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# Human Resource Policy

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**DR. BABU. G. SAJJAN.**  
B.A.,LL.B.(SPI),MA(S.W),Ph.D  
Chief Executive Officer,  
Institute for Rural Development  
VIJAYAPUR.



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Version	Created By	Created Date
HR Policy_Version 1	Dr. Babu Sajjan	15 Dec 2020
HR Policy_Version 2	Anand G Patil	14 Jan 2021

## 1. Background

The Natural Resource Management is a tool for enhancing the livelihoods as well as solving many other basic needs of the poor. During 2000, Environment degradation, lack of clean and safe drinking water, sanitation, depletion of ground water, poverty and rampant migration problems existing in the society, motivated us for activism, volunteerism and institutional development.

Dr. Babu G. Sajjan, Founder member and Chief Executive Officer along with other volunteers at Dharwad had several informal meeting to serve for the betterment of the vulnerable as well addressing the issues of larger society. Dr. Babu G. Sajjan was doing masters in Social works at Dharwad University and voluntarily associated in Environment movement with Samaja Parivartana Samudaya. He also spent his time with tribals of Nagrahole area. His socialism, passion and commitment for the social cause resulted to start "Institute for Rural Development" in 2000 at Dharwad.

IRD was founded to mainly work with a focused attention on Rural Development with special attention on Safe Drinking water & Sanitation and School Education programme. Later in 2007, it was felt that the organisation should have a wider vision so as to be an effective organization in making a difference to the lives of the poor community. Hence in 2007, the organisation made lot of changes in the internal function, Bijapura (now Vijayapura) made as Central Office to coordinate all the activities. Most of the Directors are from Bijapura and they know the area and had good rapport with District Administration. The professional approach along with the widened objectives brought in new energy and spirit into the organization. Then onwards IRD have proven to be effective both in terms of quality as well as quantity in reaching to the targeted community. Attention also expanded to urban development.

## 2. Vision, Mission, Goal

**Vision** – Ensuring desirable living environment conditions to the community.

**Mission** – Activities leading to the realizing the clean environment, motivating the people to take up and participate in the self-driven pro- environment activities.

**Goal** – Clear water and sanitation, affordable clean energy, climate action, life below water, life on land and partnership for the goal.



**Dr. BABU. G. SAJJAN.**

B.A.,LL.B.(Spl.),MA(S.W),Ph.D

Chief Executive Officer,  
Institute for Rural Development

### 3. Organization Structure

President - Dr Ravindra M Maddarki

Vice President - Sri Shivanand N Kelur

Director - Dr Babu G Sajjan -

Secretary - Sri Basavaraj G Sajjan

Treasurer - Sri Irayya S Hiremath

Member - Smt Vimala S Handigola

Member - Dr Ashok S Sajjan

Member - Kumari Saishree N Utagi

### 4. Human Resource Policy

For sustainable growth, employee satisfaction and organizational effectiveness, Institute for Rural Development deems it necessary to have a Human Resource Policy that encompasses the policies and procedures followed within the organization keeping in mind the vision and goals of organization.

The Institute for Rural Development Human Resource Policy also provides guidelines that Institute for Rural Development will use to administer these policies, with the correct procedure to follow.

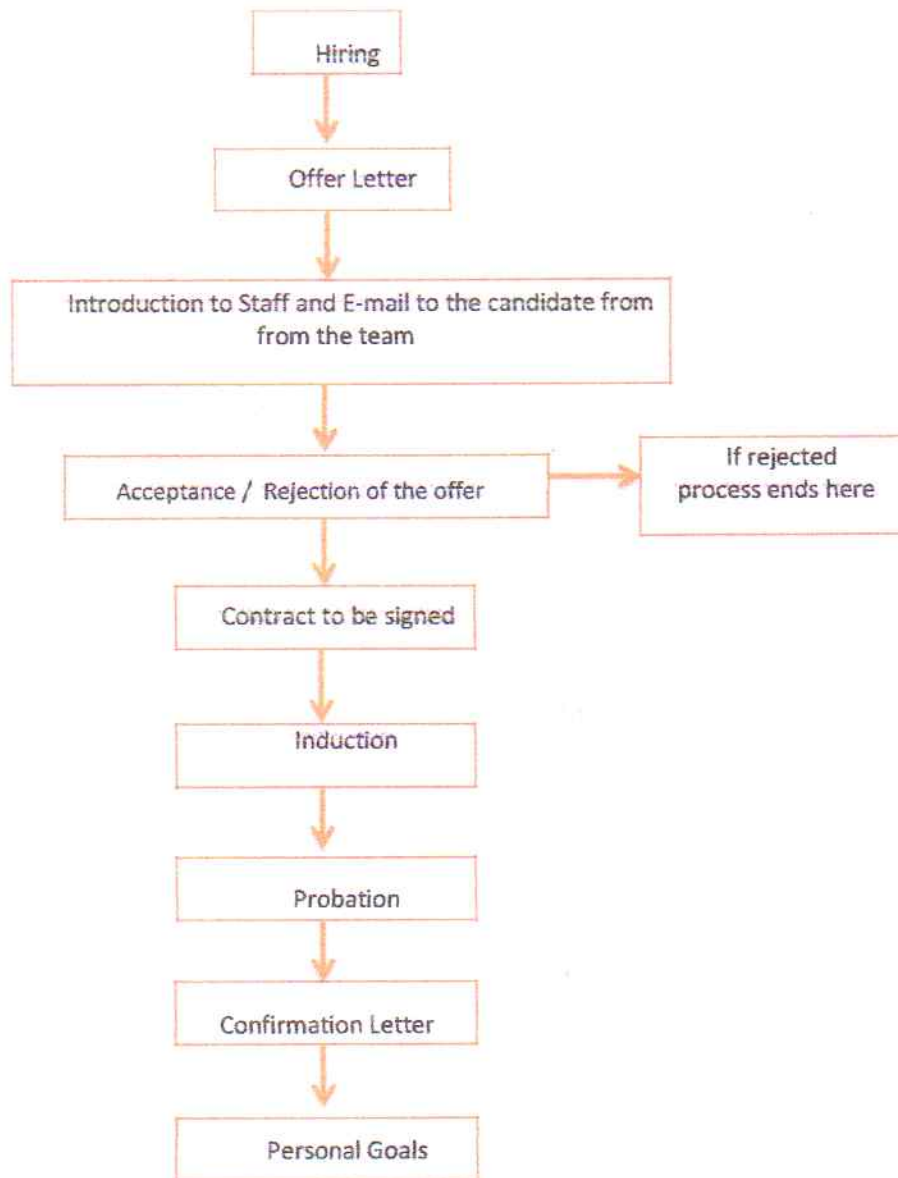
Institute for Rural Development will keep HR policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. These policies and procedures apply to all employees, fellows and volunteers.

  
**Dr. BABU. G. SAJJAN.**  
B.A., LL.B. (Spl.), MA (S.W), Ph.D  
Chief Executive Officer,  
Institute for Rural Development  
VIJAYAPUR.

### 5. Recruitment

Recruitment at Institute for Rural Development is based on requirements and vacancies for each vertical. Institute for Rural Development focuses on keeping a healthy gender balance and a mix of national and international employees.

The following procedure is followed when hiring an employee at Institute for Rural Development.



**Dr. BABU. G. SAJJAN.**

B.A., LL.B.(Spl.), MA(S.W), Ph.D

**Chief Executive Officer,**

**Institute for Rural Development**

The following processes are followed at Institute for Rural Development to attract talents.

### 5.1 Hiring

- i. **Source:** Website/LinkedIn/Facebook postings, direct applicants, word of mouth
- ii. **1st Interview:** By Associates and Human Resource. Candidate data form is asked which is completed.
- iii. **2nd Interview:** By Managers and Senior Management. Case studies or writing assignments are given to the candidate.
- iv. **Reference Check:** If the candidate is selected then the reference check is done.
- v. **Selection or rejection:** The candidate is either selected or rejected based upon previous 4 steps.
- vi. **Offer Letter:** If the candidate is selected, he/she will be given offer letter.
- vii. **Acceptance/Rejection:** The candidate is free to accept or reject the offer.

### 5.2 Induction

Once the candidate joins Institute for Rural Development and becomes an employee, Institute for Rural Development makes sure he/she feels welcome and is ready to start work safely and competently. The Induction is conducted on the first two days from the date of joining. Each Institute for Rural Development team meets the candidate to help him/her gain an understanding about the different verticals and projects underway.

The employees are provided information and directed on how to reach out to various departments for additional support like below.

#### For Human Resource

- Contracts & Letters
- Leaves
- Policies and Procedures
- Reviews and Appraisals

#### For Accounts

- Reimbursements
- Salaries and Advances

#### For Administration

- Pantry
- Stationery
- IT Support

**All employees are supposed to submit the following documents within two working days from the date of joining along with original documents.**

#### **For Indian Nationals:**

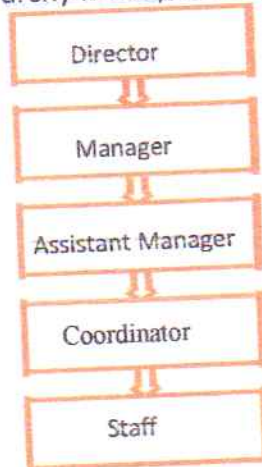
- PAN Card copy (1 Xerox copy)
- ADHAR Card Copy (1 Xerox copy)
- Two recent passport sized photographs
- Original final year marks sheet
- Experience letter (if applicable) (1 Xerox copy)

#### **For Foreign Nationals:**

- Visa copy or other documents
- Passport copy
- Other documents as required

### 5.3 Reporting Hierarchy

Although Institute for Rural Development follows a very horizontal workflow, for managerial ease and effectiveness, the given hierarchy is adopted within each vertical.



## 6. Terms of Employment

The terms of employment in Institute for Rural Development are either contractual, as a fulltime staff member, as a fellow or as a volunteer/advisor. Institute for Rural Development has a policy of keeping a healthy gender balance within the organization.

### 6.1 Probation

All staff in Institute for Rural Development shall undergo probation for a period of three months, after which the staff member shall continue in service if expected levels of performance are met. If performance does not meet up to the expected levels, the staff shall be informed in writing either of extension of probation or termination of service as the case may be. During the probationary period, the services shall be terminated with one month of notice period from Institute for Rural Development or the employee.

### 6.2 Contract

The terms of employment in Institute for Rural Development are contractual and are decided between Institute for Rural Development and the staff after the successful completion of the probationary period. Based on organizational needs and the staff's performance, a decision regarding the continuation of service after the period will be communicated to the staff a month before the end of the contract period.

### 6.3 Compensation

The staff members will be paid a consolidated monthly professional fee, as decided at the time of employment in the offer letter. Salary will be disbursed as direct deposit into a salaried bank account at the end of each working month.

### 6.4 Health Insurance

After successful completion of the probationary period, the staff member will be entitled to the benefits of health insurance according to the firm's rules in force at that

- Any disputes, disagreements and discord arising out of the contract are subject to Vijaypur jurisdiction

## 7. Employment Policies

### 7.1 Work Schedule and Leave Policy

The guidelines below establish uniform policy for all staff (full/part time/contractual) of Institute for Rural Development at all locations. All staff expected to become thoroughly familiar with it and adhere to its provisions.

#### 7.1.1 Official Hours of Work

The workday begins at 9.00 am and ends at 6.00 pm. Variations in the regular workday must be approved by Senior Management.

Travel time (except travel to and from work at the Institute for Rural Development office) will be considered as work time and logged accordingly by those individuals who are on **authorized travel**.

#### 7.1.2 Daily Attendance and Punctuality

It is the duty of all staff to report to work and be punctual on every official working day. If they are unable to attend or are late due to unavoidable circumstances, they should immediately inform their manager on the same day before an hour of office start time. All absences shall require reasonable explanation from employee and approval from managers. Absenteeism and habitual late coming patterns result to disciplinary action and hamper 360 degree performance appraisal (stated in 9.1 section below)

#### 7.1.3 Definition of Work Week

The work week is defined as beginning on Monday and ending on Friday. Institute for Rural Development does not encourage employees to work on holidays. However, working outside office hours on Saturdays, Sundays or public holidays may be unavoidable at times. As a responsible staff member, one is expected to work additional hours whenever required beyond normal working hours to support the organization to achieve the goal.

#### 7.1.4 Leave and Absence Policies

The leave year shall cover the period of April to March.

Institute for Rural Development believes in making time available to staff for rest, recreation to re-energize and for fulfilling various social obligations and needs.

In the event of situations such as floods, riots or any other eventuality that may prevent staff from being able to reach the office, Senior Management, upon receiving such information, shall make an appropriate decision accordingly.

All leave applications must be submitted in the stipulated **time** and must be approved by the supervisor. Any absence of work that is not approved by the **supervisor** will be treated as leave without pay. Any leave cannot be carried forward and **will** automatically lapse. There will be encashment of leave.



Further, all staff members to refer ANNEXURE I and ANNEXURE II laid below for leave and absence policy.

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#### **7.1.5 Probationary Period**

During probationary period, the employee is entitled to take 5 days of paid leave (with another 15 days remaining in the year once the probationary period ends), subject to the same approval regulations. If any additional leave is taken, it will be deducted from the salary.

#### **7.1.6 Earned leave**

All staff members are entitled to earned leave of 20 working days every year. This is not applicable to those staff who are on an employment period of 12 months or less than 12 months. Any leave entitlements for such staff will be decided on a case by case basis at the time of joining Institute for Rural Development.

Staffs who wish to avail annual leave of more than 3 days must submit their request in writing at least one week in advance to their manager for approval.

Any leave taken in excess of above entitlements shall be treated as unpaid leave. Application for such leave can be approved only by the senior management.

#### **7.1.7 Attending Workshops**

Time employees are away from the office attending work related workshops, conferences, or events will not be considered as leave and will be treated as working days. All work-related events will require prior approval to attend.

#### **7.1.8 National Holidays**

Institute for Rural Development gives a total of 8 days festive/national holidays, allowing them to choose which holidays they wish to avail of. These are paid holidays. There are no compensatory holidays for days that fall on Saturdays or Sundays.

#### **7.1.9 Extraordinary Leave**

Extraordinary leave (taken on medical grounds, personal family matters, etc.) may be granted by the management at its sole discretion and strictly on a case-to-case basis. In cases where all eligible leave is exhausted, the leave granted will be deducted from the employee's salary.

#### **7.1.10 Maternity leave**

All women staff, who have worked continuously at Institute for Rural Development for at least eighteen months, shall be eligible for paid maternity leave to cover a period of confinement, miscarriage, abortion or adoption. In case where the staff member has worked for a period of less than eighteen months, the staff member will not be eligible for any maternity leave, and any maternity leave taken will either be extraordinary leave or considered as a break in service without assurance of continuation

Senior management must be notified of planned maternity leave at least four months in advance. The staff shall be entitled to 90 days of paid maternity leave which can be taken either prior and/or after delivery (pre-natal and post-natal) of the child or processing of adoption.



**7.1.11 Paternity leave**

All male staff, who have worked continuously at Institute for Rural Development for at least one year following the initial probationary period, are entitled to 6 weeks of paid paternity leave for the birth or adoption of their children. Senior management must be notified of planned paternity leave at least a month in advance, and the leave shall be granted within one month before or after delivery or processing of adoption.

**8. Travel Policy**

This policy should be adhered by all employees of Institute for Rural Development (full time/part time/intern or volunteer) when undertaking any work-related travel, whether domestic or international. This policy is subject to change without prior notice at the discretion of the senior management team.

Any questions related to this policy should be directed to HR.

**8.1 Responsibilities****8.1.1 Senior Management Team**

- All managers must be fully aware of Institute for Rural Development's current travel policy and be able to communicate to all staff the most up to date policy and procedures.
- The management team will determine if travel is really necessary to achieve a goal and will approve expenses only in accordance with the policy detailed below.

**8.1.2 Employee (full time/part time/intern or volunteer)**

- Employees will notify the senior management team as early as possible of necessary travel arrangements. If travel plans are made 7 days or more in advance, the trip will, in most cases cost considerably less. If travel is requested less than 7 days prior to departure, a low-fare airline (if a flight is needed) must be used
- Employees must work around the donors/organizations schedule when requesting travel arrangements. Institute for Rural Development employees should never inconvenience a donor/organization
- Employees should only incur expenses that are consistent with the business needs and exercise care in determining appropriate expenditures
- Employees should only use company authorized travel providers and vendors the company has negotiated discount programs with
- Employees should submit expense reports as outlined in the expense section on this policy, on a timely basis.

**8.2 Business Travel**

Business travel relates to any work-related travel by a Institute for Rural Development employee outside of their normal routine job duties. Business travel is defined as starting when the employee leaves their place of regular employment (or his/her residence) for the purpose of business. The business trip is considered as completed when the employee returns to his/her place of regular employment (or residence) whichever occurs first.

**8.3 Travel Insurance**


All employees of Institute for Rural Development (full time/part time/intern or volunteer) will be covered by the organizations health insurance policy when traveling on business. Full details can be obtained from HR.

#### 8.4 Local Travel Allowance

Institute for Rural Development will **NOT** reimburse any transportation costs or pay a transportation allowance to any employee for travel between the home and office.

Reimbursement will be given only for local travel if the employee is on organization's work. Employees should **ALWAYS** use the most appropriate and cost-efficient mode of transport available.

Reimbursement will only be provided on actuals and on the submission of a completed expense report and valid receipt/s. Claims must be made within 7 days of the actual travel date to the finance team.

##### 8.4.1 Mode of Transport

###### 8.4.1.1 Train

Please retain and submit your ticket for reimbursement. Female employees if traveling alone are permitted to travel in First Class Ladies for any local journey.

###### 8.4.1.2 Bus

Please retain and submit your ticket to finance to get reimbursed.

###### 8.4.1.3 Rickshaw

If traveling by rickshaw – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

###### 8.4.1.4 Taxi

If traveling by black and yellow taxi – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

If you are traveling by any other pre-book/pre-pay taxi – a receipt will be provided. You will need to retain this receipt and submit to finance for reimbursement.

###### 8.4.1.5 Personal Car Reimbursement

If an employee uses his/her personal car on approved business travel, Institute for Rural Development will pay 8 INR per KM. Institute for Rural Development will also reimburse all actual auto tolls and parking fees, on submission of a receipt.

Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.

In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip.

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The employee assumes the responsibility for all parking and traffic fines.

## **8.5 Domestic Travel (India)**

All the travel arrangements and bookings will be made by the administration team. The details of the travel should be shared with his/her in mail. Where possible all travel reservations should be made a minimum of 7 days in advance of the outbound travel date.

Any unplanned travel must be approved by a member of the management team before any reservation is confirmed.

A completed expense claim form and all valid tickets/receipts must be retained and submitted within 14 days of the outbound travel date to the finance team.

### **8.5.1 Mode of Transport**

#### **8.5.1.1 Air**

All travel by air will be in economy class. Low-fare air carriers such as Jet Lite, Go Air, and Indigo must be used, wherever possible. All air travel must be via the most direct and economical means. Deviations from the lowest fare available must have the management team's approval.

Booking of "Non-Refundable" airfares is recommended. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must be changed or the trip, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.

Your boarding pass must be retained and submitted along with your ticket/e-ticket.

#### **8.5.1.2 Train**

Employees traveling by train on a journey that is over 2 hours and taken during the day should be booked in a 2AC Chair. If overnight travel is required, then travel should be booked in a 2AC Sleeper.

Please retain and submit your ticket for reimbursement.

#### **8.5.1.3 Bus**

Please retain and submit your ticket to finance to be reimbursed.

#### **8.5.1.4 Rickshaw**

If traveling by rickshaw – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

#### **8.5.1.5 Taxi**

If traveling by local taxi – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

If you are traveling by any other pre-book/pre-pay taxi – a receipt will be provided. You will need to retain this receipt and submit to finance for reimbursement.

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#### **8.5.1.6 Personal Car Reimbursement**

If an employee uses his/her personal car on approved business travel, Institute for Rural Development will pay 8 INR per KM. Institute for Rural Development will also reimburse all actual auto tolls and parking fees, on submission of a receipt.

Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.

In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip.

The employee assumes the responsibility for all parking and traffic fines.

#### **8.6 Accommodation**

Accommodation will be provided for all employees traveling on business where an overnight stay is required. All reservations for accommodation should be made in advance as far as possible.

Where possible please request that the host organization book accommodation in advance as they will often have a "regular" place that is used by them frequently.

Female employees must ensure that their safety and security are always paramount when reserving any accommodation.

#### **8.7 Per Diem and Accommodation Standards/Rates**

A per diem will be provided to all staff members on official business travel. The per diem is paid to cover food and boarding/lodging costs during business travel. Staff members may choose, preceding a business trip to submit a claim for an advance per diem to a member of the senior management team for their approval.

Per Diems within India for all Metros/State Capital Cities\* are set at 1000 INR for food and up to 6000 INR for lodging as per actuals. All receipts must be submitted within 5 days of the outbound travel date to the finance team.

Per Diems within India for non-Metros\* are set at 750 INR for food and up to 3000 INR for lodging as per actuals. All receipts must be submitted within 05 days of the outbound travel date to the finance team.

The per diem can be claimed from the date of departure (outbound travel date) through to the day prior to arrival back (inbound travel date) to the office.

Institute for Rural Development will cover all expenses related to food and accommodation charge as per the above. However other out of pocket expenses that may be incurred such as working meals, local transportation, airport tax etc., may be reimbursed. All receipts must be submitted within 05 days of the outbound travel date to the finance team. (143)

*In case of an invitation for national business travel from another organization, which will bear all the travel and other related costs, staff members may not claim a daily per diem.*

Reimbursement of any other out of pocket expenses that might be incurred may be reimbursed on approval from a member of the senior management team. All receipts along with an expense form must be submitted within 14 days of the outbound travel date to the finance team.

\* Metro cities, Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Jaipur, Ahmedabad (and State Capital cities)

\* Towns – non-metro cities/rural districts

## **8.8 Passport and Visa**

### **8.8.1 Passport**

It is expected that all staff members (full time/part time/intern or volunteer) will carry the necessary and valid documentation when traveling on business.

### **8.8.2 Visa/Permit**

Should a visa or permit be required by any staff member (full time/part time/intern or volunteer) for work travel, then Institute for Rural Development will cover these fees. The employee will be responsible for obtaining all the necessary paperwork and the visa/permit prior to the planned travel date.

## **8.9 International Travel**

Should International travel be required – it will be reviewed on a case by case basis.

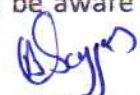
## **9. Performance Appraisal and Reviews**

Institute for Rural Development considers performance appraisals and reviews as an integral part of the entire career life span of its staff as other progressive organization. Institute for Rural Development understands and value the contribution of their staff, also realizes that management must bear responsibility for how their staff performs their jobs and the role that motivation and encouragement play in increasing efficacy of their work.

### **What performance management is not at Institute for Rural Development**

Performance management is not an annual event. This is a continuous process that takes place throughout the year and that is what Institute for Rural Development believes in. It is also not a process used to determine salary or other material benefits as these can have a negative effect on development of staff, nor is it a tool to punish staff.

Institute for Rural Development strongly believes that a performance discussion should have no surprises! This means that the manager as well as the staff must be aware of all-



important matters and nothing should come out as an unknown entity at the actual discussion itself. This also means that the process of performance management must be a followed in a committed manner. The manager's own performance is as much online as the staff member's! The focus should be on performance management and development. (44)

As a part of the system, Institute for Rural Development practices the following Performance Appraisal and Review Process:

Performance Appraisal and Reviews			
April – June Quarterly review	April – September Half yearly review	April – December Quarterly review	April – March Annual Review
<ul style="list-style-type: none"> <li>Catch up with your supervisor</li> <li>Be in line with your personal goals</li> <li>No formal documentation required</li> </ul>	<ul style="list-style-type: none"> <li>Cumulative 6 monthly review</li> <li>Formal documentation will be done</li> <li>Supervisor comments will be incorporated</li> <li>Catch up with your annual personal goals</li> </ul>	<ul style="list-style-type: none"> <li>Catch up with your supervisor</li> <li>Be in line with your personal goals</li> <li>No formal documentation required</li> </ul>	<ul style="list-style-type: none"> <li>Cumulative 12 monthly review</li> <li>Formal documentation will be done</li> <li>Supervisor comments will be incorporated</li> <li>Catch up with your annual personal goals</li> </ul>

### 9.1 360 Degree Appraisal

For the 360-degree Appraisal, feedback is taken from peers, colleagues and team members within the organization to assess the employee's cultural fit within the organization. The appraisal is taken as an opportunity to provide honest and open feedback to the employee and also from the employee. The appraisal usually revolves around Institute for Rural Development values.

  
Secretary.

Institute for Rural Development (IRD)  
"Honganasu" H.No:516, Peti Oni,  
Narendra, Dharwad-580005.

  
**Dr. BABU. G. SAJJAN.**  
B.A., LL.B. (Spl.), MA (S.W.), Ph.D

**Annexure I**  
**Leave Policy**

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**1. Importance**

Institute for Rural Development (IRD), with a leave policy, give a staff member assurance that he/she will be provided with the essential time off to take care of any issues they have or take time off to vacation, recover from an illness, celebrate their festivals, deal with life events, or simply relax after six days of work.

**2. Scope**

Institute for Rural Development (IRD) has the leave policy (Annexure I) defined under HR policy for the staff members who are working with the organization. The purpose of the leave policy is to support the staff performing assigned activities effectively and also to make organization keep running smoothly during staff member's leave/holiday/weekly off period.

Below are the weekly offs/holidays/leaves for all staff members as part of the leave policy (ANNEXURE I) in Institute for Rural Development (IRD). The below policy applies to all staff members like contract/permanent/probationary/training etc.

**3. Weekly Off**

One weekly off for the 6 days of completed work in a week which cannot be considered during starting/mid of the week. Institute for Rural Development (IRD) adopted MONDAY as starting day of the week,

**4. Casual Leave**

One casual leave for one month of completed service.

- a. Staff member can avail one casual leave during start or end of the month.
- b. If a staff member avails a casual leave during start of the month, then he/she has to work for the entire working days of the month. Failing to do so, availed casual leave will be considered as unauthorized/leave without pay.
- c. The approval of the casual leave is at the sole discretion of the Chief Executive Officer of the organization and also depending on the workload/work assignment completion status.
- d. Staff member can accrue the casual leaves in a calendar year but cannot be forwarded to next calendar year. One has to avail accrued leaves in one calendar year. Failing to do so will result in lapse of all leaves without any monetary benefit and cannot be adjusted in any other way.
- e. Accrued leaves can be used for encashment during current calendar year only, in December month.

Casual leave has to be availed with permission of the Chief Executive Officer of the organization by submitting the leave application in the specific format.

**5. Holiday**

Staff members to avail **8 declared holidays** in one calendar year and it is **split in 2 categories**:

- a. National Holidays
- b. National Festivals

Every year, Institute for Rural Development (IRD) - Vijaypur publishes a holiday calendar for the current year as sub policy to this leave policy (Holiday Calendar ANNEXURE II).



Every staff member to refer ANNEXURE II and avail holidays according to holiday calendar. Any holidays, apart from holiday calendar of ANNEXURE II are considered as casual leave/leave without pay

#### **6. Unauthorized leave & Leave without Pay**

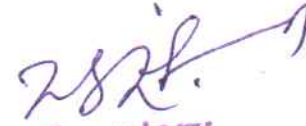
With holiday, casual leave, weekly off in place for staff member's benefit, any staff member who avails any extra leave without the permission of chief executive officer and without a leave letter, will be considered as unauthorized leave.

Such unauthorized leaves will show indiscipline of the particular staff member towards the performance of the duty. As part of the staff assessment/performance appraisal, this is considered as one of the component and may result in disciplinary actions.

However authorized leave beyond holiday, casual leave, weekly off, which are availed with required permission and in prescribed leave letter may not attract disciplinary actions but are still considered as leave without pay.

For the salary calculation purpose, **total working days** for the month are considered for an availed loss of pay leave or unauthorized leave.

**This leave policy (Annexure I) under HR Policy in the main appointment letter is part of the appointment letter issued from the organization. While accepting the appointment letter, the staff member accepts the Leave policy of the organization.**



**Secretary.**

Institute for Rural Development (IRD)  
"Honganasu" H.No:516, Peti Oni,  
Narendra, Dharwad-580005.



**Dr. BABU. G. SAJJAN.**

B.A., LL.B.(Spl.), MA(S.W), Ph.D  
**Chief Executive Officer,**  
**Institute for Rural Development**

**ANEXERE III**  
**Sexual Harassment Policy**

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Institute for Rural Development considers workplace sexual harassment to be a serious offense and will deal with such incidents in the strongest possible manner.

**1. Scope of this Policy:**

This policy applies to all individuals who are employed in a permanent, contractual, temporary, or fellowship capacity at any Institute for Rural Development office location. This policy document is also forwarded to all the Institute for Rural Development offices with the clear advice to establish a similar approach in dealing with this issue.

This policy pertains to sexual harassment in the workplace, during work related travel, meetings or any other professional interactions which may damage organization's image. However, as a representative of Institute for Rural Development, all staff is expected to act responsibly and respectfully both within the office and outside, during office hours.

**Definition of Issue:**

A broad definition of sexual harassment consists of any physical or verbal behaviour and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:

- Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature
- Transmitting any message, by mail, telephone, e-mail etc. which is obscene, lewd, suggestive or blatantly sexual in nature
- Any explicit or implicit communication wherein a sexual favour or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment.
- Sexually charged jokes or remarks and behaviour which have sexually oriented innuendoes
- Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day-to-day dealings
- Any pervasive pattern of behaviour which makes others uncomfortable, insecure or feel humiliated or disadvantaged on the basis of gender differentiation
- Actual sexual assault

As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.



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## 2. Complaints Handling Process

Institute for Rural Development has established the following process to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously.

- Complaints Committee for Sexual Harassment: Institute for Rural Development has established a Complaints Committee for Sexual Harassment headed by Institute for Rural Development CEO, Institute for Rural Development HR Head, Institute for Rural Development Manager.
- Process for dealing with incidents of sexual harassment
- Any employee/fellow/intern who experiences sexual harassment can get in touch with any member of this Committee. Alternatively, the affected employee/fellow/intern may approach his/her supervisor and the supervisor will be expected to inform a member of the Committee immediately. All such complaints shall be in writing with full details of the incident.
- On receipt of such a complaint, the Committee will immediately arrange to fully investigate all relevant details of the matter. It will do so with all possible care, sensitivity and discretion in protecting the sensibilities of the impacted employee/fellow/intern. The member, who has allegedly committed the offence, will be given all reasonable opportunity to be heard by the Committee.
- The result of this investigation will be formally recorded and discussed within the senior management team for appropriate action.
- The Committee will normally complete this process and make its formal recommendation within 10 working days after receiving the complaint unless there are exceptional circumstances.
- Necessary action will then be taken with regard to the offending member based on the circumstances and seriousness of the offence.
- Where Institute for Rural Development is legally advised that any such incident constitutes a criminal offence, Institute for Rural Development will inform the relevant authority, provide full details and request appropriate action. If the aggrieved employee/fellow/intern directly takes any action, against the offending member, either civil or criminal, the Committee, on becoming aware of such action by the aggrieved employee/fellow/intern, shall be entitled to, Suo moto, start the internal enquiry / investigation and recommend appropriate action.
- Institute for Rural Development will ensure that the career interests of the complainant are not adversely affected by virtue of the individual having drawn attention to such an offence.
- In order to ensure that this important matter is not trivialized, any complaint, which, in the opinion of the Committee, is blatantly false or frivolous or has been motivated by reasons that are clearly unconnected with gender issues, would be viewed very seriously by the company and appropriate action taken against such complainants.
- If the Committee receives an anonymous reference related to sexual harassment, it will draw the attention of the supervisor concerned with the relevant business or location. The matter will be fully examined by the concerned supervisor and its conclusions and plans for necessary action will be communicated to the Committee.
- Heads of departments and senior management at all Institute for Rural Development locations will also be expected to be sensitive to any circumstances or behaviour among their colleagues which appear to go against the company policy on this matter. In case

they become aware of any such incidence, they will immediately inform the head of the Committee and take appropriate action as advised.

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**Institute for Rural Development has added the following instructions to ensure, to the best of its ability, the security of its Staff:**

- No employee will be subject to any form of retaliation for making a good faith report of conduct that they believe violates the above-mentioned policies.
- If attending work related social events, meetings, dinners, etc. outside of office hours, employees should try and have another Institute for Rural Development staff member accompanies them if possible. Employees must inform their supervisors of any such events they plan to attend.
- Employees must use sound judgment when socializing with external contacts developed through work initiatives.
- Employees travelling for work must inform their supervisors of the dates, duration, location, and purpose of the visit. Contact information for the partner organization must be documented and provided to a supervisor.
- During site visits, or work-related travel, employees must always use sound judgment and take every measure to ensure their safety. Examples of things to consider may include: Understanding if it is safe to go out at night on your own; keeping host and supervisor informed regarding where you will be staying; avoid attracting unnecessary attention to yourself with unruly behaviour; understanding from the host organization any cultural or local sensitivities.
- Employees /fellows/interns catching up after office hours have to be careful and should take care of themselves as Institute for Rural Development will have no control over any accidents that may occur after office hours



**Secretary.**

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**Annexure IV**  
**Leave Application Letter**

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Date:

Place:

**To,**  
The Director  
Institute for Rural Development (IRD)  
Vijaypur-586109

**Subject** – Applying for Casual leave / Sick leave / Leave without Pay

Dear Sir,

I request you to grant me Casual leave / Sick leave / Leave without Pay (right mark whichever is applicable) for the duration of - - - (ex. 10-Jan-2021) to - - - (ex. 15-Jan-2021) due to

The reason (write in detail) -

I am aware of the leave and pay policy during my leave duration stated above and adhere to the same. I also adhere to own the work commitments which may arise after my joining of normal work and complete it in assigned timeframe without hampering organization commitments towards social developments.

Organization may contact, in case I am not reachable during my leave duration, as below.

Name:

Relation:

Contact No. :

Address:

**Your's faithfully,**

Name:

Job Designation:

Signature:



**Secretary,**

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