

# **Mahasakthi Welfare Society**

## **HR POLICIES**



81/6 Bank Road

Saruthupatti , Periyakulam – Tk

Theni – Dt , Pin .No 625 523

TamilNadu – India



# HR Policy (MWS)

## 1. Human Resources :

MWS values mutual understanding and respect among its employees. Our success is attributed to the quality and dedication of our employees. MWS employees contribute significantly to providing high-quality services to rural communities. All MWS employees should have the following qualities.

## 2. Background

Mahasakthi Welfare Society, established in 1998 under Tamil Nadu Association Registration Act, focuses on women and children's development. Over the years, the organization initiated 650 self-help groups and received awards for government scheme implementation. Notably, women's groups under Mahasakthi garnered prestigious Manimekalai Awards. The NGO offers support to students, empowers women through vocational training and self-employment, collaborates with various entities for holistic development, and boasts over 8641 women entrepreneurs in 26 years. Their initiatives range from educational assistance to establishing Farmers' Producer Company, with numerous awards and accolades, including an honorary doctorate for their secretary.

## 3. VISION

For marginalized children, women, farmers and everyone, to enlighten their lives through awareness and training and to create a state of

**Stand by Your Self.**

## 4. MISSION

- 1) To create and improve awareness among women and all people in rural areas on social, economic, educational, health, environmental protection, organic farming and gender discrimination.
- 2) Improving the financial status of women through skill training and Vocational training
- 3) A better student community through education and a better economy through agriculture

## 5. Human Resource Policy

For sustainable growth and employee satisfaction, MWS has a Human Resource Policy outlining procedures, aligning with organizational vision. It guides policy administration, adapting as needed for all personnel.

## 6. Recruitment and Retrenchment

A committee from the Management Committee will select based on the requirements. The Secretary will approve and then issue the appointment letter. The Monitoring Committee will monitor and record each employee's performance and provide a report to the Secretary. The Committee may recommend to the Secretary that any employee be terminated based on performance evaluations and project status.



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## Recruitment

The following procedure is followed when hiring an employee at MWS

Follows a very horizontal workflow, for managerial ease and effectiveness, the given hierarchy is adopted within each vertical.

1. New employees will be recruited through advertisements or circulars. (Through Web postings, direct applicants, and word of mouth to apply the post).
2. First interview conducted by Associates and Human Resources. The candidate data form is requested to be completed.
3. The second interview is with managers and senior management. Case studies or writing assignments are provided.
4. Reference Check: If the candidate is selected, the reference check is completed.
5. Selection or Rejection: The candidate is either chosen or rejected.
6. Offer Letter: If the candidate is chosen, he or she is sent an offer letter.
7. Acceptance/Rejection: The candidate can accept or reject the offer

## GENERAL QUALIFICATIONS:

Provide quality services.

Committed to doing our best.

Sincerity and honesty

Discipline and Punctuality

## SPECIFIC SKILLS:

Specific skills, including function/responsibility and task-specific knowledge, are required in addition to those listed above. These will be distributed on a regular basis as needed. All of this will be reflected in the well-planned and structured performance, achievements, and career development of every employee in the organization.

## GENDER POLICY

Gender equity at the workplace is critical. Hence, MWS will provide equal opportunity for employment. All policies, rules, and regulations will be gender-sensitive. All staff recruitment interviews will be conducted with an equal number of women on the panel of interviewers. The organization will also ensure that gender equity is a key component of all project planning, implementation, and monitoring.

## CODE OF CONDUCT:

The ethics and code of conduct will include the following guidelines for all staff to follow:

1. Refuse excessive or inappropriate gifts for personal use.
2. Adhere to the organization's written standards of conduct, which are specific to each responsibility and task.



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3. Avoid participating in wrongdoing, corruption, bribery, financial impropriety, or illegal acts in all activities.
4. Take prompt and firm action to address any wrongdoing among team members.
5. Maintain confidentiality to fellow team members desiring to present evidence of misconduct or other irregularities in the conduct of anyone associated with the organization.
6. Not to use disgraceful language toward the public, Board, other officials of the organization or fellow employees.
7. Not to use official position for personal advantage.
8. Not to steal, destruct, or damage organizational property.
9. Not to abuse leave privileges
10. Not to violate order or direction made or given by superior.

#### Service rule:

Defining roles and responsibilities. Each staff member will receive a clear joining letter. Clearly defining one's role and responsibilities within the organization.

#### Induction

When a candidate joins MWS and becomes an employee, MWS ensures he or she feels welcome and is prepared to begin work safely and competently. The induction takes place during the first two days after joining. Each MWS team meets with the candidate to help him or her understand the various verticals and projects currently underway. Employees are given information and directions on how to contact various departments for additional assistance.

#### Human Resource

Contracts & Letters

Leaves

Policies and Procedures

Reviews and Appraisals

#### Accounts

Reimbursements

Salaries

Advances

#### Administration

Pantry

Stationery

IT Support

All employees are expected to submit the following within two working days of joining.

#### For Indian Nationals:

Pan Card copy

Adhaar Card Copy

Two recent photographs



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Address Proof

Passport copy

#### For Foreign Nationals:

Visa copy or other documents

Passport copy

Other documents as required

### 7. Terms of Employment

**Terms of Employment** The terms of employment in MWS are contractual, either as a full-time consultant, as a fellow or as a volunteer/advisor. MWS has a policy of keeping a healthy gender balance within the organization.

#### Probation :

Every employee must complete a three-month probationary period; if performance standards are fulfilled, the employee will be allowed to continue working for MWS. Staff members will receive written notice of probationary extension or termination of employment, as applicable, if their performance falls short of expectations. MWS or the employee may terminate the services at any time during the probationary period with one month's notice.

#### Agreement

Following the successful completion of the probationary period, MWS and the employees decide on the contractual terms of employment. A month prior to the end of the contract period, the staff will be informed of the decision regarding the continuation of services based on organizational needs and their performance.

#### Restitution

A combined monthly professional fee will be paid to the employees, as agreed upon at the time of hire. At the conclusion of each working month, salary will be paid out by direct deposit into a salaried bank account.

#### Health Benefits

According to the company's then-current policies, the employee will be eligible for health insurance benefits following a successful probationary period. Each employee will also receive a health card from the insurance provider, which will allow them to access services at designated hospitals. Employees will also receive health insurance for their spouse and children at the end of their two-year employment.

#### Deductions

The employee is responsible for bearing and paying all income taxes related to professional, consulting, and salary charges. As a result, the company will calculate and deduct income tax at source (TDS) from monthly consolidated payments in accordance with the current rates and any periodically issued government regulations.

#### Transfers

The company retains the right to move employees to any other location it thinks is necessary at any time.



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## Resignations

If an employee wishes to leave, they must give written notice to the company along with their reasons and the date of their resignation. 30 days of accrued salary may be forfeited if at least one month's (30 days) notice is not given. During the notice period, employees are not eligible for any leaves. However, senior management may waive the required notice if there is a good reason for doing so. Additionally, a resignation feedback interview will be set up.

## Termination

MWS may terminate an employee's services at any time by providing one month's notice or one month's professional fees in lieu. During the probationary period, any employee may be dismissed at any time and will not be paid severance. Dismissal during or at the end of the probationary period will be based on senior management's determination that the employee is unsuitable for the position.

## Final settlements

Final settlements will be made once MWS assets, including laptops and mobile phones, are returned.

## Automatic Termination of Service

The following situations would result in an automatic termination of a staff member's employment:

1. Misconduct
2. Chronic illness
3. Breaking agreements
4. Over a week of consistent absences without providing management with written notice
5. Insolvency,
6. Criminal status,
7. Mental incapacity, and
8. Unsound mind

## Additional conditions and terms for the probationary period

- i. Either party may end the consultant's services with one day's notice.
- ii. The management alone has the authority to decide whether to extend the consultant's probationary period in the event of subpar performance.
- iii. Although the consultant is not eligible for paid vacation time, it will be applied to his or her account upon successful completion of the probationary period.

## Throughout the contract.

The consultant is entitled to up to 20 working days of paid vacation annually.

Holidays include 9 national/festive days.

Vacation approval needs to be obtained three weeks in advance.

No carryover or compensation for unused vacation days.

Health and accident insurance included.

Contract can be terminated with one month's notice.

Property and documents remain the organization's.

Decision on contract renewal will be made a month in advance.



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Agreement copies go to the organization and consultant. Disputes resolved in CHENNAI jurisdiction.

### Career Development :

Employees are encouraged to take advantage of job-related training opportunities to enhance their skills. The employer will determine who will attend the training sessions.

### 8. Employment Policies

#### Work Schedule and Leave Policies

The guidelines below establish uniform policies for all MWS employees (full and part-time) across all locations. All employees are expected to become thoroughly familiar with and follow its provisions.

#### Working hours

The workday starts at 9:00 a.m. and ends at 6 p.m. Variations to the regular workday must be approved by Senior Management. Travel time (excluding travel to and from the MWS office) will be considered work time and logged accordingly by authorized

#### Daily Attendance and Punctuality

Every employee has an obligation to arrive on time for work on all designated workdays. They must notify their manager the same day if they are unable to attend or arrive late because of unforeseen circumstances. Manager approval and a valid explanation from the employee are required for all absences. Regular tardiness and absenteeism are grounds for disciplinary action.

#### Definition of Work Week

Monday through Friday is considered the start and finish times of the work week. Employees are not encouraged to work on holidays by the General Movement for Rural Education and Environment. On the other hand, it might occasionally be impossible to avoid working on Saturdays, Sundays, or public holidays after business hours. It is expected of a responsible employee to put in extra time when needed.

#### Policies for leave and absence.

The leave year runs from April to March. Time off for rest and obligations is encouraged. Management handles unexpected events affecting office access. Leave requests must be approved on time. Unapproved absences are unpaid leaves. Unused leave does not roll over. Leave cannot be converted to cash.

#### The Probationary Phase

Subject to the same approval requirements, the employee is entitled to five days of paid leave during the probationary period, with an additional fifteen days left in the year after the probationary period concludes. Any further leave that is taken will be subtracted from pay.

#### Earned leave

Staff are entitled to 20 days of earned leave yearly, except for those employed for less than 12 months. Requests for more than 3 days must be submitted in writing at least a week in advance for approval by the manager. Excess leave is unpaid and requires approval from senior management.



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### Workshop attendance.

Workshops, conferences, or events attended for work are considered working days. Prior approval is required for all work-related events.

### National Holidays

MWS offers 9 paid holidays with the option to choose. No extra days given for weekends.

### Unusual Leave

The management may grant extraordinary leave (taken for personal family matters, medical reasons, etc.) at its sole discretion and strictly on a case-by-case basis. The leave will be subtracted from the employee's pay if all of the allotted leave has been used.

### Maternity leave

Eligible female employees with tenure of more than 18 months are entitled to 90 days of paid maternity leave for childbirth and adoption. Senior management must be informed 4 months in advance. No leave or uncertain status for female employees with tenure of less than 18 months.

### Paternity leave

Male staff at MWS with one year of continuous service are entitled to 6 weeks of paid paternity leave upon notifying senior management at least a month beforehand.

### Use of Vehicles:

1. Vehicles are only for office use, unless otherwise specified. No employee, except those authorized by their department head, may drive a company vehicle. Must have a current driver's license.
2. Any company vehicle that sustains damage, including normal wear and tear, may only be used for business purposes and not for personal use.

### Traveling, Accommodation and DA allowance:

MWS will cover second-class bus/rail fare and accommodation expenses up to Rs 600 if organizational accommodations are unavailable. If the project/ programme or any other agency is inviting, higher travel and accommodation expenses can be incurred if reimbursed by them. DA allowance will be circulated from time to time.

### Personnel Records:

1. MWS will keep a separate personnel file for each employee's employment records. Employees' medical information will be kept confidential and separate from their personal information.
2. The finance department is responsible for keeping payroll data, including time sheets and records on the accrual and use of paid leave. The departmental file may contain information about an employee's salary history and attendance records



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## Annual Performance Appraisal

Increase Each employee has their own performance appraisal form. Every year, a performance appraisal is conducted to assess employee performance. At the end of the year, each employee will be interviewed to complete an appraisal form. Increments will be distributed based on the overall performance appraisal score. The percentage of salary increment varies by project.

## 9.Travel Policy

All MWS employees, whether full-time, part-time, interns, or volunteers, are expected to follow this policy when traveling domestically or abroad for work. The senior management team has the authority to alter this policy at any time and without prior notice. HR should be contacted with any inquiries about this policy.

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

### Senior Management Team

Managers must be up-to-date on MWS's travel policy and communicate it effectively to staff. The management team will assess whether travel is truly necessary to achieve a goal and will only approve expenses in accordance with the policy outlined below.

### Worker (full-time, part-time, volunteer, or intern)

Workers will communicate any necessary travel arrangements to the senior management team as soon as possible. The cost of the trip will typically be significantly lower if plans are made seven days or more in advance. If a flight is required, a low-cost airline must be used if travel is requested less than seven days before departure. Employees must also accommodate donors' or organizations' schedules when making travel requests. Employees of MWS should never cause annoyance to a donor or organization 14. Employees should take care to determine appropriate expenditures and only incur costs that align with business needs. Only authorized travel agencies and vendors with whom the company has negotiated discounts should be used by employees.

### Section 2 - Business Travel

Any travel that an MWS employee takes for work purposes outside of their regular work responsibilities is considered business travel. Business travel is defined as the moment an employee departs for work-related reasons from their home or place of regular employment. When the employee returns to his or her regular place of employment (or residence), whichever comes first, the business trip is deemed to be over.

### Insurance

2.1 Coverage When traveling on business, all MWS employees—full-time, part-time, interns, and volunteers—will be protected by the organization's health insurance policy. You can get all the information from HR.

### 2..2 Traveling Locally

Employees who travel between their homes and offices will not receive reimbursement from MWS for their travel expenses or a transportation allowance. Only local travel will be reimbursed if the employee is traveling for work. Workers should ALWAYS take the most economical and suitable form of transportation. Payment will only be made after a completed expense report and one or more valid



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receipts have been submitted. Claims must be submitted to the finance team within seven days of the actual travel date.

## 2.3 Mode of Transport

### Train

Train as a Mode of Transportation Kindly keep your ticket and send it in for payment. For any local trip, female employees are allowed to travel in First Class Ladies if they are traveling alone.

### Bus

Bus Please keep your ticket and submit it to finance to be reimbursed.

### Taxi/Auto

A receipt will not be issued if you travel by black and yellow taxi or auto. When you return to the office, you will need to complete a voucher and submit it to finance for reimbursement. If you take any other pre-booked/prepaid taxi, you will receive a receipt. You must retain this receipt and submit it to finance for reimbursement.

### Personal Car Reimbursement

Reimbursement for personal vehicles MWS will pay 8 INR per kilometer if an employee uses their own vehicle for authorized business travel. Upon presenting a receipt, MWS will also reimburse all actual parking and auto tolls. Employees are not reimbursed for the mileage they travel from their home to their regular work location. The employee may, however, deduct the difference if they travel straight from their home to a different work assignment than their usual workplace and the distance between them is greater.

The employee must fill out an expense report detailing the trip's purpose, starting and ending odometer readings, origin, destination, and time in order to be reimbursed for mileage. The employee bears the liability for any traffic or parking fines.

## Section 3: Travel Within India

The administrative team will handle all bookings and travel arrangements. She should receive an email with the travel details. Every travel reservation should, if at all possible, be made at least seven days before the departure date. 16 Before any reservation is confirmed, a member of the management team must approve any unforeseen travel. Within 14 days of the outbound travel date, the finance team must receive a completed expense claim form along with all valid tickets and receipts.

### 3.1 Air Transport Mode

Economy class will be used for all air travel. Whenever feasible, low-cost airlines like Indigo, Go Air, and Jet Lite must be utilized. All air travel must be done in the most direct and cost-effective way possible. The management team must approve any departures from the lowest fare offered.

It is advised to book "Non-Refundable" flights. Generally speaking, these fares are far less expensive than refundable unrestricted fares. Generally speaking, the money can be applied as a credit toward future travel, less an airline service fee, if the trip or travel needs to be changed.



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### 3.2 Accommodations

All employees who must stay overnight while traveling for work will be accommodated. To the greatest extent feasible, all reservations for lodging should be made in advance. Please ask the host organization to reserve lodging in advance if at all possible, as they frequently have a "regular" location that they use regularly. When making any accommodations, female employees must always prioritize their safety and security.

#### Accommodation and Per Diem rates and Standards

1. A per diem is given to staff for food and lodging on business trips.
2. Before a business trip, staff can request an advance per diem from senior management for approval.
3. Per Diems in Indian Metros/Capitals: 1000 INR for food, 6000 INR for lodging. Submit all receipts within 5 days post travel.
4. Per Diems within India for non-Metros\* are set at 750 INR for food and up to 3000 INR for lodging as per actual. All receipts must be submitted within 05 days of the outbound travel date to the finance team.
5. Per diem can be claimed for outbound departure through inbound return.
6. MWS covers food and accommodation expenses but may reimburse other out-of-pocket costs like meals and transportation. Receipts must be submitted to finance within 5 days of travel.
7. If invited for business travel paid by another organization, staff cannot claim per diem.
8. Other expenses require senior management approval, must submit receipts and form within 14 days of travel.

**Metro cities:** Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Jaipur, Ahmadabad, and state capitals;

**Towns comprise :** non-metro cities and rural districts.

#### Section 4: Travel Abroad

If travel abroad is necessary, it will be evaluated on an individual basis.

### 9. Sexual Harassment Policy MWS

Women's employees have to ensure the safety and dignity of the staff and create a work piece for them. Indian guidelines related to sex are protected from sexual harassment as thought by the Supreme Court

Harassment, August 1997, "Sexual harassment of women in the workplace (prevention, prohibition And relief) Act, 2013 and

Sexual harassment of women in the workplace (prevention, Banning and Relief) rules, 2013

#### Procedure for Handling Complaints:

1. MWS has a process for promptly addressing sexual harassment reports with sensitivity.
2. Handling sexual harassment incidents procedure.



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3. 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.

4. 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.

5. The result of this investigation will be formally recorded and discussed within the senior management team for appropriate action.

6. The Committee aims to finalize its recommendation within 10 working days of receiving the complaint, unless exceptional circumstances arise.

7. Necessary action will then be taken with regard to the offending member based on the circumstances and seriousness of the offence.

8. If MWS deems an incident criminal, they will report it to authorities. The Committee may initiate an investigation upon learning of any legal action by the affected party.

9. MWS will protect the complainant's career interests despite reporting an offense.

10. 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.

11. Heads of departments and senior management should promptly report any behavior contrary to company policy to the Committee head for necessary action.

#### Security instructions for MWS staff.

1. If an employee needs to go on a work-related outing with another MWS employee, they must notify their supervisors.

2. Workers must use sound judgment when interacting with external contacts they have made at work.

3. When traveling to work, employees are required to notify their supervisors of the dates, time, place, and reason for their visit.

4. Employees must always take every precaution to ensure their safety when traveling for work.

#### A few things to think about:

i. Recognize if going out alone at night is safe;

ii. Tell your supervisor and host where you plan to stay;

iii. Refrain from acting in an unruly manner to draw unwanted attention;

iv. Recognize any local or cultural sensitivities that the host organization may have.

v. Employees working after hours must be careful and take care of themselves, as MWS cannot control any accidents that may occur after office hours.



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## Performance appraisals

Performance appraisals at MWS are vital for staff career growth. The organization values staff contributions, acknowledges managerial responsibility for job performance, and emphasizes motivation's role in enhancing efficacy.

## 360 Degree Appraisal

In order to evaluate an employee's cultural fit within the company, the 360-degree appraisal gathers input from peers, co-workers, and team members. The appraisal is viewed as a chance to give the employee and the employee themselves candid, open feedback. MWS values are typically at the centre of the appraisal.



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