

HR POLICY – Grameen Vikas **Shod Avam Takniki Kendra** **(GVSTK)**

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INTRODUCTION:

GVSTK formed by a group of rural and youth social activists during the year 1994. It also became legally constituted NGO by registration under Rajasthan Societies Registration Act 1958 during the same year. GVSTK is actively working by not for profit and secular nature with democratic values since the inception. The NGO has its operational area within Rajasthan state in whole, but it has prior focus on Ajmer and Tonk districts of Rajasthan state. GVSTK facilitates local action by building alliances and carrying out capacity building in community-based organizations, believing that empowering villagers is the only way to sustainably develop

3. PURPOSE OF HR POLICY

The purpose of this Manual is to provide all the employees of GVSTK a common understanding about the organization's basic HR policy. This Policy is the basis for an understanding between the employer and the employee regarding mutual expectations and obligations. The Policy does not pretend to be exhaustive in covering every detail related to the personnel management, but it does provide a

sufficient foundation for guiding both employer and employees in the interpretation and implementation of HR policy. Where questions of interpretation or implementation do arise, they should be addressed in writing to the GVSTK Director for clarification.

4. ROLE OF DIRECTOR IN HR POLICY

The GVSTK Director is entrusted with the responsibility to interpret and administer, or modify the HR policies. However, he may delegate this authority to any senior officer of GVSTK. Requests for approval and other correspondence pertaining to all employee matters shall be directed to the GVSTK Director or his designate officer.

5. EQUAL EMPLOYMENT OPPORTUNITY

GVSTK has a policy to provide equal employment opportunity to all applicants and equal promotion consideration to all its employees, irrespective of the race, color, caste, creed, religion, sex, or age.

6. APPOINTMENTS

In case of a new project, the staff requirement will be reviewed by Management Committee / Board. The Director or his designate officer will initiate the recruitment process, once there is approval from the Board and the donor.

7. CONTRACTS

All employees will be hired on a contract basis for 01 year or up to the life of the project whichever comes first. No appointment in GVSTK is a guarantee of 'permanency' with the Organization whether or not GVSTK continues its operations.

Appointment for all employees will be made by the Director or his delegate officer. No person shall be considered an employee of GVSTK unless and until she/he receives and accepts an official Letter of Contract issued by the appointing authority.

Subsequent renewal of contracts will be made for a period of one year or for the remaining duration of the project, whichever comes first. However, if the project in which the employee is associated with comes to an end prior to the expiry of his/her employment contract, his/her services with GVSTK shall cease to exist as on the last date of the expiry of the respective project/program.

8. AGE

An employee shall have attained the age of 18 years on the date of his/her appointment. **GVSTK do not encourage and support child labor in any manner related to its activities.**

Personal History Form

All new employees should fill-up a Personal History Form at the time of joining. It should have a passport size photograph along-with self attested copies of date of birth certificate, qualification and experience certificates.

References

GVSTK shall do a reference check of a potential employee, before offering him / her the contract letter. The reference shall be from two persons holding working relationships other than the relatives of the potential employee. We will give priority in the selection of the area coordinator on the basis of his efficiency, experience and social behavior in the social sector

Documentation

Staff hired by GVSTK will be required to complete the following pre and post employment formalities/ documentation as needed.:

9.LEAVE POLICY

Gvstk Provides 10 days of paid leave annually for its staff , ensuring proper work – life balance and well being

10. HOLIDAYS

GVSTK shall observe 10-12 holidays each year, which will be determined at the beginning of the financial year by the Director or his designate. Whenever a previously declared holiday date is changed for astrological or other reasons, the Organization's declared holiday would change to the date declared by the Central or State Government.

11. ORGANIZATIONAL CONDUCT

All employees of GVSTK are expected to work in a responsible, disciplined, harmonious and productive manner, to be loyal to the organization and to work in a conducive manner towards the accomplishment of the objectives of the organization. The employee, by accepting appointment, The organization shall encourage employees to achieve personal and professional satisfaction in their work and endeavor to provide fair and equitable treatment. However, the organization cannot accept or tolerate performance, attitudes, behavior or situations contrary to its professional, financial or ethical standards. They are not to be construed as a complete list of behavior or activities that may constitute misconduct, the determination of which rests solely with the GVSTK Director (SEC).

12 . GENDER POLICY

Principles of equity and social justice require us to work to ensure that everyone has equal opportunity for expressing and using their potential, irrespective of sex, age, race, colour, class, caste, religion, ethnic background, sexual orientation, HIV status or disability. GVSTK is fully committed to channeling it's energy, effort and resources into processes that create a society that values women, men, girls and boys equally

It is for each one of us who make up GVSTK to show to ourselves and the world outside, particularly the vulnerable community members who wage their daily battle against discrimination and injustice, that we deliver what we say

How Will We Integrate Gender Issues In Our Programs

- GVSTK shall develop capacity of program staff to carry out gender analysis.
- Ensure program staff take responsibility for promoting gender equality.
- Promote the creation of structures and opportunities for women's participation in decision-making at all levels.
- Ensure that women's and girls' voices are heard in mainstream development processes.
- Develop, promote and use creative ways of engaging men and boys (and not only women and girls) as agents of change in the pursuit of gender equality.
- Support partners who are aligned to our gender principles, and work to inform and influence those who are not, with the option of breaking the alignment in cases where positive change fails to occur.
- Build a common understanding around gender through induction and training.
- Make all HR systems and policies gender-sensitive and responsive.
- Ensure that women and men are proportionately represented during press briefings and other public relations activities.

