

PERSONNEL POLICY

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 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

During appointment of the employee the photo copies PAN, Aadhar Card, ID and Address Proof, qualifications and experience letter are collected along with their joining letter & signed copy of policies and they will be kept in their files.

1.3.1 Personal Records:

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

1.4 Volunteers & Personnel Recruitment process

1.4.1 Volunteers Recruitment:

Volunteers are individuals who work at NGO out of their own choice or have been deputed at NGO by other organizations. They will be assigned tasks from time to time as deemed necessary by Anahat. Anahat will have a limited contract with volunteers and will not provide any compensation except under special conditions. Under special request or special circumstances, they will be provided a T.A of Rs100/- day against production of bills. They will not be considered as full-time or part-time employees of the organization.

1.4.2 Personnel Recruitment

Anahat believes in equal employment opportunity to everyone, regardless of race, colour, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion, and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

1.4.2.1 Notice of Vacant or New Position

It is the responsibility of the Board of Members to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Board must make sure that the positions can be filled under the organizational budget. For all new positions, a job description shall be established and include the following elements:

- Position summary
- Description of duties & responsibilities
- Conditions of work
- Qualification

Notice of a new or vacant position must be approved by the Board before it is released publicly. Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through newspapers/websites if they are regular positions, or if there is a limited tendering process for consultation.

1.4.2.2 Interview & Selection

As a rule, a selection committee comprising of, at least two members shall be assembled for filling all positions. The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria. A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and to establish a database of potential future candidates.

1.5. Appointment Letter and Staff Orientation

1.5.1 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

1.5.2 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.

1.5.3 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.

1.5.4 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. Salary will be given till 31st of the same month, depending on availability of funds.

Increment will be done yearly depending on employee's joining period & the rate for increment (10% or 5%) will exclusively depend on availability of funds and the employee's performance. The decision for increment solely lies with the director and increment may not take place every year for all/specific employees as per solely decided by the directors.

1.5.5 Resignation

If an employee is under probation, the employee can submit a resignation with a 5 days' notice period. If Anahat requires to terminate an employee under probation period, ANAHAT can also terminate the employee with a 5 days' notice period. The termination period for employees under probation can only be extended or shortened under special circumstances, if requested by the program lead and granted by the directors.

A permanent employee from ANAHAT's field office is subjected to serve a notice period of 2 months after submitting a resignation letter. The termination period for permanent employees from field can only be extended or shortened under special circumstances, if requested by the program lead and granted by the directors.

A permanent employee from ANAHAT's head office is subjected to serve a notice period of 1 months after submitting a resignation letter. The termination period for permanent employees from field can only be extended or shortened under special circumstances, if requested by the program lead and granted by the directors.

1.5.5

1.6 Working Days and Hours

1.6.1 Working Days

NGO will follow 6 days a week working schedule from Monday to Saturdays except 1st and 3rd week and Sunday considered non-working day. 1st and 3rd Saturdays will be considered as Holiday. Unless otherwise specified, NGO will observe the same public holidays as those prescribed by the Government not exceeding 12 days a year. The Director will prepare a calendar of public holidays not exceeding 12 calendar days at the beginning of each fiscal year and circulate it to all staff.

1.6.2 Office Hours

The office shall open from 10.30 am in the morning till 06.30 in the evening. All employees are expected to complete 8 working hours daily. There will be one-hour lunch-break.

1.7 Travel Policy

- Up to AC 3 tier for all categories below Director (air to be considered for exceptional cases as decided by any official at least in the level of Director)
- For Director -- Air fare
- Local transport should be rated as per project travel cost.

1.7.1 Boarding, Lodging, travelling & Incidental Expenses

While on tours, the employees are entitled to boarding, lodging and incidental expenses. These are as per norms fixed by the Finance Committee and changes in the limits / conditions are to be duly notified.

For all cases noted below, Actual bills are to be furnished for accommodation & food.

At present the limits/conditions are:	
A. Metros	Accommodation: Rs. 3,000/- per day + Tax
	Food: Rs.1000/- per day
B. Other State Capitals & Cities	Accommodation: Rs. 2,200/- per day + Tax
	Food: Rs.1,000/- per day
C. District Towns	Accommodation: Rs. 2,000/- per day + Tax
	Food: Rs.1000/- per day
D. Accommodation with relatives & friends	Food: Rs.800/- per day
E. Boarding at train	Food: Rs.800/- per day

For stay at out station places for a period of at least 12 hours, full days' rate is applicable. Otherwise for stay of less than 12 hours, 50% of the usual rate is allowed. (DAY IS CONSIDERED FOR A PERIOD OF 24 HOURS FROM 12 TO 12)

Boarding at train: Rs 800/- per day for stay over 12 hours in train. Otherwise for stay below 12 hours, 50% of this is allowed. (DAY IS CONSIDERED FOR A PERIOD OF 24 HOURS FROM 12 TO 12).

Anyone boarding a train at/after 9 pm from the home station (that is the station of his reporting place) will not be eligible for any allowance for food on train till 12 night for that day.

For consideration of allowance for food, simultaneous application of daily allowances at places visited and allowance during boarding on train for the same period will not be applicable. Predominance of stay at station or train will determine applicability of either of the above allowances.

No other incidental expenses are allowed.

The above rates are applicable universally and are to be considered as benchmark rates.

Every project provides a specific travel allowance for project related travel. Employees assigned to the projects will strictly follow project budget and will not fall under general company policy. If anybody, is not assigned to a project with travel policies, then that person will be entitled to follow company HR policies.

The above table mentioning allowances may subject to change in regards to Director travel.

1.7.2 Reimbursement of Travelling Expense

Anyone going for any official duty will be reimbursed the traveling expenses. Similarly, anyone traveling from one office/site to another will also be reimbursed the traveling expenses.

However, anyone going from residence to another office which is not his/her place of duty will be allowed reasonable reimbursement if this place of duty is distant from his/her normal office/place of duty. Similar reimbursement will be allowed on return journey to residence.

There may be occasions where projects may be conducted in areas where the above rates for TA/DA may not be sufficient. In that case, a special office order would be required for allowing the higher rate to be allowed as per approved budgets in the projects. This will be followed by every employee and Directors of Anahat.

Before any field travel or office related travel advance payment will be given online as per REQUISITION SLIP submitted by the employee. The format for REQUISITION SLIP is attached in the appendix of the policy. The admin/accounts of Anahat will clear the reimbursement of the employees within 15 days of submission of all final bills as required by the accounts department.

1.7.3 Mode of Transport

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

1.8 Leaves & Absenteeism

1.8.1 Leaves

Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently the following types of leave are available:

A. Casual Leave – At present that no. of casual leave in a year is eight for all categories of staff. Non-availed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.

B. Sick Leave – Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. The no. allowed in a year is 7 for all categories of staff. This is also not encashed able. For Sick Leave, submission of doctor's original prescription or certification is necessary. Without any of the above documents, the leave will fall under "casual leave"

Assignment up to 3 months is not eligible for any leave, more than 3 months are eligible for one leave per month only.

C. Compassionate Leave - Compassionate leave is a type of absence granted by ANAHAT when an employee goes through a distressing situation in their personal or family life. These circumstances may include personal health issues, emotional recovery, or challenges in the employee's family life like death of a family member or miscarriage or any other emergencies. The length of the leave and whether the employee receives pay for the time off will be decided by the program lead. The highest number of days an employee can avail during this time is 15 days in a year depending on approval from program head & the directors.

D. Maternity Leave - All female employees are entitled to maternity leave of 6 months. As eligible as per the terms and condition mentioned in Maternity Benefit Act 1961 and its amendments.

F. Paternity Leave – All male employees are entitled to paternity leave of 15 days.

G. Compensatory Leave - Employees who are required to work on public holidays/Sundays 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 Director.

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

I. Menstrual Leave - Menstruators will be granted one leave every month during menstruation. They will be entitled to 12 menstrual leaves in a year. These leaves will not be carried forward and should be used per month and are also not encash able.

1.8.2 Absenteeism

(1) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence. A LEAVE FORMAT is needed to submit to the accounts section and along with the email henceforth, to apply for a leave. The leave format is attached as an appendix to the Personnel Policy.

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

1. An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the Director. He/she shall be asked to put in writing the reason(s) for his/her absence.
2. 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.
3. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Director, the employee may be subjected to disciplinary action.

1.8.3 Attendance polices:

Attendance registers will be maintained in all the places where the staff is working. When the employee comes for duty they have to sign in the register. A separate moment register is maintaining in all the offices and staff will enter the date, time, and the purpose they are leaving the office. In this attendance policy, the notification requirements are stressed. Excuses are reviewed and excessive absenteeism is a disciplinary issue.

1.9 Staff Movement & 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.

A MOVEMENT REGISTER will be maintained in the office premises of ANAHAT to track the movement of employees after they reach office.

1.10 Employees Termination

1.10.1 Conditions for Termination

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

(1) Voluntary Resignation

1. Personnel wishing to resign from post may do so by giving a resignation letter to the Executive Director stating the reasons for resignation and effective date of the same. One month of prior notice is required for such resignations.
2. The date in which the resignation letter is received at the NGO office is considered the date on which notice of resignation is given.

(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 1 month notice in advance.

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

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

FINANCE POLICY

2.1. Fund Receipt

2.1.1 Sources of Funds

NGO receives funds from the following sources:

- Specific/ General Grant or Donation
- Corpus Donation
- Grants received from Government
- Grants Received from Companies under Corporate Social Responsibility
- Income from short term professional services and consultancy assignments undertaken by NGO.
- Interest Income and other income as the case may be.

2.1.2 NGO Core Fund

The following are identified as NGO's core programme:

- NGO's administrative expenses (house rent, utilities, administrative officer, peon).
- Any programme coming to NGO must allocate some funds to support this core programme.

2.1.3 Signatories to Cheque Books

The Directors will be signatory to NGO's cheques. The Cheques can be released by the signature of both the directors or with the joint signature of the persons authorised by the Directors.

2.1.4 Types of Accounts

The following three types of accounts will be maintained by NGO:

Current Account: All income accrued to NGO will be deposited in the Current Account. Any of one Director's signatures will be required for fund disbursement. The funds can be disbursed with the joint signature of the Directors or with the signatures of the persons authorised by the Directors.

Petty Cash Account: A petty cash fund is kept to cover payments not exceeding Rs. 10,000. The Accountant/Office Administrator will handle this account and is to be liquidated every two weeks. The Director and/or Treasurer will ensure proper handling of petty cash fund through surprise checks from time to time.

Further no payment shall be made in cash more than Rs. 10,000/- in any case.

2.2. Fund Disbursement

All payments be made preferably by cheque and limited use of cash.

2.2.1 Payment by Online Transfer

NEFT will be done for all the payments

- (i) Payment for Purchases - Payment against purchases exceeding Rs. 1,000/- shall be made by online transfer.
- (ii) Payment for Services Rendered

A. Payments for Staff Salaries

- i. **Payment Calendar** - Staff salaries are paid within seven days following the completion of the month.
- ii. **Staff payroll**
Staff payroll (salary sheet) is prepared by the accountant as the basis of payment. The staff payroll contains information on the employees' basic salary for the month, allowances if any, deductions, and net salary payable. The staff payroll is checked and approved for payment by the Director.
- iii. **Advance Pay**
Advance payment will not be given to the NGO's employees. For travel purposes, NGO employees shall be given advances for expenses covered on official trips. Request for advances is prepared by the personnel concerned, Project Director/Project Manager and is approved by the Director. All advances for travel are to be liquidated within 15 days following the completion of the trip.
No further advance will be made before settlement of the previous advance if any already taken by the employees.
- iv. **Tax Deduction at Source**
NGO will deduct tax at source where applicable as per Government rules.
- v. **Professional Tax deduction**
Registered with Government for the deduction of professional tax. Renewing registration every year. Professional Tax deducted from the staff and paying to commercial tax department.

B. Payment for Contractual Services

Payment for contractual services is done through cheque disbursements. The schedule of payment depends on the Terms of Reference (TOR) agreed upon by the personnel concerned and NGO. Payments are covered by a Request for Payment Form prepared by the accountant and approved by the Director.

2.2.2 Procedures for Fund Disbursements

1. All requests for payments are to be made using the appropriate vouchers.
2. Vouchers are to be properly substantiated with bills/ Invoices/ receipts and essential documents such as Participant list/ Meeting report/ Training Report/ Tour Report, Distribution list etc.
3. Vouchers are prepared by accountant and submitted to the Director for checking and approval.

2.3. Book Keeping and Recording

2.3.1 Book Keeping

The recording system of NGO's financial transactions allows to monitor bank balances, status of funds receipts and expenditures, and a comparative statement of budget vs. actual expenditure on a regular basis. NGO will maintain records of fixed assets, petty cash disbursements, supplies, inventory, the use and maintenance of office equipment.

2.3.2 Accounting

The following sets of financial reports will be prepared by NGO:

1. Project UCs will be prepared for review by Directors of the NGO in consultation with the accountant as and when demanded by the Donor agency.
2. Annual Balance Sheet and Statement of Income and Expenditures will prepared for each financial year.
3. Separate Annual balance sheet and statement of Income and Expenditures will be prepared for the foreign contributions (if any).

2.4. Auditing

Books of Accounts of NGO shall be audited annually by an independent auditor appointed by the General Body. NGO may hire internal auditor in order to streamline its accounting systems and procedures

FIXED ASSET POLICY

3.1 Purpose

To carry out its activities, NGO needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, chairs, shelves, computers and related accessories. The Fixed Assets Policy will aim for:

1. precise identification of goods that are part of the asset base;
2. sensible use of goods;
3. periodic taking of physical inventory;
4. effective maintenance of goods;

5. replenishment of goods when required.

3.2 Procedures

At NGO, the management of material resources is the responsibility of the Accountant and Administrative officer. The procedures involved in managing these resources are

1. receiving and recording goods; a GRN registration book will be maintained at the office.
2. using goods properly;
3. maintaining goods;
4. taking inventory of goods;
5. disposing of goods.

Material resources are managed by means of records or files.

3.3. Asset inventory

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods. Inventory is usually done once a year and is the responsibility of the finance division. All the assets will be numbered and labelled.

3.4. Procedures

The inventory procedure is composed of the following steps:

- a. Creation of record cards on which is found:
 - i. type of item
 - ii. description of item
 - iii. identification code
 - iv. service user or name of manager
 - v. assigned location
 - vi. previous placement of item
 - vii. notes on condition of item
 - viii. record updates
 - ix. minutes of physical inventory
- b. Final removal of an item
- c. Replacement of an item
- d. List of annual needs

3.5. Removal of items

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- steep rise in operating or maintenance expenses;
- excessive cost of repair;
- any other objective reason.

The President should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets

PROCUREMENT POLICY

4.1. Purpose

The purchase of goods and services is necessary for the smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

4.2. Methodology

NGO shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. NGO shall specify in the purchase file the reasons the lowest bid was not chosen.

- For purchases of single item up to Rs: 10,000/-, Quotation is not required.
- For the Purchase of item above Rs: 10,000/- Three quotation are required.
- The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

4.3. Purchases

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

Requisition Form – The employee requesting a purchase fills the form, has it approved by the Director and sends it to finance division or approval.

Order form – The finance division issues the order form, after it is approved and signed by the Director. The concerned employee will make the purchase successful on basis of the order form.

Delivery slip – The finance division issues a delivery slip after the purchase has been made for the supplier, who will sign it and give it back to the finance division.

All the forms are attached in the appendix.

DIVERSITY POLICY

Anahat For Change Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, colour, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Anahat For Change Foundation's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Anahat have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfil this responsibility.

Any employee found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.