

SAFE INDIA

HUMAN RESOURCES POLICY

INTRODUCTION: This HR Manual contains the key policies, goals, benefits, and expectations of the organization and other information an employee will need in the course of employment in the organization. The success of organization is determined by our ability to operate as a unified team. We have to earn the trust and respect of our supporters, and together we shall achieve our mission and vision.

OUR MISSION:

Statement as children know the value of education and teach for unprivileged children.

OUR VISION:

We are feeding and guiding for children and they can reach their full potential.

OBJECTIVE: Management's objective in bringing out this Manual is to promote consistent Personnel practices.

DISTRIBUTION: Copies of the HR Manual should be sent to each Branch Office and other units of our organization. The respective unit's head in turn, will be responsible for distributing the same within his or her Project / Branch.

POLICY APPLICATION: Each department/unit/ Branch office is responsible for the consistent application of all policies stated herein in their respective departments/Branch offices.

HUMAN RESOURCES PHILOSOPHY: It is the fundamental policy of that all employees should be treated fairly and without any discrimination. The Organization would like to maintain cordial relations with its employees, afford easy accessibility, strengthen channels of communication and adopt a pro-active role to motivate its employees. Organisation will aim to become an Equal Opportunity Employer. No person will be discriminated against in employment because of race, colour, religion, sex, Gender, marital status, political belief, age, disability, ancestry, and sexual preference. This equal opportunity extends to all aspects of employment, including recruitment, hiring, training & development, promotions, termination, lay-offs, discipline and all conditions of employment and benefits/privileges in accordance with applicable statutory laws. The Organization will attempt to ensure that no employee is subjected to arbitrary decisions. All candidates for employment will be considered on merit. It is the responsibility of the management to ensure that fundamental human rights are not violated. The Organization shall strive to provide a safe and healthy working environment. Safe India expects that all individual employees shall maintain professional code of conduct and the Organization expects high standards of trust, honesty and integrity from all its employees.

DEFINITION OF TERMS

ORGANIZATION: Means the Regd. Office at Safe India, No.20/21, Annai Therasa Nagar, Villivakkam, Chennai- 600049, Tamil Nadu, India. Ph; 044-26501088 Email:safeindiachennai@gmail.com and admin office at Safe India, No.20/21, Annai Therasa Nagar, Villivakkam, Chennai- 600049, Tamilnadu, India
And it has offices and branches, located some states in India.

PROJECT MANAGER: Means any person so appointed by Managing Board of the Organization.

EMPLOYEE: Means any person appointed by organisation for its Establishment and includes an Employee as defined under these service rules and regulations. The singular shall include the plural, and the feminine, the masculine wherever applicable.

ATTENDANCE: Means presence of the Employee concerned at his/her designated place of work and in effect engaged in the allotted work.

PROBATIONER: Is a person who is provisionally appointed to a post and is under probation for the prescribed probationary period. Upon satisfactory completion of the probationary period, the “probationer” will be confirmed by an order in writing. Unless confirmed, the probationary period will be extended for an additional period of maximum 12 months. The maximum extended time frame is applicable for all positions in question.

PERMANENT EMPLOYEE: Is one who has satisfactorily completed the prescribed period of probation, and has been issued an order of confirmation in writing, or a person who is so appointed to a permanent position without probation.

CONTRACTUAL EMPLOYEE: Besides permanent employees, the Organization shall be at liberty to avail of professional services through short and long term contracts. The services of the contractual employees/consultant may be sought for all positions and the number of working hours, remuneration and other terms shall be determined by the Project Manager. The contract may be renewable on mutually agreeable terms if both the parties desire to re-enter into the contract.

JOB DESCRIPTION: The document of responsibilities for each employee for the purpose for which he/she was employed is defined as ‘job description.’ Each employee would be issued a job description, which would include specific activities and the targets that need to be accomplished. The Organization reserves the right to revise, add or modify the job descriptions of an employee at any time.

RESIGNATION: A desire to be relieved from the services/employment of Organisation subject to acceptance, from a particular period of time, usually giving 3 months of notice or as specified in the letter of appointment or confirmation or contractual agreement. Accordingly, all rights and benefits accruing to employees shall stand withdrawn from the last day of employment.

TERMINATION: If an employee is found to be repeatedly disregarding the disciplinary rules of the Organization in spite of repeated notices, or if the performance of the employee (regular or contractual) is not up to the desired level or does not show signs of improvement even after being given the required training, the Organization may serve a notice of termination.

SALARIES: The term salaries as per the Income Tax Act, 1961 is prescribed as “remuneration in any form (including perquisites) due for personal service under an express or implied contract of employment or service.”

SUSPENSION: Employees who have violated the disciplinary standards and professional code of behaviour guidelines and who have failed to improve their conduct, intentionally or habitually, after warnings through written communications shall be suspended from services for a period as decided by Management. During the suspension period, the said Employee will not be allowed to render any kind of duties.

INCREMENT: Salaries will be reviewed during 12 months of each new calendar year. Increments will be based on performance of the employee in the previous year. The increment does not become a fundamental right of the employee and the Organization may, if so desire, decrease the percentage of increment, suspend the increment either temporarily or completely stop payment of increments to employees it does not deem worthy of increment.

BENEFITS: Employer's Contribution to Provident Fund, Membership to the Group Personal Accident Insurance Scheme or any other benefits given to employees as decided by the management constitutes the Benefits.

PROMOTION: Employees shall be promoted to higher positions, on the basis of their past performance, competence, requisite Branch qualifications and experience.

APPOINTMENTS: An Appointment letter will be issued to all staff and subsequent to the receipt of the letter of invitation to join employment, the candidate would be expected to submit a joining report. All candidates should provide the following details:

- 1) Copy of the relieving letter or 'no dues' certificate from previous employer
- 2) Copies of experience certificates from all earlier employers
- 3) Filled-in personal profile form of organisation with two passport size photographs
- 4) Signed copy of the Conflict of Interest Statement.
- 5) Copy of pay slip or salary certificate of last drawn salary
- 6) PF Nomination and PF Transfer Form, if applicable

INDUCTION: All the newly recruited employees on joining shall be inducted into the system after a formal orientation/training. It is recommended that the induction process shall be a multi-departmental orientation program and the employee be sent on rotation to other departments to enable him/her to understand all the departments of the Organization.

PROBATION: All newly recruited employees shall undergo a probation period of not less than Six months from the date of appointment. The probation period may be extended by the management at its sole discretion. During probation, should the employee resign, he/she shall be required to give one month's notice in writing and his resignation shall become effective only when the Management accepts the same. The performance of an employee on probation shall be evaluated before the expiry of the probation period.

CONFIRMATION: On satisfactory completion of the probation period, the employee shall be confirmed in the services of the Organization for full-term of the contracted tenure as the case may be. A second copy of the letter of confirmation should be recorded in the employee's personnel file.

RESIGNATION: A permanent employee desirous of leaving the services of the Organization shall give three months' notice in writing to the Project Manager through his/her immediate superior. The employee shall then be relieved as per the terms and conditions of the letter of appointment at the close of office hours on the date mentioned in the letter of acceptance of resignation. The employee shall hand over charges to the respective Department heads or to the person designated by him/her and obtain a clearance certificate.

TERMINATION: An employee shall be liable for termination of services for breach of conduct, fraud or non-compliance with the Organization's policies and procedures or indulging in malpractice or any other reason as deemed fit by the Organization by giving him/her one month's notice or compensation in lieu thereof. The services of an employee shall only be terminated by an order issued by the Project Manager.

PERFORMANCE APPRAISAL: All confirmed employees (regular as well as contractual) shall be appraised annually against the objectives set out at the beginning of the year.

ANNUAL INCREMENT: Annual increment for all confirmed employees shall be implemented in 12 month every year at the rate determined by the Managing Board of Organization.

PROMOTION: The decision to promote an employee shall be based on the past performance of the employee, experience; additional qualification acquired by an employee and demonstrated competencies required for the position.

TRAINING PROGRAMS: Training inputs shall be provided both in-house and through external programs. This decision shall be based on requirement of Projects.

PROVIDENT FUND: Employees shall contribute a fixed percentage, which shall be determined by the Government of India or as modified from time to time and will be deducted at source from their earned basic salary every month, which shall not include other allowances. The Organization as an employer, shall contribute an amount which shall be equal to the contribution payable by the employee or as modified or amended by the Government of India from time to time. In the present context, the contribution is 12% of basic salary. The Organization shall not contribute an equal share to voluntary contributions made by the employee. As per the PF Act, for those employees whose basic salary is Rs.6500 or more, the employee can opt out of PF contribution. In case of the contractual / permanent employee not opting for PF, the said amount shall be paid to the employee as an additional allowance & shall be taxed accordingly. Employees shall be required to make a nomination conferring the right to receive the amount that may stand to his/her credit in the fund in the event of his/her death before the amount standing to his/her credit has become payable, or where the amount has become payable before the payment has been made. This shall be as per the provisions under the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 or as modified from time to time.

PERSONAL ACCIDENT INSURANCE POLICY: Every employee of organization is covered under a group personal accident insurance scheme of sick or death insurance Organization. The cost of premium is borne by the Organization and there is no additional contribution made by the employee.

LEAVE: The following policy recognizes the employee's need to have time off from work for various reasons such as religious, recreational, cultural, medical, personal or others. Leave shall be calculated with reference to the financial year- 1st April to 31st March.

The coverage for "Leave of absence" includes:

- a) Privileged Leave (PL) 12 no. of days.
- b) Sick Leave (SL) – 15 No of days.
- c) Casual Leave (CL) – 12 No of days.
- d) Maternity Leave –45 No of days.

Application for any kind of leave mentioned above shall be made in the prescribed Leave Form for obtaining prior permission of the sanctioning authority.

MATERNITY LEAVE: Maternity leave on full pay will be granted to a female employee for a period not exceeding 45 days on any one occasion (of which not more than 45 days shall precede the date of delivery) and shall be restricted to 180 days during the entire period of service. The female employee shall submit the application at least one month in advance, along with a certificate from the doctor. All provisions under the Maternity Benefit Act 1961 will be adhered to. A female employee suffering from an illness arising out of pregnancy, delivery, and premature delivery of a child, miscarriage, medical termination of pregnancy or a tubectomy shall, on production of such Medical Certificate, be entitled to leave of 30 days. Such medical leave, if any, shall not invite the limit of 90 days Maternity Leave for two full-term pregnancies, during the entire period of service.

HOLIDAYS: Important Local Festivals & National Holidays will be selected by the Project Manager, as agreed by staff to be observed as holidays during the following calendar year.

HOURS OF WORK: Working hours will be from 09:00 hours to 18:00 hours with due interval for lunch from 13:00 hours to 13:30 hours from Monday to Saturday. For Office assistants, driver and gardener the attendance will be from 08:30 hours to 18:30 hours with the due lunch interval.

ATTENDANCE: All employees are expected to be punctual and observe office timings. All employees are required to be in the office by 09:30 hours.

PAYMENT OF SALARY: The salary period is from 1st of the month to 30th/31st of the month. Payment of salary will be in accordance with the Payment of Wages Act, 1936. Should the payday of the month fall on a holiday or weekly holiday, the salary shall be paid on the preceding working day.

TELEPHONE / E-MAIL: The Telephone and E-Mail are used for official calls only. However, private telephone calls (STD/ISD), from office will be permitted upon prior authorization from project manager or director. The Telephone Register will be maintained.

CONFIDENTIALITY: The use of confidential information must be strictly limited to the regular and proper conduct of Organization. Except as authorized by Organization or required by law, no staff member or others having access may disclose confidential information to any person, company or other entity.

SAFE INDIA

TRAVEL POLICIES

(This varies from project to project)

This Travel policy contains the Travel, Lodging limits and Daily Allowance of the organization and other information an employee will need in the course of travelling on official visits to project sites, in the organization.

ELIGIBILITY FOR OFFICIAL TRAVEL:

All field staff members are eligible to travel from Head office to Project sites on official visits. The following is eligible criteria:

Chief Functionary & Project Manager: HO to Project Sites and meetings of **Safe India by Air / Train**

SR Coordinator, Program Coordinator: Project Sites / Safe India meetings: **Train / Bus / Car**

Accountant: Project Sites / Safe India meetings: **Train / Bus / Car**

Field Staff: Project Sites / Safe India meetings: **Train / Bus / Car**

Travel advances shall be provided to employees travelling out of their base city on official purposes. Request for travel advances have to be approved by the respective

Department heads and then forwarded to the Project Manager, in turn will inform the

Accountant for release of advance. Advance requests should be sent at least five days prior to

the trip by employees. While requesting a travel advance, the earlier advance, if any, should

have been repaid/accounted for.

Location

Lodging Limits (hotel Accommodation per day excluding charges)

Daily Allowance –

SAFE INDIA

PROCUREMENT POLICIES

This Procurement policy contains the procedures for procurement of goods and consultants of the organization.

PROCEDURES:

Procurement of Goods of Rs. 10,000.00 will be by calling 3 quotations and lowest of 3 will be finalized. The Project Manager will sign the Work / Purchase order. On receipt of goods the payments will be made to the party.

Procurement of Goods of >Rs. 10,000 and < Rs.1, 00,000 will be done by Managing Board. The Project Manager will call the Quotations and submit to the Managing Board for their review. The Managing Board will finalise the party, while looking in to different aspects and finalise the Party and inform the Project Manager. The Project Manager will issue PO.

Procurement of Goods of > Rs. 1, 00,000 and < Rs.5, 00,000 will be also done by Managing Board under the guidance of Safe India. The Project Manager will call the Quotations and submit to the Managing Board for their review. The Managing Board will finalize the party, while looking in to different aspects and finalise the Party and inform the Project Manager. The Project Manager will issue PO.

Procurement of Consultancies Services: will be also done by Managing Board under the guidance of Safe India. The Project Manager will call the Expression of Interest and submit to the Managing Board for their review. The Managing Board will finalise the party, while looking in to Technical and Financial aspects and finalise the Party and inform the Project Manager. The Project Manager will enter into an MOU.