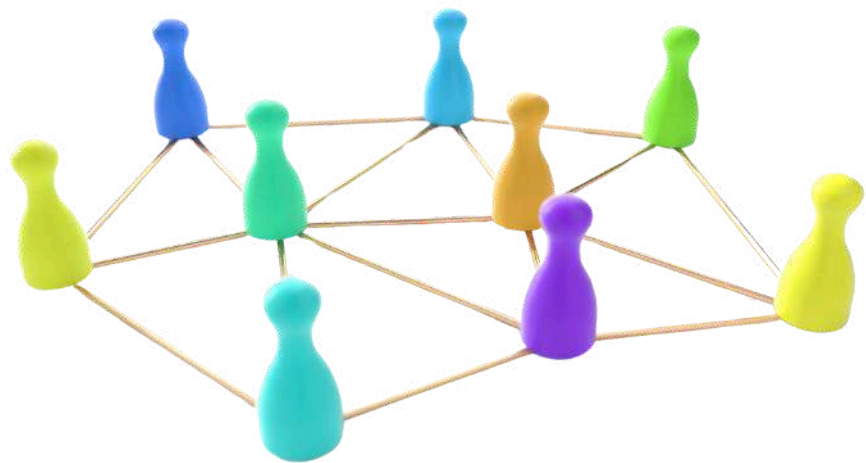




GUIDE FOR EMPLOYEES



2024

BACKGROUND

Aakhyaan Foundation (AF), established in April 2024 under the Indian Companies Act 2013, is committed to fostering positive development and accountability. We are dedicated to ensuring that every individual regardless of caste, gender, color, religion, region, culture, social standing, or economic status has a voice and can actively participate. Our core values center around advocacy, awareness, and empowerment, achieved through deep and meaningful community engagement.

DEFINITIONS

- **AF:** means Aakhyaan Foundation
- **CEO** - Chief executive officer
- **Calendar Year:** Twelve-month period starting from 1st January of each year.
- **Financial Year:** 12-month period starting from 1st April of each year.
- **Staff** : means persons working with AF.
- **Contract Employee:** A Contract Employee is one who is appointed for a specific period of time.
- **Consultant:** Consultants are professional experts hired for specific tasks as and when required.
- **Management** means the Governing Board of AF.



Recruitment Process

The vacancy shall be filled by the individuals who have successfully cleared the recruitment process with the below steps:

- Telephonic/HR discussion
- Assessment task/Main interview
- Reference check

Hiring Process

Once a candidate completes the recruitment process, the candidate will be informed about the result of the recruitment process (selection or Waiting mail within 15 working days from the date of the interview.

The organization will share the offer letter with the candidate (interested in joining) within 5 working days from the date of the call and seek the acceptance/rejection from the candidate within three working days of sharing the offer letter.

Onboarding Process

Once the candidate accepts the offer letter, the candidate will receive the mail indicating the date of joining and enclosing the list of documents that need to be submitted by the candidate on the date of joining.

Appointment letter

The appointment letter issued to the employee will specify the terms and conditions of appointment, leave, provisional appointment period, tenure of appointment, salary and staff benefits, assigned roles, and job responsibility. Each employee will be given a section of the Personnel Policy related to rules & procedures such as leave etc.; at the time of joining.



Induction

The selected candidates will go through an induction programme to properly understand the vision and work of AF and their role within it. The induction period will be one week under AF Senior executives' guidance. Assignments during induction will be decided in such a manner that the employee gets a complete understanding of the vision, the mission and the intervention strategies of AF. The focus during induction will be observation and cross-learning. The employee will maintain a daily report during this period, which will be submitted to the reporting authority every week and the concerned authority will give inputs and feedback on the report. A comprehensive report at the end of each month will be submitted by the employee and appraised by the reporting authority.

AAKHYAAN FOUNDATION

Staff Benefits

1. Reimbursement of mobile phone & internet expenses for work- The staff will be reimbursed for using personal mobile and internet for office purpose. The reimbursement will be done on subject to production of bills or whichever less is as per the maximum limits for various grades as stated below and a self-declaration of expenses made towards office purposes (format is mentioned)

For Grade 1	Rs. 2000 pm (Rs. 1,500 pm for phone and Rs. 500 for internet)
For Grade 2 to 4	Rs. 1000 pm (Rs. 500 pm for phone and Rs. 500 for internet)
For Grade 5	Rs. 500 pm (Rs. 250 pm for phone and Rs. 250 for internet)



2. Medical and Accidental Insurance- For accidental insurance, AF will cover employees with accidental policies having cover of Rs. 3 lakhs or above. This policy would cover death and treatment as applicable in the specific policy for all employees.

3. Annual Increments- AF is a not-for-profit organization and is solely dependent upon projects from donor agencies to meet the salary, administrative costs and overheads. Therefore, while AF would like to provide annual increments to its staff to at least meet inflation costs, it may not be possible for AF to commit to a specific percentage as an increment each year.

4. Duration of increments- Since the employees join in different months, the annual increment is normally calculated after the completion of one year. This increases work load for the accounts section and creates difficulty in calculating budgets. To simplify this, AF will provide annual increments once a year.

5. Promotion within AF -All employees at AF need to grow with the organization. They should therefore get an opportunity for promotion. AF needs to give priority to internal human resources, before recruiting professional(s) for the higher position, subject to their competence and performance

The promotion of employees at AF will be solely at the discretion of the CEO / management. It shall be based on the performance of an employee and vacancy at higher level. The broad guidelines for expected experience for promotion will be as follows:



Grade	Post	Expected period for Promotion
1	CEO	7 years
2	Program Director/Manager	5 years
3a	Senior Program Officer	3 years
3b	Program Officer	2 years
4a	Senior Program Associate	3 years
4b	Program Associate	2 years
5	Program Assistant	3 years

The period mentioned above is the expected period for eligibility for promotion to the next level of grade. After completion of the eligibility period, the Executive Director/management will take a call on promoting the employee to next level. One essential criteria would be that the employee should have performed „above average“ at least for two times in his/her last three performance appraisals and s/he must have scored above average in her/his last appraisal. For example, if one is Senior Programme Associate for 3 years, s/he should score „above average“ for 2 times of which one should be during last performance appraisal.

6. Increment during promotion- As increment is set based on performance, there will be no provision of special increment on promotion.



6. Travel

Travel in AF should be carried out as economically as possible, after careful planning. The limits for expenses and allowances are in place, with the objective of the cost minimization while ensuring that basic requirements of hygiene and safety are adequately met. Additional precautions will be taken into account for women such as reliable transport arrangements from the airport, railway station, bus stand and booking accommodation in safe hotels.

Grade	Mode of travel
1 to 2	Economy air / train (II AC)/ hired taxi
3 to 4	Train (II AC/ 3 AC), AC/ deluxe bus or hired taxi (provided at least two persons travelling together)
5	Deluxe bus/train (sleeper class)

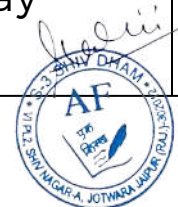
Note: All staff are expected to travel by the most economical mode of travel

Original tickets shall be compulsorily enclosed in the travel bill for claiming reimbursement. While submitting travel expenses report, the actual bill for board and lodging need to be produced.



The entitlements of board and lodging for staff are given below. The incidentals are to cover miscellaneous expenses like communication, laundry, water etc.

Grade	Head	Metros	State capitals	Other places
1 to 2	Boarding and Lodging	Rs. 3500/- per day	Rs. 3000/- per day	Rs. 2500/- per day
	Incidentals*	Rs. 200/- per day	Rs. 200/- per day	Rs. 200/- per day
3 to 5	Boarding and Lodging	Rs. 3000/- per day	Rs. 2500/- per day	Rs. 2000/- per day
	Incidentals*	Rs. 200/- per day	Rs. 200/- per day	Rs. 200/- per day



No bills are required for incidentals

- For board and lodging expenses, original bills will have to be produced while claiming the expenses.
- Flat rate of Incidental expenses: 50% payment in case of travel between 8- 16 hours and 100% payment for travel more than 16 hours.

- All staff are expected to stay in the most economical accommodation
- Staff would have to check out in the morning of the day of travel.
- Staff should stay in the accommodation provided by the host of the training programme or stay at the venue of the training programme that they attend. In such cases only incidental expenses will be given
- In case staff is attending any training or program events etc. where the food and tea etc. is arranged by AF, only 50% of the incidental allowance will be paid.
- If there is any genuine case, where expenses on stay or travel by a higher class than what is provided as entitlement becomes unavoidable, the Executive Director can give special approval on case-to-case basis; but such cases should be minimal.

Travel Advance- Employees shall be eligible to draw travel advance for meeting travel-related expenses (see Annexure-2 for Travel Advance format). The travel advance shall be used only for travel related expenses. The expense claim shall be produced together with the tour report within seven working days of return or commencing the next tour, whichever is earlier. No fresh tour advances shall be allowed till outstanding amounts are settled.

Local Conveyance while on Tour- All staff members, while on tour, will be entitled to reimbursement of local transportation only from airport/railway station/ bus stand to hotel/residence or vice versa. Besides, as and when an individual travels locally for official purposes, the amount incurred on such visits can be claimed subject to the production of actual bills or a certification by the individual.

- **Grade Mode of transport**

1 to 2 By taxi/auto

3 to 5 By auto/bus



Reimbursement when personal vehicle is used for official work- The staff can use personal vehicle to travel for official purposes, primarily for local or short distance travel. The rate of reimbursement is as follows:

4 wheeler Rs.10/- per km

2 wheeler Rs.5/- per km

Leave

General

- All leave as provided in the policy is subject to satisfactory service of the employee and no employee shall be entitled as a matter of right except to the extent specified under any law applicable from time to time.
- All leaves will be granted at the convenience of the competent authority in the prescribed form and nothing shall limit the right of the competent authority to refuse, revoke, or curtail leave.

For the purpose of leave “year” shall mean the calendar year.

1.1 Casual, Sick and Privilege Leaves:

- Staff is eligible for a total of 30 leaves comprising of 12 casual leave, 8 sick leave and 10 Privilege Leave. An Employee who joins during the year would be eligible for proportionate leaves under Casual Leave, Sick Leave and Privilege Leave category.
- Saturdays/Sundays or holidays which fall at the beginning and/or at the end of the Privilege Leave/Casual Leave/Sick Leave/Maternity Leave/Paternity Leave shall not be counted as part of the leave. Saturdays/Sundays or holidays which fall within the leave period shall be counted as part of the leave.



Sick Leave- Sick leave in excess of 3 days at a time may be granted only on the production of a relevant medical certificate from a registered medical practitioner. Sick leave may be accumulated by an employee for up to 16 days. It cannot be encashed. Any unutilized sick leaves over and above 16 days will lapse automatically. Except as may be permitted by the Management, an employee covered under the provisions of the Employees' State Insurance Act, 1948 will be entitled to leave benefits as provided by such Act and following the conditions thereof and shall not be entitled to Sick Leave under these Rules.

Privilege Leave- Employees are permitted to accumulate Privilege Leave up to 30 days. Those employees whose Privilege Leave exceeds 30 days as of January 1 of any year shall be paid salary in lieu of such excess PL of 30 days along with their salary for January. For the purpose of calculation of salary in this case of encashment, gross salary as on previous month would be considered. This will not include Provident Fund or gratuity component. The amount paid as encashment of leave does not form part of the regular salary of the employee. Therefore, it will not be subject to or considered for the purpose of calculation of Provident Fund, Gratuity or other allowances. The leave encashment amount will be subject to tax deduction as per the applicable law governing leave encashment. Employees can request for encashment of Privilege Leave only upon completion of one year of service and must have a minimum of 10 days of Privilege Leave to their credit. Leave encashment can be exercised only once in a calendar year. Minimum leave encashment requested should not be for less than 10 days.

- The employee for any reason may request for leave although; "Not" more than seven days` leave, except in special case; can be availed at a time.



- In case of urgency with prior permission of the CEO/Team Leader a staff member may avail additional days of leave.
- Leave can be availed only on prior approval of the sanctioning authority. Where prior approval is not possible, the sanctioning authority may be informed over phone or through email about the absence from office.
- Staff must report back to duty on the expiry of the leave period. Extension of leave, if required, should be obtained from the competent authority before the expiry of the approved leave period.
- Absence from duty without information and without the approval of the sanctioning authority would be considered as leave without pay.
- Leave without pay taken by staff without the approval of CEO will be considered as break-in-service and hence the staff may be asked to leave the AF.
- Any staff member who has been sanctioned leave should give an address at which s/he can be contacted while on leave.
- The application for leave shall be submitted at least a week in advance before the date from which leave is required, except in emergency cases. The staff, if possible, must give advance information about proposed leave at the time of monthly planning of work to avoid dislocation.
- Staff on leave may be recalled to duty by the concerned authority if required by the organization.
- Leave should not be ordinarily be availed of during the first four months of joining. One should have at least ten days leave to her/his credit. In case of urgency, Team Leaders may sanction advance leave.
- An Employee who joins during the year would be eligible for a proportionate leave.



Maternity Leave:

- All female staff on confirmation and completion of 2 years of service; shall be eligible for Paid maternity leave of 6 months to be availed before/after the date of confinement at the option of the employee.
- The employee shall give notice to the AF of her intention to avail of Maternity Leave not less than 4 weeks in advance, supported by a medical certificate.
- The maternity leave can be availed for the first two births only.
- Staff members having had two children at the time of joining the organization will not be eligible for maternity leave.
- Encashment or carry forward of Maternity Leave is not permitted.

A staff can take her normal allotted leave for the year with necessary sanction from the sanctioning authority. In special cases, the CEO/Director can grant leave without pay.

Paternity Leave:

Male employee or another gender, within the first month of becoming a father, may avail of paternity leave up to a maximum of 15 days within one month prior to or post the delivery of the child. An employee availing paternity leave needs to submit relevant proof of spouse's medical status. Paternity leave has to be availed in one block without any break in between. Employees can avail of paternity leave any number of times during their tenure with AF. Unveiled paternal leaves cannot be accumulated or carried forward.

Medical Leave or Other Leave- In case a staff member meets with an accident while on duty and under medical advice has to remain absent from duty for long period, the CEO may at her/his discretion, sanction leave.



The proportion of such absence from duty will be allowed from the existing leave and the rest as special leave with full/half, proportionate pay or without pay, based on the merits of the case. The staff shall be responsible for claiming the leave salary from the insurance agency if s/he is insured. Necessary help will be provided by the AF in this regard.

- There may be cases where hospitalization is not required. Such cases should be considered by the CEO on merit and humanitarian grounds.
- The medical leaves will apply to an employee who has completed one year at AF.
- In exceptional cases, a staff member may be granted leave without pay, if there is no leave to her/his credit. This will be at the discretion of the CEO.

Leave of any category can only be availed if it is sanctioned by the Executive Director or any person authorized by the Executive Director. **Leave during notice period will not be granted.**

Leave without Pay

Leave without pay may be granted at the discretion of the Executive Director.

Application for Leave

All employee are required to apply for leave in the Leave Application form/email (for our location staff/while travelling) at least a week in advance or emergency leave will be taken on the same or before one day. Any leave availed without prior sanction/intimation will be treated as leave without pay and viewed seriously.

Counting of holidays in between leave

If there are holidays in between leaves, such holidays will be counted as part of the leave.



Compensatory off

If the employee is required to undertake field travel or outstation travel for official purpose on holidays, s/he will be entitled to avail compensatory leave in the next one month. Process of availing

Compensatory off would be the same as that of leave approval. If the employee does not avail this, this shall lapse.

Staff Capacity Building

Staff capacity building is an ongoing process at AF. AF facilitates training and exposure of staff at all levels. All the staff should undergo training in respect of facilitation skills, documentation and as per required. This can be arranged in-house by AF by inviting expert trainers or staff can be sent to training organized by other agencies.

In addition to the above, training needs areas for all staff should be identified after performance appraisal. Based on this, staff should be sent to specific training. Based on resources and training options available, AF effort will be that every employee receives at least 5 days of training in a year or attend at least one training or exposure in a year.

All staff should document their training and exposure experiences based on learning and submit the report within 15 days after training or exposure is completed.

Holidays

Staff on contract with the AF shall be entitled to 12 holidays (including 2 restricted holidays), which will be declared by the CEO as the official list of holidays at the beginning of the calendar year. In case of restricted holidays, it is the responsibility of the employee to obtain approval of the designated approving authority before availing of it, failing which it will be treated as leave without pay.



Income Tax

AF is required to deduct income tax at source in accordance with the Income Tax Act, 1961 and rules there under. However, it is the employee's responsibility to finalize his/her tax assessments. Tax will be deducted for all the short-term and long-term consultants at source as per the income tax rules in vogue.

Transfer

Staff can be transferred from one location to another location as per the requirement of the AF. In case of transfer of staff from one place to another, the following expenses will be reimbursed.

- Transportation of household goods by the shortest route on production of bills, subject to the maximum limit of 40% of his/her basic salary.
- Disturbance Allowance: Rs.2000
- Packing and moving charges: Rs. 2000, in case of packers and movers charges are not included in transport cost.

Office Timings- The normal scheduled working hours in AF will be between 9:30 a.m. to 5:30 p.m. Monday to Saturday. There shall be a lunch interval between 1:30 p.m. to 2:00 p.m. Second & Fourth Saturday of every month will be holidays.

Attendance Record- Every employee is required to sign the attendance register maintained in head office or sub-office. Failure to sign the attendance register may result in the employee being marked absent for the day. Failure to attend office or official work without prior approval from the competent authority / intimation to competent authority may be treated as "Absent", of staff from duty and would be marked "Absent" in the attendance register by designated staff for the day.



Marking of “Absent” in the attendance register will be treated as violation of office discipline, office rules/norms and disrespect to the organization. Hence, it will invite official proceedings for the termination of contract or services of the staff from the organisation. Subject to the requirement of donor organizations, staffs engaged in more than one projects might also be required to maintain time sheets (see Annexure-3- Time Sheet) to enable documentation for apportioning of costs of such staffs across projects.

Late Arrivals

Employees are expected to adhere to office timings except when travelling in field, which may require early departure to the field and late arrivals. Subject to prior information and approval of his sanctioning authority, an employee can come late to office by 10.00 am.

Committee against Sexual Harassment-

As per Supreme Court Vishakha guidelines, AF has formed a committee against sexual harassment considering “Prevention on Prevention, Prohibition and Redressal of Sexual Harassment at Workplace” 2013 (POSH). This committee will look into cases of sexual harassment of women in the workplace.

For this purpose, sexual harassment includes such unwelcome sexually

- a) determined behavior (whether directly or by implication) as: Physical contact and advances;
- b) A demand or request for sexual favors;
- c) Sexually colored remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature



A copy of the detailed POSH policy of AF would be provided to all staffs on joining. Any changes in the CASH committee members or the POSH policy would be informed to the staffs and updated copy provided.

Code of Conduct

All the employees of the AF are required to sign, accept and always adhere to the AF Code of Conduct.

Resignation from the Organization or Termination of

Contracts- If an employee wishes to resign, he/she will submit a letter of resignation to the CEO. Unless stipulated otherwise in the employee's Letter of Contract, the employee shall give the organization at least one month notice in advance of the anticipated resignation date. In case of inadequate notice period, the employee has to pay one month gross salary in lieu thereof. The Organization, after accepting the resignation, may release the employee at any time during the notice period. An exit interview will be held with an internal panel to document the reasons for disengagement with a view to informing future recruitment, selection and retention policies of AF.

The services of a contract employee may be terminated by the Organization at any time or the Organization shall give the employee one month's notice or one month's salary in lieu thereof.

Conclusion

The provisions contained above, in this policy Manual are to be treated as guidelines and are not exhaustive. In the event of any difference of opinion arising out of, or pertaining to or related with these rules, the decision of the Appointing authority shall be final. Similarly, for the contingencies not covered by these provisions,



the decision of the Appointing authority shall be final. The Governing Board reserves the absolute right to change, vary, add or delete any provision contained herein above at any stage and an employee shall not be entitled to raise any dispute against it. All legal matters will be dealt within the Jurisdiction of the Court at Jaipur.

