bachpan bachao andolan

An Initiative of Association for Voluntary Action (AVA)

HUMAN RESOURCES POLICY

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Human Resources Policy

The Human Resources Policy of Association for Voluntary Action as approved by the Board of AVA, is promulgated herewith.

sd/-

(R S. Chaurasia)
General Secretary
Association for Voluntary Action

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1. INTRODUCTION

Association for voluntary Action or AVA is a registered society under the Society's Registration Act, 1860. Association for Voluntary Action (AVA) is the legal entity managing the core activities of Bachpan Bachao Andolan (BBA), a pioneering grassroots initiative. It works to protect children from all form of exploitation, abuse and ensures education for all. Some of the core activity of AVA includes:

1. Managing and running Bachpan Bachao Andolan
2. As a grassroot people's initiatives to prevention of exploitation of children including from Child Labour, Child Trafficking, any form of physical and sexual exploitation, Slavery or practices similar to slavery.
3. Ensuring holistic and overall development of children by providing them with meaningful, compulsory and quality education.
4. Ensuring access to legal aid and assistance for children and their families who may be victims of trafficking or any other form of exploitation including rescuing them from situation of exploitation and providing necessary rehabilitation services.
5. Sensitizing stakeholders, including children, policy makers, enforcement agency and general public about right of children and how to really protect it.
6. Working towards a robust policy and institutional environment for child protection.

Vision:

To create a child friendly society, where all children are free from exploitation and receive free and quality education.

Mission:

Identify, liberate, rehabilitate and educate children in servitude through direct intervention, child and community participation, coalition building, consumer action, promoting ethical trade practices and mass mobilisation.

2. CORE VALUES AND GUIDING PRINCIPLES

Core Values

The Organisation is founded in compassion that drives the values of:

- Justice
- Freedom
- Courage
- Integrity

Guiding Principles of the Organisation are:

- Commitment and dedication to the cause of protecting all children
- Uncompromising focus on quality of work
- Respect for all
- Open, transparent and fair governance
- Zero tolerance for any sort of harassment and sexual harassment in particular
- Employee enrichment and development

3. PURPOSE OF THE HUMAN RESOURCES POLICY

This Policy applies to all associates (any person hired in any capacity by the Organisation through a full-time engagement, with specific terms and conditions) of the "Association for Voluntary Action" (referred to henceforth as the Organisation/AVA).

We believe that Organisation's vision, mission, core values and guiding principles as promulgated, will be understood, passionately believed in and acted upon by all our associates. This Policy has been drafted based on the same values and principles. We as an Organisation are committed to support new associates to build this shared understanding .AVA is an equal opportunity employer and is committed to the principles and practice of equal opportunity and excellence through diversity in an environment free of discrimination and harassment.

The purpose of this policy is to enable a stable, well-motivated and highly skilled work force to perform its duties and responsibilities, fostering collaborative team work and working in a safe, non-discriminatory environment where efforts are recognized.

Disclaimer: In case of any inconsistency with a law or with any government policy, such law or government policy shall have an overriding effect on the AVA HR Policy and the Organisation may take steps to remove any such inconsistency.

4. CATEGORIES OF ASSOCIATES

Based on the kind of contractual arrangement, associates of the Organisation are categorised as detailed below. All agreements/contracts may be renewed at the sole discretion of the Organisation.

Permanent/Regular Associates

Associates hired by AVA for core positions are considered as permanent or regular full time staff of the Organisation. They are entitled to all benefits as specified in the HR manual and in their contractual arrangement. They may be provided with opportunities for career growth and advancement. All regular associates shall be appointed within the specified Organisational Designations and Grades/Levels.

Project-based Appointments

All associates hired under specific project/programme budget(s) shall be in employment until such term as stipulated in the agreement or until the termination of the said project. They are full time associates of the Organisation as long as their contracts are valid. They are entitled to all benefits as specified in the HR manual and they will be provided with all possible opportunities for career development. All such associates shall be appointed within the specified Organisational Designations, Grades/Levels.

Part-time Associates

Part-time associates may be hired or appointed for a stipulated task or for specified hours of work in a day which is less than the normal hours of work (as defined later).

Consultants

Part-time/full-time personnel hired for a functional specialization/ experience/ expertise for a specific task and/or specific duration. They receive benefits as stipulated in the terms of agreement.

Volunteers and Interns

AVA encourages individuals interested in volunteering, interning or training with the Organisation.

- **Volunteers:** Those persons who volunteer their services for the Organisation for a specific task or duration shall also be governed by this Policy unless stated otherwise in their terms of agreement. Volunteers are not deemed as associates and the Organisation does not have any monetary engagement with a volunteer. Volunteers can be:
  (i) National Volunteers
  (ii) International Volunteers

  In the case of International Volunteers, the Organisation may issue a letter of invitation for visa purposes and the engagement shall be governed by guidelines as laid out by the Ministry of Home Affairs, Government of India.

- **Interns:** Associates working for a stipulated time with or without a stipend or remuneration for a particular task. Interns can be:

  (i) National
  (ii) International

  In the case of International Interns, the Organisation may issue a letter of invitation for visa purposes and the engagement shall be guided by guidelines as laid out by the Ministry of Home Affairs, Government of India.

  Remuneration would be decided by the HOD in consultation with HR and Finance. Interns are required to produce original certification for conveyance.

In case of engagement of both Interns & Volunteers, the hiring manager is required to submit the Position Requisition Form at least two weeks in advance along with the Scope of Work to the HR Unit to enable them to source the suitable candidate. Alternately, they may be hired based on their original request to the Organisation.

Trainees

Trainees may be hired for a maximum period of six months from reputed Institutions. Trainees are eligible for a monthly stipend as in the case of Interns. They will be entitled to benefits like one day leave per month and days off on weekends and National Holidays.

5. GRADES AND LEVELS

This section describes the categorization of posts/grade classification, grade structure, department/division and/or unit of the Organisation in accordance with the Organisational needs. The Board of AVA will have the prerogative to revise the same from time to time as and when deemed necessary and/or in the interest of the Organisation. The grade structure would be applicable only to full-time associates. Compensation and benefits shall be based on the grade classification as detailed in Table 1 below.

Grades	Level	Designation
A	Senior Management	Managing Director, Chief Executive Officer, Chief Operating Officer, Executive Director, Director
B	Middle Level Management	Manager, Assistant Manager, Programme Manager, Coordinator
C	Junior Level Staff	Officer, Project Officer, Assistant Project Officer
D	Support Staff	Housekeeping, Drivers, Guards, Pantry

Table 1: Grades & Levels

6. ENGAGEMENT AND RECRUITMENT PROCESSES

6.1 Recruitment and Selection

This policy provides guidelines on hiring the right candidate for the right job and within the least possible time. This is applicable to all associates of AVA. Efforts are made to maintain complete transparency and accountability through this process.

- All vacancies are generally to be proposed by the HOD in consultation with HR & Finance and approved by the Executive Director/CEO/COO/Management Committee
- The approving process of recruitment (for any new position/replacement) must be completed within a maximum of three working days, including position requisition, approval/disapproval and forwarding of requisition to HR in order to initiate the hiring process.
- The selection of associate for any vacant position will be done either from external and/or internal sources.
- There are defined formats for all forms related to engagement and recruitment: Position Requisition, Application, Interview Assessment, Reference Check

Kindly refer to Annexure 1 for details of the Engagement and Recruitment Processes and Forms, including details for records and documentation.

6.2 Relocation Benefit for New Joinee

Relocation allowance may be provided to candidates for full-time positions, in exceptional circumstances, if hired from outside the location of Central Office, in the case of AVA, New Delhi. Relocation allowance, not exceeding the following limit, shall be reimbursed to all levels of associates hired to cover travel, lodging, boarding & transportation of personal effects:-

- Travel for self and immediate family through least cost carriers preferred, as per travel policy
- Transportation cost of goods (associate to obtain three quotes for submission to the Organisation) up to a maximum limit of Rupees One Lakh (Rs. 1,00,000 only) shall be reimbursed against the expenditure of relocation, which shall include accommodation for a maximum of seven days.

6.3 Probation and Confirmation

- A new joinee is employed for an initial probation period of three months during which span the ability of the joinee to fulfil all her/his job requirements, and compatibility with the Organisation is assessed.
- Upon completion of probation, the probationer is given feedback and the HOD shares her/his recommendation of confirmation /termination/extension of probation to the ED through the HR Unit.

6.4 Induction Process

Each associate is taken through a specific and structured induction process that includes familiarisation with the following:

- History of the Organisation and Structure of the Satyarthi Movement for Children
- Organisational Values and Culture
- Domain Knowledge
- Organisational Policies and processes

6.5 Transfers

The Organization encourages lateral transfers to broaden one's skill base, knowledge and exposure while offering excellent career development opportunities. The Organisation reserves its right at any time to transfer any associate to other teams (intra-departmental), inter-department, other locations, or within the family of organisations, as it may deem necessary. HR and the Supervisor/HOD may decide whether a salary adjustment is required as a result of this change in duties.

7. PERFORMANCE MANAGEMENT

Performance management at AVA follows an annual appraisal system that is based on Performance Planning, Performance Monitoring, and Performance Review, to be carried out by Supervisors/HOD. A 360° appraisal system is followed, including peer-to-peer feedback.

Performance Planning (Key Result Areas)

- Establishes an action plan and frame of reference for setting expectations, reviewing, and evaluating performance throughout a performance period.
- Leads to the formulation of Individual Annual Performance Objectives and Key Result Areas (KRAs) based on the associate's job description (JD) and Annual Operating Objectives for a Department or Unit's Annual Operating Plan.

Performance Monitoring (Monthly Reviews)

Once performance plans have been established, the focus shifts to observing, communicating with, and developing his/her associates. At AVA, continuous feedback (on a monthly review basis) and coaching builds trust and motivates associates to achieve Organisational, unit/team, and individual objectives.

Performance Review (Annual Assessment)

The policy affirms the importance of performance reviews. It guides AVA's willingness and commitment to focus on improving performance at the level of the individual. The Organisation follows an Annual Performance Appraisal System. The appraisal cycle shall be from April to March of the following year and the appraisal guidelines are:

- Innovation and initiative
- Domain knowledge and its effective application
- Skills enhancement
- Team spirit
- Organisational discipline

Performance Linked Increment and Promotion

- **Performance Linked Increment (PLI)** is intended to reward good performers and is determined by the overall performance rating based on the associate's professional performance and the results of the appraisal.
- **Promotion** is not a right and the eligibility of associates for the same shall be evaluated based on performance, ability and potential.

8. LEARNING AND DEVELOPMENT

The Organisation endeavours to promote learning and the enhancement of skills and knowledge related to the Organisation's sphere of work.

Job-related learning

To supplement any training arranged by the associate's own workgroup (e.g. short external courses), AVA offers a regular series of short training programmes which may be relevant to associates' job. Some of these training programmes are organised within the central office, some in other locations in India. These are open to all AVA associates and cover the various priority areas of AVA.

Part-time courses

If an associate wants to study in an area which is not needed for his/her current position but which may be helpful for his/her future career, AVA may be able to help through its Individual Career Development Plan. The Plan may provide financial support for any part-time course of study as long as it is likely to benefit both the Organisation and the associate.

External Training Courses

Training programme are also organized based on the training need gap identified by line managers. If any associate wants to apply for a course, he/she must first seek the Supervisor/HOD's approval and then inform the HR Unit.

Any course sponsored by the Organisation with a course fees above Rupees Twenty Thousand (Rs. 20,000 only) shall bind the associate for a period of one year from the time of completion of his/her training. In case the associate, for any reason, leaves the services of the Organisation before the said period of one year, then he/she shall forthwith return the course fee paid by the Organisation.

Other ways in which associates can be supported in learning & development are:

- Coaching by colleagues with specialised skills.
- On the job learning/cross functional learning opportunity/job shadowing.
- Training videos and reference materials

9. WORK GUIDELINES

9.1 Working Hours

The work week shall mean Monday to Saturday (subject to the associate's contract), a minimum of 8 ½ (eight and a half) hours in a day. However an associate may be required to attend work as and when required by the Organisation/ HOD/Supervisor.

- The central office shall remain open from at least 8 am to 7 pm on all working days
- Core working hours for central office associates shall be from 10.30 am – 4.30 pm (If an associate is not on duty within the core working hours, it shall be treated as half day).
- The flexibility of work hours is based on prior approval of HOD/Supervisor
- The working hours in any field/project office or for any other Associate shall be ascertained on a case to case basis by the Organisation
- Lunch hour is 1 pm to 1.30 pm

9.2 Work from Home:

Associates are entitled to avail a maximum of two days of work from home in a month.

9.3 Holidays

This section is applicable to all Associates of the Organisation.

- The Organisation provides 13 days of holidays per calendar year including 11 gazetted holidays as per official Government of India gazette notifications. Of these three days are the national holidays of 15th August, 26th January and 2nd October. Two restricted holidays are allowed to be availed by the associate from the list, as per individual choice.
- In the event of elections or civil unrest, or any other exigency, the Organisation may decide to grant special leave or declare a holiday for the local office.

9.4 Leave

All staff shall be entitled to the following types of leave with pay for a financial year, subject to the provisions under each category of leave. These are over and above the holidays declared as per the Government of India. It may be noted that:-

- Leave, unless otherwise specified, will always be on full pay i.e. an associate will be paid salary as if he/she were on duty.
- Leave is not a matter of “right” and all leave should be sanctioned by the Supervisor/HOD.
- Any leave taken without approval shall be treated as leave without pay.

Types of Leave

Casual Leave (CL)

- An associate may be granted a total of eight days of CL in a financial year and not more than five days at a time; CL can also be availed for just half a day
- CL cannot be combined with any other leave. However, Sundays/public holidays/restricted holidays/weekly offs may be prefixed/suffixed to CL, and shall not be counted towards CL.
- CL can be taken while on tour but no allowance shall be admissible for the period
- Unspent CL shall not be carried forward to the next financial year.
- Individuals appointed and joining duty during the middle of a year may avail of CL proportionately.
- Associate shall take prior approval for CL from his/her superior. In case of an emergency, approval shall be obtained over the phone, which shall be regularised upon reporting back for duty.

Sick Leave (SL)

- An associate may be granted eight days of SL in a financial year, from the date of joining
- In case of SL exceeding three days, a medical and fitness certificate is required to be submitted to the Supervisor/HOD and HR Unit upon resuming duties

- Application for SL may be submitted prior to proceeding on leave in case it is possible (as in the case of an elective medical procedure or treatment), or on the date of resumption of duty post-illness, along with medical and fitness certificate.

Privilege Leave (PL)

- The number of PL allowed in a year is 15 for all associates.
- PL can be availed after completion of probation period.
- PL can only be availed to a maximum of 10 working days, at a stretch, with prior approval of HOD/Supervisor.
- Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to PL.
- PL shall be accrued and may be carried forward to the end of the next financial year, beyond which if unavailed, it shall lapse.
- Associate shall take prior approval for PL from his/her Supervisor.

Compensatory Leave (Comp off)

- Any associate, if required to perform duties on Sunday or on a holiday, may avail compensatory leave.
- Compensatory leave must be availed within 30 days from the day of work on a holiday/Sunday and shall not be carried forward to the next financial year.
- If Support Staff and drivers (staff in grade D) are to work on Sundays or Holidays they shall be paid overtime for their services.

Disability/Medical Leave

- Special Disability leave can be availed for a life threatening disease/illness or a serious communicable disease and accident related injuries requiring long term treatment
- It may be granted more than once if the disability is aggravated or recurs in similar circumstances at a later date, but the maximum leave in consequence of any one disability should not exceed six months. It may be granted on full pay for up to 120 days.

- Special Disability Leave shall be approved at the discretion of the ED/Management Committee in consultation with the HOD/Supervisor.
- In the event of an associate (on probation or confirmed) of the Organisation sustaining an injury in the course of official duty including out-station travel, the same category of leave may be availed.

Special Leave

The ED/Management Committee may sanction special leave to an associate (to a maximum of 15 days) under exceptional circumstances.

Study Leave/ Sabbatical Leave

- An associate may be granted study leave by the competent authority for the purpose of pursuing higher studies/conducting a research study/writing a book/undertaking a course or training programme, in or out of India, provided such higher or special studies and/or training have a direct and close connection with the sphere of her/his duties and which in the opinion of the Organisation shall be of definite advantage to the Organisation.
- Study leave can be availed on completion of at least two years of continuous service
- Study leave can be availed once in a block of 10 years of service

Maternity Leave

- Any female associate who has less than two surviving children is entitled to maternity leave with full pay and allowances for a period of 26 weeks.
- The maximum period entitled to an associate having two or more than two surviving children shall be 12 weeks of which not more than six (6) weeks shall precede the date of her expected delivery.
- In the case of adoption or commissioning/undertaking surrogate motherhood, the associate shall be entitled to full maternity benefit.
- In the case where the nature of work assigned to an associate can be done from home, the Organisation may allow her to do so after availing the full maternity benefit and on such conditions as the Management Committee and the associate may mutually agree.

- Maternity leave cannot be combined with Annual leave in any circumstances.
- Maternity leave may be availed by an associate in case of miscarriage and/or abortion, provided it does not exceed forty two (42) days/ Six (6) weeks.

Paternity Leave

- Fifteen (15) days paternity leave can be availed by male associates to share parenting responsibilities.
- This may be availed twice in the entire service period.
- This shall be availed in one block either one month prior or up to two (2) months after delivery.

Leave without pay

- When the associate has exhausted the available leave credit then the Organisation under its discretion may grant leave without pay to the associate.
- The associate will submit the leave application to his/her Supervisor/HOD and the Supervisor/HOD shall recommend to the ED/Management Committee either granting or rejecting the application.
- The number of days that can be granted as leave without pay cannot exceed thirty (30) days in a financial year.
- Wilful absence of duty i.e. leave taken without prior approval will also be considered as leave without pay (exception – sick leave). Leave without pay taken without the approval may be also considered as break in service.

Amendment to the Leaves sub-clause-“Compensatory Leaves (Comp Off)” of Human Resource Policy Page-17 in availing Compensatory Leave(Comp Off) as per the decision of Management Committee dated 23rd August, 2021.

Compensatory leave must be availed within 30 days from the day of work on a holiday/Sunday and shall not be carried forward to the next financial year (and for the residential staff of ashram it can be availed within one financial year, as they are the residents in the Ashram and avail as per the need arises).

Bereavement Leave

In the unfortunate circumstance of an associate losing an immediate family member (parents, grandparents, siblings, spouse, children), the management may consider approving a period of absence of up to ten days on compassionate grounds.

9.5 Travel

Local Conveyance

Associates may need to commute within city limits for official purposes guidelines for such travel are applicable to all associates and are drafted to ensure that associates do not incur any personal expenditure on official transportation. Associates can claim conveyance as per local conveyance entitlements, laid out in Table 2.

- The entitlements for reimbursements on use of own vehicles will be as follows:
  - Four Wheeler: Rs 12.00/ km
  - Two-Wheeler: Rs 7.00/ km
- If the associate uses public conveyance then he/she will be reimbursed actual charges incurred by the following modes of travel:

Grades	Entitlements (mode of travel)
A & B	Taxi (by registered vendors only)/Ola/Uber/Other such similar service , Auto/Metro/Bus
C & D	Auto/Metro/Bus

Table 2: Table for Local Conveyance Entitlements

- The claimant may submit the conveyance reimbursement form to the administration department within 15 working days.
- Associates who are provided a company car cannot claim reimbursements for official travel when they use their company car.
- If any female associate is required to travel alone after 8 P.M., the Organisation may arrange for her conveyance to residence by company car.

Domestic Travel

Associates may be required to travel within the country for official purposes. This policy provides guidelines for such travel and to ensure that the associates have a comfortable and safe travel and stay. This is applicable to all AVA associates.

Table 3 lists the mode of travel and the maximum limit of entitlement that each grade of Associate shall be eligible for.

Grades	Mode of Travel	Lodging (in INR) per night	Daily Allowance(in INR)	Per Diem (in INR) per day
A	Air/ Train (AC2/AC1)	5000/-	1700/-	300/-
B	Train (AC3)	4000/-	1200/-	300/-
C	Train (AC3)	3000/-	1200/-	300/-
D	Train (AC3)	2000/-	1200/-	300/-

Table 3: Entitlements for Domestic Travel

- Associate must obtain prior approval from his/her HOD before proceeding on tour
- Lodging entitlements are exclusive of applicable taxes.
- In case travel time by train exceeds 12 hours, associates may be entitled to travel by air irrespective of their grade, dependant on the travel destination and other related factors, with approval of the HOD.
- During field visits all associates shall be entitled to use taxi services.
- No expense related to alcohol/ smoking/tobacco consumption shall be reimbursed.
- On the associate's return from the trip a statement of expense detailing out the expenses incurred during the trip along with supporting bills/vouchers (except for per diem) should be submitted to his/her superior for approval and reimbursement
- Advances for expected travel expenses can be requested from the accounts department at least 48 hours prior to commencement of the tour.

International Travel

Associates may be required to travel abroad for business purposes or for training. This policy provides guidelines for such travel and to ensure that the associates have a comfortable and safe travel and stay. This is applicable to all associates of AVA.

- All international travel should be approved by ED/Management Committee
- Associates shall be entitled to a maximum daily allowance of 200 USD as per diem, or as approved with the travel plan, with the exception of when the travel is to SAARC Nations
- Travel Insurance & International Medical Insurance shall be provided by the Organisation

Domestic Travel and International Travel are subject to the following:-

- The entitlement does not apply if the associate is hosted by any sponsor
- Per diem shall be paid in all situations whether the tour is sponsored or not
- On the days of travel, associate shall be entitled to 50% of the daily allowance

9.6 Cyber Security:

All associates are expected to strictly adhere to the Cyber Security policy of the Organisation, as promulgated by the management from time to time.

10. BENEFITS

10.1 Employees Provident Fund

Provident Fund is a scheme of the Government of India which comprises of contributions made by the associate during the time he/she has worked along with equal contribution from the employer. **AVA** strictly adheres to the rules laid down by the Government of India under the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

10.2 Group Mediclaim Policy

The Organisation may provide a Group Mediclaim Policy (GMP) for all regular/full-time associates (Staff & Consultants). Group Mediclaim is a cover which takes care of medical expenses following Hospitalization/Domiciliary Hospitalization of the Insured in respect of the following situations: a) In the case of a sudden illness, b) In the case of an accident and, c) In the case of any surgery which is required in respect of any disease which has arisen during the policy period.

10.3 Leave

The Organisation follows a liberal leave policy as detailed in Chapter 9, Section 9.4.

11. PROFESSIONAL CONDUCT

11.1 Dress Code

An associate's dress is a reflection of his/her professionalism and that of the Organisation. All Associates are encouraged to dress appropriately in ethnic Indian formals/business formals/casuals on duty and especially during field visits. All associates are requested to use their judgment and discretion and dress appropriately so as to maintain office decorum.

11.2 Misconduct

Misconduct refers to behaviour or any action that is not in line with Organisational policies or against the interest of the Organisation or national laws, which can have a detrimental effect on the Organisation's mission and reputation, or on the reputation of an associate. Misconduct shall refer to wrong and improper behaviour, disobedience, insubordination or gross negligence. Please refer to Annexure 3 for a detailed listing of all those behaviours that are considered as misconduct

11.3 Disciplinary Action

The AVA management may impose any one or more of the following disciplinary action on an associate, if found guilty of the misconducts mentioned above:

- Censure or fine
- Warning(written or oral)/Show cause notice
- Recovery from pay of any pecuniary loss caused to the Organisation by negligence or break of order
- Suspension without any payment for a period not exceeding 10 days
- Withholding of Performance Linked Increment
- Demotion to a lower post and scale of pay
- Dismissal from service

11.4 Grievance Redressal

Associates have the right to work without fear of prejudice, bias and harassment regardless of gender, sexual orientation, disability, age, race, or religion. Organisation also believes that all associates have the right to be treated with dignity. Any misconduct at the work place or other than work place, involving associates is a grave offence and is, therefore, punishable.

Associate Grievances Redressal Committee

A committee shall been constituted by the Management Committee to consider and address grievances. The names of the Committee Members shall be shared with the associates through an official communication from time to time.

The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act and Rules, 2013

The Organisation shall constitute an Internal Complaints Committee for the purpose of addressing grievances related to the sexual harassment of women associates at the work place.

The detailed procedures related to the functioning of the above mentioned Committees and the conduct of inquiries thereof shall be promulgated by the management.

11.5 Whistle-blower Policy

The Organisation shall follow a robust Whistle-blower Policy. Any associate making a confidential complaint to the management shall be given due protection by the Organisation, and his/her identity shall not be disclosed.

12. SEPARATION AND EXIT

The Organisation and its associate can sever their relationship by giving notice in writing from either side as per the terms of contract/engagement. Similarly, the Organisation reserves the right to terminate the contract of the associate by giving notice as mentioned in the terms and condition of engagement. Separation may happen either because of voluntary resignation, contract expiry, redundancy/phase out, and termination.

Exit Interview

In all cases of separation except in the event of the unfortunate death of an associate, exit interviews should be conducted just before the associate is relieved of his/her duties. This may be conducted by HR and one representative of senior management of the Organisation. The purpose of the exercise would be to gain critical feedback/suggestion from the associate on areas which could be further improved within the Organisation.

Full and Final Settlement

- Associate shall fill No Dues Form and get that approved from his/ her Supervisor/HOD, Admin, IT, Finance & Accounts and HR.
- On the basis of that, full and final amount shall be paid off in the form of cheque/account transfer, or recovery made as the case may be
- Experience Certificate shall be issued by the HR Unit post 'full and final settlement' and serving of notice period.
- The Organisation reserves the right not to issue an experience certificate to those associates who have not followed proper exit procedure or those who have been relieved from duty due to gross misconduct or disciplinary actions.

ANNEXURES

ANNEXURE 1: Engagement and Recruitment

External Sources for Recruitment include

a. Campus Recruitments
b. Advertisements (Job Portals, Social Media, HR Forums)
c. Web posting on Organisation's Careers page
d. Hiring Consultants (head hunters)

Internal Sources for Recruitment include

a. Internal Job Posting : Internal associates are free to respond to vacancy announcements as and when they are made and seen as appropriate. For this purpose, an Internal Job Posting email shall be circulated. Interested associates may respond, keeping their Supervisor informed. Regular screening and selection processes shall apply.
b. Referral: Associates may refer suitable internal candidates for the vacant positions to the HOD and the HR Unit. It is encouraged that the Associate do so after a preliminary discussion with her/his supervisor.

Pre- Selection Process

- Each potential position has a comprehensive job description with roles and responsibilities, competencies and educational qualifications and the relevant experience required.
- Candidates are evaluated based on certain pre-set criteria on the basis of the requirements essential for the position. These criteria are developed prior to initiating the recruitment process.
- Jointly by the respective department heads and the HR department.
- HR Department initiates the process of sourcing resumes
- All applications shall be accompanied by the curriculum vitae of the candidate.
- The candidates may go through more than two rounds of interview process before being selected.

- A selection committee/interview panel will be formed based on the position for which the interview is to be conducted (Table 4)

Position	Panel Members
MD	Members of Board
CEO	MD/Members of Board, HR
COO	MD/Members of Board, HR
Executive Director/Director	MD/CEO/ COO/Members of Boards, HR
Mid-Level	HOD, CEO/COO, HR
Junior- Level	HOD, HR
Support Staff	HOD, HR

Table 4: Panel Members for each Level of Selection

- Relatives may be hired only for roles that do not have a reporting relationship with the associate. A relative is defined as any person who is related by blood or marriage. The Organisation holds the right to request associate and/or relative to move to other department/unit if there is a conflict of interest.

Post- Selection Process

- Once a candidate is selected the HR department carries out reference checks
- On receiving positive referee feedback/successful clearance of reference check, a formal offer letter along with salary structure is issued to the selected candidate.
- The Letter of Contract is handed over on the day of joining and will include:
    a. Salary Structure
    b. Code of Conduct
    c. Conflict of Interest
    d. Child Protection Policy

Records & Documentation

The following records shall be maintained in the associates' files as post joining documents:-

- Application of the Candidate.
- Curriculum Vitae.

- Reference Check (if any).
- Copy of educational qualification certificates as indicated in the CV
- Job Description
- Any previous Increment/extension letter.
- Joining report (copy of PAN card/Aadhar card, passport) along with copy of proof of identity, date of birth and proof of permanent residence/address.
- Details of next of kin, emergency contact number
- Evaluation report (Interview assessment/panel recommendation)
- Termination letter, Experience/ Relieving letter/ No dues certificate (If applicable)
- Full & final settlement form.
- Employee Provident Fund Form 11 & Form 2
- Income tax declaration, Salary Account Opening Form
- Passport size Photo

ANNEXURE 2: Employee Provident Fund

Employees Provident Fund

This section is applicable only to all associates hired as regular/ full-time associates. In other words, this would not be applicable to Interns, Volunteers, Consultants and part-time associates.

- The associates pay 12% of the basic salary towards associates' contribution to EPF. The Organisation shall also pay an equal amount.
- Associates contribution along with equal contribution from the Organisation is deposited monthly to the concerned Account number in the EPF department.
- When the associate leaves the Organisation, he/she can either withdraw the amount or request the money to be transferred to the provident fund of another Organisation. In the instance the associate wishes to transfer his/her provident fund to new Organisations, he will have to initiate the process after joining the new firm by filling and sending the required Form.

ANNEXURE 3: What Constitutes Mis-conduct

Apart from the breach of any clause in the HR manual, the following shall be generally considered to be acts of misconduct (These are illustrative in nature and not exhaustive):

- Acts subversive of discipline
- Wilful disobedience or insubordination
- Harassment/bullying of any associate
- Disorderly or riotous behaviour
- Threatening or intimidating any official of AVA
- Unauthorized use of AVA property for personal use
- Malafide criticism of Organisation, authority and individuals
- Negligence of duty
- Loitering during duty hours
- Absence without authorised leave
- Sleeping during duty hours
- Consistent indifference to work
- Irregular and/or habitual late attendance
- Careless handling/damage of/to property/funds/assets of AVA
- Doing personal work during duty hours
- Sexual Harassment at workplace
- Theft
- Dishonesty, fraud, lying, misrepresentation and submission of false reports, documents
- Acceptance of bribe
- Disloyalty
- Drinking alcohol while on duty
- Conviction in court of law
- Use of abusive language in office,
- Physical aggression or violence
- Refusal to accept orders
- Gambling in office premises
- Smoking or using tobacco within office premises
- Any other conduct that is inimical to the interest of the Organisation

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