



HUMAN RESOURCE MANUAL

Human Resources

unified
confident
advocate
innovative
consistant
educated
efficient
earning
motivation
growing
engaged
leadership
dependable
cooperative
responsive
supportive
Change Agents
knowledge
guidance
reference
service
answers
safety
talent
productive
accurate
Core Values
health
dedicated
professional
progressive
confidential
committed
neutral
trustworthy
Risk Management

DALIT BAHUJAN RESOURCE CENTRE

Towards Empowerment of **MARGINALIZED COMMUNITIES**

About us

Dalit Bahujan Resource Centre is an NGO which evolved in 1992 as a movement for promotion of livelihood, dignity and self-respect of Dalit Bahujan communities. DBRC provides information, knowledge and capacity building to Dalit Bahujan Communities for their social, economical and cultural empowerment.

DBRC focuses on empowering the Dalit Bahujan Communities with special insight on women, children, un-organised sector and the most vulnerable communities in Andhra Pradesh and Telangana.

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Section 1: About the Organization

1.1 History & Background

Dalit Bahujan Resource Centre (DBRC) is a resource centre working with the Dalit, Adivasi and Bahujan communities with the special focus on women, children, unorganized sector and the most vulnerable communities in Andhra Pradesh. DBRC closely works with activists, professionals, academicians, thematic experts, social researchers and community-based organizations who are working for Dalit Bahujan empowerment nearly for the last two decades. It believes in human dignity, sharing of resources and ensuring the Dalit Bahujan stake in the governance and their improved participation in the development processes.

The emergence of the DBRC is a constituent of the Dalit Bahujan movement spearheaded by various Dalit activists and it emerged out of the outcome of atrocities in Karamchedu and Tsundur in the region and the strong felt-need for Dalit assertive process in Andhra Pradesh. Though the political assertive initiatives at large led to conceptual clarity, cultural changes, and political cadre for the movement, there was dearth in various aspects such as alliance building, socio-political research, policy analysis, intellectual discourse, advocacy and policy influencing initiatives.

In this backdrop, Dalit Bahujan Resource Centre was established in 1992 as a community-based movement for promotion and assertion of self-respect and dignity of Dalit Bahujan communities and their social, economical and cultural rights. It focused on creating awareness and articulation on the Dalit Bahujan ideology and promotion of strong grass root leaders to take forward the vision and mission of DBRC. It has become quintessence of Dalit movement and created a tremendous impact among various stakeholders to emulate in using assertion and identity as instruments in claiming the rights of the oppressed. It is also very successful in establishing alliances and collaborations with various people's organizations, civil society organisations (CSOs), media etc. However, the issues confronted by Dalit Bahujan are multifaceted and hence there is a dire need for strategic interventions and concerted efforts by various key stakeholders.

From then, DBRC has been focusing its work in Andhra Pradesh and Telangana States.

1.2 Vision & Mission

VISION:

Vibrant Dalit bahujan movement by men and women of concern who assert themselves powerfully and effectively as stake holders in the governance to reclaim human dignity and integrity.

MISSION:

The mission of the organization is enabling Assertive interventions of the Dalit bahujan Communities and mainstreaming towards socio economic empowerment.

1.3 Objectives

- To Eradicate Social problems like Poverty, Unemployment, Dowry System, Untouchability and discrimination towards Dalit Bahujans and Women in particular with the cooperation of multi stakeholders.
- To build, strengthen the marginalized and vulnerable communities to access, ascertain the human development components such as education, Health, livelihoods and dignity with right centric approach.
- To eliminate and reduce the adverse environmental impacts by working on environment and climate change related issues such as Solid Waste Management, integration of informal sector in to Waste Management.
- To address violence against women by capacitating women activists / leaders and establish coordination mechanisms with Legal Service Authorities, Police and other judiciary set ups contributing to violence free society.
- To conscientise and empower HIV and AIDS affected people and its families with comprehensive mainstreaming process.
- To support, strengthen efforts of state, central and local governments in empowering downtrodden, marginalized communities.

1.4 Purpose & Applicability of Manual

Purpose:

Human Resource (HR) management is an important function of an organization. The success and failure of any organization, to a large extent, depends upon the quality of its Human Capital. The Human Resource Department in an organization that plays a pivotal role in nurturing and developing its most valuable assets – Human Resources. The framing of policies and guidelines to ensure best Human Resource practices and designing training tools is an integral part of HR strategy for organizational and individual growth.

Keeping this perspective in view and its endeavor to ensure complete transparency in its operations and activities and to create a work environment where every individual is treated with respect and has fair and equal chance to perform and grow, **Dalit Bahujan Resource Centre (DBRC)** has put together this HR Manual to document the organizational practices and norms in a standardized format for user-friendly reference. The norms and procedures have been evolved by the suggestions and feedback from the employees, governing body members of the organization. This manual hereafter will be referred to as the HR Manual and will act as a ready reckoner to the interpretation and operationalization of Human Resource Policies and Guidelines. However the HR Manual will be recognized as a dynamic document and there will always be certain additions, amendments and changes according to the needs of the organization. The management is authorized to make due changes in the policies based on the situation and all staff members will be notified on any change through circulars.

Applicability:

This Human Resources Manual is applicable to all categories of employees of Dalit Bahujan Resource Centre (DBRC) unless otherwise governed by terms of any contract, agreement or separate letter of appointment, as are in force at the time of their appointment and as may be modified from time to time thereafter. These rules may be amended by the Chief Functionary and Governing Body of Dalit Bahujan Resource Centre (DBRC).

1.5 Definitions:

Employer means Dalit Bahujan Resource Centre (DBRC)

Employee means a person employed by the Organization and who receives remuneration for the services rendered.

Management indicates to any such executive or any other person, as may be authorized by the organization from time to time to manage the work of the DBRC. Management refers to the Chief Functionary and the immediate Heads of Unit reporting to him/her like, Program Coordinators, Finance Managers, Administrator and HR Manager at the Head Office.

Salary / Wages / Consultancy Charges: Salary is paid to an employee who has been issued a letter of appointment and who is rendering managerial, professional or technical services under the contractual relationship as between an employer and employee, while “Wages” are paid to those persons whose services may not be required on full time basis and which are paid on a daily basis for the services rendered. Consultancy Charges are paid to the professionals who services are hired on time based or task based.

He means both “he” and “she” unless it is abhorrent to the context.

Attendance means presence and participation of the person at the place of work assigned to him/her by the Management.

Habitual means an act or omission / commission, which is repeated three or more times in a period of 12 months.

Family in relation to an employee, shall be deemed to consist of –

In the case of a male employee, himself, his wife, his dependent children up to the age of 18 years, his dependent parents.

In the case of a female employee, herself, her husband, her dependent children up to the age of 18 years, her dependent parents.

Medical certificate means a certificate issued by a Registered Medical Practitioner. Should there be a doubt about the veracity or contents of the certificate, the DBRC reserves the right to get an employee examined by a doctor nominated by it.

Chief Functionary is the executive head of the Society

Staff is an employee of the society specifically assigned with the responsibilities of administering, managing, co-ordinating the activities and efforts of the society for the smooth functioning or accomplishment of tasks.

Job Description means the statement of duties and responsibilities assigned to the employee by Head of Department/Management.

Resignation means a willful desire of the employee to be relieved from the services of the Organization.

Termination means relieving the employee from the services of the Society by the Management, due to what so ever reason in accordance with the terms & conditions of appointment.

Retrenchment means discharge or removal of surplus staff due to redundancy or cessation of a particular activity / project / Assignment.

Closure means total or partial suspension of the work by the Management due to cessation or withdrawal of funds or a closure of programme or due to any other reason what so ever.

Section 2: HR Policies & Procedures

2.1 Recruitment

All categories of employment of DBRC strives to be an Equal Opportunity Employer. By adhering to the credo of being an equal opportunity employer, DBRC will ensure equal employment opportunity for all its employees and applicants for employment. DBRC will ensure that no person will be discriminated against in employment because of race, color, 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, termination, layoffs, discipline and all conditions of employment and benefits/privileges in accordance with applicable statutory laws. The preference will be given to the marginalized communities during recruitment.

Kinds of Employment

The following types of employment will follow this recruitment and selection process:

1. Employees on contract basis
2. Volunteers
3. Consultants

Types of Recruitment

1. Recruitment for new Programs
2. Replacement
3. Recruitment for non- budgeted positions

Steps to be taken:

A. Requirement Generation:

An annual exercise for assessment of human resource required for running the existing programs and meeting future requirements will be made followed by bimonthly review by the Management Committee for various positions.

A recruitment exercise usually begins because of the resignation of a member of a team or significant increase in workload due to launching of new programmes. It should not be assumed, however, that recruitment is the only alternative.

The recruitment will be based on different sources such as Advertisement / Employee Referral / Jobsite database / DBRC website, direct walk-in, referrals, etc.

B. Form a Selection Committee

The purpose of the selection committee is to rate candidates against the selection criteria, short list them, and then recommend a candidate for appointment. Each selection committee must comprise at least 2 members except in such instances where the Chief Functionary is the single person committee for such recruitment. A Technical person assesses the technical skills of the applicant.

Sl. No.	Recruitment Level	Interview Committee Members
1	Project Manager, Finance Manager, HR Manager, Administrator	1 member from Governing Body, 1 Thematic Expert and Chief Functionary.
2	Documentation Coordinators, Training Coordinators, Advocacy Coordinators, MIS Coordinator, Accountants	1 member from Governing Body, 1 Thematic Expert and Chief Functionary.
3	Field and Support Staff	1 member from Governing Body, Project Manager and Chief Functionary.

C. Seek Approval to Recruit

Having completed the above steps, the Functional head then sends the Recruitment Proposal & Objectives to Human Resources in the first instance for the approval of Chief Functionary and to proceed.

Human Resources will assess the RFH and work out on a search plan to ensure they meet project requirements. Should a problem be identified the Chief Functionary will be informed.

The recruitment report will be sent by Human Resources to the Chief Functionary. Human Resources will retain a copy.

D. Implement the Search Plan

The first responsibility of the selection committee is to implement the search plan. Individuals should be given specific responsibilities for elements of the plan. A timetable that allows adequate time to search before organizing interviews etc. should be agreed upon.

E. Agree on Selection Tools to be used

The committee must agree on the types of selection tools to be used. For senior positions for Long-term engagement, the minimum tools to be used are Interview, Case Studies and Psychometric tests etc. The Chief Functionary / Head HR / Functional Heads may give approval to waive part of this requirement in exceptional circumstances.

The selection committee must ensure it obtains systematic feedback on the performance of candidates. To assist this Interview Assessment Sheet must be completed.

F. Acknowledge and Circulate Applications

All applications are received by the Human Resources Section based at DBRC Office. Applications are acknowledged by Human Resource Department. Although a closing date for applications will be given, the selection panel has the discretion to accept a late application if they feel the candidate is worthy.

Human Resources enter the details of each applicant into the Concept Human Resources Data Base. A listing of applicants is then generated.

Each application is placed position wise in a file, which would be available with the HR department.

G. Internal candidate

In case a vacancy arises, the HR Department will circulate the vacancy internally to scout for an internal candidate who meets the requirements of the vacant position. In case any of the staff members meets the requirements and eligibility criteria for the position, HR will seek the

consent of the concerned Head of the Department and thereafter forward the proposal to the Chief Functionary for approval.

An official communication will be sent to all offices / projects, suitable candidates who meet the entire requirement such as qualification / aptitude / skills and experience can apply for the position through departmental head.

Subject to other factors being equal, preference will be given to internal candidates.

H. Short Listing of Resumes

Preliminary short listing and screening of CVs would be done by Human Resources Department. Short listed CVs would be sent to the Functional Head or any other technical person recommended by the Functional Head for second level of Technical screening, if required at all.

All the short-listed resumes should be placed into a file position wise and the entry would be made into the Human Resources Database.

I. Organize the Interviews

Interviews should be conducted in person. Before organizing interviews the committee should decide which of these formats they will use. The committee must also decide what other selection tools they will use in the process of selection.

The chair of the selection committee then advises the HR department how and when interviews will be conducted.

J. Interview Call Letters

Interview call letters should be sent to all the candidates first by e-mail as well as by post and all of them should be contacted by telephone, sms, whatsapp and advised of the interview time, date and location.

Outstation candidates would be informed first, so that they can make their travel arrangements accordingly. Travel expenses would be reimbursed as per budget available with the project. Candidates should not be given the assurance about their travel reimbursement and accommodation.

K. Organizing a Teleconference/ Telephonic Interview for outstation candidates

The applicant is usually advised by telephone that an interview by teleconference is to be held. The person arranging the interview should confirm the date and time with the applicant. The

telephone number they can be contacted at for the interview should also be confirmed. HR department should ensure they have the full telephone address.

The details agreed upon above are then confirmed in writing to the applicant and the selection committee.

L. Conduct the Interviews and Other Selection Tools

A structured interview process increases the likelihood that the best candidate will be selected. The candidate would be asked to fill up an Application before appearing for the interview.

Interview Assessment Sheet is used to rate each applicant against the selection criteria during interview. The Selection Committee is required to submit a final agreed Assessment Sheet for all interviews when recommending an appointment.

The Interview Assessment Sheet should also be used when assessing case studies/ presentations or other selection tools.

Operations Evaluator questions candidate to estimate technical competence & basic aptitude and puts their decision on Evaluation Check sheet.

Any candidate can be eliminated at any stage of the selection process.

M. Recommend an Appointment and Make the Offer

Once the selection committee has agreed on the preferred applicant, an Interview Selection Sheet should be prepared. The HR representative completes the sheet on behalf of the Committee.

A detailed appointment letter will be given only on the very first day person joins in. A new joiner would be required to give the acceptance by signing on every page of the copy of the appointment letter and thereafter the copy should be kept in his personnel file.

If s/he does not turn up at the appointed time and place where s/he has been asked to report for his/her first working day with DBRC, his / her appointment will be deemed to be cancelled and such information to be given to the candidate.

An exception to the above provision can arise only if the candidate expressly informs the HR team of his inability to turn up on his first working day and a fresh date of joining has been agreed upon by mutual consent. A new offer letter mentioning the revised date of joining should be issued immediately to this effect.

N. Advise unsuccessful candidates

The HR representative will advise all unsuccessful interviewees verbally that an offer has been made and give feedback to these applicants about their performance, if requested to do so.

O. Induct the new staff member

New Hire candidates join DBRC on Date of Joining (DOJ) indicated on the offer letter. Candidate would be required to submit required documents / supporting materials at this time.

Human Resources Section will arrange for the Induction Programme sometime during their first week.

If a valid reference check is incomplete on DOJ, HR Executive would remind candidate of this requirement.

At this meeting the HR representative will give the new member of staff an induction containing information about conditions of employment and point out various issues in relation to the current HR policies and procedures.

They will be asked to provide some information for payroll, and will also be asked for evidence of their qualifications and birth date.

Each project should also provide new members of staff with an induction specific to the division and their new work environment.

P. Appointment letters

All appointment letters will be signed by the Chief Functionary and kept in one appointment file. DBRC along with appointment letter would keep the candidate resume, personal Id's etc. Delegation of Powers with reference to Recruitments will be with the Chief Functionary.

DBRC would employ the suitable candidate for the probation period of 3 months initially. On the basis of performance of the candidate, DBRC decides whether to confirm the respective candidate or not.

Q. Joining Formalities

When any person is made an offer for joining the organization and s/he accepts the offer the following documents need to be filled up on the very first day of joining for completion of joining formalities to facilitate our internal processing:

-Joining Report which the person must fill in and handover to HR on the date of joining

- Bank Account opening form duly filled in and should be handed over to HR on the day of joining
- Copy of all Standard Accepted Practices to ensure that he reads them and understands them on the very first day of his joining
- Provident Fund Transfer form from his erstwhile Organisation if PF has to be transferred and that has to be given to HR on the date of joining (after the probation period or on confirmation of the respective candidate) along with the PF Account number within one month.
- The person must submit Original Certificates of academic and work experience, salary certificate from past employer.
- Also give the forms for Insurance and Gratuity Nomination and ensure that the person fills up the same on the date of joining.
- Give the induction material towards developing an understanding of the organization and the various divisions.

R. Other Formalities

While in service, if the person gets married, the nomination form must be revised and a copy of the marriage certificate must be submitted with changed details of residence, name and details of spouse. In case of death of nominee, or in change of nomination, the same should be notified immediately to the HR Department, for further action.

On the date of joining the new joiner must first come to the HR Department and complete the formalities.

Just after joining a suitable date will have to be arranged by the HR dept for training by Back office and Accounts staff with the respective departments.

2.2 Training & Development

DBRC recognizes the value of professional development and personal growth for employees. Therefore, it encourages its employees who are interested in job specific training to research these further and get approval before signing up for the seminars or courses.

➤ Operating Procedures

Responsibility - Training and Development programs generally will be coordinated through the Human Resources Department. HR will be responsible for conducting periodic needs assessments; developing, arranging and scheduling programs;

conducting enrollment; and developing and compiling reports of activities. Human Resources Unit will assure that opportunities will be offered each year in the following areas:

- New Employee Orientation
- Functional, Professional, or Management Training - Programs may be presented or coordinated by staff from the office responsible for the function, by contract trainers, by internal trainers, or by any combination of the above.
- Cross-functional exposure visits.
- Conferences & seminars.
- Short/ long term correspondence courses.

➤ **Equal Opportunities**

All staff is entitled to and can expect to receive training they need to carry out their current role. This includes contract staff. Training should not be viewed purely as “attending a training course”. There are a variety of different methods that can be used to help train and develop individuals and HR will be happy to help individuals and managers select the most appropriate method. For example, using open learning materials, computer-based packages, videos or CD-ROMs, e-learning and reading literature, to name but a few.

Responsibility for supporting staff development is three-fold:

1. **Head of Department** - a managerial responsibility to facilitate the development of their staff in line with departmental and organizational objectives.
2. **Individual** - a personal commitment to continuous professional and personal development.

2.3 Incremental Policy

This policy is applicable to all regular and fixed term contract employees of DBRC. Increment will be granted annually as per project budget from the first of the month in which it will become due on the basis of performance rating scored by an employee.

Value of increments

- Good Performance: 5% of Gross monthly salary
Very Good Performance: 7.5 % of Gross monthly salary
Excellent Performance: 10% of Gross monthly salary

Any other out of turn promotion will be awarded only with the approval of the Chief Functionary and the Governing body.

Section 3: Travel Policy

Travel Policy is to document the policies followed by the Organisation related to traveling. This shall enable staff members to perform their progress in an efficient and effective manner. Travel Expenditure Claim is based on reimbursement of actual expenditure incurred since objective of the policy is not to provide an auxiliary source of income or a luxurious lifestyle for the staff / associated members.

3.1 Coverage

- All staff members of DBRC for all travels that commence on and from 01.06.2019. This Domestic Travel Policy covers all travels within India. It does not cover travels made outside India for which a case to case approval shall be considered by the Chief Functionary of the Organisation. This policy also does not cover expenditure incurred on traveling within the city of headquarters of the traveler.
- Travel is defined as going from one city / town / village to another. This does not include movement within city / municipal limits. Travel is defined as visit to a place outside the Head Quarters of the staff member (generally more than 50 Kms one way).
- Travel should be approved in advance by the Reporting Officer and communication related to this should preferably be in writing as per the format.
- The domestic travel policy covers travel by Staff members, contract employees, consultants and other persons who would require to travel on work related to the Organisation. (*Travel Expenditure in respect of non staff member, for example a consultant, can be claimed as per the level defined in their respective Consultancy Letter. Approval for the expenditure shall be provided by Chief Functionary (with intimation to the Finance Department) that approves the non staff member for purposes of the travel.)
- Expenditure incurred on Liquor / Cigarettes/ Paan / Gutka for staff won't be considered to be approved expenses for the purposes of this Travel Policy.
- Approvals for the expenses within the frame work of the policy shall be provided by Reporting Officer.
- If two or more staff members are traveling together at the same place(s) and staying together on a twin-sharing basis, they are required to make a combined bill for the

Hotel reimbursement – only one staff member will be eligible to claim this hotel tariff related. However, their individual limits of expense eligibility will remain unchanged.

- Staff members are requested not to retain the hired private taxi for overnight stays unless in exigencies with an express written approval from their reporting officer.
- Travel tickets should be booked by the concerned staff only and later the reimbursement has been claimed. While traveling on office purpose, if the staff member avails leave, s/he will not be entitled to reimbursements of any allowances for the period of leave. Cancellation charges for travel tickets will be reimbursed if the tour has been cancelled under the advice of the sanctioning authority and due care has been taken to ensure minimum loss to the organisation. Approval for exceptional expenses / expenses outside of the travel policy shall be made by the Chief Functionary considering the merit of the case.

Level	Air	Train	Bus
Chief Functionary	Economy	2 nd AC	AC
Project Manager (Air Travel can be availed if the journey is more than 12 hours by Train/Bus or above 1000 Kms)	Economy	3 rd AC	AC
Finance Manager, HR Manager, Administrator	-	3 rd AC	AC
Documentation Coordinators, Training Coordinators, Advocacy Coordinators, MIS Coordinator, Accountants	-	Sleeper	Non A.C
Field and Support Staff	-	Sleeper	Non A.C

3.2 Daily Entitlement (includes Boarding, Lodging and Incidental Expenses)

Boarding is defined as expenditure incurred on Food, including purchase of packaged drinking water / bottled water etc. Expenditure incurred on Boarding would be reimbursed on actual, based on submission of supporting / bills as per eligibility.

Lodging is defined as staying at a place other than the Head Quarters. In the usual course, it is expected that a staff member shall stay at a lodge only if it involves a night stay. However, there could be situations like the staff member reaching a destination at a very unearthly hour

like very early morning or during transit where the staff member has to wait for further travel/meetings, in which case the staff member could avail an economy / budget transit accommodation. It is expected that the staff member would stay at the Organisation premises wherever accommodation is available. Expenditure incurred on Lodging would be reimbursed on actual, based on submission of supporting / bills as per eligibility.

Where ever Organisation / client has made prior staying arrangement or where Organisation's Guest House is available, the staff member on tour is expected to stay in this guest house or the arrangements made by the Organisation / client and in such cases they will not charge any boarding and lodging expenses and will be eligible only for Incidental Expenses. In case of only lodging being provided for the journey period, the staff member will be entitled upto 20% of her/his travel eligibility related (Boarding & Lodging) towards the food expenses incurred. Every individual should endeavor to keep the hotel expenses to the minimum.

- This is specially applicable from the point of view that though there is an upper limit provided for the boarding and lodging related (as per city classification), it necessarily does not imply that expenses have to be incurred so as to match the limit provided as in most places reasonable, decent lodging and boarding facilities are available much within the prescribed limits.
- If an individual has to leave a city in the afternoon/evening, s/he should try as far as possible to check out of the hotel before noon so that the expenses are contained and thereby additional half/full day payments are avoided.
- Reporting Officers / HOD's may like to make special consideration wrt travel undertaken by the women staff members , especially in places which are in Tier II, III so as to adequately factor in the personal security issues.
- Travel to Places in Tier I and Tier II which require an extended stay of more than 3 days to be organized by the Organisation - for purposes like attending training, conferences – should be organized on a economized / specially negotiated rates.
- Staff members can claim for the Incidental Expenses as per declaration made subject to the eligibility provided in the Table below, which would commence from the time the staff member leaves residence/ office (in case travelling directly from office) and concludes at the time the staff member reaches back residence/ office (in case directly reaching office). It includes tips, porters' charges for luggage, laundry expenses, car parking charges, use of business centres and other related costs etc.

Level	Incidentals per day
1. Chief Functionary	Actuals
2. Program Manager	350 per day
3. Finance Manager, Human Resource, Administrator	300 per day
4. Coordinators, Accountants, Field Staff	250 per day

Applicability of Incidentals

Duration	Less than 3 hrs	Between 3 to 5 Hours	Between 5 hrs to 12 Hrs	Greater than 12 hours
Incidental Expense	Nil	15 %	50%	100%

Staff members as per their cadre are entitled to the following Room Tariff (RT) including taxes, and Food, Beverage & Incidentals (FBI) expenses (including taxes) per Day (and involving a night halt).

Level	Per Day
1. Chief Functionary	Actuals
2. Program Manager	1500 per day
3. Finance Manager, Human Resource, Administrator	1500 per day
4. Coordinators, Accountants, Field Staff	1000 per day

3.3 Submission of Travel Bills

Travel bills, duly approved, should be submitted, to the Finance Department, within 7 working days of conclusion of the travel as per the format in Appendix B along with the Tour Report attached. Bills that are submitted beyond that limit would not be eligible for payment unless specially approved by the Head of Respective Department / Reporting Officer after a due clarification is provided on the reason for the delay. In case of confidentiality elements in the

Tour Report, the same might not be submitted along with the Travel Expense Statement and the Reporting Officer may confirm the receipt of the Tour Report in the Travel Expense Statement.

All expenses must be fully supported with paid bills and also need to be self-certified. Sometimes where the bills are not issued by the vendor (e.g. road side hotel or auto etc.) a self-certification note is to be submitted by the staff member which would then be admitted for a reasonable amount. The Travel Claim should be supported by Approved Travel Requisition and Tour Report. Any personal leave/travel that is approved which is preceded/ during / subsequent to the official tour would not be considered for any claim except for those days on official tour.

3.4 Recovery of Excess Travel Advance

It is expected that the excess travel advance would be settled in cash at the time of submission of bills to the Finance Department. In case the advance is not settled at the time of submission of bills to the Finance Department, the Travel Advance is liable to be deducted from the monthly emoluments payable in the immediately succeeding month. In case the duly approved Travel Bills have not been submitted within the date of emoluments processing of the month (after 7 working days of completion of the travel) to the Finance Department, the entire Travel Advance paid to a staff member may be deducted from the emoluments payable of that month.

3.5 Local Conveyance

Local Conveyance is the travel undertaken for organisation's work in the same city within 50kms. radius and terminating on the same day (no over-night stay involved). Staff Members are encouraged to use their own vehicle for all official purposes.

Expenditure incurred on Local Conveyance would be reimbursed at actual expenditure, based on submission of supporting/ bills, wherever practical. Staff Members have to submit a consolidated expense statement to Finance Department once in a month, after obtaining due approval as per the format. Staff members can avail Local Conveyance as per the eligibility given below:

Level	Entitlement
1. Chief Functionaries	Office four wheeler
2. Program Manager	Auto/ Public Transport
3. Finance Manager, Human	Auto, office two wheeler

Resource, Administrator, Accountant, Office Associate	
4. Coordinators, Field Staff	Auto/ Public Transport

Note: Staff Member may engage a different category vehicle other than their eligibility with prior approval of the Chief Functionary based on the need like- when traveling with Donors / VIPs / Important guests etc.

3.6 Use of Own Vehicle

In case an employee uses his/her own vehicle on local official travel, reimbursement of actual conveyance expenses incurred on official work will be on kilometer basis reasonably estimated to cover the cost of petrol, maintenance etc. These expenses can be reimbursed as follows:

Vehicle Type	Reimbursement (Rs. Per KM)
Two Wheeler	Rs 7.00 per KM
Car (all models)	Rs 12.00 per KM

In case of attending duties at local HQs , no expenses are payable for using self-vehicle; in the event a training /conference is being attended, official work being attended, clear mention of the point to point travel distance & summary route taken would form the basis of admitting the claim presented thereof .

In respect of movement from Airport / Railway Station / Bus Stand to the place of stay or office or vice versa, it is expected that the staff member would be using the mode of conveyance as per eligibility.

The Management shall reserve the right to modify / amend or withdraw/replace the travel policy in whole or part thereof as and when required.

The Management shall have the discretion to disallow any claim which is not justifiable or is unreasonable.

The Management shall accept no liability for the loss of money or the belonging of the staff member. If the staff member loses any asset of the organization, he/she shall file an FIR with the police under the jurisdiction of the area. A copy of the report so lodged shall be submitted to the Administration Department to initiate necessary insurance claims in coordination with

Finance Department. The staff member shall be held responsible for loss/theft/damage of any Organisation property

Section 4: Employees Discipline

4.1 Working Hours and Attendance

DBRC Office shall observe the following work timings, except on Sundays or other stipulated holidays as per notice:

Forenoon / Morning	09:30 hours to 13:00 hours
Lunch Break	13:00 hours to 13:30 hours
Post noon / Afternoon	13:30 hours to 17:30 hours
Weekly Off	Sundays and Second Saturday

The office will remain fully closed on all Sundays and Second Saturday and notified holidays. The Head of the Departments with prior intimation to the Chief Functionary can work from home on remaining Saturdays; however, they would have to attend office if so required. This would not apply to field travel if any Saturday comes amidst such travel.

The field offices will work on all six days in a month with Sunday as closed holiday. If any field employee intends to avail leave, she/he will have to seek prior approval of his / her Reporting Officer. In case of emergency, the field employees coming late or not attending office on a particular day, they will inform to their Reporting Officer on phone so that a reliever is posted to avoid any disruption of work.

4.2 Late Coming

All employees are expected to report on time for work. Employees are requested to adhere to the office timings as indicated above irrespective of grade, position or late sitting. All employees are required to sign the attendance register, mentioning the time of arrival that will be maintained at the Reception. Employees requiring regular / special project / real time reporting related working in two time zones would get a relaxation on the above.

In case of late coming to office due to any reason (maximum up to 30 minutes), the employee shall intimate to the head of DBRC.

4.3 Outdoor / Tour Duty

In order to assist the HR Department to adhere to good personal security practices, all employees leaving office during working hours on official duty should inform reception on their respective departure / arrival time, place of visit and contact telephone number. A **Movement Register** will be maintained for office staff at the reception that would be filled in before an employee moves out and after s/he returns to the office.

For field staff, the local travel form would be filled and reimbursement of auto fare would be made to respective field staff by DBRC. Further, the field staff would maintain daily diary containing the details of travels to the fields.

On monthly basis, the Review Wing of DBRC would monitor the performances of field staffs by visiting fields, taking pictures etc.

In addition, all employees going out on official duty directly from their residence should inform their respective functional head or Reporting Officer and reception, both, so as to make the necessary entries in the attendance register and avoid being marked absent.

4.4 Holidays

DBRC observes 12 days in a year as festival and national holidays and a circular will be issued by the HR department by 31st December of every year for the next calendar year.

The authority for marking the leaves will be with the Administration Department.

4.5 Late Sittings in office

Late sitting in the office should not be generally encouraged except in exceptional situations. Late sittings should be permitted only after approval by the Reporting Officer. Information needs to be sent to Administration Department which shall also maintain a general log book of such requests and HR would review this on a periodic basis.

As a matter of rule, the women employees will not stay in the office beyond 7.00 PM. However, if the **exigency of work demands their presence beyond 7.00 PM**, they will do so only with the prior written permission of their Reporting Officer under intimation to the Administration Department. At least one male co-worker other than support staff will also stay in the office. Conveyance (or conveyance fare to opt auto or taxi) will be arranged by the Administration Department for dropping such women employees at their residence.

4.6 Leave Policy

Leave is a matter of privilege and not a right. The granting of leave is subject to the exigencies of work and to the availability of leave in the account of the employee. The regulations mentioned in the leave section would be periodically reviewed by the authorities. Currently

none of type of leave is eligible for encashment except for those at the level of Chiefs if approved as part of the terms of engagement.

The leave year for the DBRC staff will be for the calendar year beginning from January 1st to December 31st. Leaves are credited to an employee's account on a pro rata basis at the beginning of the calendar year.

Staff members, who join the organization on or before the 15th of a calendar month, shall be entitled to leave from that calendar month, otherwise from the next calendar month.

Leave is applicable from the date of joining and for those who are employed for a part of the year, proportionate leave shall become eligible. In the event any employee quits with advance leave claimed to his / her credit then the same will be deducted from the Final Settlement.

The staffs members can avail leave as per the eligibility provided in the following table.

(Table-1)

Engagement / Employment	Total Maximum Leave Per Annum	Maternity Leave	Paternity Leave	Maximum Permissible carry forward of leave per Year	Maximum Accumulation Limit subject to Employment / Engagement Terms
Regular	24 days	As per Act	As per Act	50%	45 days
Contract / Fixed Tenure	24 days	As per Act	As per Act	50%	24 days

Leave can be availed at a minimum of ½ day leave. The distinction of ½ day leave will be demarcated by the lunch period (1300 hrs / 1330 hrs). Long period of leave i.e. more than 7 days at a time are restricted maximum to twice a year.

Application for leave must be made in writing / on email in advance at least 1-3 working days in case of short leave period (i.e. 1 day to 3 days); and at least 7 working days in advance for long leave period (i.e. 4 days to 7 days). Leave may, of course, be availed only after sanction at the discretion of the Reporting Officer / Authorized Officer.

In the event of the staff member applying for an extension of the period of his / her leave, the staff member shall take approval in writing before the period of leave expires i.e. prior sanction is mandatory.

The leave can be accumulated subject to a maximum limit as provided in the Table-1. The leave can be adjusted against the notice period required to be served by the employees in case s/he decides to quit the services of the organization subject to approval by the management. For employees' leaving / terminated / resigning the organization within six months of their joining, leave would not be adjusted.

4.7 Maternity / Paternity Leave

- Staff members seeking to avail this leave must have worked for at least six months at the time of availing.
- Eligible women staff members will be entitled to 120 days maternity leave or as per Act thereof, preferably of which 60 days should be after the date of delivery. Eligible male staff members will be entitled to 1 calendar week of paternity leave, per child. The leave will be granted only for the first two births.
- Also maternity / paternity leave application will be normally admissible only after a minimum gap of one and half years between the completion date of the first such leave and the start of the second maternity / paternity leave.
- The leave will also be extended for those staff members who legally adopt a child subject to all requisite document found to be acceptable.
- Maternity / Paternity leave cannot be accumulated and cannot be encashed either.

4.8 Code of conduct

The organization demands the highest standards in carrying out its activities:

- All the employees must comply not just with the letter but also the spirit of legal and regulatory requirements and also of the organization's standards;

- Breaches of the law, regulations or the organization's standards are not justified by the pursuit of profit;
- Activities are not made acceptable merely by the practices of other organizations in the development sector.

Confidentiality

No employee shall, except in accordance with any general or special order, of the organisation or in the performance in good faith of the duties assigned to him/ her, communicate, directly, or indirectly, any official document or any part thereof or information to any officer or other employee, or any other person to whom he is not authorized to communicate such document or information.

4.9 Conflicts of Interest

Employees must ensure that their personal interests do not conflict with the duties which are owed to the organization or which the organization owes to its donors. This includes engaging in any of the following activities, without the prior written approval of the Reporting Officer / Head of the Department

- Becoming personally involved in any organizational transaction
- Negotiating or contracting on behalf of the organization with an entity in which the employee has a personal interest

If an employee is in doubt about whether a certain circumstance might create a conflict of interest, s/ he should first consult the Chief functionary for guidance, before taking action.

Duty to abide by the provisions of HR - Manual, Orders and Instructions

Every employee of the organization shall confirm to and abide by the provisions of the HR Manual and shall observe and obey all orders, directions or instructions given to him/her by the organization or by any person or person under whose jurisdiction, superintendence or control s/ he may for the time being be placed. S/he shall maintain at all times absolute integrity and to duty and do nothing unbecoming of an employee of the organization.

Misconduct

Without prejudice to the generality of the term "misconduct", the following acts, omission and commission shall be treated as misconduct:

- Taking or giving bribes or any illegal gratification.

- Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter relevant to the employment at the time of joining or during the course of employment.
- Acting in a manner prejudicial to the interests of the organisation.
- Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/ her superior.
- Absence without leave or over- staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- Habitual late or irregular attendance.
- Interference or tampering with any safety devices installed in or about the premises of the organization.
- Drunkenness or riotous or disorderly or indecent behavior in the premises of the organization or outside such premises where such behavior is related to or connected with the organization.
- Gambling within the premises of the organization.
- Smoking is prohibited within the premises of the organization.
- Theft, fraud or dishonesty in connection with the business or property of the Organisation or of property of another person within the premises of the organisation.
- The above instances of misconduct are illustrative in nature, and not exhaustive

Gifts and Entertainment

Gifts, business entertainment or other benefits are often a part of our professional life. They are also often part of traditional festive occasions. Problems however arise, when they begin to compromise - or even appear to compromise - official relationships. For this reason, employees are not permitted, as a general rule, to offer or accept gifts or other benefits. Gifts or other benefits are only permissible if they are:

- ✓ Of small value (not exceeding Rs. 500/-)
- ✓ Recognized as being appropriate in the circumstances.
- ✓ Agreed in advance (where possible) by the employee's Reporting Officer / Head of the Department

If in doubt, advice should be sought from the Chief Functionary.

4.10 Sexual Harassment Policy

The purpose of this policy is to fulfill the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place; To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at DBRC; To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures; To uphold the commitment of the organization to provide an environment free of gender-based discrimination; To create a secure physical and social environment; this will deter acts of sexual harassment; To promote a social and psychological environment; this will raise awareness about sexual harassment in its various forms.

DBRC is committed to maintaining human dignity and providing a work environment of tolerance and respect for all employees (i.e. working relationship between peers, superior-subordinate, etc.)

DBRC is hence committed to providing a workplace free from all forms of harassment, including sexual and ethnic harassment. This policy applies to all DBRC employees working within the limits of the organization. Sexual harassment has come to be widely condemned as a form of human rights violation, and as an infringement on life and liberty as defined by the Constitution of India. Such behavior is seen to transgress common dignity, gender equality, and fundamental rights. Sexual harassment is contrary to anti-discrimination laws [Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth” and Article 19(1) (g): Right to Freedom which upholds a woman’s right “to practice any profession, or to carry on any occupation, trade or business”].

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behavior “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment is a violation of the fundamental right to gender equality and the right to life and liberty”. These judgments confirm India’s international commitment to the International Covenant on Economic, Social and Cultural Rights (acceded to in 1979) and the Convention for the Elimination of Discrimination Against Women (CEDAW, ratified 1993). The Government of India was also a signatory to the Resolutions of the Fourth World Conference on women in Beijing in 1995. The Supreme Court

judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace.

Following this, DBRC is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction.

Definition of sexual harassment

Sexual Harassment is any unwanted and unwelcome sexually oriented behavior. Such an act spoils working environment. Sexual Harassment includes such unwelcome sexually determined conduct (whether directly or by implication) by a male or female:

Physical harassment:

- ✓ Physical contact and advances
- ✓ Intentional touching, pinching, grabbing, brushing against another's body
Sexual assault
- ✓ Cornering, trapping or blocking a person's pathway
- ✓ Excessively lengthy handshakes
- ✓ Any physical conduct which is unwelcome

Verbal harassment

A demand or request for sexual favours. In the work context, this is a behavior in which a victim is made to submit herself / himself to sexual favors or advances over promises related to his/her employment such as work conditions, promotion, and increments, otherwise described above as "Quid pro quo" sexual harassment.

Gestural harassment: Of all forms of sexual harassment, this is probably the most common experienced by women but also the most controversial. Some examples are:

- Making sexually suggestive or off-color comments; threats; slurs; sexual propositions;
- Sexual jokes or teasing; misogynist humor; sexually colored gender specific jokes
- Innuendoes and off-color remarks
- Comments about how someone looks, especially about parts of body
- Catcalls, whistles and forms of address like 'honey', sweetheart etc.

Written or graphic harassment:

- Showing pornography; and,
- The display of pornographic material with a women/ male employee as the target is -
- obviously discriminatory and offensive.
- Other forms of unwelcome visual displays include:
- Written material that is sexual in nature such as letters or notes containing a sexual comment.
- Leering or staring at another's body and/or sexually suggested

Gesturing

Displaying sexually visual material such as pinups, cartoons, graffiti, computer programmes, catalogues of a sexual nature.

Any other unwelcome physical, verbal or non-verbal conduct of sexual

Nature

In keeping with our non-discriminatory policy, DBRC will take immediate corrective and disciplinary action up to and including termination against any employee who engages in the type of the behavior noted above.

Any employee who has a grievance on this account may approach the **Grievance Redressal Committee (GRC)**, who will do the needful to represent the grievance at an appropriate forum. This does not however foreclose the option that any employee may choose to exercise of first discussing the matter with his/her Reporting Manager / Team Leader.

The Grievance Redressal Committee shall consist of the following members:

- ✓ It will be headed by a gentleman/ lady depending on the case
- ✓ It will have 50% women members
- ✓ It might include a third-party representative from an NGO or any other agency conversant with the issue of sexual harassment
- ✓ It shall handle complaints in a confidential manner and within a time-bound framework

As per the 1997 Supreme Court Judgment, it is mandatory for each committee to have a woman chairperson as well as at least 50 per cent women members.

Enquiry Procedures

1. All complaints made to the HR Head must be received and recorded, who shall then inform the Chief Functionary about the complaint, who in turn shall call a meeting of the committee.
2. All meetings of the committee will be called by the HR Head in consultation with the Chief Functionary and a notice of at least 3 to 5 working days must be given.
3. The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
4. After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify him/ her. (Revealing the identity either in exceptional cases such as stalking may put the complainant at greater risk or as a result of social prejudices the complainant may face additional adverse effects as a result of public circulation of the finished report.)
5. During an enquiry the quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category as well as, one of the two members co-opted from outside.
6. The committee will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy.
7. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
8. In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
9. In case a prima facie case is established the committee shall set up an enquiry committee of 3-5 members, with at least one member of the complainant's category, as well as a member from outside the organization.
10. The sub-committee must inform the accused in writing about the charges made against him/her and s/he should be given a period of five days from the date of receipt of the notification to respond to the charges.
11. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.

12. The sub-committee must submit its report to the larger committee not later than 15 working days. The larger committee will discuss the report and make recommendations for punitive action if required.
13. The entire process of enquiry should be completed within one month.

Redressal

1. The committee can suspend the alleged harasser if his/her presence is likely to interfere with the enquiry.
2. The victim of sexual harassment as per the Supreme Court judgment will have the option to seek transfer of the perpetrator or their own transfer where applicable.
3. The Chief Functionary upon receipt of the enquiry report shall refer the same to the Governing Body for disciplinary action on the basis of the recommendations of the Complaint Committee.
4. The disciplinary action will be commensurate with the nature of the violation.

Disciplinary action could be in the form of:

- Warning
- Written apology
- Bond of good behavior
- Adverse remarks in the Confidential Report
- Debarring from supervisory duties
- Denial of membership of statutory bodies
- Denial of re-employment
- Stopping of increments /promotion
- Reverting, demotion
- Suspension
- Dismissal
- Any other relevant mechanism

The Chief Functionary will be the final deciding authority on the issue to be addressed.

In case the complaint is against any member of the GRC, the board will comprise of any other senior member of the organization in lieu of that person.

Sexual harassment matters must not be used deliberately and/ or with malicious intent. In such cases, action will be equally severe on the person initiating the complaint.

4.11 Grievance Policy

It is the policy of DBRC to provide its employees with a fair and efficient process to present and resolve complaints and grievances arising out of the employment relationship. This process is applicable to employees only on an individual basis. DBRC encourages employees to address with their reporting managers workplace concerns as they arise.

These procedures are available to all the employees including Long-term consultants, temporary, hourly or per diem employees who work on an as needed basis.

Subject Matter

Employees may present complaints and grievances concerning their conditions of work. Such conditions include salaries, hours, or any other matters related to the employer-employee relationship. Complaints and grievances should identify the basis of the dispute, including specific facts, and provide relevant documents or any other information pertinent to the matter. Complaints and grievances should also include the employee's desired result.

Employee complaints regarding suspension without pay, demotion or disciplinary dismissal are processed pursuant to HR Manual of DBRC. Allegations of illegal discrimination contained in complaints or grievances will be forwarded to the “Grievance Redressal Committee” (GRC).

Grievance Redressal Committee (GRC)

A GRC shall be constituted at the organizational level by Chief Functionary. The GRC will have a chairman and two permanent members including Vice President of the Organisation as a Convener. Another member may be nominated by the Chairman of the GRC from case to case for considering individual grievances. The Chief Functionary will act as the chairman of the GRC.

DBRC favors communication between supervisors and employees in order to resolve workplace concerns promptly. In an attempt to resolve employee disputes promptly, alternative dispute resolution efforts are initially required for the processing of employee grievances.

Grievance Procedure

- ✓ An employee who decides to initiate the formal Grievance Procedure shall present the grievance in writing within ten (10) DBRC working days from the date that the dispute resolution process has been closed.
- ✓ The grievance shall be filed through the HR representative to the GRC. The HR department will track and maintain records of all grievances filed at the GRC for the

purpose of recommending systemic changes that may provide better communications and working relationships between employees and management.

- ✓ The GRC will be required to meet with the employee to listen to the grievance. The GRC will be required to provide a written response within ten (10) DBRC Working days of the meeting. The decision of the Chairman of the GRC/ Chief Functionary is final.

Miscellaneous

1. **Retention of Documents:** The grievance and all decisions or responses relating to it shall be a part of the employee's departmental personnel file.
2. **Extension of Time Limits:** An extension of time limits provided in this policy may be requested of the Head HR. The Head HR shall grant such a request after a determination that good cause exists.
3. **Retaliation Prohibited:** A staff member, or administrator who retaliates in any way against an employee who has brought a complaint or grievance pursuant to this policy or against an employee who has participated in a review of the complaint or grievance, is subject to disciplinary action.
4. **Effects on Personnel Actions:** The filing of a complaint or grievance will not stop or delay any personnel action which is the subject matter of the complaint or grievance.

4.12 Cell Phone Policy

In order to facilitate and improve the communication with the team members located at different locations, this policy to provide mobile Caller User Group (CUG) connection. The charges for the calls made within our group will be free. All the staff members are requested to make use of this facility to reduce our communication cost.

A. Entitlement

CUG connection eligibility, monthly ceiling limits on expenditure including GST and the members who are authorized to approve the facility. In case of international travel, the staff member has to procure a local SIM card and reimburse it along with the travel expenses bill with prior approval from their respective Recommending Authority. If the bill amount exceeds the ceiling limit due to non procurement of local SIM card, the staff member will be liable to pay the excess amount thereof.

B. Procedure

Those members who are entitled for mobile connection as per below annexure, would be required to buy the handset at their own cost, where as the SIM Card will be provided by the

Organisation. The approving authority as per Annexure will send recommendations to the administration department for the provision of mobile CUG connection. Any special requests apart from Annexure will be perused on case to case basis. Thereafter, the admin department will take necessary action for getting the SIM card and activation of the connection.

C. Usage

Staff members are advised to use this phone strictly for official purpose only. Staff member should switch on the phone all the times. Please inform (SMS or call) respective reporting officer if it required to switch off the phone in any emergency situations.

D. Payments

On receipt of monthly bills, the admin department shall forward bills that have exceeded ceiling limit as per Annexure to the respective staff members, who will have to declare their personal calls amount if any and the same should be sent back within 3 days of the receipt after duly approved by reporting officer. The excess amount shall be carry forward and adjusted on quarterly basis which would be forwarded to Finance department in case of if any excess amount to be recovered.

E. Resignation / Separation

If any Staff member is separated from the organization for whatsoever the reasons during the period of availing this facility, he/she will return the SIM on the relieving day to the Admin Department to clear no-dues. SIM will be deactivated within 3 days from the relieving date or it can retain based up on request from Reporting Officer. Admin Department will get bill details from vendor and shall advise Finance department if any excess amount to be recovered as per entitlement.

F. Power to Amend

DBRC reserves the right to amend / withdraw this facility at any given time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management.

4.13 Use of Computers & Peripherals

This policy is to facilitate ethical and right use of email and internet facilities across the organization. No DBRC Employee shall originate or forward any mail or messages containing defamatory statements, offensive language of a sexual or harmful nature or otherwise inflict harm on others. DBRC employees are not allowed to carry in or carry out any data from DBRC. In case any employee needs to carry data outside DBRC, s/he needs to take an approval from respective Departmental Head in confidence with the Admin department.

Employees may not copy any software / data provided by DBRC to any storage media (CDs, Pen Drives etc.) or transfer software / data to another computer, or disclose such software / data to outside parties without suitable permissions by the Reporting Officers.

Employees are not allowed to view/ store any pornographic / obscene contents on their desktops/ laptops, if found, can lead to strict action.

Employees must take great care in protecting their usernames and passwords from spying or careless misplacement. They should not share their password. Individual users will be held responsible for any security violations associated with their usernames.

Employees are responsible for securing their own workstations when they are not in use. Employees must switch off their desktops and monitors when not in use. This will save power and will increase the life of the equipment.

Employees should not move any equipment on their own. The Admin department will take care of this. Employees should only open attachments from trusted sources. If the employee is unaware of the sender or the content of the attachment, DO NOT OPEN.

DBRC provides electronic mail to employees for communication purposes. No personal use of official id. One can have any number of web based mail ids for personal use. The official id should be used only to transact official business.

Employees must observe the same rules and instructions for retention, destruction, and control of email correspondence that apply to other documents. Email may have the same legal status as other manual documents and all relevant precautions must be taken.

Email to an external organization could commit DBRC to a course of action or expenditure, or could be taken as a statement of Organisation opinion. The content of external mail should be drafted with suitable care to avoid misunderstandings or damage to the Organisation's reputation. The same care should be applied as that used in a signed letter on the organization's letterhead.

As a condition of providing internet access to its employees, DBRC places certain restrictions on office use of the Internet. DBRC encourages employee use of the internet for official purposes.

Section 5: Employees Benefit

5.1 Insurance Scheme

All employees will be insured under the insurance policy from the first of the month following the month in which the employee joins service in DBRC. All the employees are covered by this benefit and the premium will be paid by the organization.

The organization will make all effort to make sure that the insurance claim lodged by the employee is reimbursed in time; however the organization will not be responsible for any delay or non-receipt of the insurance claim from the insurance organization. The employee will have to directly deal with the Insurance Organization, provide all necessary supports.

5.2 Accidental Insurance

All employees and long term consultants, irrespective of category are covered under an Accident Insurance Scheme, from the first of the month following the month in which the employee joins service in DBRC. The minimum covered amount will be Rs.3,00,000.00 (Rupees Three Lakhs only). This policy covers Hospitalization, Temporary Disability, Permanent Disability and Death.

The Accidental insurance reimbursement is not a part of the employee's salary, but is treated as a perquisite. The organisation will arrange Accidental Insurance Premium for its employees.

Whenever a person joins at any office location, the HR coordinator will send a joining report to the HR department for incorporation of the name in this scheme. A report highlighting exits for this purpose will also be sent to the HR department for removal of names from this scheme.

5.3 Employee Provident Fund

All the regular employees are covered under the Employees Provident Fund Scheme. In case the employee member of the above scheme, the account details shall be provided to the office

Employee to provide required furnishing the same for Commissioner of Provident Fund. Under this scheme the organization shall provide 13.61 % of the basic salary plus DA towards the employee PF and another 12%. Of employee's contribution will be deducted from the monthly salary and both amount be remitted on or before 15th of every month.

Employee desires to contribute more than 12 % towards the Provident Fund, he can do so but the employer's contribution remains the same. The interest on the accumulated Provident Fund will be credited to the respective accounts by the PF authorities at a rate that is determined by the Central Govt. from time to time.

A statement of Provident Fund is sent to each employee through the employer stating the opening & closing balance including the contributions made along with interest credited. Employee has to complete 5 years of service to be eligible for availing any advance for special causes; which should be done in specified format. The organisation forwards it to PF authorities for payments.

Employee entitled to get refund of total contributions by self and the employer with interest thereof on leaving service for any of the reasons such as Retirement, retrenchment, Migration and VRS. In the event of employee death, his nominee will get the full refund of the contributions and interest thereof.

5.4 Gratuity

Employees on regular rolls and who completed 5 years of continued service are paid gratuity at the time of retirement or termination. Break in service period either on grounds of study, resignation &, prolonged sickness etc will not be considered for the purpose of computation of gratuity.

Gratuity will be calculated at the rate of 15 days salary (Basic + DA) for each completed year of service. If the period of service in any year is more than 6 months, then it will be considered as one year for the purpose of computing gratuity. Terms and conditions of the coverage will be in accordance Gratuity Act 1972.

Section 6: Exit Policy

It is the intention of DBRC to give separating employees the opportunity to provide feedback regarding his / her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

All terminations of employment shall be consistent with the provisions of employment laws, and DBRC policies prohibiting discrimination in employment because of one's race, color, disability, religion, national origin, ancestry, sex/ gender, age, sexual orientation, political affiliation, veteran's status or non-job-related arrest or conviction record.

Policy

Exit Procedures

1. Resignation:

If an employee decides to leave employment, the employee will be responsible for providing written notice period i.e. 1 month notice period. ***Such an employee will not be entitled to avail any leave during the notice period. The notice period shall get extended by the number of days of leave availed by such an employee.*** The employee has to submit resignation letter to the Chief Functionary. After taking feedback from the Reporting Manager the resignation may be approved or disapproved. If approved, within 3 working days of receiving the resignation, the relieving will be done in line with the organizational policy.

2. Settlement of Dues:

Finance / Admin Department will send a No Dues form to the resigned employee. Once the No Dues form is received and all handing over formalities are completed to the satisfaction of the organization, settlement of final dues will be initiated.

3. Other Out-Processing Procedures:

Upon receipt of a notice of termination or letter of resignation, the employee's reporting manager shall schedule a meeting for out-processing activities. The DBRC Exit Process Checklist should be used for this meeting and possible follow-up. Matters to be reviewed or collected at this time are:

- Keys and key cards
- Computer access authorization codes
- Telephone cards or ID cards (if provided)
Mobile phones, SIM cards (if provided)
- Handing over document
Forwarding address
- Identification cards/ badges (if provided)

Terminating employees will receive a letter from the Chief Functionary with information about benefits. Employees will be paid all salary earned through the last day of work, provided that all leave reports are up to date.

Notice Period Waiver

The Leave may be adjusted against the notice period required to be served by the employees in case s/he decides to quit the service of the Organisation, subject to approval by the Chief Functionary. For employees' leaving/terminated/resigning the organization within six months of their joining, this would not be adjusted.

The notice period can be waived by the Chief Functionary keeping in view the track record of the leaving employee.

- ✓ The authority competent to make appointments in a particular post is the authority competent to accept the resignation of an employee from that post.
- ✓ Resignation will become effective only when the same has been accepted in writing by the Competent Authority and the employee is relieved from the service.
- ✓ The Competent Authority shall have the right to refuse, for reasons to be communicated to the employee in writing, to accept resignation in a case where disciplinary proceedings and/or some investigation against the concerned employee are contemplated or have been initiated or are pending.

NOTES: _____

[illegible]

Mission

The Mission of DBRC is Enabling Assertive interventions of Dalit bahujan Communities and mainstreaming towards socio economic empowerment.

Vision

Vibrant Dalit Bahujan Movement by men and women of concern who assert themselves powerfully and effectively as stake holders in the governance to reclaim human dignity and integrity.

Goal

The Goal of DBRC is to enable Dalit Bahujans to actualize their dreams, a new society where Dalit Bahujans will become aware of their rights and entitlements; develop strong social and financial resources; and become part of decision making bodies and processes at all levels.

Human Dignity

Social Justice

Social Democracy



Dalit Bahujan Resource Centre

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