



PADALA CHARITABLE TRUST (PCT)

Human Resource policy
Approved by the Board on 08-09-2024
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Chapter Item	Page Number
I. Description of the organization	Page 2 to 2
II. Vision, Mission and Objectives	Page 2 to 2
III. Recruitment process, Selection, Induction and Termination of its staff/consultants	Page 2 to7
IV. Working Hours, Days & Annual Holiday list	Page 8 to8
V. Leave system, Performance Awards	Page 9 to9
VI. Health and Safety Measures	Page 9 to9
VII. Travel Policy	Page 10 to10
VIII. Guidelines on use of Organization's Facilities	Page 11 to11
IX. General Administration	Page 11 to11
X. Annexures (if required)	

PADALA CHARITABLE TRUST

I. 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

III. 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:

- Appointment of Executive director will have to be approved by CEO and CEO will be appointed by Board.
- Executive Director and HR director has the power to appoint all other staff members. Positions earmarked as senior positions need a consent from Board.
- 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.
- All appointments will have a clause stating that the job is transferrable

C. New Staff Induction:

- All new joining members will have first one-week induction to orient on various aspects of the organisation's work.
- Respective Programme Lead to ensure smooth induction of new employee
- Induction checklist to be used for inducting new member
- New staff induction is done in the following sequence:

D. 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.,

iii. Introducing with Senior Management and Board

a. Meeting Managing Trustee for briefing

b. 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
Reception <ul style="list-style-type: none"> • New employee received • Introduction to colleagues • Employee Personal Documents • Aadhaar Card • PAN Card • Bank Details • Passport Size Photo • Education Certificates • Professional Credentials 				
Conditions of Service <ul style="list-style-type: none"> • Contract • Salary package • Sickness/leave regulation • Travel regulations/expenses • Disciplinary procedures • Grievance procedures 				
Welfare/ Benefits <ul style="list-style-type: none"> • Staff facilities/activities 				
Knowledge of PADALA CHARITABLE TRUST (PCT) Visits to all Units History of the organization Mission statement Disability issues Links to similar NGO's etc.				
Layout/ Facilities Cloakroom Parking Telephone Photocopying				
The Unit <ul style="list-style-type: none"> • Unit purpose and function • Job description • Monitoring/supervision/appraisal • Unit procedures/ meetings • Individual training needs • Job responsibilities • Completion of POSH Training • Completion of CPP Training • Completion Online Job-Specific Training Course 				
Health and safety <ul style="list-style-type: none"> • Voluntary discloser health /disability issues 				

E. 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.

F. Performance Awards:

The organization may recognize employees for their outstanding performance and contribution through the following awards:

- Quarterly Best Performance Award: Employees who demonstrate outstanding performance, commitment, and contribution to organizational goals during the quarter may be recognized with a Quarterly Best Performance Award.
- Spot Award: Employees who demonstrate exceptional performance, initiative, or significant contribution during any program, event, or activity may be recognized with a Spot Award to appreciate their immediate achievements and encourage staff motivation.

These awards may include a cash prize of up to a maximum of ₹25,000, along with a certificate and a memento, as appropriate.

G. Staff Development Program :

- The Organization supports employee learning and professional growth through the Staff Development Program.
- Eligible employees may be nominated or approved to attend training programs, workshops, or courses relevant to their job roles.
- Participation is subject to the defined approval process and budget availability.
- This program aims to strengthen employee capabilities and enhance overall organizational performance.

H. 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

I. 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 to the organization, notice 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

The working days are Monday to Saturday with minimum 48 working hours a week

The working hours are from 09.00AM TO 05.30PM 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.

PCT Holiday Annual Calendar - 2026

S. No	Festival	Date	Day
1.	New Year	01/01/2026	Thursday
2	Bhogi	15/01/2026	Thursday
3	Sankranti	16/01/2026	Friday
4	Kanuma	17/01/2026	Saturday
5	Ugadi	19/03/2026	Thursday
6	Summer Holidays	18th to 23rd	One Week
7	Independence Day	15-08-2026	Saturday
8	Vinayaka Chavithi	14-09-2026	Monday
9	Dasara Holidays	19-10-2026	Monday
10	Dasara Holidays	20-10-2026	Tuesday
11	Diwali	08-11-2026	Sunday
12	Christmas	25-12-2026	Friday

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.

V. Leave system and approval process

- The Board has approved 12 days of annual leave for all full-time staff/consultants. Employees may utilize this leave at their discretion, following the prescribed process.
- 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.
- Only the unutilized balance of casual leave shall be eligible for encashment at the end of the period. Menstrual leave and privilege leave are not eligible for encashment.

VI. 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
- Full-time employees who are not covered under ESI and are drawing a gross salary above ₹21,000 per month shall be provided with health insurance benefits by the organization.

VII. 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

VIII. 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
- The organization will provide a Long Service Award to employees upon completion of continuous service as follows: Rs. 10,000/- after 5 years, Rs. 15,000/- after 10 years, and Rs. 20,000/- after 15 years, in recognition of their dedication and contribution to the organization.

IX. General Administration

- The office will operate from 9.00AM TO 5.30PM 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.

CONCLUSION

This Policy is scheduled for recertification on or before **07/06/2027** unless there is a need for change before the scheduled time.

Policy Revision History

S. No	Description	Changes	Date
1.	V 1	<ul style="list-style-type: none"> • Initial Release 	08/09/2024
2.	V 2	<ul style="list-style-type: none"> • Organization Logo Updated; • New Leave Calendar Implemented; • Staff Development Program Added • Updated Induction Checklist • Added Health Insurance (Eligible Employees) • Changed Annual Appraisal to Quarterly Appraisal • Removed COTY Award • Annual Appraisal to Quarterly Award 	09/03/2026