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# **HUMAN RESOURCE POLICY**

ASSOCIATION FOR SOCIAL WORK AND SOCIAL REARCH IN  
ORISSA

**(ASWASRO)**

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**PREPARED BY**

ASSOCIATION FOR SOCIAL WORK AND SOCIAL REARCH IN  
ORISSA

**(ASWASRO)**

AT-SEVA VIHAR, PO-BUTUPALLI, PS/DIST-BOUDH,  
PIN-762014, ORISSA, INDIA

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## INTRODUCTION

The human resource policy manual is an attempt to document prevalent organizational practices and norms in a standardized format for user friendly reference. However the PS & A will be recognized as a dynamic document and there will always be certain additions, amendments and changes according to the needs of the organization. The provisions of the manual will be reviewed on a fiscal year basis, preferably in July each fiscal year.

This manual is with affect from 1<sup>st</sup> may 2007. The PS & A policies are applicable to all the staff employed in **ASWASRO**.

## GENERAL STANDING ORDERS

Working hours and Attendance : All **ASWASRO** staff will observe the following work timings, expect on Sundays or other stipulated holidays as per notice

Forenoon / Morning	:	0930 hrs to 1330 hrs
Lunch Break	:	1330 hrs to 1400 hrs
Post noon / Afternoon	:	1400 hrs to 1730 hrs
Weekly off	:	All Sundays

### Late Coming:

All employees are expected to report on time for work. Employments are requested to adhere to the office timings indicated above, irrespective of position. Though there is no formal mechanism to penalize for late coming- habitual late coming is construed as a mis-conduct and could lead eventually to necessary disciplinary action.

On occasions because of urgent personal work or contingencies any employee who wants to come in late or leave early (up to a maximum of 1 hrs) he may do so, but only after prior verbal permission from his /her supervisor / functional head.

### Outdoor/Tour Duty:

In order to assist the HR Department to adhere to good personal security practices, all employees leaving office during office hours on official duty should inform reception on their respective departure / arrival time and contact telephone number.

In addition, all employees going out on official duty directly from their residence should inform the respective functional head and reception so as make the necessary entries in the attendance register and avoid being marked absent.

**House Keeping Practices:**

All employees are requested to keep their working environment clean and in order, so as to adhere to good house keeping practices.

Organization productivity tool/ equipment must be properly cared for and maintained, however, in case of problems encountered in relation to equipment must immediately notify administration, including necessary follow up to ensure that the fault / problem is rectified. All employees are requested to handle equipment with care, not only equipment that is their direct responsibility, but common office equipment as well.

In addition, employees are also requested to consciously handle consumables to avoid wastage viz. stationary items, electricity and water. A neat, clean working environment is reflective of a conducive and healthy organization. The organization would request all its employees to keep it that way.

**Smoke-Free Workplace:**

**ASWASRO** provide a smoke-free workplace for all employees. Smoking is not allowed within the office bay areas, smoking is not allowed in the designated areas viz. car parking alley. It is hence the responsibility of all employees that, the parking area is not littered with cigarette butts, but on the contrary kept clean.

**Ethical use of E-mail & Internet facilities**

No **ASWSARO** employee shall originate or forward any mail or messages containing defamatory statements, offensive language of a sexual or harmful nature or otherwise inflict harm on others. This includes written and graphic content (pictures, images, artwork, video, etc)

**ASWASRO** employees must exercise caution not to reproduce any material received over the internet or World Wide Web (WWW) which may infringe upon existing copyrights or trademarks, software licensing or patents without written consent from the creator of the work. It is also requested that, on such matter due credit is given to copyright holders and that employees should not indulge in plagiarism.

Confidentiality disclaimer: All e-mail messages containing confidential information should have a confidential legend as footer to the e-mail message.



## **APPOINTMENT & INDUCTION**

**ASWASRO** will strive to be an equal Opportunity Employer. By adhering to the credo of being an equal opportunity employer **ASWASRO** will ensure equal employment opportunity for all employees and applicants for employment. By being an equal opportunity employer **ASWASRO** will ensure that and no person will be discriminated against in employment because of race, colours, religion, sex, gender, marital status, political belief, age, disability, ancestry, sexual preference. This equal opportunity extend to all aspects of employment, including recruitment, hiring, training and development, promotion termination, lay offs, discipline and all condition of employment and benefits/privileges in accordance with applicable statutory Laws.

Once all the Departments concerned have approved and signed the requisition form, the Managing Directors final approval must be obtained in writing.

The Human Resources Department will first try and source the relevant position from within the organization it self and circulate the vacancy posting for necessary action.

The Preliminary interviews will consist of an organizational mapping exercise and conducted by the Human Resource Manager. There after short-listed candidate's area called for a panel interview. The specific interview panel will constitute of at least two country Management Team members and the concerned functional specialist .All Panel, members must complete and sign the Individual Interview Evaluation sheet. The final employment offer among other criteria will be based on the cumulative rating score earned by the candidate from the interview panel members. A cumulative score of thirty or less in the panel interview would result in disqualification of the candidates to progress in to the next recruitment hurdle. (Refer to interview evaluation sheet).

In the event of not being successful in sourcing the position through placement consultants, concurrently advertisement will be placed relevant newspapers with the best reach and visibility. Applications are to be invited within a fortnight after the job posting on newspapers. The process of recruitment is initiated through the personal and panel interviews (as mentioned in the section above).

All employees requited by of the organization are expected to go through and clear a medical examination conducted by the organisation identified doctor, before being formally appointed or issued an appointment letter. The appointment letter report has been received .The cost of the medical examination will be borne by the organization.



Once the employee is given the appointment letter and the employee has accepted or confirmed to join the organisation as per the date mentioned in the appointment letter, a reference check letter may be sent to his/her previous employer, at the discretion of the Human Resources Department. The concerned employee must be informed about this reference check. Copies of all these letters will be maintained in the employees' personal folder.

At the time the employee joins the organization, he/she shall report to the Human Resources Department, and as a joining process she/he should submit the following to the organization.

Submit relieving letter from the previous employee and relevant certificates.

Submit photocopies of any previous experience certificates. In addition, on the day of joining - the Administration Department will - Introduce the new employee to the existing staff. Hand over and explain, in detail, this manual and in relation the various rules and regulations that are applicable.

Arrange to have the requisition made for all necessary office stationary & office equipment -viz. calculator, computer, writing pads, pencils, stapler et al.

Give all the necessary information to the new employee - telephone extension directory, a copy of the **ASWASRO** directory, e-mail ID and address On 'CC' mail, availability and location of all other offices facilities.

Give the necessary instructions for the printing of the visiting cards and any other specialised material or equipment that may be required.

An induction kit would be handed over to new the employee, upon his/ her joining. (The kit contains relevant information about **ASWASRO** systems and procedures)

A cross -functional orientation for the new employee is scheduled over a week covering key areas in sponsorship and Grants, Programmes, Finance & administration, Information System, Human Resources.

The Employee should inform the Human Resource Department and update immediately any change in the residential address, telephone number, or demographic details (e.g. marital status, number of children etc.)



The Human Resource Department is responsible for maintaining individual "personal folder" of all **ASWASRO** employees. All information kept in the personal folder is deemed to be confidential and such details from the personal folder will only be made available to authorised personnel to access the folder through the Human Resource Department.

### **PROBATION / CONFIRMATION / NOTICE PERIOD**

All employees will be on the probation for a normal period of three months from the date of joining. On completion of the period, the organization reserves the right to confirm/extend or terminate the services of the employee and then act accordingly.

Two weeks before the completion of the probation period of the Human Resources Department will send the confirmation Form to the concerned supervisor / Functional Head and obtain the necessary decision regarding the confirmation / non – confirmation of the probationary employee and then act accordingly.

In case of confirmation, the Human Resources Department will issue a formal letter to the employee. An employee will be deemed to be on probation until he/she receives intimation of confirmation in writing.

In case, it is decided to extend the period of probation, the employee must be informed in writing as soon as possible and the new probation period clearly indicated. Two weeks before the new confirmation dates, the Human Resources Department will co-ordinate the confirmation process.

### **HOLIDAYS**

Every year, 12 paid / public holidays are observed by the organisation over and above the normal leave / Sundays / Saturdays.

Out of these 12 public holidays, three (3) holidays are essential have to be observed every year –These are (i) Republic Day, 26th January (ii) Independence Day, 15th August, (iii) Mahatma Gandhi's Birthday, 2nd October.

The remaining 9 holidays are fixed on local considerations.

The actual list of the holidays could be arrived at in December each year for the next year and the holidays could be arrived at in December each year for the next year and the holiday list may vary from year to year, alternative holidays may be identified and declared as public holidays. The Human Resources Department should ensure that the holiday list is finalised by the third week in the December each year and circulated to the Functional Head.

### **SALARY ADVANCE / LOAN**

Salary Advance is normally not encouraged and will be paid only in case of extreme emergency the written request must be approved by the Secretary.

Up to a maximum of one month's basic salary can be taken as salary advance at the start of the month and will be fully adjusted in the month's salary paid at the end of the month. No short term or long term adjustable salary advance is permissible.

Only confirmed employees who have served with the organization for more than 3 months can claim this benefit and that to a maximum of once in a calendar year and that too, only in an emergency.

### **EXIT INTERVIEW**

As a good hr practice the **ASWASRO** in its effort to keep track of the changing job market and also to introspect on its policies and working climate, the organization will institutionalize the process of conducting exit interview for all separated employees (arising out of resignation, termination or retirement)

All Employees leaving the organization are expected to undergo an Exit Interview (where-ever possible).

The exit Interview Form will be field in the personal file of the separated employee in question.

### **FULL & FINAL SETTLEMENT**

Any employee leaving the service of the organization is expected to give the necessary notice period required.

The full and final settlement should be made by the Accounts Department only after getting the Clearance/approval from the individuals Functional Head /Human Resources Department, not there are no pending dues with the employee and that he/she has returned all the organizations equipment, papers, etc. that he/she may have.

The employee leaving the services of the organization should fill up the Final Clearance Form, get the relevant clearance signatures and submit the duly completed form to the Accounts Department and claim his/her Final dues.



The Employee may collect all his/her dues payable and experience/salary certificate from the Accounts Department / HUMAN RESOURCES Department either on his/her last working day or within 10days of leaving.

## **GENDER POLICY**

**ASWASRO** give importance to maintain a cordial environment in the organization. Any discrimination against the women is strictly dealt with.

### **A. Ration of men and women**

**ASWASRO** always promote to maintain a balance ratio between the men and women. **ASWASRO** always prefer to make appointment of women in the manager and field level.

### **B. Sexual Harassment at Workplace:**

**ASWASRO** is committed to maintaining human dignity and providing a work environment of tolerance and respect for all employees (i-e. working relationship between peers, superior-subordinate et all).

**ASWASRO** is hence committed to providing a workplace free from all forms of harassment, including sexual and ethnic harassment. This policy also applies to all **ASWASRO** Part-time employees, Consultants and contractual employees working within the Precincts of the organization.

The Government of India's Labour Ministry defines sexual harassment of employees at workplace as any behaviour whether directly or by implication involving Physical contact and advances or a demand or request for sexual favours sexually colored remarks or showing Pornography or any other Un welcome Physical, verbal or non-verbal conduct of sexual nature.

In Keeping With Our non-discriminatory policy, **ASWASRO** will take immediate corrective and disciplinary action up to and including termination -against any employee who engages in the type of behaviour noted above.

### **C. Facilities for women colleagues**

In the workplace, the importance would be given to all the logistic arrangements by which the women colleagues will not feel threaten to work in the organization.

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*P. Samant*  
Secretary  
Association for Social Work  
& Social Research in Orissa