

# RASTA

(Regulatory Association for Social & Territorial Assist)



## HUMAN RESOURCE POLICY

### ADDRESS:

Gangta Chowk (Near Middle School), Godda  
PO+ Dist- Godda, Jharkhand-814133  
Mobile- 9430198952

**Website- [www.rastagodda.com](http://www.rastagodda.com)**

**E-mail: [rastatheway@rediffmail.com](mailto:rastatheway@rediffmail.com), [rastatheway@gmail.com](mailto:rastatheway@gmail.com)**

## FOREWORD

**Regulatory Association for Social & Territorial Assist (RASTA)** is an independent, non-profit & community based voluntary organization working at the grass roots level for participatory development. It was established in 2005 by a group of socially committed like-minded young individuals for the upliftment of the disadvantaged and the underprivileged and a positive response to build capacity of the community and the grass root organizations. It was formally registered in August 2007 as charitable trust under the Indian Trust Act, 1882 in Godda District, Jharkhand.

### **VISION:**

To establish gender-just egalitarian, diseases free, empowered & self-reliant civil society.

### **MISSION:**

RASTA endeavors to promote the deprived community and the grass root organizations for people centered, holistic & comprehensive social evolution to achieve self reliance, egalitarian and gender just society through participatory approach and sustainable development and to ensure ecological balance.

People in RASTA have the dedication and aptitude to initiate and to persevere on their tasks to uphold human dignity & equitable social structure to enable the women & socially deprived to claim their fundamental rights.

### **VALUES:**

Cognizant  
Self-reliance  
Diseases free  
Human dignity  
Ecological balance  
Participatory approach  
Equality & Equity-based civil society

### **THRUST AREAS:**

<ul style="list-style-type: none"><li>• Community Health &amp; Nutrition</li><li>• SHG Promotion</li><li>• Environment Protection</li><li>• Child Rights and Protection</li><li>• Agricultural and Natural Resource Development</li></ul>	<ul style="list-style-type: none"><li>• Livelihood Skill Development</li><li>• Women empowerment</li><li>• Education and human resource management</li><li>• Advocacy on Human Rights</li></ul>
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## NEED FOR HR POLICY

**Regulatory Association for Social & Territorial Assist (RASTA)** is a civil society organization working at grass level with the support of diverse human resource base. To ensure that this human resource optimally contributes to attainment of the vision of the organization. On one hand, and enjoys the work and working condition at the same time, a well thought out and context specific Human Resource management (HRM) system has been put in place and to put this system in practice, a HRD cell is established. The cell has been successful in putting various HR systems in place including a HRD policy.

The HRD unit is principally concerned with:-

- ❖ By attracting people, by offering suitable monetary & non-monetary reward.
- ❖ By following progressive practices and policies conducive to bring personal satisfaction to the employee.
- ❖ Progress inductive promotion through relevant empowerment in HR policy projection/ implementation.

RASTA has entered in the 6<sup>th</sup> year, since it was established. Now this organization rooted firmly in the grounds. So now the time has come when this organization should take up some challenges in the field of social development. This may include the efficient planning of the HR POLICY

### HRD Practices

#### 1. Investing in Human Resource Development

RASTA's ability to successfully fulfill its vision rests largely on the shoulders of the people who carry out its work. The caliber of its human resource is, therefore, a prerequisite for organizational success. Consequently, the organizations consider investing in human resource development (HRD) as a core organizational strategy. It therefore, devotes considerable energy to the training and education of its leader, staff and partners.

However, RASTA is taking its approach to human resource development one-step further: It is committing itself to ensure that the needs and concern of its staff members are more adequately addressed. It is hoped that this will have a positive impact on their morale, which will, in turn, increase their commitment to and enthusiasm for their work.

#### 2. Promoting Participatory Process in HRD

RASTA makes conscious efforts to promote participatory approach through various activities such as performance appraisal, monitoring of HRD policy etc. Performance appraisal is a very important and useful activity for measuring the performance of the employee time to time. Performance is appraised by seniors, by coordinators, by peer group and by self.

Apart from this a staff meeting is organized once in a month. The coordinators of the particular project present progress report. In this presentation their communication and articulation skills get sharpened which helps in improving their command in articulation skills by giving their suggestions on the basis of the felt need for improvement. More over the person who presents the report is supposed to be answerable to each and every house member, information level of each employee of all the projects undergoing in the organization.

#### 3. Building an Enabling Environment



- "Motivation" development is also an aim of HRD. Motivation means the desire to work or put in work effort. It is a commitment to the job, work and organization. An employee motivation is influenced by the organization climate and a healthy organizational climate is required for utilizing and enhancing employee competencies. HRD unit also aims at building a healthy climate, where the free expression of ideas, opinion and suggestions is encouraged, there is promotion of collaborate among various individuals; teams, and departments, participation is encouraged.

### **HR Monitoring**

The function of HR monitoring deals with the measurement and correction of the performance of person against the predetermined standards. HR monitoring is the process of checking actual performance against the agreed standards or plans with a view to ensure satisfactory performance. HR Monitoring is verifying whether everything occurs in conformity with the plan adopted, the institution issued and principle established.

#### ***HR Monitoring involves the following steps: -***

- Establishment of standards of performance
- Measurement of performance
- Comparing actual performance with the standards.
- Taking corrective measure.

Performance appraisal is the most common tool using for HR monitoring. Present appraisal format includes appraisal by senior, appraisal by coordinators, and self. Quantifying the parameters of evaluation and involvement of our beneficiaries group in performance appraisal system will be the next step for further improvement in appraisal system.

Major limitation for effective performance appraisal is bias-ness and instant impression. We will introduce a monthly monitoring sheet in the sequence of minimizing the drawbacks. The Immediate reporting authority like Office In-charge, Project directors and director monthly evaluate the performance of every employee and counseling, suggested and rewarded them according to their evaluation would follow this system. To begin, we would try this exercise every month, and would be reviewed. Depending on the effectiveness and relevance, the time period could be changed.



## Chapter - 1: Definition and Guiding Principles

### Title, Commencement and Application

- These rules may be called "RASTA Human Resource Policy"
- They shall be come into force with effect from 1<sup>st</sup> April-2013
- These shall apply to all employees of RASTA except
  - a) Members of the board who are not employee of RASTA.
  - b) Secretary
  - c) Those who are not permanent employee( casual employment)

### Definition

- "RASTA" means **Regulatory Association for Social & Territorial Assist**
- "Organization" means **Regulatory Association for Social & Territorial Assist (RASTA).**
- "Secretary" means secretary of RASTA.
- "Board" means Board of Trusty of RASTA.
- "Service Period" means the time spent by the employee in the discharge of duties entrusted to him/her by the organization.
- "Management" means the board or any other officer authorized by the board.

### Employee of RASTA

- Regular Employee/Permanent Employee:-Those who are appointed in the organization for at least 1 year and during their service period they has maintain good conduct and discipline inside and outside the organization and who give his own consent to the secretary for becoming permanent employee of the organization. The service rules are applied on these type of employees.
- Part Time Employee:- Those who are appointed in the organization in part time basis according to the agreement between him and the organization. The service rules are not applied on these type of employees.
- Contract Base Employee:-Those who are appointed in the organization on contractual basis for a limited period of time and carrying a definite pay. The service rules are not applied on these type of employees.
- Project Employee:- Those who are appointed in the organization for any project on the basis of agreement and a few part of service rule is applicable to this type of employees which is clearly mentioned in the agreement paper.
- Probationer/Trainee:-Those who are provisionally employed on probation period which is minimum of 3 months and maximum of 1 year in which the employee is learn and understand the working culture of the organization and also the organization can get time to know more about the employee with in the period



## Chapter 2: General Service Rules

1. **Recruitment / Selection:** Recruitment is the first step of any selection procedure; it ensures a uniform selection process that is unbiased and transparent. Recruitment Procedure comprises of following steps:

### Personnel Planning

- Determine the requirements of staffs that are vacant on organizational basis and on project basis.
- Determine the job responsibilities for required staffs.
- Determine the qualification (education, experience, skills) for required staffs.
- Accordingly determine the number of staffs that are required for the vacant post.

### Advertisement

- Display the requirement on office notice board.
- Display the requirement on centre notice board for field workers.
- Inform other offices through network.
- Inform the community through word of mouth.
- Inform the Universities (Based on Rural Development), Education Institutions, and Training Centers through official letter, requesting them for displaying it on their office notice board.
- Advertise in website (Dev Net).

*Note: Clearly mention the number of positions, the required qualification and the salary structure in the employment notice.*

### Receiving of Applications

After displaying employment notice to different sources, applications are received from desired candidates.

### Selection Procedure

- Shortlist the suitable applications based on requirement.
- Call the candidates for interview, preferably on specific date and time.
- Constitute an interview board followed by written test, computer test and personal interview.
- Verifying the copies of certificates confirming a candidate's education and other qualification.
- Empanelment of short listed candidates.
- Make reference check from past employer for the selected candidates.
- Inform the candidates through call-letter along with confirmation letter.
- Keep the copy of all documents signed by the appointee on the date of joining for office record.

### Induction

One week induction programme including field visit is organized with a package for each new employee for orienting him about the organization's different policies like Gender policy, HR policy etc, Its mission, vision, history through organization's handbook and Power Point Presentation.

### Job Assignment

After one week of induction programme, the board assigned him with his job along with his job responsibility

2. **Probation:** All new recruits have to undergo a probation period of 3 months. He/she will be provided stipend/salary as per RASTA's policies and post of the employee; one's salary/stipend is subject to revision after successful completion of three months. Successful completion of the probation is necessary and essential condition for one to become permanent staff of RASTA. The probation period can be extended to one year, in case work was not up to the satisfactory level. In exceptional cases, the same can be reduced also. In all cases, decision of the organisation is final. The employee is confirmed by issuing a formal confirmation letter by Secretary. RASTA reserve the right to change one's



designation, post & place of posting of the employee based on requirement and performance appraisal.

3. **Suspension or termination from job:** RASTA can terminate the service of an employee after providing him/her a notice of 3 months or 3 months salary in lives of the notice period if he/she is found to be guilty in any official affairs. The same is also stands for 1 month notice or 1 month's salary in case of temporary staff after doing the following steps.

- If any employee is found fault than he/she is immediately suspended from the post and the secretary of the organization organize a committee to investigate and present the report within 15 days before the committee after getting the report if the employee is found guilty than he/she is discharged from job but if the employee gets a clean chit than he/she again join the organization as before.
- Before discharging any employee from the organization it is necessary to give a notice 15 days before and from the employee's side if no objection doesn't come within this period than he/she will be discharged from the job.
- The employees working in any project can consider discharged from the job if the project is finished or if the agreement between him or with the organization is finished.
- If any of the employee can't able to give his fruitful productivity to the organization for continuously 6 months than he/she will be discharge from his job after giving him a notice.
- The permanent staff will be terminated from the job after giving him notice of 3 months before or terminate him after providing him/her 3 months salary in advance.

4. **Staff Training:** Regular staff members are sending for the training being conducted outside of the organization. Time to time in house training are also conducted in which staff on probation is also trained.

5. **Promotion:** RASTA promotes its employees on the basis of job requirement. Employees are promoted on the basis of their educational qualification, proven track record and carrying out necessary performance appraisal. Employees once promoted can be demoted back, if one fails to perform as per the requirement of new job profile. The secretary of the organization is vested with the right to decide it and there will be no gender bias in case of promotion.

6. **Performance Appraisal:** Exercise of Performance Appraisal is a participatory process and is conducted twice in a year. The appraisal of an employee involves following stages: -

- Self Appraisal
- Appraisal by juniors
- Appraisal by seniors.
- Appraisal by Secretary

All employees are entitled for certain benefits & facilities while discharging one's duty in the organization. An enunciation of the same is provided in the Annexure.

7. **Provident Fund (P.F)/ Gratuity:** Are provided according to the rules and regulation.



8. **Insurance:** Organization facilitates the process of covering its employees under Insurance Scheme of Rs 5, 00,000 from **Bajaj Allianz General Insurance**. All employees are insured from this amount especially who are associated with field works. The employees are thus insured against accidents, ailments that may occur during course of performing one's duties.

9. **Medical Facilities:** The organization is providing 5% of medical allowance on earned salary to the permanent staffs and 10% who are working in the areas which are badly affected from malaria, kalazar etc and also the organization are providing medical security to its staffs.

10. **House Rent Allowance (HRA):** Permanent Employee is given HRA, which is of 10% of one's basic earned salary. It is not applicable for staff whose accommodation facility is provided by the organization or posted for field duties.

11. **Traveling Allowance (T.A.):** Following rules are to be followed while claiming Traveling Allowance for journey undertaken by employees.

- T.A. is not a source of income.
- T.A. is admissible of a journey undertaken by the shortest route of permissible class.
- Employees should perform the journey only with the help of (legally) authorized vehicle.
- The tickets of journey will have to be attached with the bills.
- Employees who are authorized to do the fieldwork with the motorcycle shall have to maintain a Logbook. This logbook will have to be produced duly filled up every month and then be verified by the higher authorities. The verified logbook should be given to the head office.

Category	Railways & Roadways
3 <sup>rd</sup>	AC- 2 <sup>nd</sup> or 3 <sup>rd</sup> tier
1 <sup>st</sup> & 2 <sup>nd</sup> (lady in case of emergency)	AC-2 <sup>nd</sup> or 3 <sup>rd</sup> tier
1 <sup>st</sup> & 2 <sup>nd</sup>	2 <sup>nd</sup> Sleeper or Bus, Auto

In case some other organization / institute (other than RASTA) is bearing the cost of travel of the employee for training/workshops or other programme; they can then travel in authorized classes and for this no TA bill will be paid by the organization.

12. **Daily Allowance:** Employees making journey for official purposes are entitled for daily allowance for various miscellaneous expenses like breakfast, lunch, dinner, tea etc. incurred by him/her. D.A. will be reimbursed as per following criteria:

- Metropolitan- Rs 400 per day
- Capital city of any state - Rs 200 per day
- Small city, District Head Quarter- Rs 100 per day.

13. **Lodging Reimbursement:** The employees can stay in hotel/guest house during night stay in outside station. Reimbursement for the following will be made as per the following conditions.

Metropolitan	Capital city of any state	Small city
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## Chapter - 3: Leave

### 1. General condition for Grant of Leave

The following general principles shall govern the grant of leave to the employees.

- Leave cannot be claimed as a matter of right.
  - Discretion is reserved with Secretary/Director to refuse or revoke curtail or postpone leave at any time according to exigencies.
  - An employee on leave shall not take up any other service or accept any service or employment with out prior approval of the Secretary/Treasurer. It includes setting up of a private professional practice as a Consultant, Resource Person/Accountant/consultant legal etc.
  - Leave may be prefixed or suffixed to a holiday but holidays intervening during the period of leave, except in the case of casual leave count as a part of leave.
  - Any kind of leave, other than casual leave may be granted in combination with or in continuation of any other kind of leave.
  - Application for leaves or extension of leave must be made to the authority competent to grant such leave.
  - Every employee must record in the application the address at which letter should be sent to him during leave.
  - Leave shall not be granted to an employee under suspension.
  - An employee who remains absent after expiry of leave are not entitled for salary for the period of absence unless the Secretary/ Director regularizes it by grant to leave due on satisfactory reasons.
  - Absence without leave amount to interruption in service involving forfeiture of past service.
2. The employees of the organization are entitled for following leaves during the year. The calculation of the same will be done on the basis of the working days in a calendar year.

➤ **Interim Leave:** - Probation employees will be entitled for one-day leave in a month up to their probation period.

➤ **Annual Leave:**

- Casual leave-12 days
- Earn leave - 18 days
- Holiday leave - 10 days
- Maternity leave - 90 days
- Paternity leave- 15days
- Restricted Holidays- 2 days

➤ **Casual Leave:** - Permanent and Project employee is entitled for this leave.

Any employee could avail this leave within one calendar year and does not cumulated for subsequent years.

➤ **Earn Leave:-**Permanent and Project employee is entitle for this leave. Medical and Special leave will be treated under Earn Leave.



➤ **Medical Leave:** Medical leave can be taken only in case of illness. Following are the guiding principles for claiming Medical leave

- In case of illness medical certificate will be required from a registered medical / Ayurvedic Practitioner, in prescribed form in which registration number & stamp of that doctor is also required. Certificate should contain the nature & duration of illness.
- Fitness certificate shall also be enclosed with the application form of medical leave. The Secretary/Director may sanction leave up to 10 days at a time on the Medical certificate given by Medical officer.
- After completion of a year the remaining medical leave will be added to the leave of next year. But total accumulated leave shall not exceed to 30 days.
- The Secretary/Director may obtain second medical opinion if required by requesting concerned Chief Medical & Health Officer of the District or Principal Medical colleges, to have the applicant examined.
- When the employee is under going treatment as an in door patient and leave is recommended by superintendent/ in-charge of a hospital the Secretary/Director shall sanction leave for the period of hospitalization but it should not exceed 30 days.
- **Paternity Leave:** Organization as a part of its gender policy would also like to extend paternity leave of one week to it employees. The same will be applicable for first 2 children only
- **Maternity Leave:** The female employees of the organization are entitled for ninety days paid maternity leave for first two children only.
- **Special Leave:** If the employee gets married then he/she will be given special leave for seven days; organization blesses the couple by giving gifts.
- **Restricted Holidays:** an employee can avail 2 R.H. (Restricted Holidays) as specified in the Holidays only during the calendar year; application should be submitted to this effect in advance.

**Sanctioning Authority of leave:** Casual Leave will be sanctioned by the Branch In charge/reporting officer for the Field Staff working under his/her control.

- Branch In charge can grant the causal leave up to 3 days at a time.
- Branch In charge can grant the Earn leave not more than 6 days
- Leave more than 6 days will be only sanctioned by the secretary.
- Earn leave, Medical leave, Paternity leave, Maternity leave, Special leave & leave for higher studies shall be sanctioned by the Secretary/ Director in consultation with concerned In charge.
- The casual leave or Earn leave of Project Director or Office In-Charge will be sanction only by the secretary.
- Any type of office staff's leave will be sanctioned by the secretary and in absence of him the person who will be authorized by him will sanction the leave.



## Chapter - 4: Disciplinary Rules and Regulations

The entire employee will have to maintain decorum and discipline both in the office as well as in the campus. Violation of the following rules will be taken as acts of indiscipline or misconduct. In any case, the organization will respect the "Principle of Natural Justice".

1. **Employees Disciplinary Action:** The Secretary/Director is competent to take disciplinary action against all the employees and to award major or minor penalties to concerned person.

2. **Act or omissions constituting misconduct:** The following acts or omissions will be treated as misconduct.

- In subordination or disobedience whether alone or in combination with another's of any lawful or reasonable order of a superior.
- Striking work either singly or with others.
- Theft fraud or dishonesty in connection with the Organizations business or property
- Taking or giving bribes or any illegal gratification what so ever.
- Absence without leave from post consecutively for more than 7 days.
- Drunkenness, fighting, riotous or disorderly behavior or conduct likely to cause a breach of the peace or conduct endangering the life or safety of person or any act subversive of discipline and efficiency with in the premises of the organization / or any office of the organization/on official duty.
- Negligence or recklessness in the performance of duty.
- Damage to the Organizations property
- Failure to maintain equipment in clean and proper conditions, threatening or intimidating any employee of the establishment with in premises of the organization/or any other office of the organization.
- Gambling within the premises of the Organization
- Sleeping whilst on duty.

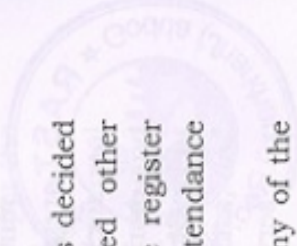
3. **Suspension:** An officer or employee may be placed under suspension by the Secretary/Director when:

- The competent authority is satisfied that there is a prima-facie case of misconduct/ misbehavior against him/her.
- The grave charges of suspected disobedience, malpractice or misappropriation are proved when enquiry is contemplated or is pending or during enquiry his/her continuance in service is considered to be detrimental to the interest of the organization

• An order of suspension may be revoked at any time by the Secretary/Treasurer

During suspension an employee will get subsistence allowance as decided by the Secretary/Director but employees shall not be engaged other employment /business/ profession or vocation. Also a separate register shall be kept for suspended employee where in he/she will make attendance during the period of his/her suspension.

4. **Minor Disciplinary Action:** In case where it is proposed to impose any of the following penalties on any officer or employee, he/she shall be given statement of



allegations and a reasonable opportunity of making any representation that he/she may desire to make, and such representation if any shall be taken in to consideration before the order imposing the penalty is passed.

- Censure (Written warning) ✓
- With holding of increment without cumulative effect-
- Debarring from Promotion
- Recovery from pay of the whole or any part of pecuniary loss caused to the organization by negligence or breach of orders.

5. **Major Disciplinary Action:** the Secretary/Director upon any officer or employee of the organization can impose following major penalties:

- With holding of increments with cumulative effect.
- Reduction to a lower post or to a lower stage in the pay scale
- Termination of service

6. An employee against whom action is proposed to be taken for a major penalty shall be provided with a copy of the charge or charges, as well as a statement of allegations that have been made against him/her and about which enquiry is being held. Statement of allegations duly served on him/her and no plea of non-receipt against this shall be admitted.

7. Every order imposing a penalty on the employees shall be communicated to him/her in writing unless the same has been announced personally to him/her and a note of effect is made on the order sheet by the Secretary/Director.

8. With out prejudice to the provisions of any law for the time being in force any employee who is found to be guilty of major penalties liable to any or more of the case, the punishment indicated above according to the gravity of the case. The punishment will depend not only on the case under review but also on his past record.

9. **Modification of Punishment:** Other shall not modify the order of punishment issued by an authority by its predecessors without the previous sanction of the Secretary/Director. The Secretary/Director by a general or special order may at any time call for the records of any enquiry and review any order made under these rules and may.

- Confirm, modify, or set aside the order or
- Confirm, reduce, enhance or set aside the penalty imposed by the order.
- Pass such other order as it may deem fit. Provided that no order imposing or enhancing any penalty shall be made with out employee concerned has been given a reasonable opportunity to making a representation against the penalty.

10. **Reinstatement:** When an employee who has been removed or suspended is reinstated, the Secretary/Director shall consider and make a specific order regarding pay and allowances to be paid for the period of this absence from duties for period of suspension, whether or not the said period shall be treated as a period spent on duty.

11. **Grant of Leave during suspension / to be removed:** Leave may not be sanctioned to an employee who is under suspension or to be removed from



## Standing orders for watch & ward staff of RASTA

12. **Definition:** Watch & ward include person employed directly or indirectly in the RASTA or in its premises for the purpose of watching, guarding or protecting the organizations immoveable property and for controlling and regulating the entrance to any enclosures and for carrying out similar duties assigned to them within or out side the premises of the establishment.
13. **Terminations of Employment:** For terminating the employment of permanent watch & ward, one month notice shall be given by either side or else one month salary will be given in lives of notice period.

### Working Hours

- There will be one day holiday (Sunday) in a week. The working hours is from 9:30 am to 5:30pm in which 1 hour (1pm to 2pm) is for have lunch break and it can be changed in case of any necessity but the working hour does not exceed more than 8 hrs.
- The field workers have to work in a field for 8 hrs. according to the community.
- The daily and weekly working hour must be between 8hrs. and 48 hrs. respectively
- At the time of stocking or in case of any circumstances the employees can work up to 58 hrs. in a week.

## **Chapter - 5**

### **Code of Conduct / Ethical Behaviour Disciplinary**

- 1) Open Door Policy - The Organization Shall promote an atmosphere of transparency where free exchange of ideas and information shall be encouraged. An Employee be free to openly discuss with heir seniors and fellow employees in any issue related with the working of the organization.
- 2) Professional Conduct and Ethical Behavior - Every employees shall at all time, take all possible steps to ensure and protect the interest of the organization and discharge his/her duties with utmost integrity, honesty, devotion, diligence and shall maintain good conduct and discipline and also take all possible steps to ensure the integrity and devotion to duty of all persons for the time being under his control and authority.
- 3) Employment Policy - The organization shall have well documented related to recruitment, salary structures and scale and other benefits and incentives, leave entitlement, maternity, medical benefits, retirement etc.
- 4) Staff Development Policy - The organization takes necessary steps for career development of its employee and shall provide training to all employees as per the requirement.
- 5) Equal Employment Opportunity Policy -The organization shall provides equal marital status. This policy applies to all terms and conditions of employment including but not limited to recruitment, placement, promotion, termination, and transfer, leaves of absence, compensation, benefits and training.



6) Non-discrimination and Anti Harassment Policy – RASTA is committed to a work environment in which each individual is treated with respect and dignity. At RASTA each individual shall have right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices and harassment. RASTA expects that relationship among employees in workplace should be professional, free of bias, prejudice and harassment.

7) Gender policy - RASTA seeks to be responsive to and promote gender equity and equality in the organization and ensures that its research, interventions, services and training activities serve the needs and interest of both women and men, thus contributing to the elimination of discrimination against women.

8) Child Safeguard Policy: Peoples of RASTA, Godda have a common commitment to protect all children from all forms of abuse, abandonment, neglect, exploitation, violence and discrimination and taking the necessary actions when children are in such situations. We believe that every child has a right to live free from abuse and exploitation.

9) Policy on Work place Sexual Abuse - Every employee shall avoid action or behavior that could be construed as poor practice or potentially abusive. For example, they shall never:

- Use bad language, make suggestion or offer advice which is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocation.
- Resort to sexual abuse or harassment.

10) Policy Prohibiting workplace violence, insubordination and other conduct. – No employees shall initiate or instigate violence, insubordination and other unwanted and disruptive conducting the office during office-hours. This might include the use of profanity (verbal and physical), threats, intimidation, destruction of property and attendance at work under the influence of alcohol or illegal drugs.

11) Policy on consumption of intoxicating drinks, drugs and smoking cigarette etc.:- All employees shall refrain from consuming any intoxicating drink, or drug not medically authorized or smoking cigarette, bidi etc either in private or public place.

12) Outside Employment Policy – No employee shall, except with the written sanction of the organization, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that any employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic, scientific, professional, culture, educational, religious or social character, subject to the condition that his official duties do not, thereby: but he shall not under take, or shall discontinue such work if so directed by the competent authority. In general, outside work activities are not allowed.

13) Absence From Duty – No employee shall absent himself/herself from his/her duty or to be late in attending office or leave the office without having prior permission fro the competent authority.

- 14) Seeking to influence – No employee shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to service in the organization.
- 15) Conflict of Interest Statement- Employees shall work according to the highest ethical standards of conduct. Employees shall devote their best efforts to the interest of the organization. Business dealings that appear to create a conflict between the interest of the organization and an employee are unacceptable. The employee shall disclose any possible conflicts so that the organization may assess and prevent potential conflicts of interest from arising.
- 16) Policy Statement on safety and security of property of the organization – An employee shall take all necessary measures to protect the assets of the organization like building, furniture, fixture, computer, stationary, documents, files records either in print or electronic media, vehicles etc. from any misuse or damage caused or to be caused by an internal or external agency.
- 17) Acceptance of Gifts – An employee shall not solicit or accept for his/her family's benefit, any benefit, bribe or advantage, monetary or otherwise, from dealings, or seeking to do business with the organization.
- The term "Advantage" includes a gift, loan, fee, reward, contract, service favors and entertainment.

#### **Annexure-1**

### **Our principles and commitments towards Child Safeguarding**

Peoples of RASTA, Godda have a common commitment to protect all children from all forms of abuse, abandonment, neglect, exploitation, violence and discrimination and taking the necessary actions when children are in such situations. We believe that every child has a right to live free from abuse and exploitation.

- Zero tolerance of child exploitation and abuse:
  - RASTA has a zero tolerance approach to child exploitation and abuse. Child exploitation and abuse will attract criminal, civil and disciplinary sanctions.
  - RASTA will not knowingly engage—directly or indirectly—anyone who poses a risk to children.
  - RASTA works to minimise the risks of child exploitation and abuse associated with its functions and programs, and trains its staff and partners on their obligations.
- We all have a commitment and responsibility to support the care and protection of children with whom and for whom we work
- We listen to and act on the views and opinions of children
- We treat as confidential all information relating to a child protection concern
- All of our actions and decisions will be guided by the 'best interests of the child' and the principle of do no harm
- All child abuse involves the abuse of children's rights
- In all actions concerning children, the best interests of the child shall be a primary consideration.
- We believe to adopt appropriate behaviours towards children that help create a child safe environment where children's physical and psychological integrity, space and privacy are respected.
- People of RASTA have a moral and legal obligation to ensure that the children with whom we work or have an impact upon are safe. We are committed to upholding the highest standards of behaviours in and outside of the work environment.

**From-  
People of RASTA, Godda**

## Annexure-2

### Recruitment Procedure

Recruitment is the first step of any selection procedure; it ensures a uniform selection process that is unbiased and transparent. Recruitment Procedure comprises of following steps:

#### Personnel Planning

- After sanction of any project from funding agencies, determine the requirements of staffs for the project.
- Determine the job responsibilities for required staffs.
- Determine the qualification (education, experience, skills) for required staffs.
- Accordingly determine the number of staff that are required for the project.

#### Advertisement

- Display the requirement on office notice board.
- Display the requirement on centre notice board for field workers.
- Inform other offices through network.
- Inform the community through word of mouth.
- Inform the Universities (Xavier's, Vishwa Bharti), Education Institutions, and Training Centers through official letter.
- Advertise in website

*Note: Clearly mention the number of positions, the required qualification and the salary structure in the employment notice.*

#### Receiving of Applications

After displaying employment notice to different sources, applications are received from desired candidates.

#### Selection Procedure

- **Shortlist** the suitable applications based on requirement.
- Call the candidates for interview, preferably on specific date and time.
- Constitute an interview board followed by written test, computer test and personal interview.
- Verifying the copies of certificates confirming a candidate's education and other qualification.
- Empanelment of short listed candidates.
- Make reference check from past employer for the selected candidates.
- Inform the candidates through call-letter along with confirmation letter.
- Keep the copy of all documents signed by the appointee on the date of joining for office record.

#### Orientation

Two day orientation programme including field visit is organized for each new employee for orienting him about the organization's mission, vision, history through organization's handbook and Power Point Presentation.

#### Job Assignment

After two days of orientation programme, assigned him with his job along with his job responsibility

