

# ASHWINI

## STAFF POLICY

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## **Section I - Appointment**

### **1. Contract of Employment**

The terms of employment with this office will be guided by the staff policy and the personal letter of employment. The personal letter of employment will state additional terms and conditions of employment.

### **2. Application and updating of personal details**

The employee must complete the authorisation form. The staff member(s) have to notify any change in name, address and telephone number. The staffs have to notify in writing any change in the details of next to kin or the person(s) to be notified in case of emergency.

### **3. Birth Certificate**

The staff member(s) must submit their proof of age before the appointment to this office.

### **4. Reference(s)**

The new staff member(s) must submit two references, wherever applicable, of his previous employers.

### **5. Right to search**

The office will invoke its right to search the member(s) of the staff, should the reasonable doubt exists. The member(s) of the staff must be informed of their right to elect a witness to the search. The outcome of such search must be recorded and kept in the staff(s) personal file.

### **6. Probationary period**

The nature, that is, permanent or contractual; the duration of employment, and the probation period will be specified in the personal letter of appointment.

### **7. Period of notice**

The staff member(s), after being appointed to this office, must give and receive the notice of termination. The period of such notice, on either side, is 3 months.

### **8. Sharing of information**

The staff member(s) are allowed to share the information, related to project, with prior permission from the CEO or Secretary of this office.

All the documents marked 'confidential', are not to be shared with anyone outside the office.

## SECTION II - BENEFITS

### 9. Salaries

- A. The salary of the staff will be as per the salary structure of ASHWINI. The staff is eligible to refer to such official documents.
- B. The salaries of the staff will be disbursed by the last day of every month.
- C. All statutory deduction will be made from the salary of every staff, as per the prevailing rules of Government of India
- D. Salaries will be paid directly to the bank account of the employee. It is the responsibility of the employee to make the details of the bank account available to the finance department.

### 10. Travel expenses

The member of the staff travelling on official purpose will be reimbursed for the bus/train travel as specified in the budget or any such relevant documents.

### 11. EPF and Gratuity

All permanent staff are eligible to Employees provident fund and to gratuity as per The Government norms. Gratuity is applicable only if they have worked for a period of 5 years or more in the organisation.

### 12. Leaves and Holidays

Holidays and leave entitlement under Tamil Nadu Shops and Establishments act are applicable to all employees. But the patient's life and safety comes first. All employees have to follow the "Shift" system prescribed by the hospital. Employees will be expected to work on National holidays and festivals in accordance with a working arrangement that is planned before hand with the HR coordinator.

All leave will be calculated for the financial year, April 1<sup>st</sup> to March 31<sup>st</sup>. Employees must submit leave applications to the HR in charge well in advance and get permission before availing of leave.

#### A. Mandatory Leave:

All the staffs are entitled to 4 National Holidays – Republic Day, May Day, Gandhi Jeyanthi and Independence day- and 5 Festival Holidays.

The festival holidays will be decided by ASHWINI

Some Employees will be required to work on these days. They will be given a compensatory holiday on one of the 3 days preceding or following the holiday.

#### B. Weekly Holiday

All the staffs are entitled to 1 day of weekly off. This has to be pre-planned and sanctioned by the HR Coordinator.

#### C. Sick Leave

All the staffs are entitled to 12 days of sick leave in a year. The doctors at The Gudalur Adivasi Hospital must issue the sickness certificate. All such leaves must follow with the submission of doctor's fitness certificate. Sunday and other holidays in between will be counted as "Sick leave". If not utilized, sick leave can be carried over to the next year for a maximum period of 24 days, but not en-cashed.

#### D. Casual Leave- CL

All the staffs are entitled to 12 days of Casual leave for personal or domestic reasons.

To avail of this the employee must apply in writing at least one day before the leave. Maximum of 4 days can be taken except under extraordinary circumstances.

Any extension to this leave will be considered as holiday and subjected to deduction in pay.

#### E. Compensatory Leaves

All the staffs will be entitled to compensatory offs, where ever applicable, having worked on weekly holidays and public holidays. All such leaves must be approved by the HR in charge.

#### G. Maternity leave

All pregnant employees are eligible to 12 weeks of Maternity leave.

Not more than 6 weeks of this is to be availed before delivery.

Sick leave can be combined with maternity leave.

In the event of a miscarriage, a special leave of 15 days may be granted with the doctor's certificate and permission from the HR in charge.

#### H. Earned Leave

All employees are eligible for 12 days a year of earned leave after completing one year of service. This can be accumulated for a period of two years up to a maximum of 24 days.

#### I. Leave without pay

An employee may choose to take leave without pay if he/she does not have any leave at the time.

Loss of pay will be calculated at

No of days X Monthly salary (all components) X12/260

All leave must be discussed with the team to ensure satisfactory cover of work and responsibility. Where there is no team in the office, the application for leave must be submitted 15 days in advance.

In the event of inability to attain prior permission, the employee must inform the HR in charge by phone or messenger about his/ her inability to attend work and must submit a leave letter immediately on rejoining.

No leave is en-cashable. All leave except earned leave and sick leave will lapse at the end of the financial year.

An employee who absents himself/ herself for a consecutive period of 10 days will be deemed to have terminated the employment.

If an employee does not have leave to his/ her credit, days absent from work will be considered leave without pay.

### **Section III – Sexual Harassment**

#### **13. Introduction**

The changing composition of the work force with more women joining the office and the dynamics among the gender has made it essential to address the need of sexual harassment at the work place. This office has policy governing the working environment and its violation for the women staff. Any such violation will be dealt with utmost care and serious consequences to the aggressor, if found guilty. This policy will be applicable to its entire staff in the office, and all the community women, working as volunteer or on stipend or salary.

#### **14. Definition**

- A. Sexual harassment at workplace has been defined as such unwelcome sexually determined behaviour, whether directly or by implication, as:
- i Physical contact and advances
  - ii A demand or request for sexual favours
  - iii Sexually coloured remarks
  - iv Showing pornography
  - v Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

#### **15. Complaint Mechanism**

- A. All complaints must be made to the members of the “Working Committee” of ASHWINI
- B. All complaints will be attended and dispensed in 30 days time.

- C. In case(s) where the person(s) are found guilty of misconduct will be
- i.) Suspended from office with immediate effect
  - ii.) Initiate disciplinary action, and penalised for his gross misconduct as per the rules
  - iii.) The accused must be dismissed, if, found to be habitual violator
  - iv.) Initiate criminal proceedings, if, the violation comes under the purview of law.
- D. The Complaints Committee is bound to keep all the information related to any such violation confidential.

### **Section IV – CODE OF CONDUCT**

#### **16. Working rules**

- A. All staff is required to
- i) Observe their contract of employment in all respects, and perform effectively the duties of the job for which they have been employed;
  - ii) Give due consideration to the safety and welfare of others;
  - iii) Conduct themselves in all respects in a manner consistent with the proper performance of their duties, the maintenance of good working relationships and the objectives and ethos of the charity.

#### **17. Misconduct**

The following acts will be construed as misconduct and will be grounds for initiating disciplinary action against the employee. The following are some, but not all, examples of misconduct.

Minor misconduct:

- Absence from duty without permission upto three days
- Idling or loitering during duty hours
- Late attendance or leaving workplace before specified working hours have ended.
- Deliberate low work production

Major Misconduct:

- Insubordination
- Lying and presentation of fake reports
- Drug /alcohol abuse at workplace
- Giving/ receiving bribes in any form
- Physical violence or abusive language
- Repeated minor misconduct
- Habitual negligence of work

- Sexual harassment
- Misuse of the organisation's assets

## **18. Grievances**

All grievances are to be made to the "Working Committee" of ASHWINI which will make sure that the grievance is addressed.

## **19. Disciplinary procedures**

- A. A formal disciplinary meeting shall be conducted by the Working Committee with the aim of establishing the fact. The staff member should be given the opportunity to state her or his case.
- B. If it is decided to take a disciplinary action, depending on the serious nature of the incident and the staff member's previous employment record, the working committee in consultation with the other staffs will take an appropriate action.

An employee found innocent will be exonerated.

If found guilty, the following actions will be taken:

- Warning
- Suspension
- Termination

**Termination of service** will be imposed under the following conditions:

1. Furnishing of false information
2. Medical unfitness
3. Conviction by court
4. Engaging in any vocation outside ASHWINI without permission / approval
5. Loss of confidence in the employee
6. Gross misconduct – report of domestic enquiry

March 27, 2013

Annexure 1

Additional clauses for proper conduct of Staff

All staff at all times must:

1. Be willing to be a part of the team in keeping with the spirit of ASHWINI. This is the most important criteria for continuing in the service of ASHWINI. They must be motivated, take responsibility and work sincerely for the advancement of the organization in the right direction. They must not see this as “just another job”
2. They must be willing to come in to help when requested to in an emergency
3. They must be willing to accompany patients being referred to other hospitals as this is an important aspect of the work of ASHWINI
4. Take their “On Call” rotation seriously and be available for reaching the hospital at short notice for any of the tasks that they are on call for. In case the “on call” person needs leave, they should arrange for an alternate person to do call and inform the HR in charge in writing
5. Must be willing to fill in for another staff member who needs leave as an emergency.
6. Must be vigilant at work and give good care to patients.
7. Must answer the phone as soon as it rings
8. Must work efficiently during the period of time allotted to them
9. Must be available for work as per the duty roster. If they are unable to attend duty for any shift, it is their responsibility (and not that of the HR manager) to ensure that someone else replaces them.

In the event of staff members showing minor misconduct, a warning letter will be given to them. If the member repeats the misconduct 3 times, apart from the steps mentioned in the staff rules, the increment for the year will be withheld