

Human Resource Policy of SISTRY Foundation



SISTRY FOUNDATION (Social Infrastructure for Schedule Tribe & Rural Youth Foundation)



Our SISTRY Foundation
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Introduction:

SISTRY Foundation is a non-communal, non-political and non-profit making NGO at the state level. SISTRY Foundation is committed towards the all-round and sustainable development of the vulnerable and marginalized segment of the society with a prime focus on the poverty-stricken farmers and farm women, distressed women and children belonging to tribal, dalits and minority communities. SISTRY Foundation mainly works for the empowerment and sustainable development of the marginal farmers and farm women and sharecroppers through sustainable and eco-friendly agriculture in backward villages in Purba Bardhaman, Nadia, Paschim Bardhaman districts in West Bengal. The main activities of the foundation include but are not limited to sustainable agricultural development through transfer of need-based, result-oriented and climate friendly agro technologies among the marginal farmers and farm women, promotion of FIG and farmers producers company, development of seed bank of improved indigenous variety of crops, agricultural marketing, promotion of organic farming among the farmers and farm women, women's rights, gender equality, livelihood promotion through skill development, environmental protection programme, disaster management and emergency relief programme.

1. Purpose

The purpose of this HR policy is to establish clear guidelines for the recruitment, employment, and management of staff at the Organisation to ensure a professional and harmonious work environment.

2. Scope

This policy applies to all employees, volunteers, interns and also other experts, consultant and advisors of the Organisation.

3. Employment Practices

3.1 Equal Opportunity Employment

- SISTRY Foundation is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.
- All employment decisions will be based on merit, qualifications, and the needs of the organization.

3.2 Recruitment and Hiring

- Job vacancies will be advertised internally and externally to attract a diverse pool of candidates.
- A selection committee will be formed to conduct interviews and evaluate candidates.

- Background checks and reference checks will be conducted for shortlisted candidates.
- Employment offers will be made in writing, detailing the terms and conditions of employment.

4. Employment Contracts

4.1 Terms of Employment

- All employees will receive a written employment contract specifying their job title, responsibilities, salary, benefits, and other terms and conditions.
- Contracts will be reviewed and signed by both the employee and the Executive Director.

4.2 Probationary Period

- New employees will undergo a probationary period of six months, during which their performance will be evaluated.
- At the end of the probationary period, a performance review will be conducted to determine whether the employee will be confirmed in their position.

5. Code of Conduct

5.1 Professional Behaviour

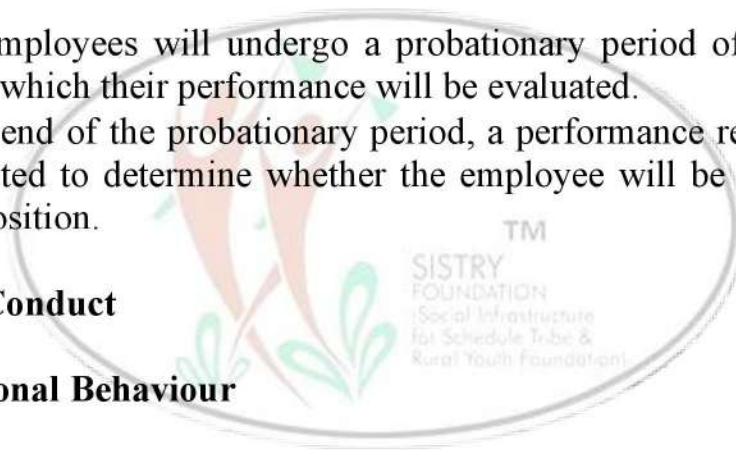
- Employees are expected to maintain high standards of professional behaviour and integrity.
- Employees should adhere to the organization's values and ethical guidelines in all their interactions and activities.

5.2 Confidentiality

- Employees must maintain the confidentiality of all sensitive information related to the organization, its clients, and its partners.
- Confidential information should not be disclosed without proper authorization.

5.3 Conflict of Interest

- Employees must avoid any activities or relationships that could create a conflict of interest.
- Any potential conflicts of interest must be disclosed to the Executive Director immediately.



6. Performance Management

6.1 Performance Appraisals

- Annual performance appraisals will be conducted for all employees to evaluate their performance and set goals for the coming year.
- The appraisal process will include self-assessment, supervisor evaluation, and feedback from peers.

6.2 Performance Improvement Plans

- Employees who do not meet performance expectations may be placed on a performance improvement plan (PIP).
- The PIP will outline specific areas for improvement, actions to be taken, and a timeline for achieving the required performance standards.

7. Training and Development

7.1 Professional Development

- SISTRY Foundation is committed to the continuous professional development of its staff.
- Training programs, workshops, and seminars will be organized to enhance employees' skills and knowledge.

7.2 Educational Assistance

- Employees may be eligible for educational assistance for courses and programs related to their job responsibilities.
- Requests for educational assistance must be approved by the Executive Director.

8. Leave Policies

8.1 Annual Leave

- Employees are entitled to annual leave as specified in their employment contract.
- Leave requests must be submitted in advance and approved by the supervisor.

8.2 Sick Leave

- Employees are entitled to sick leave as specified in their employment contract.

- A medical certificate may be required for sick leave exceeding three consecutive days.

8.3 Maternity and Paternity Leave

- Maternity and paternity leave will be granted in accordance with applicable laws and organizational policies.
- Employees must provide advance notice and relevant documentation for maternity or paternity leave.

9. Disciplinary Procedures

9.1 Disciplinary Actions

- Disciplinary actions may be taken for violations of the code of conduct, performance issues, or other breaches of organizational policies.
- Disciplinary actions can include verbal warnings, written warnings, suspension, and termination.

9.2 Disciplinary Process

- The disciplinary process will be fair and transparent.
- An investigation will be conducted to gather facts and evidence.
- The employee will be given an opportunity to respond to the allegations.
- Disciplinary actions will be documented and reviewed by the Executive Director.

10. Grievance Procedures

10.1 Grievance Reporting

- Employees are encouraged to report grievances related to their employment or workplace conditions.
- Grievances should be reported to the immediate supervisor or the HR department.

10.2 Grievance Resolution

- Grievances will be addressed promptly and fairly.
- An investigation will be conducted to gather facts and evidence.
- The resolution of the grievance will be communicated to the employee in writing.

11. Termination and Exit Procedures

11.1 Voluntary Termination

- Employees wishing to resign must provide a notice period as specified in their employment contract.
- An exit interview will be conducted to understand the reasons for resignation and gather feedback.

11.2 Involuntary Termination

- Employees may be terminated for reasons including, but not limited to, poor performance, misconduct, or redundancy.
- Termination will be handled in accordance with the disciplinary procedures and legal requirements.
- The employee will be provided with a termination letter outlining the reasons for termination and any entitlements.

11.3 Exit Procedures

- Upon termination, the employee must return all organization property, including documents, equipment, and identification cards.
- The final settlement of dues, including salary and benefits, will be processed as per the terms of the employment contract.

12. Health and Safety

12.1 Workplace Safety

- SISTRY Foundation is committed to providing a safe and healthy work environment.
- Employees must adhere to all health and safety guidelines and report any hazards or incidents immediately.

12.2 Emergency Procedures

- Emergency procedures, including fire drills and evacuation plans, will be regularly reviewed and communicated to all employees.
- Employees must participate in emergency training and drills.

13. Work-Life Balance

13.1 Flexible Work Arrangements

- The organization recognizes the importance of work-life balance and may offer flexible work arrangements, including remote work, flexible hours, and part-time work.
- Requests for flexible work arrangements must be approved by the supervisor.

13.2 Wellness Programs

- Wellness programs, including health screenings, fitness activities, and mental health support, will be offered to promote employee well-being.
- Employees are encouraged to participate in wellness programs and initiatives.

14. Policy Review and Amendments

14.1 Policy Review

- This Human Resource (HR) policy will be reviewed annually by the HR department.
- Feedback from employees and supervisors will be considered in the review process.

14.2 Amendments

- Amendments to the policy will be approved by the Board of Trustees.
- Employees will be informed of any changes to the policy in a timely manner.

Signature:



Executive Director
Sistry Foundation
Prangopal Nagar, Nabadwip, Nadia

Date: 14/04/2023

