

HUMAN  
RESOURCES  
POLICY

2<sup>nd</sup> April

2022



*Change Initiatives*

## 1. Introduction

### 1.1 Purpose

- The purpose of this Human Resources (HR) policy is to establish clear guidelines and procedures to ensure fair, consistent, and effective management of our staff. This policy aims to create a productive and supportive working environment that aligns with the mission and values of Change Initiatives.

### 1.2 Scope

- This policy applies to all employees, volunteers and interns working with Change Initiatives

## 2. Recruitment and Selection

### 2.1 Equal Opportunity Employment

- Change Initiatives is committed to providing equal employment opportunities to all applicants and employees without regard to religion, caste, sex, age, disability or any other characteristic protected by Indian laws.

### 2.2 Recruitment Process

- **Job Posting:** All job vacancies will be advertised internally and externally to reach a diverse pool of candidates.
- **Selection Criteria:** Candidates will be selected based on their qualifications, experience and alignment with the NGO's values and mission
- **Interview Process:** Structured interviews will be conducted to ensure fair and objective assessment of all candidates
- **Background Checks:** Reference checks and, where applicable, background checks will be conducted before making an offer of employment

## 3. Onboarding and Training

### 3.1 Orientation

- New employees will undergo an orientation programme to introduce them to the organization's mission, values, policies, and procedures

### 3.2 Training and Development

- **Initial Training:** New employees will receive training relevant to their role.
- **Ongoing Development:** Continuous learning opportunities will be provided to help employees develop their skills and advance their careers within the organization.

## 4. Employee Conduct and Expectations

### 4.1 Code of Conduct

- Employees are expected to adhere to the highest standards of ethical conduct and integrity. This includes:
- Respecting the rights and dignity of colleagues, beneficiaries, and partners
- Avoiding conflicts of interest
- Protecting confidential information
- Complying with all applicable laws and NGO policies

## **4.2 Attendance and Punctuality**

- Employees are expected to maintain regular attendance and be punctual. Absences should be reported to the supervisor as soon as possible
- The organisation permits 11 Casual Leaves (CL) in an year. In one month a maximum of 3 CLs can be allowed.
- If an employee has to work on a weekend or on a national holiday due to the priority of the deliverables, they are offered a compensatory off on any other workday.
- National holidays (maximum 18 days) will be published every year.
- Three days late will be considered as 1 day absent.

## **4.3 Dress Code**

- Employees should dress in a manner that is appropriate for their role and represents the organization professionally

## **5. Performance Management**

### **5.1 Performance Reviews**

- Annual performance reviews will be conducted to provide feedback, set goals, and discuss career development

### **5.2 Feedback and Improvement**

- Constructive feedback will be provided to help employees improve their performance. Employees are encouraged to seek feedback and support from their supervisors

## **6. Compensation and Benefits**

### **6.1 Salary and Wages**

- Salaries and wages will be competitive and commensurate with the employee's experience, skills and responsibilities.
- After every one year there will be review of every employee and increment will be done according to their performances.

## **7. Health and Safety**

### **7.1 Workplace Safety**

- Change Initiatives is committed to providing a safe and healthy work environment. Employees are expected to follow all safety procedures and report any hazards or injuries immediately.

### **7.2 Health and Wellbeing**

- Initiatives will be implemented to promote the physical and mental well-being of employees.

## **8. Grievance and Disciplinary Procedures**

### **8.1 Grievance Procedure**

- Employees who have concerns or complaints are encouraged to raise them through the established grievance procedure without fear of retaliation.

### **8.2 Disciplinary Action**

- Disciplinary actions, up to and including termination, may be taken for violations of the code of conduct, poor performance or other misconduct.

## **9. Termination of Employment**

### **9.1 Voluntary Termination**

- Appointment is liable to terminated at any time by either side without assigning any reason by one month's notice or payment of one month's salary in lieu thereof.

### **9.2 Involuntary Termination**

- Involuntary termination will be conducted in accordance with applicable laws and organisational policies, ensuring fairness and transparency.

## **Amendments**

- Any amendments to this policy will be communicated to all employees in a timely manner.
- This HR policy is intended to provide a clear framework for managing human resources at Change Initiatives. By adhering to these guidelines, we aim to create a supportive and productive work environment that advances our mission and values.

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