



# **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)**

**Human Resource policy  
Approved by the Board on 26-08-2024**



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## **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)**

### **A. Description of the organization**

#### **About Us:**

**SARDS** is a not-for-profit child focused humanitarian organization constituted by the development professionals in various thematic areas in the year 1986 to meet the developmental challenges facing the Rural, Tribal and Urban Communities, with commitment, professional inputs backed by professional knowledge of the development dynamics of the contemporary India. **SARDS** engages to address the issues relating to poverty and discrimination, based on a deep-rooted caste system, causes social exclusion in our operational area by specializing in gender and social inclusion, protecting children with their involvement along with their families and communities in decisions impacting their future. It engages in implementing multiple thematic initiatives for inclusive and sustainable development and growth at grassroots. SARDS has been playing as a lead NGO for Facilitating CSOs and other stakeholders for creating enabling policy environment in the areas of Education, Child Protection, Health, Nutrition, WASH, Environment, livelihoods, Disaster management, social welfare & protection etc., it has been partnering with reputed NGOs, GOs, NABARD, Corporates etc. for implementing multi-sector development initiatives in the state of Andhra Pradesh in India.

### **II. Alignment to vision, mission and Objectives**

**Vision:** SARDS has a vision to envisage a society driven by values where every child, family and the community realizes the wholeness of life.

**Mission:** SARDS Mission is to promote well-being and the lasting human transformation of vulnerable stratum of the society especially women and children with core values as pro-poor, accessible, accountable, collaborative and strategic.

**Guiding Principles:** We are Pro-Poor, Accessible, Accountable, Collaborative, Strategic

## Recruitment process, Selection, Induction and Termination of its Staff/Consultants

The basic philosophy of HR is to keep a small team of experienced and talented people who manage independently the functions of the organisation.

### A. Selection:

- **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)** is an equal opportunity employer but, all things being equal, will give preference to minorities, people with disabilities and other disadvantaged.
- **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)** will appoint both full and part time people.
- **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)** will offer employment on fixed period contract basis as consultants, as also on regular employment which terminates on superannuation.
- All full-time people will be selected only after a Job Description has been made and approved by the Executive Secretary.
- Owing to exigencies of business, JDs may require to be changed but all revised JDs will also need to approve by the Executive Secretary and Executive Secretary's JD to be approved in consultation with the funding support Agency.
- Either full time or part time positions of staff will have clear job profile and it will be shared widely through various platforms to seek suitable applications
- All suitable applications will be scrutinized and shortlisted by **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)** and all shortlisted candidates will be interviewed with minimum two members interview panel
- Appointment letters may be signed by the Executive secretary subject to a board approved JD and Budget allocation.
- The board will not offer paid employment to any close relatives of the Board. Board and their relatives are also not eligible for reimbursement of personal expenses incurred even if it is for organisation work

### B. Appointment:

C. Appointment of Executive Secretary will have to be approved by Executive body of the Society

D. Executive Secretary has the power to appoint all other staff members. Positions earmarked as senior positions need a consent from Board.

E. All appointment letters will have a probation period of 90 days, depending on contract tenure. During the probation period, the mutual notice period will be one Month from the employee and one month from the employer.

F. All appointments will have a clause stating that the job is transferable.

### G. **New Staff Induction:**

H. All new joining members will have first one-week induction to orient on various aspects of the organisation's work.

I. Respective line manager to ensure smooth induction of new employee

J. Induction checklist to be used for inducting new member

K. New staff induction is done in the following sequence:

#### **a. Admin cum HR induction**

i. Pre-joining formalities like sending offer letter, receiving acceptance, confirming joining date etc.,

ii. Welcoming, completing joining formalities, introducing to existing staff, briefing on benefits, HR rules, sharing of all related policies etc.,

b. Introducing with Senior Management and Board

i. Meeting President for briefing

ii. Meeting with Managing Board Members and other Trust members (mandatory in case of senior positions)

c. Introduction to the program and department

i. Briefing about the program by Service Head

ii. Orientation Plan for 5 days (including 2-day field visit)

d. Field Visit

Field visit plan by Line Manager for 2 days

# Induction Check list

	Pre-Employment	Day 1	By two weeks	By whom
<b>Reception</b> <ul style="list-style-type: none"> <li>• New employee received</li> <li>• Introduction to colleagues</li> <li>• Certificates collected</li> <li>• Passport photos collected</li> <li>• Professional Credentials</li> </ul>				
<b>Conditions of Service</b> <ul style="list-style-type: none"> <li>• Contract</li> <li>• Salary package</li> <li>• Sickness/leave regulation</li> <li>• Travel regulations/expenses</li> <li>• Disciplinary procedures</li> <li>• Grievance procedures</li> </ul>				
<b>Welfare/ Benefits</b> <ul style="list-style-type: none"> <li>• Staff facilities/activities</li> </ul>				
<b>Knowledge of SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)</b> <ul style="list-style-type: none"> <li>• Visits to all Units</li> <li>• History of the organization</li> <li>• Mission statement</li> <li>• Disability issues</li> <li>• Links to similar NGO's etc</li> </ul>				
<b>Layout/ Facilities</b> Cloakroom Parking Telephone Photocopying				
<b>The Unit</b> <ul style="list-style-type: none"> <li>• Unit purpose and function</li> <li>• Job description</li> <li>• Monitoring/supervision/appraisal</li> <li>• Unit procedures/ meetings</li> <li>• Individual training needs</li> <li>• Job responsibilities</li> </ul>				
<b>Health and safety</b> <ul style="list-style-type: none"> <li>• Voluntary discloser health/disability issues</li> </ul>				

## L. Attendance System:

- Employee discipline in adhering to the work hours of 8 Hours is critical for success of programs. **SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY (SARDS)** ensures all their staff / consultants adhere to the working rules and there is no absenteeism
- Each staff / consultant must prepare a monthly plan before 1st of every month and share it with his / her Line Manager
- Line Manager approves the monthly plan including proposed travel
- Staff coming to work at office must sign in an attendance register or update HRMS
- Field staff must inform Line Manager on their weekly plans prior to starting of the week
- No update from staff on any day is considered as absent and one day leave is marked
- If any staff / consultant is absent without any intimation continuously for 3 working days, Executive secretary will issue show cause notice to such staff member / consultant. If same status is repeated then such staff is been terminated. However, all efforts will be made to reach out to absentee and listen if there are any concerns.

## M. Appraisals:

- Staff growth and development is an integral part of Trusts HR System. Annual appraisal system is in place for all its full time/part time employees, consultants.
- Line manager is responsible to ensure formal review soon after the completion of probationary or observation period
- Based on the satisfactory completion of probationary period concerned line manager is to recommend to Managing Trustee for issuing confirmation letter
- Every employee/consultant is to undergo annual appraisal system as per the appraisal system and submit the same to Managing Trustee with recommendation
- Based on identified training needs in appraisal, line manager to plan the same
- Appraisal to be used for recommending increments or promotions and change in role. In case of low performance, concerned line manager to guide, supervise and support to employee to perform better. If no progress found, ensure to support employee/consultant to look for alternative

## **N. Termination and Superannuation:**

- Offer letters specifying contract periods will terminate automatically unless renewed in advance
- All contracts and regular employment letter will have a mutual notice period
  - a. One month for contract tenures of 2 months to 18 months
  - b. Three months for contract tenures longer than 18 months as also for regular employment
  - c. Either party can terminate the contract without cause, subject to serving the notice period or salary in-lieu
- Superannuation is automatic when employee reaches 60 years of age

## **O. Exit Interview System:**

- The board of Trustees believes in obtaining feedback to improve its systems. Exiting employees are a major source of information.
- When an employee serves notice to the organization, Line Manager immediately informs HR
- Structured Interview is conducted either in person or over email
- All Exit interviews are confidential in nature and responses are used only as feedback
- Employee to fill exit check list and hand over to HR for final clearance

## **I. Working Days, Hours & Declared Annual Holidays**

- The working days are Monday to Saturday with minimum 48 working hours a week
- The working hours are from 09.30AM TO 05.30PM with half an hour lunch break.
- Subject to written advance approval of the Executive secretary, employees may be permitted to work from home or elsewhere or at hours different from what is stated above.
- The annual holiday list (January to December) is given below. If any of these falls on Saturday or Sunday, the organisation may declare additional holidays that year



# Holiday Calendar

	MANDATORY	OPTIONAL HOLIDAY
New Year		YES
Sankranthi	YES	
Republic Day	YES	
Maha Shivaratri		YES
Holi		YES
Good Friday		YES
Ugadi		YES
Ramzan	YES	YES
Bakrid		YES
Independence Day	YES	
Ganesh chaturti		YES
Gandi Jaynathi	YES	
Dussehra		YES
Deepavali		YES
Chrishmas Day	YES	

- Maximum Annual/Sick Leaves 12
- Maximum Casual Leaves 12
- Maximum Holidays including Public Holiday Leaves 12
- Specific dates for each year will be announced before 31st December each year and will be sent by mail to all employees. The communication will also be available for perusal at the Registered office.



## IV. Travel Policy

This travel policy details the entitlement of all allowable expenditure including boarding and lodging incurred by personnel, traveling on official work.

- Local travel in and around place of posting is expected to be managed by staff/consultant's own vehicles or by hiring autos /local taxis. Actual expenses of the same will be reimbursed. Where possible, bills should be provided, but in all cases, approval must be taken from the Reporting Manager.
- All outstation travels are expected to be planned minimum 3 days in advance and needs prior approval from Executive secretary.
- Overnight Lodging outside the place of posting will require prior approval of the reporting manager. Entitlement will be based on both City tier and personnel designation. Entitlement norms will be approved by the Trustees each year and circulated by the Managing Trustee within a week of year beginning.
- Reimbursement of transport and lodging expenses will be only against bills/tickets.
- Where feasible, personnel will share rooms while traveling.
- The food and beverage entitlements will also be fixed on a per-diem basis yearly and communicated to all personnel. These will not require supporting bills. The amount will be approved as per the case to case process

S. No.	Item	Permitted Allowance
1	Per Diem	500 per day
2	Accommodation	Rs. 2000 per day
3	Own Vehicle – Petrol Reimbursement	Car Rs. 12 per km Bike Rs. 2 per km

## **V. Guidelines on Use of Organization's Facilities**

- All equipment and facilities available are to be used strictly for official purpose only
- Staff member / consultant is responsible for Laptop / Desktop issued to them. Any loss / damage to the equipment is the responsibility of individual
- Internet facility is provided at office. This must be used only for official work
- Shared equipment like Printer and Scanner are to be used by all staff members and everyone should own the responsibility of keeping it in good condition
- Use of stationary like print outs, pens, notebooks etc., are to be used judiciously
- Pantry facilities are provided for all staff /consultants. Equipment like water filter, microwave oven, fridge etc., are to be used carefully without damaging the assets

## **VI. General Administration**

- The office will operate from 9.30AM TO 5.30PM the registered office of the board and whenever needed its personals are also expected to operate from other locations which will be agreed with the organization.
- Wherever organization permits its personal to work either from home or from distance locations, such things are considered as working place. No special claims for travel from home to the local locations or working lunch expenses are entitled
- Quarterly trustees meeting will be held to review the organization's progress and to seek approvals for any resolution to be passed.