



HR POLICIES

LEGAL FORM

KZSVS is a Non Governmental organization registered in the year 2007 (No PBN-355/24) Registered on 19 Feb 2007 under societies Registration Act XXI of 1860 of Government of Odisha, Registered with Home Ministry Govt of India on 19-2-2010 under FCRA HCRA Number: 105030078

Registered with Ministry of Finance, Government of India under 12A and 80G of the income Tax Act. KZSVS have good operating position.

Planning: KZSVS has moderate system of HR planning. Most of its HR planning focus on no of field staff and people in the middle management.

Recruitment: KZSVS recruit mostly its staff through advertising in the local news papers its conducts written test and oral interview for selecting candidates. It has well laid out criteria for the qualifications and experiences.

Deployment: All the new recruit are subject to rigorous training where they are told about the mission, vision, organizational structure processes and procedures. After that they are provided with job description.

Amikar Raul

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[Signature]

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THE POLICY at KZSVS

1.1 Purpose

The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of NGO employees subject to their performing of the duties and responsibilities in their respective job descriptions.

From the time of contract, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Board of Members of NGO deems it necessary. In such cases, employees will be fully informed of the changes made.

1.2 Categories of Personnel

All personnel working for KZSVS NGO are classified into following types

1.2.1 Employees

Employees designate salaried individuals are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on yearly basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more ongoing/prospective projects of the organization.

All the employees of the organization are classified into Management Category, Professional Category and Support Categories.

1.2.2 Consultants

Consultants are professional experts hired by NGO on short-term basis only for the completion of specific tasks and assignments related to NGO or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

1.3 Personnel Files

The Organization maintains personal files for each employee. Personnel File are maintained for each employee of KZSVS Organization. These personnel files contain confidential documents and are managed and maintained by Human Resources staff


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1.3.1 Personal Records: KZSVS Maintains personal records of all employees. During appointment of the employee the photo copies of qualifications and experience are collected along with their joining report and they will be kept in their files.

1.4. JOB DESCRIPTION

The Human Resource Generalist manages the day-to-day operations of the Human Resource office. The HR Generalist manages the administration of the human resources policies, procedures and programs. The HR Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, organizational development. and employment.

The Human Resources generalist is responsible for all or part of these areas: Recruiting and staffing logistics, organizational and space planning performance management and Improvement systems, organization development, employment and compliance to regulatory concerns and reporting, employee orientation, development and training, employee relations, employee safety, welfare, wellness and health, Employee services and counseling.

The Human Resources Generalist originates and leads Human Resources practices and objectives that will provide an employee- oriented. high performance culture that emphasizes empowerment, quality. productivity and standards, goal attainment, recruitment and ongoing development of a superior workforce.

The Human Resources Generalist coordinates implementation of services, policies, and programs through Human Resources staff: reports to the Human Resources Secretary and assists and advices the organization about I Human Resources issues.

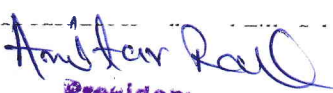
1.5. Job Candidate Evaluation Form

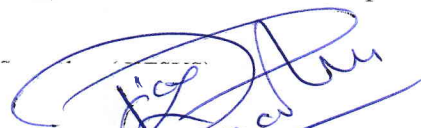
This form enables our staff members, who are participating in the interview process with ii candidate, to assess the individual's qualifications. I he format provides a method for comparing the interviewers' impressions of various candidates.

The questions also provide guidance about the type of skills mid potential contributions the interviewers should be assessing in each candidate they interview. This format allows us to customize the questionnaire with any additional assessments which are necessary for the pertinent position.

Over time, we will develop customized questions for every position you commonly fill. Even in the short term, provide some guidance to the managers and other interviewers about which questions each interviewer is responsible for asking.

As an example, when recruiting ORW. the selection committee should have the responsibility to assess th individual's ability, his or her aggressiveness, and other specific work


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requirements. The Human Resources Secretary may want to assess the candidate's cultural fit with both questions and observations about how the candidate treated staff. A peer will want to know HOW The candidate works in a team environment, how the candidate handles rejection, how the candidate gets leads and how the person might fit as a coworker

By sharing questions and responsibility across interviewers, we will learn more about the candidate, discover whether the candidate "fits" for the organization,

1.6. Appointment Letter and Staff Orientation

1.6.1 Appointment Letter

Any personnel employed with NGO will be issued an appointment letter prior to his/her employment by NGO. The appointment letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment

1.6.2 Probationary Period

A probation period of three months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of NGO staff/board, he/she will be given a notice, terminating the contract at the end of the probationary period.

1.6.3 Staff orientation

All new employees will get an orientation about the organization's mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc.

1.6.4 Remuneration

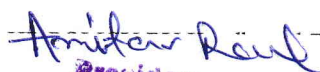
NGO believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of NGO are entitled to salary, depending upon their skills, qualification, experience and as per the guidelines of funding agencies. Salary will be mentioned in the appointment letter.

1.6.5 Working Days and Hours

1.6.5.1 Working Days

NGO will follow a 8 days a week working schedule from Monday to Saturdays and Sunday considered non-working day.

Unless otherwise specified, NGO will observe the same public holidays as those prescribed by the Government not exceeding 12 days a year. The Secretary will prepare a calendar of


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public holidays not exceeding 12 calendar days at the beginning of each fiscal year and circulate it to all staff.

1.6.5.2 Office Hours

The office shall open from 09.30 am in the morning till 05.30 in the evening. All employees are expected to complete 8 working hours daily. There will be one hour lunch-break.

1.7 Travel Rules & Regulations

1.7.1 Travel

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted NGO applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Eligible expenses include:

1.7.2 Mode of Transport

NGO will pay only surface transport as far as possible, i.e. Train/bus. If any individual is using personal vehicle for NGO related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. However, the private transport must be shared by more than one NGO member or employee.

1.7 Leave and Holidays

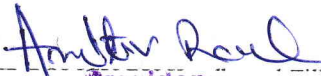
1.7.1 Leave

All employees of NGO are entitled to 12 working days off as paid leave per year. This leave is accrued monthly at the rate of 1.5 working days.

1.7.2 Holidays

All employees are entitled to 12 days of paid leave due to public holidays. Public holidays are specified in advance by the Secretary in consultation with staff members.

Employees who are required to work on public holidays are entitled to compensatory day off. NGO will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leave shall be substantiated with this record and approved in advance by the Secretary.


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1.8. Absences

(1) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.

(2) Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:

i. An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the Secretary. He/she shall be asked to put in writing the reason(s) for his/her absence. ii. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position. iii. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Secretary, the employee may be subjected to disciplinary action.

1.9 Staff Movement

(1) Assignments and Transfers

According to project needs, any employee can be transferred temporarily or permanently to any location where NGO conducts its activities.

A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal.

(2) Interim positions and promotions

An employee may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, NGO shall reclassify the employee in the category of the new job or return him/her to his/her former duties.

An employee who receives a promotion can be required to complete a trial period in the new position. If the trial period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his former position. If the trial period is not satisfactorily completed, the employee will be reinstated in a position at the same level as his former position.

1.10. DISCIPLINE (Progressive Discipline)

Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.


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The process features increasingly formal efforts to provide feedback to the employee so that he or she can correct the problem. The goal of progressive discipline is to improve employee performance.

The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization.

Failing that, progressive discipline enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve,

Typical KZSVS in a progressive discipline system may include these.

Counseling the employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance that are not immediately obvious to the supervisor. These issues are solved, if possible.

The employee will be verbally reprimanded for poor performance.

Written warning will be given to the employee, in an effort to improve employee performance.

Providing an escalating number of days in which the employee is suspended from work. Start with one day and escalate to five.

Ending the employment of an individual who refuses to improve.

1.11. Employees Termination


1.11.1 Conditions for Termination

Employees shall lose their jobs under any of the following conditions:

(1) Voluntary Resignation

i. Personnel wishing to resign from post may do so by giving a resignation letter to the Executive Secretary stating the reasons for resignation and effective date of the same. Three months of prior notice is required for such resignations. ii. The date in which the resignation letter is received at the NGO office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

The employee will be relieved if anybody gets Government job, any other job for which they get more salary than what they are drawing now, if the health condition will not permit to work and on production of medical certificate, any other genuine cause the organization believes, if get married not willing to work.


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If they will not full fill the above conditions the employees will be relieved after repaying two months of salary to the organization.

(2) Redundancy of the Position

Depending on the nature and volume of its operation, NGO may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from NGO with proper notice. While doing so, NGO will give at least 2 months notice in advance.

(3) Termination with Cause Grounds for employee termination are the following:

- i. continuing inefficiency and gross negligence of duty.
- ii. fund embezzlement.
- iii. Misuse of office equipment, and other properties.
- iv. repeated unauthorized absences and leaves
- v. intoxication while on official business or within office premises
- vi. unauthorized disclosure of official information

The Policy Passed By:

Sl No. Name and Designation

Signature

1. Amitav Raul, President

2. Dinabandhu Maharana, Secretary

3. Samuka Pradhan, Member

4. Barnaba Pradhan, Member

5. Soroj Ku Pradhan

Member

Soroj Ku Pradhan

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