GOVERNANCE MANUAL

BUDDHA OUTCAST SOCIAL SOCIETY - BOSS

புத்தர் ஒடுக்கப்பட்டோர் சமூக சங்கம் - பாஸ்

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PREAMBLE/ FORWARDING

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1. Introduction

Our BUDDHA OUTCAST SOCIAL SOCIETY - BOSS organization follows certain processes that guide how it is run and how decisions are made. These are called governance processes. In our BOSS organizations, these processes are formal and clearly defined. In others, they may be more flexible or informal. Sometimes, governance and management are not seen as separate, even though they serve different purposes.

Having a well-defined governance process helps an organization function more effectively. It brings clarity, consistency, and accountability to how the organization operates. To make governance easier to understand and follow, it is important to write down these processes and bring them together in one place.

This Our BOSS NGO **Governance Manual** serves as a reference guide for the internal governance of Our BOSS organization. It outlines key roles, responsibilities, policies, and procedures that help ensure the organization is well-managed, transparent, and aligned with our BOSS 's mission.

2. Purpose of the Manual:

The purpose of this Governance Manual is to provide a framework for the ethical, transparent, and effective management of **BUDDHA OUTCAST SOCIAL SOCIETY - BOSS** . It defines the structure, roles, responsibilities, and procedures related to governance to uphold accountability, foster trust, and ensure sustainability. In specific terms, this manual will;

- Help Board members and management understand their roles and responsibilities clearly.
- Explain the difference between governance (oversight and direction) and management (day-to-day operations).
- Act as a guide or blueprint for how the organization should be governed.

3. About the Organisation :

BUDDHA OUTCAST SOCIAL SOCIETY- BOSS is a registered charitable society (NGO) engaging in rural development activities in this region from the year 1995 in Tiruvannamalai District, Tamilnadu south INDIA. It was established by a group of likeminded social activists, Feminist professional and a social workers joined hands to work for a cause of noble deeds such as social welfare, Socio Economic Development of the weaker sections to work with the most deprived and depressed sections of society i.e. BOSS Experienced in:

- **Social, Educational, Economical, and Environmental Development of Women, Children and Marginalized sections.**
- **Specific emphasis on Scheduled Caste / Scheduled Tribes living in vulnerable area and an all inclusive Agenda on Excluded communities.**

BUDDHA OUTCAST SOCIAL SOCIETY- BOSS realizes the talent capacity among the people upgrade themselves from their present states. If stresses for increased and better participation of the people in community development affairs thereby re establishing the existing system and believe that the people are the great resources. BOSS has completed its 30 years with successfully endeavours and committed itself to help the poor people to become self reliant, not as depended, to use the resources locally available to achieve a social change in rural sector. Since its inception, economic development activities is also been one of our key areas of concern. Particularly, setting up of micro enterprises units, micro credit & saving units and providing Entrepreneurship training for economic downtrodden youth and women in rural area.

BOSS FOCUS :

- Socio Economic Development of Women, Children and Marginalized sections.
- Specific emphasis on SC / ST living in vulnerable areas.
- Green Environmental through Tree Planting.
- An all inclusive Agenda on Excluded communities.

BOSS SUCCESS SO FAR :

- Promoted target villages 100.
- Women Self Help Groups- 120 was promoted.
- Representation of women in Local Government.
- Rural women health status analysis and education to 4125
- Empowered women numbering 10,000.
- Increased Ground water level through safe Drinking Water.
- Ten Lacks various Trees saplings were planted in 100 villages.
- Job Placement of Rural numbering 450.
- Promoted women Entrepreneurship 400
- Facilitation Role of NGOs.

O R G A N I S A T I O N P R O F I L E		
CHIEF FUNCTIONARY		**Mr. R. BALU.** Founder / Executive Secretary.
LEGAL STATUS	:	♦ Registered under Tamil Nadu Societies Reg. Act 1860 Regd. on 26/05/1995 – **Registration No: 135/1995.** ♦ Registered under Foreign Contribution (Regulation) Act 1976 Regd. on 17/05/1999. **Registration No: 076030237.** ♦ Registered under section **12A & 80G (5)** of Income Tax Exemption Act, 1961. Regd. on 28/05/2021. **Registration No: (12A)** AAATB789OHE20214 **Registration No: (80G) (5)** AAATB789OHF20214 ♦ Registered under NGO DARPAN Unique ID . **Registration No: TN / 2017 / 0151981.**
GENERAL BODY	:	**7** General Body Members (03 Men + 4 Women)
GOVERNING BODY	:	**7** Executive Committee Members (3 Men + 4 Women)
TARGET AREA	:	**100** Disadvantaged Rural Villages in and Around Adaiyur Village in Tiruvannamalai District.
LAST YEAR BUDGET	:	In Rs. **13,45,847** In US $ **15161.**
STAFF DETAILS	:	2 Women and 2 Men (3 Part time + 1 Full time) 200 Volunteers .
BANK PARTICULARS	:	➢ FCRA A/c No . **40096209752** STATE BANK OF INDIA FCRA Cell.4rh Floor, State Bank of India- New Delhi Main Branch, 11, Sansad Marg. New Delhi - l10001 . ➢ DOMESTIC A/c No . **520101075428950** UNION BANK OF INDIA , Vengikkal Branch, 180/1-B Vellore road, Tiruvannamalai District, Tamil Nadu, - 606604.

4. Vision of the Organisation

"Empowering Outcasts Through Justice, Compassion and Inclusion " .

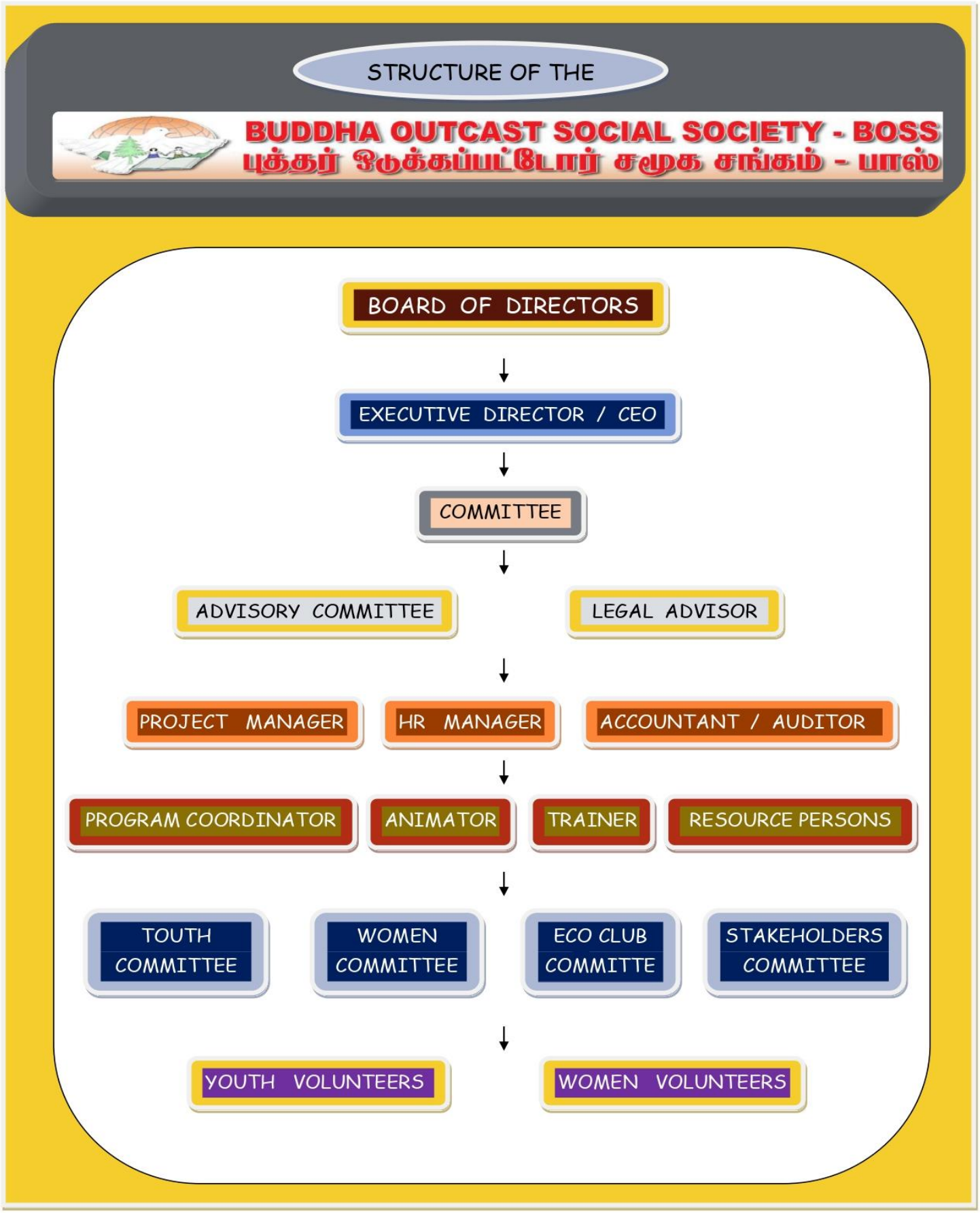
5. Mission of the organisation

"Empower Outcasts Community to Develop Sustainable Interventions that Promote Gender Equality, Equity, Green Environment and Social Justice".

6. Values of the organisation

- We are Transparent.
- We are responsive to community.
- We believe equity and justice.
- We value people.
- We do noble service and compassion.

7. Overview of the Structure



8. Role of the Board:

The Role of the Board of BUDDHA OUTCAST SOCIAL SOCIETY - BOSS **is :**

- To ensure compliance with statutory obligations.
- To approve policies, budgets, and strategic plans.
- To appoint, support, and evaluate the Chief Executive Officer (CEO).
- To Support in Resource mobilization
- To Prevent Conflicts of Interests
- To Monitor and evaluate organizational performance.
- To ensure good governance, risk management, and ethical integrity.
- To Develop succession planning

9. Role of Members:

While the board works together to lead the organization, each member also has their own individual responsibilities. Members of BUDDHA OUTCAST SOCIAL SOCIETY - BOSS are responsible for:

- To uphold the mission and values of the organization.
- To Elect the Board as per the approved constitution or bylaws.
- To Participate in Quarterly &Annual General Meetings (AGMs).
- To Review and approve key decisions, budgets, financials, and reports.
- To Support the organization's strategic initiatives.
- To Be a spokesperson of the Organization

10. Role of Officers (mentioned in outlined in our byelaw)

- **President**

- He takes much care of the Association and watch out the Association how it is functioning.
- In times of equal competitive votes the president will exercise his one castors vote other than his original vote in support of either of parties.

- **Vice President**

- He takes much care of the Association and watch out the Association how it is functioning.
- Whenever the president is not available the Vice President will carry out all the duties and responsibilities of the President.

- **The Executive Secretary**

- The convenes and presiding overall administrative and General body meeting.
- The responsibilities of the Executive Secretary are very important on the decision of the executive committee members of the Executive secretary carry this associating very well.
- He settles all accounts and sends letters in the members and convenes meetings and keeps his eyes on important documents.
- The Executive Secretary prepares all required document as per the Societies Registration Act every year and submit those records for the verification of the Auditor.
- The Bank Account should be open jointly in the name of Executive Secretary operated Responsible.

- **Assistant Secretary**

- There is no Joint Secretary Designation in our Association.

- **Treasurer**

- The goals of the Treasurer are very important. He must keep the money of the Association and show proper credits and expenses whenever he is asked to submit either by the president or secretary or by any members of the Association.
- The Bank Account should be opened jointly in the name of Treasurer operated Responsible.

11. Role of Management (CEO/ Executive Secretary)

- He will Work with the Board to guide the mission and vision of the organization, ensuring that clients and communities receive quality services.
- He will Understand the environment the organization works in and think creatively and strategically to plan for the long term.
- He will carry out strategic plans using data, financial information, and future projections.
- He will Build and lead a strong senior leadership team.
- He will Attract, retain, and support skilled and committed staff.
- He will keep the Board informed about key internal matters like staffing, funding, and program progress.
- He will Maintain strong relationships with local media and oversee the organization's social media presence.

12. Election/Selection of Board Members

- Any Indian Citizen who is accepting the aims and objectives of the association can join as a member
  on the advice rendered by the executive committee irrespective of caste, creed, race and religion.
- The Executive committee is acceptation the aims and objectives with having the power in admit or reject a member, the decision of the executive committee is final.

Board Members shall be:

- Board Members Elected by the General Body during an AGM or as defined in the constitution.
- Board Members Nominated through a transparent and participatory process if vacancies arise mid-term.
- Board Members Selected based on their experience, expertise, commitment, and alignment with the organization's values.

13. Term of Board Members

- Each Board Member shall serve a term of 3 years with eligibility for re-election for a maximum of 3 consecutive terms (3 terms).

14. Age limit for Board Members:

- In order to ensure active engagement and capacity, promote generational diversity and leadership renewal and meet stakeholders' expectations, Our BUDDHA OUTCAST SOCIAL SOCIETY - BOSS adopts 50 -75 years as the maximum age for members as a best practice to ensure effective governance.

15. Induction of Board Members

- Orientation on the mission, vision, and strategic priorities.
- Overview of organizational policies, financials, and governance structure.
- Roles and responsibilities as Board members.
- A governance handbook and key policies shall be shared during induction.
- Field visit to program areas

16. Board Development and Succession Planning:

Board Development and Succession Planning help organizations ensure smooth leadership transitions, maintain strong governance, retain institutional knowledge, promote diversity, and support long-term growth. It reduces disruption and prepares the organization BUDDHA OUTCAST SOCIAL SOCIETY - BOSS for the future. Our organization will design and take up;

- Ongoing Professional Development
- Succession Planning for Board Leadership Roles

17. Removal / Disqualification of a Board Member

A Board Member may be removed from office before the expiry of their term by a resolution passed by a two-thirds majority of the Board Members present and voting at a duly convened meeting, on one or more of the following grounds:

- Violation of the organization's governing documents or policies.
- Misconduct or behaviour detrimental to the interests or reputation of the organization.
- Conflict of interest not disclosed or resolved to the satisfaction of the Board.
- Financial irregularities or misappropriation of organizational funds.
- Criminal conviction involving moral turpitude.
- Repeated absence from Board meetings without valid reason (e.g., three or more consecutive absences)
- Incapacity (physical or mental) to perform duties.
- Non-performance or dereliction of duties (eg: continuous absent to meetings, not taking responsibility etc.)

The member shall be given a fair opportunity to present their case before any decision is made. The decision of the Board shall be final and binding.

18. Conflict of Interest

All Board Members must:

- Declare any potential or actual conflicts of interest at the earliest Opportunity.
- Recuse themselves from decision-making where a conflict exists.
- Sign an annual Conflict of Interest declaration form.
- Conflict of interest will be handled as per the organization's Conflict of Interest Policy.

19. Honorarium or Compensation

BUDDHA OUTCAST SOCIAL SOCIETY - BOSS Board Members:

- Shall serve in a voluntary capacity and not receive regular compensation.
- An honorarium may be provided to one Member only if explicitly approved by the Board and disclosed in financial statements.

20. Board Meetings Protocols

- The Board shall meet at least 5 times annually (4 E.C + 1 G.B) .
- A quorum, as defined in the bylaws, must be present for decisions.
- Meeting minutes shall be documented, approved, and archived.
- Special meetings may be convened with proper notice as per organizational policy.

21. Board Committees:

- Executive Committee,
- Finance cum Audit Committee,
- Risk Reduction Committee,
- Program Committee
- Ad hoc committees established as needed with clear Terms of Reference.
- Committees will report regularly to the Board or Management Committee.

22. Decision-Making Processes:

Effective decision-making is a key responsibility of the BUDDHA OUTCAST SOCIAL SOCIETY - BOSS non-profit Board. A clear and consistent decision-making process helps the Board make informed choices, encourages active participation, and strengthens trust among members. Process will include.

- Voting procedures
- Reaching consensus
- Approval processes for major organizational decisions

23. Appointment of the CEO and Appraisal of the CEO:

- The Board shall lead the process to recruit and appoint a qualified CEO.
- The selection process will be transparent and merit-based.
- The CEO will report directly to the Board and be accountable for organizational operations.

24. Board Appraisal and Evaluation

BUDDHA OUTCAST SOCIAL SOCIETY - BOSS had indicators simple and specific indicators are as follows.

- An annual self-assessment and peer review of Board performance will be conducted.
- Tools and templates may include rating scales, questionnaires, and feedback mechanisms.
- Findings will inform improvements in Board performance and capacity-building plans.
- Who every doing activities against the byelaws , rules and regulations of this association can be terminated immediately.
- Organizational Performance Assessment – against agreed Goals, Objectives and Indicators.

25. Designing and Approving Policies.

BUDDHA OUTCAST SOCIAL SOCIETY - BOSS The Board is responsible for:

- Approving core governance, HR, Financial, and operational policies.
- Ensuring periodic review and updating of all policies every Three years or as required.
- Ensuring alignment with legal requirements and sectored best practices.
- Code of ethics and Conduct.
- Conflict of Interest Policy.
- Confidentiality and Privacy policies.

  Detailed BUDDHA OUTCAST SOCIAL SOCIETY – BOSS policies are :

BOSS ' S GENERAL RULES AND REGULATIONS

BUDDHA OUTCAST SOCIAL SOCIETY – BOSS is maintaining transparency in all its programs including the finance, administration and project implementation works to its stakeholders and other interested agencies associated. To achieve this, BOSS maintains transparency in its projects where accountability to the communities, donors and concerned authorities is ensured. The accounting system of BOSS strengthened so to provide up-to-date information to the people at all levels of management including senior staffs at the top-level and to the grass-root-level workers. The financial information and project achievements are shared to the staff involved in every project at the Project Management Committee (PMC) meetings. The respective accountants of the projects will attend the PMC meeting to share the expenses involved in every project including the budget variance analysis. Important decisions are taken in the PMC meeting where approvals are provided and ratified by the management later. BOSS 'S policies are furnished below:-

1. For every project and grant received from donors, separate books of accounts, cash book, ledgers and registers would be maintained.

2. BOSS will maintain double entry system of book-keeping for grants received under different projects. Receipts and payments, Income and Expenditure with Balance Sheet will be prepared for total funds to be received during the financial year.

3. BOSS will prepare an Annual Report and present the Annual Audited Statement of accounts including Receipts and Payments, Income and Expenditure statement with Balance Sheet to its Board of Directors certified by a duly appointed Auditor.

4. BOSS will submit every year, Annual Report and Audited Statement of Accounts after approval by Board of Directors to donor agencies and Government Departments who have supported BOSS.

5. BOSS will submit regularly its Audited Statement of Accounts to the Income Tax Department under the prescribed format through its designated auditors.

6. BOSS will publish the Annual Report including the Annual Audited Statement of accounts and will share it with its stakeholders, donors and also comply with all other legal formalities.

7. BOSS will prepare every month a Bank Reconciliation Statement (BRS) prepared by the Accountant /Finance Manager, checked and reviewed by a senior-level officer at BOSS and the Director.

8. BOSS will adhere to the upper limit of Cash/Cheque transactions with payments exceeding Rs.10000/- being paid through cheques.

9. BOSS will make necessary arrangements for insurance coverage of all its assets including furniture and fixtures, vehicles and office equipments and will maintain all the policies properly updated.

10. BOSS will maintain transparency among its entire staff in the formulation of the projects including the preparation of the budgets. The entire fund request will be made by the respective project co-ordinators / Project Officer in consultation with the concerned field staff and will be routed through the accountants appointed under the specific project which will be approved and authorized for payment by the Director.

11. The Director of BOSS will have the powers to sanction the funds in accordance with the budget approved and sanctioned under different projects by the donors/agencies/departments.

12. Every month, expenses will be compared with reference to the budget provision based on the activities proposed in every quarter. Any variance noticed would be either adjusted in future provisions or informed to the funders for ratification. To ensure this, a budget variance analysis will be prepared and submitted by the Finance Manager/Accountants for every project. However efforts will be made to ensure expenditure within the budget provisions.

13. There will be a Project Management Committee (PMC) comprising of the senior-level officers at the Administrative Office of BOSS headed by Director. The Project Co-ordinators of different project projects will be the members of PMC including the Finance Manager and Monitoring Officers.

I. Financial Policies

1.1 All fund requests shall be made in line with the budget sanctioned and approved heads and shall be routed through the respective Accountants to the Monitoring Officer/Project Officer/Director by the Program Coordinator for approval.

1.2 In the absence of the Director, fund requests from Program Co-coordinators may be routed through the Accountants to Monitoring Officer/ Project Officer for approval.

1.3 Fund requests for programme activities shall be made well in advance, ie., at least two days, to the Accountants by the respective Project Co-coordinators.

1.4 Advances sanctioned and released on a fund request by the Project Co-coordinators for a specific and approved activity shall not be diverted for other activities unless approved by the Director.

1.5 Advances shall be sanctioned to staff, only after pending advance or bills/vouchers are cleared.

1.6 Only one advance at a time shall be made to the staff on the submission of fund request format duly filled in and authorized by Accountant/Director. Further advances shall be made only after the previous advance is settled with proper bills and supporting documents.

1.7 Payments above Rs.10000/- for a single party or transaction will be made through cheque Payments only. The Project Co-ordinator /staff who receive cheque advances should not disburse/settle bills exceeding Rs.10000/- as cheque payment to a single party or single transaction.

1.8 All the bills/vouchers/documents such as training attendance, TA., amount released with Signatures in connection with project activities shall be submitted to the respective Accountants within 5 days on completion of the activity/ programme..

1.9 Advances shall be released to the senior level staff like Director, Program Co-ordinator, Monitoring Officer, Project Officer, documentation officer and others for project activities depending upon the circumstances.

1.10 Part settlement of advances will not be accepted.

1.11 Advance adjustments in terms of bills shall have VAT/TNGST/CST numbers, Bill no., cash bill, date and paid seal and should be appropriately stamped wherever needed.

1.12 Memos, quotations, invoices or mere letter pads produced as bills without proper validity will not be accepted. In exception to this, if the program is organized at remote village or area.

1.13 Each bill shall be certified by the concerned staff with the amount that was paid by him/her Countersigned by the programme Co-ordinator. Cash will be paid for the programs conducted at remote rural areas by the concerned staff who are paid by cheque through BOSS.

1.14 The ultimate responsibility in connection with advance requests, bill settlement and explanation required for financial transactions to the concerned officials lies with the Program Co-ordinator.

1.15 Advances received for a specific request and activity shall be utilized within the specific period without any pending works. The entire advance amount should be settled totally.

1.16 All bills against advances shall be submitted to the concerned Accountant in person and shall be signed by the person who settled the cash advance in the advance adjustment register.

1.17 While submitting bills for programme activities like Trainings, Exposure visits, Meetings, Workshop
etc., supporting documents such as training reports, attendance lists, TA paid lists, receipts for honorarium paid, travel costs, photos, feedback etc., shall be enclosed.

1.18 Small bills such as petrol bills, bus / train tickets etc., shall be properly pasted in a white sheet with the necessary certificates and details and produced in a complete shape.

1.19 In respect of attending seminars, workshops, trainings etc., staffs are eligible for travel cost, per diem, accommodation etc., as per the existing policy of the organization.

1.20 Travel cost and other expenses with regard to seminars, workshops and trainings can either be reimbursed by the host agency or by the organization depending upon the existing situation. The amount shall be claimed by the respective staff along with production of supporting documents and bills.

1.21 The above guidelines on financial transactions should be scrupulously followed without deviation, failing which; the concerned staff will be de-promoted or terminated by the organization without assigning any reason.

1.22 The co-coordinator seeking an advance should inform the head office/concerned accountant in advance by phone about his arrival. The accountant should in turn inform/ get consent for their request from the Accounts Manager and Director.

1.23 All the staff connected with the projects concerned should scrupulously follow the guidelines without any deviation, with effect from 26/06/1995.

II. Accounting Guidelines

2.1 Stock register for stationery items purchased shall be maintained project wise separately.

2.2 A dispatch Register shall be maintained.

2.3 Register for incoming letters shall be maintained.

2.4 All Xerox bills, photo and other bills shall have the details such as purpose, signature of the concerned staff, counter signature of Program Co-ordinator etc..

2.5 Requests for money for project activities should have written requisition and signature of the Program Coordinator and it shall be forwarded to the Accountant by the Project Officer and approved by the Director.

2.6 Training reports shall have attendance list of participants, stationery bills, food expenses, T.A., photo bills, resource person's honorarium and any other related expenses duly certified by the concerned staff and program co-ordinator

2.7 A general Cheque issue register shall be maintained at the administrative office for all projects.

2.8 Register for cheques, demand drafts, pay order etc., received from different sources shall be maintained.

2.9 Receipt book shall be maintained for the receipt of cash donations, cheques, demand drafts, loan repayment, misc. receipts etc.

2.10 Physical verification of assets and stock shall be conducted at the end of financial year by Director and Project Officer/Monitoring Officer/Documentation officer.

2.11 All block level offices and the urban office shall maintain attendance register, movement register. It shall be kept for verification at any time by senior level staff from Head Office.

2.12 Register for advances made shall be maintained and shall be routed through journal entry.

2.13 NGO contribution shall be shown in the reports to funding agencies, in the books of accounts, and may include labor, kind, value etc.,

2.14 Log book shall be maintained for the vehicle in the prescribed format.

2.15 In every projects, we shall maintain minimum cash balance Rs.5000/-. If exceed the balance amount, we will give the justification report in the cash book.

III. Vehicle Policy

3.1 Vehicles shall be purchased only after approval from the project management committee irrespective of the projects.

3.2 Purchase of vehicles shall be made by inviting quotations for the same brand vehicle from different agencies.

3.3 Quotations shall be reviewed comparatively by purchase committee members to prepare comparative statements and give approval for the lowest quotation. The comparative statement prepared will be approved finally by the Director of BOSS.

3.4 If higher rates are approved based on the quality, performance and types, necessary justification shall be made in writing for such purchases by the purchase committee members.

3.5 Vehicles purchased under different projects shall be brought into account in the respective assets register duly mentioning the type, color, registration number, value, Organization's name, location of the vehicle etc. including the project details under which the vehicle was purchased.

3.6 Vehicle shall be handed over to the concerned project staff after obtaining vehicle possession letter and acknowledging the take over the vehicle with signature.

3.7 Vehicle shall be provided to the staff having valid driving license and shall be used for official purpose only.

3.8 Driving license shall be renewed by the staff before the expiry of license.

3.9 Vehicle shall not be given to third party other than project staff having valid license.

3.10 Vehicle insurance shall be arranged by BOSS for the vehicles purchased under different projects.

3.11 Log book for the vehicle shall be maintained by the staff with running kms, in the prescribed format.

3.12 If new vehicles are provided to the staff, all the major repairs if any occurred and maintenance cost shall be borne by the staff for the first two years.

3.13 Expenses on minor repairs and periodical servicing shall be borne by the staff having vehicle provided officially.

3.14 Expenses on major repairs and replacements shall be equally shared by BOSS and the staff concerned after second year for new vehicles.

3.15 Travel cost shall be paid to the staff subject to provisions available in the budget as per the management decisions to be taken on the allowance limit.

3.16 As a part of safety measures, helmets shall be provided to the staff by BOSS for the vehicles provided officially.

3.17 Staff shall wear helmets while driving the vehicle and abide by the traffic rules prevailing in the region.

3.18 In case of accidents, staff shall inform Administrative office immediately. Necessary compensation as applicable under the project and as per the insurance coverage will be arranged by the management.

3.19 At the time of leaving the service from the organization, staff shall handover the vehicle, helmets and other accessories if any, to the organization.

3.20 Depreciation @ 15% shall be provided every year for each vehicle based on the original cost.

3.21 After the project period, the project vehicles will be utilized the project purposes for which the vehicles were supported even if the fund ceases by the donor agency.

3.22 Old vehicles which could not be repaired and not worthwhile to take up repair works will be treated as condemned vehicles which shall be auctioned with due approval by the project management committee with estimates from the technical expert and the proceeds will be accounted in to BOSS account irrespective of the projects.

3.24 It will be mandatory for BOSS staff to have valid driving licenses and wear helmets for safety. This will be a policy for working staff.

IV. Code of Conduct

4.1 Every staff shall conform and abide by the rules of BOSS .

4.2 He/ She shall also be subject to any other rules that may be prescribed from time to time for maintenance of discipline among the staff.

4.3 Every employee shall maintain confidentiality regarding the affairs of the organization and highest Integrity in their work of the organization.

4.4 Every employee shall behave with courtesy, among the staff, among the community, among Government officials and among the higher level officers of the organization.

4.5 Every staffer shall serve the organization in its project implementing activities in such capacity or at such place as directed by the immediate project co-ordinator, project officer / Director.

4.6 Every staff shall wear ID cards during office hours/ field work.

4.7 Every staff shall serve the organization faithfully and devote their whole attention to promote the organization's interests.

4.8 No staff shall engage in pursuit of remuneration full or part time private employment during working hours..

4.9 No staff shall engage himself/ herself in commercial/money lending business/ investment among the community or among the staff. Demand any money, either from the community, SHG's, SHE Teams, Federations or any other CBO's for their personal or family interests.

4.10 No staff shall be a member of any political, communal or religious organization. He / She and shall not take any active part in political/communal propaganda or subversive activities/ campaigns.

4.11 No staff shall bring any political or other outside influence to bear upon any project co-ordinator, project officer, Executive Director to further his/ her interests in the organization.

4.12 No staff shall communicate directly or indirectly any official document or information regarding policies and activities of the organization to outsiders without the specific permission of the Executive Director.

4.13 No staff shall by any utterance discuss or criticize in public, the policies and activities of the organization.

4.14 No staff shall communicate the policies and activities of the organization in any forum like Radio, T.V, and Press etc. without prior permission of the Executive Director.

4.15 No staff of the organization shall use his/her official position to obtain any favor, benefit or advantage either within the organization or in respect of agencies connected with the organization.

4.16 No staff shall involve himself in any act involving moral turpitude on his/ her part including any unlawful act, which may cause embarrassment and discredit to the organization.

4.17 Acts of theft, fraud, dishonesty and misuse of funds in connection with organization's property shall be treated as misconduct which warrants immediate disciplinary action or termination.

4.18 Every staff shall maintain discipline in every walk of life, either during office hours, field work or any other works related to project activities.

V. HR Policies

5.1 BOSS expect every employee to have long term relationship in terms of employment. have the right to terminate at any time, with or without notice or assigning any reason to employees for their removal/retrenchment from their job. Similarly, the employee has the right to resign/relieve from his/her post by giving one month intimation to the organization.

5.2 BOSS expects every employee to attend to and perform their duties during working hours with honesty and oblige the official request or duties assigned to them by their immediate supervisors/senior-level officers of BOSS. All staff should maintain a time sheet which will comprise of village visited, travel distance and time and the date. This will be in addition to the daily diary to be maintained by them.

5.3 All the employees are eligible for leave paid or unpaid as per the circular issued every financial year based on the announced holidays by the government. In case of leave or absenteeism the head office should be informed through leave application with the approval from the immediate Supervisor/Project coordinator. The leave applications of each employee should be kept in a separate file.

5.4 Any employee obtaining permission for leave for certain period should return to his/her duties immediately after expiry of their leave period and sign the attendance as a sign of having joined their duty. If an employee takes leave consecutively for more than one week without permission and has not signed the attendance register, he/she will be removed from his/her job.

5.5 For medical leave, a certificate from the Hospital/Medical practitioner should be obtained and submitted to the administrative office. Medical leave will be given to an employee if the leave is really based on the illness and nature of treatment taken for genuine and unavoidable reasons. In such a case, the leave will be treated as a paid one.

5.6 BOSS expect every employee to attend their duties without the influence of narcotic drugs or alcohol. If any employee is found consuming alcohol, they will be immediately removed from the post.
A oral intimation will be given first to warn the employee not to use alcohol followed, by written communication from the management. If the problem continues, then the management will take necessary action to terminate the employee.

5.7 All employees must adhere to a dress code which is socially and culturally acceptable to the local region .discourages use of dresses which are not generally acceptable and lead to a bad reputation among the local public. Thus,

BOSS expects a dress code and appearance which will be acceptable by the organization and local communities.

5.8 BOSS permits the usage of telephones or office equipments for official purposes only during working hours. The facilities including the vehicles, telephones, office equipments and office premises should not be utilized for personal use.

5.9 BOSS expects every employee to ensure safety at the work place during working hours, official travel in vehicles etc., BOSS, as a part of its safety policy will arrange for life insurance coverage to ensure compensation for any untoward incidence/accident. Insurance coverage will be provided wherever such facilities/funding sources are available.

5.10 BOSS will maintain a personnel file for its employees which will usually contain information such as bio-data, insurance coverage, job description, transfer details, and disciplinary action taken against the employees etc.. This will be maintained in strict confidence by the management.

5.11 BOSS will arrange for ESI coverage of the regular staff employed under different Projects from, if applicable.

5.12 BOSS will arrange for EPF payment to its regular staff provided these facilities are supported by the donor agencies for which the staff works.

5.13 BOSS will draft a leave policy for its staff and maintain a leave record for all working staff.

V. Books of Accounts - Records and Registers.

1. Cash Book
2. Ledger Book
3. Bank pass Book
4. Bank Reconciliation Statements,
5. Consolidated cash book for FCRA account (FCRA log book)
6. Staff salary register
7. Monthly / Quarterly financial statements,
8. Cheque Receipt Registers
9. Stock registers for fixed assets register
10. Telephone Registers,
11. Advance register.
12. FCRA returns
13. Project wise completion reports,
14. Minutes Book
15. Receipts Book,
16. Annual Reports
17. Audited statement of Accounts
18. Vehicle Log Book

VI. GENDER POLICY

BOSS recognizes the innate power of women to bring about the transformation of unjust structures and practices, and promote development at personal and societal levels;

Understands gender equality as a cross cutting goal that needs to be integrated into all its policies, programs and projects;

Realizes that gender differences are socially and culturally constructed and reinforced by caste, class, ethnicity, language, age, region and religion and that restructuring gender relations to reclaim the dignity of girls and boys/men and women is essential;

Believes that gender equality can be achieved through a partnership among and between men and women;

Promote women empowerment (Social, Economical &Political) as being fundamental to achieving gender equality.

Based on the above understanding BOSS initiates certain measures towards women equality at our staff level, they are-:

Recognizing the innate power of women BOSS gives top priorities in the general body and in the staff structure.

Respecting the services of women to BOSS and the larger community women staff are entitled for maternity leave with the salary.

Understanding the difficulties encountered by women folk they are free to go home from the work place before 5 pm.

To ease their travelling burden women staff members are provided with two wheeler.

VII. RESERVES POLICY

- The financial reserves of the organization will not be more than 15% of the local donations received with reference to the corresponding financial year.

- Out of total local donations received not less than 85% should be spent in the very financial year itself.

- However the organization may invest in government securities after getting permission from competent authorities.

- No foreign funds will be used for reserve financing and usually these funds being project oriented the whole fund will be spent for the specified project only.
- The organization should have a list of reserve beneficiaries in case some in the selected list is not to be benefited.

- This may arise due to death/ permanent migration/ crossing the criteria for selection of beneficiaries and in such cases the beneficiaries from reserve list to be selected.

VIII. RISK MANAGEMENT POLICY

To mitigate the risks in our activities the standard risk management policy should be followed.

- At preparing the proposal itself the planning to be done by allocating time and funds for risk management.
- The problems like weather/ manmade or natural calamities that may occur/ expected change in government policy/ price rise should be foreseen and accordingly the proposals should be prepared.

For this some policy is provided

1. The Director of BOSS will have the powers to sanction the funds in accordance with the budget approved and sanctioned under different projects by the donors/agencies/departments.

2. Every month, expenses will be compared with reference to the budget provision based on the activities proposed in every quarter. Any variance noticed would be either adjusted in future provisions or informed to the funders for ratification. To ensure this, a budget variance analysis will be prepared and submitted by the Finance Manager/Accountants for every project. However efforts will be made to ensure expenditure within the budget provisions.

3. There will be a Project Management Committee (PMC) comprising of the senior-level officers at the Administrative Office of BOSS headed by Director.

XI. FINANCIAL POLICIES

1 All fund requests shall be made in line with the budget sanctioned and approved heads and shall be routed through the respective Accountants to the Monitoring Officer/Project Officer/Director by the Program Coordinator for approval.

2 In the absence of the Director, fund requests from Program Co-coordinators may be routed through the Accountants to Monitoring Officer/ Project Officer for approval.

3 Fund requests for program activities shall be made well in advance, ie., at least two days, to the Accountants by the respective Project Co-coordinators.

4 Advances sanctioned and released on a fund request by the Project Co-coordinators for a specific and approved activity shall not be diverted for other activities unless approved by the Director.

5 Advances shall be sanctioned to staff, only after pending advance or bills/vouchers are cleared.

6 Only one advance at a time shall be made to the staff on the submission of fund request format duly filled in and authorized by Accountant/Director. Further advances shall be made only after the previous advance is settled with proper bills and supporting documents.

7 Payments above Rs.10000/- for a single party or transaction will be made through cheque Payments only. The Project Co-coordinator /staff who receive cheque advances should not disburse/settle bills exceeding Rs.10000/- as cheque payment to a single party or single transaction.

8 All the bills/vouchers/documents such as training attendance, TA., amount released with Signatures in connection with project activities shall be submitted to the respective Accountants within 5 days on completion of the activity/ program.

X. POLICY FOR PREVENTION OF SEXUAL HARASSMENT (POSH)

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT & RULES 2013

1. PURPOSE:

To create and maintain safe work environment, free form sexual harassment & discrimination for all its employees. Establish guidelines as per the guidelines of "The Sexual harassment of women at workplace (prevention, prohibition & redressal) Act, 2013.

2. SCOPE:

BOSS NGO aims to adopt zero tolerance attitudes against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in **BOSS NGO** towards any other person being an employee of **BOSS NGO**, Client, Vendor and Contractor in Company premises or elsewhere in India or abroad.

3. APPLICABLITY:

All employees of **BOSS NGO**.

4.DEFINITION:

I. **Employee of BOSS NGO** – Includes person carrying out any work on behalf of **BOSS NGO** and may have been hired as Permanent, Temporary, Contracted or on Retainer Ship Basis, part-time basis etc., either directly or indirectly or through vendor organization.

II. **Sexual Harassment** – Harassment of a Female/Male employee consisting of any
unwelcome sexually determined behavior, whether directly, indirectly, by any male/female in charge of the management or a male/female co-employee either individually or in association with other persons to exploit the sexuality of co-employee to harass him/her in a manner which prevents or impairs his/her full utilization of full benefits, facilities or opportunities or any other behavior which is generally considered to be derogatory .

III. **Aggrieved Women** - In relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.

IV. **Respondent**: Employees against whom the complaint has been filed.

5. POLICY GUIDELINES:

Sexual Harassment shall include but not limit to: -

• Physical Contact & Sexual advances
• Demand or request for sexual favors;
• Sexually- colored remarks;
• Showing pornography;
• Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.

6. GRIEVANCE MECHANISM: PROCEDURE TO REGISTER COMPLAINTS:

A complaint shall be submitted through email to bossngoindia@gmail.com or can be discussed during the meeting with any member of the Internal Committee mentioned herein within 3 months of occurrence of an act of Sexual Harassment. If the respondent is direct supervisor of the complainant, or person influencing the career growth of the complainant, the reporting structure will be changed till the time the enquiry is completed.

7. INTERNAL COMMITTEE:

a. Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an Internal committee consisting of:

➢ Presiding Officer - 1 member
➢ Internal Member - 3 members
➢ External Member - 1 member (NGO / Legal expert)

b. Within 3 working days, the internal committee shall commence Official Internal Enquiry by:

➢ by informing the said complaint to the respondent.
➢ By instructing to stop the alleged act of Sexual Harassment immediately
➢ By informing not to reach out to the complainant directly or indirectly
➢ BY asking an immediate explanation from him/her to the same

c. Within 5 working days from the receipt of original complaint, the designated person shall respond in writing to the complainant informing him/her about the initial steps taken by **BOSS NGO** in order to stop the alleged act(s)

d. Within 15 days from receipt of the complaint, the Internal committee shall record and accordingly communicate in writing to the complainant and the Respondent, its prima facie findings, upon giving the concerned parties a fair and due opportunity to represent themselves and upon conducting fact finding,

truth verification and counseling sessions with persons involved in alleged act(s)

e. A complaint will be closed no later than one month from receipt of complaint by recording the decisions of the internal committee, accordingly informing to the complainant and the Respondent of the same.

f. Employees are duty bound to assist in investigative steps, employees' wholehearted participation shall be mandatory in this regard. Whistleblowers shall be protected from exposure, retaliation or hostility. g. Within 2 working days from receipt of prima facie findings or the charges, if the complainant or the Respondent is dissatisfied with the decision of internal committee, she or he may appeal specifying the reasons in writing to Managing Director. Within 5 working

days from the receipt, the appeal shall be finally disposed of by written communication to the said party. The decision of Managing Director shall be final and cannot be appealed.

8. REDRESSAL:

a. An amicable resolution of the complaint is possible only with the written consent of the complainant.

b. Within 24 hours of closing the case file, the internal committee shall present the same to and inform its decision to the Managing Director.

c. In case of decision establishing the offence of Sexual Harassment of the complainant, within 3 working days, the internal committee shall recommend Disciplinary action against the offender considering the nature and extent of injury caused to the complainant, prior complaints or repetition of offence etc and the impact of the offence on the company profile as a whole.

d. The position of the offender and the criticality of the position occupied by the offender shall not be any hindrance to the disciplinary action taken against the offender.

e. The disciplinary action that shall be commensurate with the nature of the gravity of the offence, shall include but not limited to,

- Warning
- Written apology from offender,
- Bond of good behavior
- Transfer
- Debarring from supervisory duties
- Denial of employee benefits like increments/promotion/salary correction etc.
- Cancellation of specific work Assignment
- Suspension
- Dismissal

Annual report summarizing complaints and Redressal of Sexual harassment shall be

Prepared by designated person. The said report as well as all documents regarding Sexual Harassment complaints shall be in the custody of designated person and will be termed as 'Strictly Confidential'.

Employee Awareness under POSH Act

POSH awareness is very important as sexual harassment is a sensitive topic and employees must know what is acceptable and what is not in the workplace. It is important that the following topics are covered in the POSH training:

- Definition of sexual harassment.
- The message that the organization has a zero-tolerance policy towards any act of sexual harassment.
- Scope and applicability of the policy.
- Complaining mechanism and the contact details of Internal Committee Members Redressal process – formal and informal Rights and the protection provided to the complainant, respondent and witnesses in a sexual harassment case.
- Responsibility of the employer and employees in ensuring safety within the workplace.
- Employee and Employer according to POSH Act.
- Internal Committee, its responsibilities and the details of IC members.
- Process for filing a sexual harassment complaint.
- Punishments for sexual harassment ,Consequences of filing a false complaint.
- Difference between an unsubstantiated complaint and a false complaint.
- Consequences of retaliation.
- Responsibilities of someone who has witnessed harassment.
- Responsibilities of employees in preventing sexual harassment in the organization.
- Twice the punishment that was awarded the first time and/or

MONITORING AND REVIEW

This Policy and Procedure will be reviewed whenever required from the date of implementation.

Reviews will be initiated by the HR Department. Where changes in employment legislation occur that directly affect this Policy, these will be reflected with immediate effect and communicated through HR.

XI. CHILD POLICY / SAFE GUARD POLICY

Vision :

A child - friendly nation that guarantees the rights and protection of all children.

Objectives :

To ensure the practice of the highest levels of child protection standards.

To ensure a well defined and practiced reporting mechanism for child protection violations and time bound redressed system

To ensure assessment and management of child protection risk .
To ensure that there are basic minimum standards of child protection adhered to by all associates of vendors, suppliers, donors, government, referral agencies)
To create consciousness and awareness about child protection

Definition of Child :

"Child" includes all the persons of age from the 0 to 18 years. However, the issue of feticide implicitly recognizes the right to life of an unborn child. Similarly, a child who is mentally challenged remains a child even after crossing the 18 years of age. The definition of child is therefore flexible and is not restricted to legally drawn age of 18 years.

Definition of Child Protection:

Child Protection is about protecting children from or against any perceived or real danger/ risk to their life, their personhood and childhood. It is about reducing their vulnerability to any kind of harm and in harmful situations. It is also about protecting children against social, psychological and emotional insecurity and distress. It must ensure that no child falls out of the social security and safety net and those who do, receive necessary care and protection to be brought.

1.Introduction

The BUDDHA OUTCAST SOCIAL SOCIETY - BOSS values young people and children as being a vital part of our organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

The name of the child protection officer for the group will be displayed in the minutes dated18/04/2025 , and a copy of this child protection policy will be kept with the R.BALU (name committee officer ie: chair, and members etc).

2.Purposes

The purpose of BUDDHA OUTCAST SOCIAL SOCIETY - BOSS children and young people's programme is to offer the children a safe and welcoming environment with fun activities where the children can grow and learn. Whether this be throughactivities or through other independent groups working in partnership with our organisation.

3.Aims

- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them .
- To enable the children to express themselves.
- To assist the children in integrating into the community.

- To help children/young people appreciate the diversity of their cultures.

4.Organisation (BUDDHA OUTCAST SOCIAL SOCIETY - BOSS) or a partner group/organisation)

1. Each child and young person should be formally registered within the group. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session. (see Appendix B)

2. Attendance register: a register should be kept for each session.

For activities for under 8s, which run for more than two hours in any one day, OR if you run a holiday camp for six or more days a year, you must register the activity.

5. Child Protection Representative

The BUDDHA OUTCAST SOCIAL SOCIETY - BOSS has appointed a child protection representative, whose name is displayed *within the minutes dated/name and contact details to be given or on the notice board in the* area. If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

6. Trips/Outings

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms.

7. Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.

- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.

- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.

- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

8. Child Safety

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.

2. Make sure that all workers and assistants know
    - Where the emergency phone is and how to operate it
    - Where the first aid kit is
    - Who is responsible for First Aid and how to record accidents or injuries in the incident book
    - What to do in the event of a fire or other emergency

3. Once a year there should be a fire practice

4. Do not let children go home without an adult unless the parent has specifically said thy may do so. Never let a child go with another adult unless the parent has informed you that this will happen.

5. If private cars are used for an outing, the driversdetails must be noted and senior person should approve and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

9. New Workers

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview by three people from the Committee, who will take the final decision;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative on the Management Committee.

10. Training

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

11. Child Protection

a. <u>What is child protection?</u>

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

b. <u>What you should do?</u>

1. Listen to the child/young person

2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone

3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone

4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.

5. It is note the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

Expected Code of Conduct: Do's

1. Create safe environment, secured feelings and child friendly atmosphere for children within the organization and project avenues.

2. Treat every child with empathy and respect, regardless of his/her caste, colour, gender, sexuality, language, religion, religious belief, culture, political/other opinion, disability, birth, and status.

3. Listen to Children's problems, feelings and expressions carefully, and respect their views and do not cajole/ force them into any compromise which affects their physical and psychological wellbeing, freedom and safety.

4. Staff and other adults connected with POPE activities irrespective of their call of duty should be naturally committed to the idea of child protection and rise up to any occasion that demands their attention, help and intervention in protecting the children.

5. Ensure that the physical contact with a child is respectful, culturally appropriate and essential to the purpose of your interaction with the child.

6. Respect the right to privacy of the child and treat the child with dignity in all spheres activities.

7. Encourage children to express and protest against dissolute behaviors and attitudes.

8. Always take permission from children before taking any photographs and videos and use them in accordance with legal standards.

9. Be cognizant of potential mischief that could be caused by persons of questionable antecedents and take appropriate preventive measures.

10. Ensure not only safety of children's and their rights while planning travel, camps, trainings, celebrations and other events. And also get prior permissions from the child and his/her parent in this regard.

11. When travel is involved take care that clear and right information as to the destination, mode of travel, stay and accommodation, staff who accompany, places/sites to be visited, training venue (if used)etc. are communicated to the

concerned staff in the organization, parents and persons and others who are entitled to receive such information and records kept.

12. Ensure no harm is inflicted to any child in any circumstance that includes physical and or psychological harm, causing isolation intending to commit sexual offense or any other illicit act.

13. Ensure confidentiality of information related to all children, parents, guardians and shall not disclose information except with their consent.

14. POPE Staff, Governing board and volunteers should expressly declare that they abide by the provisions of Child Protection Policy of POPE as provided .

15. Attend without fail all workshops, trainings, reviews to enhance their awareness and capacities on Child Protection Policy and ensure collective engagements for creating safe secure environment for children.

Expected Code of Conduct: Don'ts

1. Do not discriminate children based on caste, colour, gender, sexuality, language, religion and creed, culture, political belief, difference in terms of point-of-view, opinion, disability, place of birth, and difference in status.

2. Do not use physical force, harm, beat and attack a child under any circumstance.

3. Do not use language, sign, or behavior towards children that is derogatory, inappropriate, harassing, abusive, sexually provocative, outraging modesty, demeaning, intimidating, offensive, discriminatory or culturally insensitive and illicit.

4. Do not engage or involve in activities that may cause hurt, insult or humiliation or discrimination to children.

5. Do not pamper or give constant attention to one particular child by making unwarranted appreciations, presenting gifts, giving personal care etc. beyond what is expected in terms of organizational mandate or roles and responsibilities.

6. Do not create or allow any situation that enables space for making close relationship with children that may lead to abuse or harm to them at any circumstance.

7. Do not offer gifts to a child or his / her parents without appropriate reasons and organizational approval.

8. Do not use or encourage the use of demeaning words and phrases and violent language that would hurt, prejudice, alienate children and do not engage in or encourage vicious gossips that would reinforce stereotypes and subcultures

that would vitiate the standing of children as right bearers.

9. Staff do not stay with the children with whom they work or with children left under their care or in any children's home or provide children accommodation in their house or take them outside during nights without official sanction. And such sanctions must be given by the supervisor/ Manager only after proper application of mind and for appropriate reason.

10. No one should spend time with children in lonely places and in questionable privacy.

11. Do not take a child to your home or any other place when she/he is alone.

12. Do not become patronizing by extending unnecessary help to children when they are involved in their work thereby discredit and devalue their agency and self-direction.

13. Do not allow your mobile phone to be used by children and do not show personal pictures or any other pictures and video.

Accountability and Transparency

- Publish annual reports and audited financial statements.
- Provide members and stakeholders access to non-confidential governance documents.

26. Amendments to the Governance Manual

- This manual may be amended by the Board with the approval of a two-thirds majority.
- Any changes shall be communicated to Members and incorporated into Board practices.

Appendices and additional resources: (Templates, formats, checklists)

*Approved by the Board of BUDDHA OUTCAST SOCIAL SOCIETY – BOSS on 10/11/2025.

Place: Tiruvannamalai.

With Kind Regards,



Date: 31/12/2025.

Mr.R.BALU , Executive Secretary
BUDDHA OUTCAST SOCIAL SOCEITY – BOSS.

THANK YOU ALL PHILANTHROPISTS AND ENLIGHTENED ORGANIZATIONS, FOR YOUR TRUST,SUPPORT AND YOUR TIME .