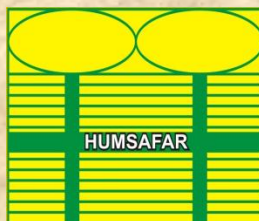


HUMSAFAR

Support Centre for Women

Human Resource and Financial
Management
STAFF POLICY

2021



Registered office

**HUMSAFAR SUPPORT CENTRE FOR WOMEN
27, NEW BERRY ROAD, LUCKNOW 226001**

(Near Times of India)

Phone no. 0522-0522-

Email- humsafar25nov@gmail.com

Website- www.humsafarindia.org

Office Address

**HUMSAFAR SUPPORT CENTRE FOR WOMEN
C-80, FLAT NO.2, SEC- A, MAHANAGAR, LUCKNOW 226006**

INTRODUCTION

HUMSAFAR's Human Resource and Financial Management Policy have been developed through a participatory process. It is periodically reviewed and updated keeping in view the growing needs of the organization over the years.

The Manual is divided into four sections

- 1. ABOUT US : INTRODUCTION TO HUMSAFAR**
- 2. HUMAN RESOURCE AND ADMINISTRATIVE RULES**
- 3. DIFFERENT COMMITTEES OF THE ORGANIZATION**
- 4. ORGANIZATIONAL POLICIES**

1.ABOUT US:

INTRODUCTION TO HUMSAFAR

HUMSAFAR, a Support Centre for Women in Crisis was set up in Lucknow in November 2003 to ensure a holistic feminist response to discrimination and violence across the sexual spectrum based on gender, religion, caste, and class.

Registered as a Trust in Lucknow 2008, it has been collectively managed by a group of Trustees, full time trained and experienced staff, and a large number of vigilant volunteers in communities, educational establishment and professionals.

HUMSAFAR has a multi-pronged approach to address gender-based violence. A rigorous curative side – the casework unit, provides a wide variety of support services to women survivors. This includes support like paralegal, legal, medical, social mediation, counseling, rescue, shelter and rehabilitation. During the last ten years, HUMSAFAR has intervened in more than 10000 cases.

HUMSAFAR's growth trajectory over the years has been guided by the felt need of survivors. Our approach has been to change societal patterns of violence by building supportive networks with different sections of society in order to raise community responsiveness as well as address deep-rooted societal attitude towards women.

HUMSAFAR observed that a survivors' fight to access justice requires wider community support at various stages – to break the conspiracy of silence around violence, access services, wage a long legal battle, rehabilitate herself and her children emotionally and financially and reintegrate in society as an aware citizen conscious of her rights and responsibilities.

To create this supportive social environment for the women who choose to speak out and seek help against violence HUMSAFAR started a dynamic outreach programme in communities living in the urban *bastis* (settlements)

and among adolescent and youth in educational institutions, stakeholders and network groups.

At present HUMSAFAR is working with women in 25 neighborhoods and with youth in 20 schools and colleges of Lucknow Hardoi, Unnao and Sitapur- all districts of Lucknow division.

Recognizing the need to rope in the civil society for zero violence, HUMSAFAR organized awareness sessions for many professionals such as Police Officers Lawyers, Doctors, Teachers & Principals, on the issue of Gender based Violence and Laws related to Gender based violence like Protection of Women from Domestic Violence Act (PWDVA), 2005 and The Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Similarly, to strengthen the participation of the youth and ensure their ownership to the various interventions to challenge violence, HUMSAFAR set up a platform called 'YuvaTarang' which has proved to be a meeting ground for youth from neighborhood communities as well as schools and colleges.

Through HUMSAFAR's active youth programme emerged the need to address the discrimination and violence faced by the queer. HUMSAFAR is focusing to create a safe space for them to express themselves and support them to challenge the GBV.

HUMSAFAR found that a survivor delays the decision to come out of an abusive relationship due to her being ill equipped to rebuild her life. In many cases, survivors even decide to withdraw their court case and return to face violence due to her precarious financial situation.

It is in this context that HUMSAFAR started its Livelihood Programme. It has gone a long way to equip VAW survivors rebuild their lives and help them reclaim their right to live with dignity.

Until now, 150 survivors have been skilled in non-patriarchal livelihoods. They Have been extended support to stand on their own.

As part of the non-patriarchal Livelihood Programme survivors have been trained to drive electric or battery operated rickshaws, popularly called e-rickshaws. These environmentally friendly rickshaws, driven by trained survivors started a green mode of Lucknow city's first women-run public transport system. It further promotes the safe city concept by encouraging more women on the roads.

Until now, HUMSAFAR has trained more than 50 women to become drivers in the last two years.

To effectively promote pro-women policies and programmes with stakeholders HUMSAFAR has undertaken evidence-based researches to help take legal measures to open up spaces for survivors.

Towards this HUMSAFAR conducted several Uttar Pradesh-level studies.

- Justice Delayed is Justice Denied: Study on maintenance under Section 125Cr PC; enabling or hindering access to entitlement'.
- A Comprehensive Study on Efficacy of Section 498- A- IPC in the State of Uttar Pradesh.
- Burn Study in Uttar Pradesh: Study of violence committed upon women through burning in the state of Uttar Pradesh.

1. VISION AND MISSION

Vision

HUMSAFAR envisions a just world without gender- based discrimination and violence survivors can access justice to live empowered lives with rights and dignity and to work with society to recognize and challenge violence.

Mission :

HUMSAFAR works in a feminist perspective to prevent gender-based discrimination and violence by creating an enabling environment. It helps violence survivors make informed choices within a rights framework to access justice and rebuild their lives and reclaim their rights.

2. AIMS AND OBJECTIVES:

The Trust has the following aims and objectives:

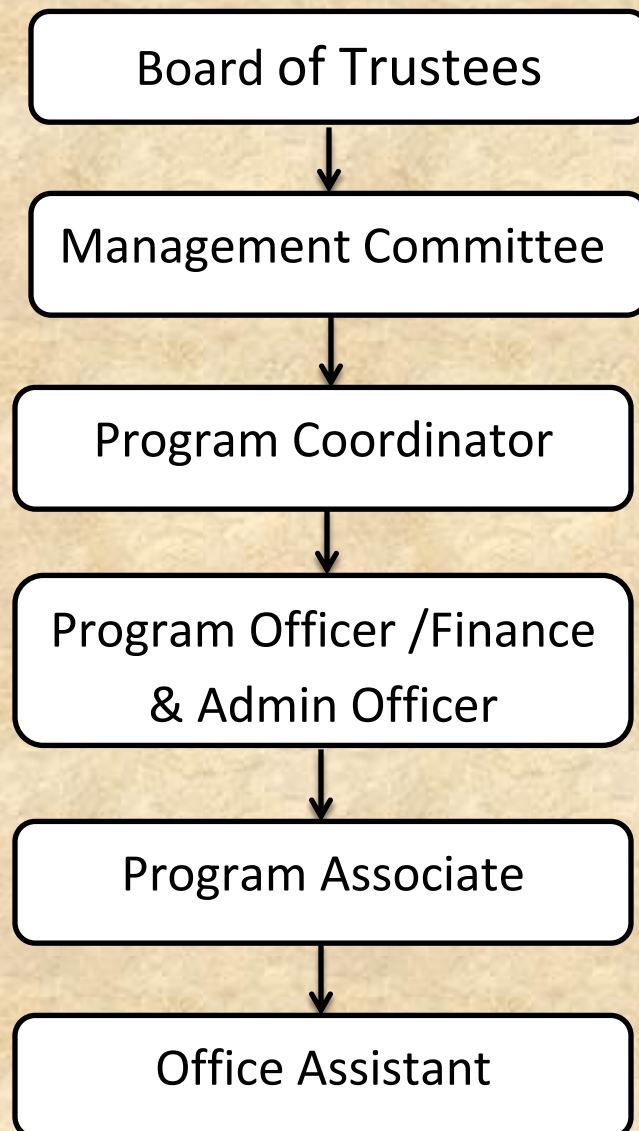
To work for the prevention of VAW and interventions with women facing human rights violation, by facilitating a process through which women survivors are enabled to make choices and take decisions within a rights framework and be supported in these choices and decisions.

TO FULFILL THE ABOVE GOAL THE TRUST WILL:

1. Ensure a holistic response to women's human rights violations
2. Provide or arrange for necessary psycho-social, paralegal, medical, shelter and other support to women survivors of violence using human rights principles
3. Provide support to other women's crisis support centers in the state and elsewhere
4. Initiate alliance with state law enforcement mechanisms e.g. police, to provide support to survivors using human rights principles
5. Engage larger civil society in understanding and addressing VAW in their regular capacity as citizens, workers, neighbors, teachers, students and so on.
6. Create a platform for organizations working on women's human rights violations for creating advocating on the issue of common understanding on how to address VAW using human rights principles.
7. Promote forums and assists groups and/or units to take initiative and increasing responsibility for the promoting rights of women.
8. Work with, assist and take assistance from the Government organizations and individuals.
9. Provide training, information and support to individuals, group of agencies in furtherance of the above aims.
10. Design, develop and publish educational materials for furtherance of the above aims.
11. Conduct research, action research, study and documentation for furtherance of the above aims.

12. Do or cause to be done any such activity/ activities as are in accord with the spirit and principles of the objective of the Trust, or which are conducive to the pursuit and attainment of the aim and objectives of the trust.

3. ORGANIZATIONAL STRUCTURE



2. HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE RULES

A: STAFF

1. TYPE OF STAFF

- (i) **PERMANENT STAFF** - Staff who have completed their probation period in the Organisation and have received a contract of becoming permanent staff along with receiving all perks and facilities from the Organisation will be termed as permanent staff.
- (ii) **TEMPORARY STAFF** - Staff members who join are known as Temporary staff for the first 6 months after joining. Temporary staff members do not receive any perks or facilities which are provided to permanent staff. This period of six month is called their probation period.

2. APPOINTMENT OF STAFF

Key criteria for appointment:

1	Experience	<ul style="list-style-type: none">• Relevant experience for the job• Experience of working in a similar organization and with women
2	Empathy and understanding of issues of values	<ul style="list-style-type: none">• Feminist perspective• Awareness and experience of working on gender issues• Belief in humanitarian values with a rights perspective
3	Qualifications	<ul style="list-style-type: none">• Relevant educational qualification for the position

4	Skills	<ul style="list-style-type: none"> • Interpersonal communication skills • Writing skills • Computer and internet skills
5.	Preference	HUMSAFAR primarily recruits women and trans genders and queer community members as full time staff. Special consideration will be given to differently abled.

3. PROCESS OF APPOINTMENT

- When there is vacancy for a post in the Organisation, then an advertisement will be posted with job description, or applications that are already available with the Organisation will be screened.
- Once their applications are submitted staff will be appointed only after an interview is conducted. Practical test (such as knowledge of handling computer) is essential for technical post.
- A committee comprising, 2 members of the Managing Committee and if need be an independent expert with gender perspective would be set up for the interview panel. The Coordinator and Finance officer will be invited if it is necessary.
- A written test (computer and longhand) would be administered to assess writing, language and comprehension skills of the candidates.
- If need be a group discussion would be held if there is a group of potential candidates for a particular position.
- An appointment letter will be given to the selected applicant with detailed information about the designation, 6 months' probation period, salary/remuneration, responsibility and nature of work. All appointment letters will be issued by the Organisation, which shall be duly signed by Managing Trustee of the organization.
- After successful completion of 6 months' probation period and review, a contract letter of one year, (in synchronisation with the financial year) will be issued by Managing Trustee.
- In special circumstance decision regarding Probation period, contract and any other relevant condition will be taken by Management Committee.
- Important documents, such as brochure, annual report, list of holidays etc. will be given at the time of the appointment.

- The HUMSAFAR's coordinator and team are expected to orient about vision, objective and work culture of the organization within a week.

4. CONTRACT RENEWAL

- Contract with all staff will be for a period of one year.
- Annual evaluation of every staff will be between January to March.
- Contract will be renewed in the month of April every year, only for one year.

5. PROCEDURE & RULES FOR TERMINATION/ RESIGNATION OF EMPLOYEE

(i) RESIGNATION -

- Any Permanent staff member may submit her resignation on personal grounds. Reasons of resigning should be explained if possible.
- The staff member has to submit a written and duly signed resignation letter to the Managing Trustee of the organization.
- One month's written notice should be given before resigning.

(ii) TERMINATION

Termination of an employee will take place due to –

- Deliberate violation of HUMSAFAR's rules and values .
- Leave of 15 days or more without information.
- Not measuring up to work expectations despite two written warnings.
- Financial irregularities and misuse of funds/assets of the organization.
- Tarnishing the image of the organization and breach of trust of colleagues, trustees and partners/ funders of HUMSAFAR.
- Setting up or actively working with one's own organization or actively working independently with other organization with the same vision/ objective/activities in the same geographical area is a conflict of interest and ground for termination.

(iii) PROCEDURE IN CASE OF RESIGNATION OR TERMINATION

- In case of termination, due to gross violation the employee can be summarily dismissed without the mandatory one month's notice but paying one month's salary. If no prior notice is given by the employee then she has to forgo one month's honorarium.
- Once a resignation/ termination process happens, none of the special holidays or medical leave shall be granted to her.
- If required management trustee could constitute a committee in consultation with board of trustees for termination of an employee.
- If a staff on probation is resigning then she must inform the Organisation, in written seven days prior to resigning. Similarly, if Organisation has to terminate a staff on probation, then it must be conveyed in writing to her with a notice of 7 days. In case, a seven day notice period is not given, then the staff/Organisation will have to pay the salary of 7 days.

(iv) RELIEVING LETTER

- The Organisation will issue a Relieving Letter to all staff at the time of their leaving the Organisation.
 - All pending work/reports have to be completed and all documents and work responsibilities are to be transferred to the concerned person before Leaving.
 - All the official assets, like laptop, pen drive, data card, books and resource materials etc. have to be submitted to the office.
 - The employee has to seek a No Objection Certificate from the Finance and Accounts section as well as the HR Section and Coordinator stating that there is no pending dues or office resource with her
 - A written hand over note listing the status of the assignments being handled, equipment, computer files and other necessary information asked by Coordinator has to be completed and handed over to the Coordinator.

(v) EXPERIENCE CERTIFICATE

- When a staff is relieved from the Organisation she may apply for an experience letter. This experience letter can be issued only after completion of all official formalities.

- Experience certificate may also be applied for while working in the Organisation. In such cases, clear reasons for seeking it should be conveyed to the office.
- To get a recommendation letter from the office, one has to send a written application within one month of leaving the Organisation. However it is the prerogative of the Organisation to award the experience certificate.

(vi) RETIREMENT

- The retirement age is 62 years.

B: HONORARIUM/SALARY AND ALLOWANCES

1. CRITERIA

Honorarium/ Salary will be fixed on the basis of the following criteria-

- Work experience
- Educational qualifications
- Skills (knowledge of operational systems and competencies)
- Understanding of gender issues and empathy with HUMSAFAR's core values
- Potential to take on higher responsibilities

Aligning with the roles and responsibilities necessary to deliver HUMSAFAR's vision as well as to delineate the levels of responsibilities and accountability the designations have been organized in five grades A to E

2. SALARY COMPOSITION

1	Basic Salary	
2	Housing Rent Allowance	40 percent of Basic
3	Medical Allowance	10 percent of Basic
4	Travel Allowance	10 percent of Basic

(i) SALARY BAND

- Each grade from A to E will have a range within which the salary for employees can be fixed. The starting salary of Grade A (Office Associate) has to align with the minimum wage (skilled labour) fixed by the Government of Uttar Pradesh. At present it adheres to the minimum wage fixed on October 1, 2018.
- Gross Salary Bands for all grade levels: The range for lower grades (A &B) has been fixed at 33%, moving to 40% for the Program Officer level and 55% for Program Coordinator.
 - A: Office Associate (Rs. 9,600 – 12,800)
 - B: Program Associate (Rs. 13,600 – 18,400)
 - C: Program/ Finance Officer (Rs. 20,000 – 28,000)
 - D: Program Coordinator (Rs. 32,000 – 49,600)
 - E: Program Manager (Rs. 64,000 – 84,800)
- Salary Structure for HUMSAFAR applicable from April 1, 2019

(ii) SALARY STRUCTURE

Grade	Designation	Band width	Basic	Housing Rent Allowance (40% of Basic)	Medical Allowance (10% of Basic)	Travel Allowance (10% of Basic)	Total
			(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)
A	Office Associate	33%	6000	2400	600	600	9600
			8000	3200	800	800	12800
B	Program Associate						
	(OA +42%)	33%	8500	3400	850	850	13600
			11500	4600	1150	1150	18400
C	Program/ Finance Officer						
	(PA+47%)	40%	12500	5000	1250	1250	20000
			17500	7000	1750	1750	28000
D	Program Coordinator						
	(PO/FO +60%)	55%	20000	8000	2000	2000	32000
			31000	12400	3100	3100	49600
E	Program Manager						
	(PC+100%)		40000	16000	4000	4000	64000

3. EVALUATION OF STAFF

- Each employee would first undertake a self-evaluation and Peer group review.
- The Program Coordinator will evaluate the team members and report to Management Committee between January to March every year.
- Management Committee will evaluate the Program Coordinator and Finance Officer.

GROUNDS OF EVALUATION –

For the continuous development of the staff, a planned evaluation will be done every year between January to March.

Staff will be evaluated on the following points:

- Working capacity (responsibility, speed, and enthusiasm)
- Understanding of the issue and efforts for one's own capacity building.
- Discipline/ following rules and regulations.
- Promoting values.
- Leadership
- Changes in responsibility

PERSONAL/INDIVIDUAL FILES -

A personal file of each employee will be maintained that will include – personal details and contacts of the person, selection process, terms of contract, signed copy of salary slips, account of leave availed/holidays availed, self-appraisal, yearly evaluation form, etc.

4. SALARY INCREMENT

If found satisfactory -

Salary structure can be reviewed as per the discussion of the Board. An evaluation team of not less than three members, will be constituted of any board members who will conduct an appraisal, finalize the results and inform the Board.

- Increment in salary of a staff is subject to the following conditions being met depends upon her work-achievement, experience, working capacity, accountability towards work, obedience towards values of the organisation and any other criteria decided upon by the Evaluation team.

- There will be an increment in salary only if the evaluation is satisfactory.
- If the evaluation team finds the performance of a staff satisfactory, then a maximum of 10% increment in salary can be given.
- A promotion may be given to a staff member, if the evaluation team finds the performance of the staff member extra-ordinary.
- An increment would be granted after favorable peer and Managing Committee review report. In case of adverse evaluation the staff member would be given feedback and time bound opportunity to shape up, but no increment would be given.
- Remuneration received by the employee on behalf of the organization as a resource person will be fully deposit to the organization account.

5. HIRING OF CONSULTANTS

- External consultants may be hired when required for any training or events. In order to hire a consultant the following needs to be done:
- According to the requirement and budget of the event/training etc., resource persons shall be hired as consultants.
- Proper TOR shall be signed by Managing Trustee and Consultant with detailed responsibilities and timeline. Monitoring and follow up will be done by Coordinator who will duly inform the Management Committee.
- All payments shall be made after deduction of TDS as per income tax rule.

C: HOLIDAYS AND LEAVES

1. HOLIDAYS –

- At the start of the year, the organization will bring out a holiday list of 12 holidays for festivals including 3 National Holidays (26th January, 15th August and 2nd October).
- Leave in connection with a public/festival holiday will be decided based on the prescribed format in a year.
- Public holidays will be decided on the basis of diversity, and inclusion of all religions, caste, culture and ethos of India.
- All Sundays of the month will be off.
- Every employee can avail one Saturday off on rotation basis in consultation with the Coordinator and the team.

2. LEAVE

The staff are entitled to following types of Leave

S. No.	Type	Number of Days
1.	Medical Leave	15 per year
2.	Casual Leave (CL)	12 per year
3.	Annual Leave (AL)	18 per year
4.	Maternity Leave	90 days
5	Short Leave (SL)	Maximum 3 in a month
6	Half day Leave	Maximum 3 in a month

3. PROCEDURE FOR LEAVES

The following procedures will be used by employees to apply for leave.

(i) MEDICAL LEAVE

- This does not require any verification, but a misuse of this will be taken as violation of the value of transparency of the institution.
- An employee will be granted sick leave of 15 days.
- To avail medical leaves of more than 5 days at a stretch, a medical certificate must be submitted after joining. In case of COVID a RT-PCR positive report is required and RT- PCR negative report is required for joining office.

(ii) CASUAL LEAVE

- All employees will be given 12 days of casual leave in a year.
- Not more than 3 days of casual leave can be taken at a time.
- Prior to taking leave, the employee must notify the office.
- Leave application forms must be filled before taking leave during presence in the office.
- Weekly holidays and only one casual leave can be taken by persons on

probation; and no other leave can be availed by them. Other than this, if any employee on probation takes a leave for any day, then a deduction will be made for that day from her monthly honorarium.

(iii) ANNUAL LEAVE

- All employees (after the 6 months' probation period) are to be provided with an annual leave of 18 days in a year.
- The employee must apply for the leave 7 days prior to the leave in the prescribed office form in her own in writing which will then be sanctioned by Coordinator.
- The Coordinator wanting leave has to apply to the Managing Trustee.
- The responsibility of the work of the one taking leave must be handed over to another staff member so that office work does not suffer during the days of absence.

(iv) MATERNITY LEAVE

- Three month of maternity leave will be granted to all permanent female staff members who have worked in the Organisation for not less than one year, on either giving birth to a child or adopting a child.

(v) MENSTRUAL LEAVE

- Extra 5 days of menstrual leave in a year will be granted, if demanded may be utilized for menstruation cycle related problems.

(vi) COMPENSATORY LEAVE

- If a staff member is working on a holiday (is on a field visit/fulfils some special task/ or is asked to attend office) then compensatory leave can be availed by the staff member in the next 10 days with the prior consent of the Coordinator.
- If a staff member is sent for training or capacity building, then she shall be granted only one compensatory leave in lieu of the holidays falling during the training or capacity building period. But, attending office for at least one day after the training/capacity building is compulsory.

- If an employee has been called to work during her holiday then she can take leave (for that day) on any day in the next 10 days in consultation of her Team Leader.

(vii) HALF DAY LEAVE

- This can be taken only thrice in a month and this half day will be deducted from the Leaves.

(viii) TWO HOUR LEAVE (SHORT LEAVE)

- This can be taken only three times in a month. This leave will also be deducted from the Leaves.

(ix) SATURDAY LEAVE

- Each employee can take one Saturday off every month. The office will not be closed on any Saturday unless it is in the list of annual public holidays. Prior to taking leave, the employee must notify the office. The employees should take their Saturday off in a rational manner so that the office work does not suffer. This can be changed with the permission of the Management committee.

(x) UNPAID LEAVE

- If an employee has already exhausted all other leaves then the employee can apply for unpaid leave. Such leaves can be granted only by the Management Committee.

(xi) ABSENCE

- The Organisation expects that none of its staff will be absent without prior information. If a staff member is absent for 3 days without informing the office then the office is entitled to call and enquire about the staff member over the phone.
- If a staff member has not informed the office of absence intentionally, then the Managing Committee may take suitable action.

D: RULES OF THE ORGANIZATION

1. OFFICE TIMING

- Office timing for office is 10 am to 6 pm from Monday to Saturday. The timings can be changed with the permission of the Management committee.
- If a staff member is unable to reach office at the designated opening time due to field work or travel, then she should inform the Coordinator and seek her permission by latest by 10.30 a.m.
- Each employee must sign the attendance register on arriving at office every day.
- If the staff member reaches office directly it is mandatory to sign the attendance register before 10.15 am. However, if a staff member reaches office after completing some office work, done with prior permission of the Coordinator, then she can sign the attendance register on her arrival.
- Short leave will be applicable if the staff member reaches office after 10.30 am without prior information given and permission sought from the Coordinator.

2. TRAVEL

(i) RULES DURING LOCAL TRAVEL

- Total transparency would be maintained in using official resources. The Admin officer would monitor the vehicle's Log Book.
- Staff should use public transport for local travelling
- A Log Book must be filled by the staff if using personal two-wheeler/four-wheeler vehicles. The payment will be made at the end of the month at the rate of Rs. 6 per kilometer for two-wheeler and Rs 10 for four-wheeler.
- The Log Books shall be checked by the Coordinator to ensure the proper use of the vehicle and proper maintenance of the Log Book.

(ii) TRAVEL TO NEIGHBORING DISTRICTS WHERE HUMSAFAR WORKS

- The staff should use public transport for travelling to Sitapur, Unnao and Hardoi for programme related work.
- In special circumstances personal vehicles or taxi can be used for travel to these districts. Payment will be made at the rate of Rs. 6/- per kilometer for two-wheeler and Rs. 10/- per kilometer for four-wheeler.

(iii) RULES DURING OFFICIAL TRAVEL IN INDIA

- Prior approval by the Coordinator is mandatory for any official travel.
- Sharing information regarding travel is mandatory on the official “information board”.
- Staff should use public transportation during official travel.
- Rickshaw, Auto, bus and shared taxis should be used for local travel.
- If available, shared taxis should be used for long distance travel. In special circumstances, taxis can be booked with the prior permission of the Coordinator.
- All staff members are entitled to travel by 3 Tier AC trains and air-conditioned buses. Only under special circumstances is a staff member is allowed to travel by 2 Tier AC trains or air plane with the prior permission of the Management Committee.
- Settlement of travel expenses is mandatory within seven days from the completion of the travel. A brief report of the tour should be submitted along with the travel bill indicating the fulfillment of the purpose for which the travel had been undertaken.
- The staff member should not claim any daily expense if the host organisation or person is taking care of lodging/food arrangements and expenses.
- The mention of the date and time of starting and ending of a tour is mandatory in the travel bills.
- Tatkaal rail ticket should be avoided and should be done with the permission of the Coordinator.
- All travel claims must be accompanied by copy of tickets, bills of Petrol/Diesel, bills of hotels and taxis receipts.
- All staff members will be given an advance to cover their travel sanctioned by the Coordinator.
- In case of the Coordinator it will be sanctioned by any member of the Management Committee.

- Travel advances will be given to the staff only after the previous travel advance is accounted for and settled.

3. FOOD AND ACCOMODATION

When a HUMSAFAR employee travels on work the following rules will apply.

FOOD AND ACCOMODATION EXPENSES

Category of City	Food expenses	Accommodation expenses
A class Cities / Metropolitan city / capital cities	Maximum Rs 1000 Relevant Expenditure Rs 100 Breakfast – Rs 200 Lunch Rs. 350 Dinner Rs. 350	Max. 1500
Other states within India	Maximum Rs 700 Relevant Expenditure Rs 100 Breakfast – Rs 150 Lunch Rs. 225 Dinner Rs. 225	Max. 1200
Within Uttar Pradesh	Maximum Rs 500 Relevant Expenditure Rs 75 Breakfast Rs 75 Lunch Rs 175 Dinner Rs. 175	Max. 800

Food expenses will be applicable according to the following timings and for start and end of the journey as per the field requirement

- Breakfast till 10.00 am
- Lunch till 02.00 pm
- Dinner after 7.30 pm

- In exceptional circumstances actual bills and prior permission by the Coordinator and any one member of the Management Committee is required.

4. MOBILE EXPENSES

- All staff members are provided Rupees Five hundred only (Rs. 500/-) for mobile recharges and data card after submission of the bill.
- The facility of landline phone and internet connections will be ensured in the office premises.

5. RULES FOR USING ORGANIZATION RESOURCES

- With the proper assistance of admin team the staff may use the computers, laptops, take its back up, use file system anti-virus and scanning as per the circumstances,
- If the prints out / photocopier of more than 10 pages are taken from the printer for personal use then the cost of the photocopying would be made by the staff herself.
- The HUMSAFAR official landline phone should not be used for more than 5 minutes for making personal calls.
- Long duration personal phone calls should be avoided during office hours on personal mobiles as well as office landline.

6. ADDITIONAL FACILITY FOR STAFF

(i) MEDICAL INSURANCE

- Each staff member will be entitled for Medical insurance of Rs. Three lakh only.

(ii) CHILD CARE

- When a staff returns from her maternal leave, the Organisation would arrange for proper facilities to take care of the child. The staff would get regular respite during her daily work in office for feeding her baby.
- If the staff decides to bring the baby to office and employ a care giver. The staff will contribute 10% of payment of the care giver and the rest will be borne by the office. If the care giver is to be paid more than Rs. 5000/- per month than the remaining amount will be borne by the staff concerned.

3. DIFFERENT COMMITTEES OF THE ORGANIZATION AND GRIEVANCE REDRESSAL

A: MANAGEMENT COMMITTEE

There will be a MANAGEMENT COMMITTEE in HUMSAFAR which will comprise of 3 to 4 Board Members including the three signing authorities. The main task of the Management Committee will be to guide the team.

Role of MANAGEMENT COMMITTEE

- To keep a check on the financial health of the organization (scrutiny of financial transactions. Oversee audit and budgeted expenditures)
- Effective, efficient and smooth delivery of organizational objective.
- Guide fundraising initiatives
- Ensure smooth functioning of the organizational committees and functions
- Ensure periodic review and amendment of the organizational policies.
- Ensure that the feminist, democratic values and human rights based approach is respected and practiced at all times by all the staff members.
- Ensure that all the staff members are getting a fair opportunity for their personal growth.
- To promote a strong sense of team building
- Play a proactive role in crisis management.

B: INTERNAL COMPLAINT COMMITTEE

- HUMSAFAR has an Internal Complaint Committee under “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013”.
- There are 5 members in the Internal Committee (Chairperson, Convenor, one external member, one internal member and one legal expert).The

meeting is to be held once a year and will be held if any complaint is received.

- No person who is part of the HUMSFAR in any capacity shall sexually harass a colleague at the workplace or at any place whatsoever.
- None of HUMSAFAR's employees/workers shall sexually harass an outsider who visits the office or any of its field or operational areas.
- Sexual harassment is gross misconduct and the Office Policy governing employment shall govern such misconduct.
- In the event of any complaint of sexual harassment, all necessary steps to assist the aggrieved party to redress the incident/s will be taken by the Internal Complaints Committee. HUMSAFAR's Management Committee will ensure preventive measures and protection/support to the aggrieved.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, Internal Complaint Committee will take all necessary and reasonable steps to assist the affected person with support and preventive action.

C: GREVEANCE REDRESSAL

Complaint redress of a staff may be done on following levels –

- Reporting Person
- Coordinator
- Management Committee
- Board of Trustees

4. ORGANIZATIONAL POLICIES

HUMSAFAR has these organizational policies

1 SEXUAL HARASSMENT POLICY

http://humsafarindia.org/wp-content/uploads/2020/10/POLICY-ON-SEXUAL-HARASSMENT-IN-THE-WORKPLACE_HUMSAFAR.pdf

2 ANTI- CORRUPTION POLICY

<http://humsafarindia.org/wp-content/uploads/2020/10/HUMSAFAR-Anti-Corruption-Policy.pdf>

3 CONFLICT OF INTEREST

<http://humsafarindia.org/wp-content/uploads/2020/10/HUMSAFAR-Conflict-of-Interest-Policy-.pdf>

4 STAFF POLICY

<http://humsafarindia.org/wp-content/uploads/2020/12/Human-Resource-and-Financial-Management-Policy.pdf>

5. FINANCIAL MANUAL

D: REVIEW AND AMENDMENT OF STAFF POLICY

Process of modifying the HUMSAFAR Staff Policy:

- The policy may be reviewed annually and suggestions invited from the staff.
- The suggestion may be revised by the Management Committee.
- The suggestion and amendment have to be approved by the HUMSAFAR Board of Trustees before being incorporated in the Staff Policy.

The End