

HUMAN RESOURCE POLICY

SHREEL FOUNDATION



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1. HISTORICAL & IDEOLOGICAL BACKGROUND

Founder Secretary-cum-chief functionary Rakesh Verma has shared his ideas with likeminded intellectuals, social activists, and experts to lay down the foundation of SHREEL FOUNDATION on 21st May 2017 with the slogan "SOCHNA TO HOGA". In his 1st address, Mr. Verma expressed their ideas before meeting for the establishment of a Non-Governmental organization to transform society through positive interference and so lastly dated 15 July 2019 take legal status under Societies Registration Act, XXI, 1860 Reg. no. 187, 2019-2020 at Ranchi.

2. VISION

Strive for equity-based social order in which no place for any type of differentiation, discrimination, dissimilarity, illiteracy, poverty and so others.

3. MISSION

To achieve the vision our mission will be community empowerment in all terms which will be helpful to overcome all types of discrimination.

4. OBJECTIVES

- The formation, Strengthening & Empowerment of community-based organizations (CBOs).
- Natural resource management and development in an equal manner.
- Human resource management and development for a better and bright future for mankind.
- Promotion of vocational courses, alternative schooling & Hygiene system.
- Promotion of agricultural development with all its aspects.
- Restoration & Promotion of Eco-friendly System.
- Skill Development for Generation of Self-Employment Opportunity.
- Women's Empowerment and gender equality
- Empowerment of socially excluded groups which counted SC, ST, OBC, Minority (Muslim), Women, children, and PWD.

5. VALUES & NORMS

Democratic, Participatory, and Transparent.

6. STRATEGY

- Geographical area: As per bye-laws all over India but to see the human, physical, and financial resources, the Organization is presently active in the Santhal Pragana region of Jharkhand.
- Target Group: A socially executed group which are deprived of their rights and Entitlements.
- Nature of Intervention: Participatory and cooperative.
- Relationship: Equal manner

7. APPROACH

- Promotes group and community-based organizations based on mutual cooperation and self-sufficiency
- Focuses on both technical and social skill development for rural transformation
- Encourages voluntary service, especially among youth
- Prioritizes gender justice, women's resource ownership, and disaster resilience
- Supports eco-friendly, culturally relevant, and economically viable technologies

8. HUMAN RESOURCE

Shreel Foundation promotes a sense of mutual understanding and respect among its employees. The organization's success consistently depends on the quality, sincerity, and commitment of its staff. Every employee plays an active and vital role in delivering impactful services to rural communities.

9. GENERAL QUALITIES

All employees of Shreel Foundation demonstrate the following core values:

- Provide quality services
- Show full commitment to excellence
- Maintain sincerity and honesty
- Follow discipline and punctuality

10. SPECIFIC SKILLS

In addition to general qualities, task-specific and role-based skills are developed and applied as per project needs. These skills are imparted through training, mentoring, and practical experience. Performance, achievements, and career growth of each staff member reflect these competencies in a planned and structured manner.

11. COVERAGE

- All human resource policies and procedures of Shreel Foundation apply uniformly to all employees, irrespective of race, colour, caste, creed, religion, nationality, gender, age, or physical ability. Equality and non-discrimination are followed in recruitment, training, benefits, performance evaluation, and career growth. The same ethical, professional, and performance standards are applicable to every staff member across all levels and departments.

12. GENDER POLICY

- Shreel Foundation ensures gender equity at every level of the organization. Equal opportunities are provided to all genders during recruitment, appraisal, training, leadership roles, and program implementation. All policies, rules, and practices are maintained in a gender-sensitive manner.

Every recruitment panel includes equal representation of women. In all program planning, implementation, and monitoring, gender equity is considered a core component.

An Internal Complaints Committee (ICC) is formed under the leadership of a senior woman staff member. The committee addresses complaints of sexual harassment, assists in filing cases, and provides counseling and referral support as needed.

Key functions of the ICC include:

- Conducting meetings once every six weeks and maintaining official minutes
- Ensuring confidentiality of all complaints
- Addressing cases based on merit without personal bias
- Taking collective decisions as a committee
- Initiating action on serious matters even without formal complaints
- Imposing disciplinary action in case of false or malicious complaints

13. ADMINISTRATION

- This Human Resource Policy is not a contract of employment. It is a statement of existing organizational policies, procedures, and practices.
- No provision in this policy gives employees any rights beyond what is already defined in the organization's legal framework or charter.
- Shreel Foundation reserves the right to amend, update, or modify any part of this document at any time without prior notice.
- Changes are implemented as per the decisions taken by the Governing Body and approved processes.

14. ETHICS

- These policies aim to create a culture of mutual understanding, cooperation, efficiency, and unity among employees.
- Uniform policies and equal benefits are provided to all staff, irrespective of caste, religion, gender, colour, age, disability, or nationality.
- All employees are familiar with:
 - The organization's goals, purpose, and major activities
 - What is expected from them and what they can expect in return
 - Service rules and related provisions
 - The code of conduct and organizational norms
- Shreel Foundation promotes a respectful, inclusive, and cooperative work environment.
- Every employee is encouraged to share feedback or improvement ideas directly with the Project In-charge.
- Teamwork and transparency are key values in maintaining excellent service delivery to the community.

15. CODE OF CONDUCT

Employees of Shreel Foundation follow the organization's defined ethical and professional standards through the following practices:

- Large or inappropriate personal gifts are refused.
- The organization's written standards of conduct are followed as per each role and responsibility.
- Employees do not engage in corruption, bribery, financial misconduct, or illegal activities.
- Immediate corrective action is taken when any misconduct is found within the team.
- Confidentiality is maintained for team members reporting irregularities or misconduct.
- Disrespectful language toward the public, board members, officials, or colleagues is not used.
- Instructions and directions from superiors are followed.
- False or incomplete information is not provided during the recruitment or in any official document.
- Official position is not misused for personal benefit.
- Organizational property is not stolen, damaged, or misused.
- Leave entitlements are not misused.

Violation of any of the above is treated as misconduct and a serious breach of discipline. In such cases, the Project In-charge informs the employee clearly and provides necessary support. A fair period for improvement is allowed before disciplinary action is taken.

16. SERVICE RULE

16.1. Role and responsibility definition

- Every employee receives a joining letter at the time of appointment. The letter clearly mentions the employee's role, duties, and responsibilities.

16.2. Career growth

- Employees regularly participate in job-related training programs to strengthen their skills. The Project In-charge recommends suitable staff for training, and the Secretary approves it as per the availability of funds. Employees also pursue higher education or specific courses with prior management approval.

16.3. Yearly performance evaluation

- Performance appraisal is conducted annually for all staff. A standardized appraisal form is used, and individual interviews take place at the end of the year.

16.4. Increment system

Salary increment is granted based on the overall performance score. The percentage of increment differs as per project requirements and budget provisions.

17. DISCIPLINARY RULE

Disciplinary rules at Shreel Foundation apply not only to misconduct, but also to non-performance against agreed targets and project obligations. The following actions are taken in such cases:

- When work is not completed as per the jointly agreed targets and quality standards outlined in monthly or quarterly action plans and budget, administrative action is taken against the responsible staff.
- When advance approvals or related expenditures are made outside the approved budget or against the organization's financial rules, administrative action is taken accordingly.

18. CAREER GROWTH OPPORTUNITY

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 enrol for higher education or attend any specific course/Programme.

19. 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.

20. FACILITIES

- Group Insurance
- Medical allowance
- PPF / Gratuity
- 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.

21. 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.

22. 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.

23. USE OF VEHICLES

All vehicles are used strictly for official purposes, except as specified below:

- Only employees authorized by their respective department heads operate organizational vehicles. Drivers possess a valid and current driver's license.
- Individuals who are not current employees or officials of the organization do not travel in organization vehicles unless authorized by the concerned project in-charge.
- Employees operate vehicles only within the approved project areas, unless specific permission is granted by the project in-charge.
- Employees operate organizational vehicles safely, following manufacturer specifications and the directions of the project in-charge. Helmets are worn when operating two-wheelers. Vehicles are never driven under the influence of alcohol or any drugs that impair safety and efficiency.
- Any damage to organizational vehicles, including normal wear and tear, is reported promptly to the project in-charge. Failure to do so results in disciplinary action, including dismissal when required.
- Employees responsible for organizational equipment ensure its proper use and security. Loss, damage, or misuse due to negligence may lead to disciplinary action and recovery of repair or replacement costs from the responsible employee.
- At the time of separation, all assets, books, keys, manuals, and records under the employee's custody are returned. Certification is provided by the project in-charge, and any pending dues are adjusted from the final payment.
- Employees do not use organizational equipment for personal gain.
- A vehicle logbook is maintained properly by the assigned user.
- The Secretary authorizes specific employees to take organizational vehicles to their residence after working hours, strictly for commuting purposes and not for personal use.

24. PERSONAL TELEPHONE CALLS

- Organization telephones are used for official purposes during working hours. Local or long-distance personal calls are discouraged, except in emergency cases.
- Necessary personal calls during office hours are allowed if they are brief and do not affect the employee's work.
- Emergency calls — such as illness or injury of a family member, changes in transportation plans, or extreme weather — may be made or received at any time.
- The cost of any long-distance personal calls, including emergency ones, is borne by the caller and/or the employee, not the organization.
- Long personal conversations on non-emergency matters may lead to disciplinary action.

25. TRAVELING, ACCOMMODATION AND DA ALLOWANCE

- The organization reimburses second-class bus or rail fare and accommodation expenses up to ₹500 when organizational accommodation is unavailable.

- In cases where the inviting project, programme, or agency provides higher travel and accommodation provisions, the employee may avail those benefits if they are reimbursed by the host agency.
- Daily Allowance (DA) rates are decided and circulated from time to time with the approval of the Managing Committee.

26. PERSONNEL RECORDS

Collection, Retention and Use of Personal Information

- A separate personnel file is maintained for each employee, containing employment records. Medical records are kept confidential and stored separately.
- Project In-charges may keep personal files for their team members with the Secretary's knowledge and approval. These files include only performance-related information and are transferred to the central file upon the employee's separation.
- Payroll data, including timesheets and records of leave, are maintained by the finance department. Departmental records may also contain wage history and attendance details.
- Employees may review their personnel files during office hours in the presence of an authorized representative.
- Employees may take notes or request photocopies of the contents.
- Personnel information is shared with prospective employers of current or former employees as required, generally limited to dates of employment, job title, location, and salary.

27. USE OF ORGANIZATIONAL INFRASTRUCTURE

The infrastructural facilities such as telephones (landline and mobile), computers, emails, and printers are used by employees and officials of the organization for official purposes only. These systems are not used for personal work.

The use of the computer system is treated as a privilege. Improper use may lead to cancellation of access. The Managing Committee holds the authority to deny, revoke, or suspend access at any time.

Internet access is provided to employees for official research and communication. If internet access is misused or found inappropriate, it is revoked.

28. SEPARATION

At the time of separation and before the final settlement, all organizational records, assets, and other properties in the employee's custody are submitted to the Project In-charge. Any dues or shortages are adjusted from the employee's final compensation. The date of separation is treated as the last working day of the employee.

- All full-time and part-time employees, except temporary/seasonal ones, who voluntarily leave the organization, attend an exit interview with the Project In-charge, Director, or Secretary. The purpose is to understand the reason for separation and receive suggestions to improve working conditions.

29. RESIGNATION

- Employees intending to resign from the organization give one-month notice to the Secretary through their Project In-charge. This helps in arranging a suitable replacement. All equipment and materials of the organization are returned before the last working day.
- If an employee remains absent for three (3) consecutive working days without information, the absence is treated as a resignation.

30. COMPLETION OF SERVICE

Temporary or seasonal employees, after completing their term, return all assigned organizational documents and items by their final working date.

31. IMPLEMENTATION OF HR POLICY

The Managing Committee performs the following tasks to ensure the proper implementation of the HR Policy:

- Approves the service rules after legal vetting and discussion in the Advisory Committee.
- Monitors regularly to ensure that the HR Policy is implemented in its true spirit.

This Human Resource Policy is approved in the Governing Body meeting by all members.

Approved by
Secretary, Shreel Foundation
Dated: 04.01.2023