- Menstrual leaves can be applicable after 1 year working period for all female staff

### **B. Appointment:**

**C.** Appointment of Executive director will have to be approved by CEO and CEO will be appointed by Board.

**D.** Executive Director and HR director has the power to appoint all other staff members. Positions earmarked as senior positions need a consent from Board.

**E.** All appointment letters will have a probation period of 60 days, depending on contract tenure. During the probation period, the mutual notice period will be 15 Days from the employee and 15 Days from the employer.

**F.** All appointments will have a clause stating that the job is transferrable

## G. **New Staff Induction:**

H. All new joining members will have first one-week induction to orient on various aspects of the organisation's work.

I. Respective Programme Lead to ensure smooth induction of new employee

J. Induction checklist to be used for inducing new member

K. New staff induction is done in the following sequence:

### **a. Admin cum HR induction**

i. Pre-joining formalities like sending offer letter, receiving acceptance, confirming joining date etc.,

ii. Welcoming, completing joining formalities, introducing to existing staff, briefing on benefits, HR rules, sharing of all related policies etc.,

### **b. Introducing with Senior Management and Board**

i. Meeting Managing Trustee for briefing

ii. Meeting with Managing Trustee and other Board members (mandatory in case of senior positions)

### **c. Introduction to the program and department**

i. Briefing about the program by Programme Lead

ii. Orientation Plan for 5 days (including 2-day field visit)

### **d. Field Visit**

Field visit plan by Programme Lead for 2 days

# Induction Check list

	Pre - Employment	Day 1	By two weeks	By whom
<b>Reception</b> <ul style="list-style-type: none"> <li>• New employee received</li> <li>• Introduction to colleagues</li> <li>• Certificates collected</li> <li>• Passport photos collected</li> <li>• Professional Credentials</li> </ul>				
<b>Conditions of Service</b> <ul style="list-style-type: none"> <li>• Contract</li> <li>• Salary package</li> <li>• Sickness/leave regulation</li> <li>• Travel regulations/expenses</li> <li>• Disciplinary procedures</li> <li>• Grievance procedures</li> </ul>				
<b>Welfare/ Benefits</b> <ul style="list-style-type: none"> <li>• Staff facilities/activities</li> </ul>				
<b>Knowledge of CENTRE FOR SOCIAL ACTION TRUST</b> <ul style="list-style-type: none"> <li>• Visits to all Units</li> <li>• History of the organization</li> <li>• Mission statement</li> <li>• Disability issues</li> <li>• Links to similar NGO's etc</li> </ul>				
<b>Layout/ Facilities</b> <ul style="list-style-type: none"> <li>• Cloakroom</li> <li>• Parking</li> <li>• Telephone</li> <li>• Photocopying</li> </ul>				
<b>The Unit</b> <ul style="list-style-type: none"> <li>• Unit purpose and function</li> <li>• Job description</li> <li>• Monitoring/supervision/appraisal</li> <li>• Unit procedures/ meetings</li> <li>• Individual training needs</li> <li>• Job responsibilities</li> </ul>				
<b>Health and safety</b> <ul style="list-style-type: none"> <li>• Voluntary disclosure health/disability issues</li> </ul>				

## **L. Attendance System:**

- Employee discipline in adhering to the work hours of 9 Hours is critical for success of programs. PADALA CHARITABLE TRUST ensures all their staff / consultants adhere to the working rules and there is no absenteeism
- Each staff / consultant must prepare a monthly plan before 1st of every month and share it with his / her Programme Lead
- Programme Lead approves the monthly plan including proposed travel
- Staff coming to work at office must sign in an attendance register or update HRMS
- Field staff must inform Programme Lead on their weekly plans prior to starting of the week
- No update from staff on any day is considered as absent and one day leave is marked
- If any staff / consultant is absent without any intimation continuously for 3 working days, Managing Trustee has the right to terminate the contract of such staff member / consultant. However, all efforts will be made to reach out to absentee and listen if there are any concerns.

## **M. Annual Appraisals:**

- Staff growth and development is an integral part of foundations HR System. Annual appraisal system is in place for all its full time/part time employees, consultants.
- Programme Lead is responsible to ensure formal review soon after the completion of probationary or observation period
- Based on the satisfactory completion of probationary period concerned Programme Lead to recommend to Managing Trustee for issuing confirmation letter
- Every employee/consultant to undergo annual appraisal system as per the appraisal system and submit the same for Managing Trustee with recommendation
- Based on identified training needs in appraisal, Programme Lead to plan the same
- Appraisal to be used for recommending increments or promotions and change in role
- In case of low performance, concerned Programme Lead to guide, supervise and support to employee to perform better. If no progress found, ensure to support employee/consultant to look for alternative

**N. Termination :**

- Offer letters specifying contract periods will terminate automatically unless renewed in advance
- All contracts and regular employment letter will have a mutual notice period
  - a. 15 days for contract tenures of any period .
  - b. Either party can terminate the contract without cause, subject to serving the notice period or salary in-lieu
- However the organization has right to terminate any employee with immediate effect in case of any serious performance issues or project funding issues or violations of code of conduct as per the existing policies

**O. Exit Interview System:**

- The board of Trustees believes in obtaining feedback to improve its systems. Exiting employees are a major source of information.
- When an employee serves notice to the organization, Programme Lead immediately informs HR
- Structured Interview is conducted either in person or over email
- All Exit interviews are confidential in nature and responses are used only as a feedback
- Employee to fill exit check list and hand over to HR for final clearance



## I. Working Days, Hours & Declared Annual Holidays

- The working days are Monday to Saturday with minimum 48 working hours a week
- The working hours are from 09.00AM TO 05.30 PM with half an hour lunch break.
- Subject to written advance approval of the reporting manager, employees may be permitted to work from home or elsewhere or at hours different from what is stated above.
- The annual holiday list (January to December) is given below. If any of these falls on Sunday, the organisation may declare additional holidays that year.

### Holiday Calendar

Date	Day	Festival
01 January 2024	Monday	New Year
14 January 2024	Sunday	Bhogi
15 January 2024	Monday	Sankranti
16 January 2024	Tuesday	Kanuma
09 April 2024	Tuesday	Ugadi
15 August 2024	Thursday	Independence Day
07 September 2024	Saturday	Vinayaka Chavithi
11 October 2024	Friday	Dussehra Holiday
12 October 2024	Saturday	Dussehra Holiday
31 October 2024	Thursday	Diwali
25 December 2024	Wednesday	Christmas

Specific dates for each year will be announced before 31st December each year and will be sent by mail to all employee. The communication will also be available for perusal at the Registered office.

## **I. Leave system and approval process**

- The board has 12 days approved annual leave for all its full-time staff/consultants. This will be at the discretion of the personnel to utilise the same on the following process.
- Admin Director will have leave tracking system, in which all consultants/employees leave details will be maintained (January to December)
- Female Staff can take 1 day casual leave and 1 day Menstrual leave per month. Male staff take 1 day casual leave per month. Any senior male staff member who has 5 or more yrs of service in the organization is eligible for 6 more days per year of privilege leave in addition to the casual leave. This does not apply to female staff since they are already entitled to menstrual leave from day 1.
- Any leaves that employee/consultant plan to take should be informed in advance and the leave request to be submitted to his/her reporting manager through an email / HRMS
- If the leave is applied for more than 3 days at a time, it needs prior approval by the reporting manager. Any leaves more than 5 days requires HR Director approval
- All Director leaves to be sanctioned by CEO.
- If an employee/consultant exhaust leaves in a calendar year, then he/ she will lose the wage for the additional days from their remuneration/salaries or compensate during alternate period as per the discretion of employer.
- Leave can be accumulated up to a maximum of 5 days each year only .Anything beyond that will be deemed to have lapsed.

## **III. Health and Safety Measure:**

- Health and safety of staff / employee at workplace or while on official travel is important
- While travelling on personal vehicle wearing of helmet or usage of seat belt is strictly advised to all employees
- Late Night arrival or departure is discouraged specially for women employees as it increases security risk. Whenever they need to make a travel, they are advised to plan their travel in such a way that late night arrival and departure (both) are omitted or minimized to maximum extent
- Programme Lead should know the travel details and employee should have an emergency contact number
- When trainings or events are conducted, PCT will ensure hygienic accommodation with secured place
- First Aid kit is made available at office and at training / event venue
- All staff members undergo an orientation on usage of equipment to prevent electric shock, improper usage etc.,
- All employees would be provided with well-ventilated workplace, proper seating arrangement, rest rooms and drinking water
- Smoking, Alcohol consumption and usage of drug is strictly prohibited at office premises and at training / event venue

## IV. Travel Policy

This travel policy details the entitlement of all allowable expenditure including boarding and lodging incurred by personnel, traveling on official work.

- Local travel in and around place of posting is expected to be managed by staff/consultant's own vehicles or by hiring autos /local taxis. Actual expenses of the same will be reimbursed. Where possible, bills should be provided, but in all cases, approval must be taken from the Reporting Manager.
- All outstation travels are expected to be planned minimum 5 days in advance and needs prior approval from Finance & Accounting Director.
- Personnel are permitted to use up to 3 tier A/C train or sleeper bus coaches for outstation travel.
- For travel lasting longer than 10 hours by train or bus, CEO & All Directors may allow air travel.
- Overnight Lodging outside the place of posting will require prior approval of the reporting Finance & Accounting Director. Entitlement will be based on both City tier and personnel designation. Entitlement norms will be approved by the Trustees each year and circulated by the Managing Trustee within a week of year beginning.
- Reimbursement of transport and lodging expenses will be only against bills/tickets.
- Where feasible, personnel will share rooms while traveling.
- The food and beverage entitlements will also be fixed on a per-diem basis yearly and communicated to all personnel. These will not require supporting bills.

S.No.	Item	Permitted Allowance
1	Per Diem	500 per day(Non Local & Stay) 200 per day (Local & No Stay)
2	Accommodation	Rs. 2000 per day or Actuals
3	Own Vehicle – Petrol Reimbursement	Car - Rs. 8 per km or Actuals Bike - Rs. 3 per km

## V. Guidelines on Use of Organization's Facilities

- All equipment and facilities available are to be used strictly for official purpose only
- Staff member / consultant is responsible for Laptop / Desktop issued to them. Any loss / damage to the equipment is the responsibility of individual
- Internet facility is provided at office. This must be used only for official work
- Shared equipment like Printer and Scanner are to be used by all staff members and everyone should own the responsibility of keeping it in good condition
- Use of stationary like print outs, pens, notebooks etc., are to be used judiciously
- For internet and communication purposes outside the office, PCT provides a fixed amount per month. Staff / consultant to make their own arrangements for the same
- Pantry facilities are provided for all staff / consultants. Equipment like water filter, microwave oven, fridge etc., are to be used carefully without damaging the assets
- Long Service Award will be provided by the organisation who are completed 5 years Rs. 10000/-, 10 years Rs. 15000/- and 15 years Rs. 20000/-

**. COTY(Contributor Of The Year) AWARD announced annually.**

## VI. General Administration

- The office will operate from 9.00AM TO 5.00PM the registered office of the Board and whenever needed its personals are also expected to operate from other locations which will be agreed with the organization.
- Wherever organization permits its personal to work either from home or from distance locations, such things are considered as working place. No special claims for travel from home to the local locations or working lunch expenses are entitled
- Quarterly Board meeting will be held to review the organization's progress and to seek approvals for any resolution to be passed.
- Any staff Individual benefits related queries, employees should be emailed to HR director.