



BASTAR DHARMA KSEMA SAMITI (BDKS)

Sangam Bhavan, Metgda, Jagdalpur

HR Policy

FOREWORD

This Human Resource Policy manual is an important guide for all those who wish to render committed service through BDKS, the official organization of the CMI Nirmal Province, Jagdalpur for social development & humanitarian activities.

The objective of the organisation is to restore human dignity of the poor and marginalized and work for development through an empowerment process.

By joining BDKS, you will have an opportunity to realize the Vision 'to form a just and sustaining social order where gospel values of love, equality and peace are nurtured and lived'.

I want to offer thanks and encouragement to all CMI Congregation members and personnel dedicating to support those in dire need. Our belief is that we can fulfil and practice the spirit of CMI Congregation together.

Let us embark in this venture with courage and confidence to make a difference in the society. May our involvement and participation in the work of CMI Congregation bring manifold blessings to all of us and specially people at the grassroots.

President
BDKS



FROM THE EXECUTIVE DIRECTOR

Dear Staff Members,

BDKS is the official organization of the CMI Nirmal Province of Jagdalpur for humanitarian and social development activities.

Our vision is the formation of a just and sustaining social order fostering values of love, equality and peace. We at BDKS would like to welcome you to join us in the journey of fulfilling the vision. You are now entrusted with greater responsibilities and BDKS expects you to do it with your wholehearted dedication and commitment.

We are happy to print the first edition of Human Resource Policy Manual for your reference. This will surely help all of us as we carry on the mission of the organisation.

The rules and regulations in this manual need to be followed by every employee of BDKS with loyalty, integrity and responsibility. The management, on its part will strive to be just and understanding in its dealings in a spirit of 'BDKS'. This is subject to revision by the appropriate authority and when and where required. I hope this will safeguard the transparent process of appointment, retention, quality enhancement and overall strength of the organization with regard to the personnel matters.

May the God almighty enable us to serve the poor and needy with great sense of commitment!

Executive Director
BDKS



TERMINOLOGY

STAFF SERVICE RULES:

1. BDKS means BASTAR DHARMA KSHEMA SAMITI, Jagdalpur.
 2. Management means the Governing Body of BDKS, Director and any other person or persons so authorized by the Governing Body of BDKS/Director.
 3. Director means the Chief Executive Officer to whom the Executive powers have been delegated by the Governing Body of BDKS.
-
- I. The 'Executive Director' shall be the person who is responsible for the day-to-day execution of programs and policies of the Institution, who shall also be responsible to ensure that these conditions are faithfully followed by both employees and management. He/She may, however delegate his/her authority under these rules to any one holding responsible position in writing.
 - II. 'Employee' means any person who is employed for the work of the Institution; is issued a letter of Appointment by the Executive Director and/or his/her nominee, specially authorized in this behalf.
 - III. 'Habitual' means an act committed on 3 or more occasions in one calendar year.
 - IV. 'Institution' means BDKS.
 - V. 'Management' means the Executive Director and/or his/her nominee, who may be so delegated authority, in writing for purposes of these service rules.
 - VI. Singular may denote the plural and vice versa
 - VII. Financial Year means the year commencing from 1st April to 31st March.



PREAMBLE

BDKS is the official development organ of the Archdiocese of Jagdalpur. It works with the support of the government departments and national and international funding agencies.

It is registered under the Societies' Registration Act and having its registered office at Prakash Vidyalaya, Kirandul, Dantewada and the administrative office situated at Nirmal Sadan, Dharampura, Jagdalpur, CG. It takes up programmes and projects for the poor in the region.

The society has in place its perspective plan till 2018 and during the organizational development process it was found necessary to formulate a HR Policy. This policy was formulated and adopted by the governing body in



BDKS - HUMAN RESOURCE POLICY MANUAL

PART I - VALUES THAT GUIDE THE HUMAN RESOURCE POLICY

The Human Resource policy of BDKS is guided by the vision and mission of the organization and that of CMI Congregation the official agency for humanitarian and development activities. It is also guided by the social teachings of the Catholic Church, which we are called to profess and promote being Catholic Social Organization.

The values set out below are proposed to be the guiding principles in HR for the organization and its members. We believe in the dignity of the human beings and their right to rule and manage their own lives by developing their inherent potentials and ensuring optimum use of the opportunities. We become the facilitators in this process.

Cultural Values

1.-The dignity of the human being

BDKS, in all its endeavours will ever strive to protect and promote the dignity of the individuals in its own workplaces, in its dealing with all stakeholders. We believe in the sacredness and the value of life and the inalienable right to life of every human being. BDKS in all its efforts will promote respect for human lives irrespective of religion, caste, culture etc.

- a. The principle of subsidiarity: BDKS is committed to share the rightful ownership of the programs and the development processes with the stakeholders.
- b. Scale up capacities of our own personnel and our networking grass root level partners so that they become relevant and adaptive to the changing scenario. We strive to emerge as a learning organization through a process of constant transformation.

2.-Equity

BDKS believes in an equitable society where equal opportunities are provided to every person to access and control resources in proportion to each one's needs and requirements.

- a. BDKS is aware of the need to be gender sensitive gauging the limitations of the present-day society. Our efforts are to ensure indiscriminate



participation of women and men. We believe in a society where biases and prejudices do not have a strong hold. We also believe in empowerment of women.

- b. It is also our conviction that we need to reduce vulnerabilities and marginalisation through our interventions within the society so that each one has the opportunity to be an enriched human being.

3.-Justice

Inspired by the social teachings of the Catholic Church, we strive to promote justice and peace in the society. We believe that every human being has the right to express and be heard and treated justly in all situations. We focus our interventions in such a way that we support and network with like-minded individuals and organizations working for the same cause.

4.-Solidarity

BDKS will strive to enhance solidarity with the poor and those who wholeheartedly share the same concerns. Through solidarity we express a firm determination and commitment to the common good. The vision of solidarity binds us together, establishing a society where all will receive what rightly belongs to us as children of God. Firmly believing in the integrity of creation, we recognize the relationship between natural resources and human development. This calls for concerted effort to protect the nature and its resources through programs that are ecologically sustainable and are in harmony with the local environment.

5.-Health

Health is the well being of individual in all aspects of life. Health covers physical, mental, spiritual and social well-being of human life. BDKS will give importance to health in its work place.

- a.-Our priority is to provide a safe and hazard free working atmosphere to all our staff.
- b.-Where there is a possibility of occupational hazard, BDKS will encourage its staff to follow all possible safety measures.

6.-Environment

The earth we live is a beautiful place but it turned out to be a threat to human life due to pollution. We at BDKS will strive to protect the nature by all possible means through its various Natural Resource Management Programmes. BDKS will



address the issue of Global warming wherever possible and will continue to create awareness among its partners.



Personal Values

1.-Integrity

We give due respect to the integrity of creation. Integrity is a virtue we cherish in our day-to-day life. Integrity is a part and parcel of BDKS. We at BDKS will strive to envisage it in all our activities.

2.-Transparency & Accountability

We recognize transparency and openness, as fundamental values and preconditions for the growth of our partnership.

- a. We encourage transparency in all decision-making processes, utilization of resources, assessing performances and communication.
- b. We believe in sharing the concerns and apprehensions of all those we serve in a spirit of trust and mutual respect.
- c. Team spirit is fundamental to an organization's culture wherein work becomes a process of learning-and progressing together. Each person is considered as a unique contributor who is valued and respected.
- d. We believe that every person is accountable for his or her actions
- e. Accountability will be in line with delegated authority and responsibility

We value accountability at all levels in the organization. Each one has been entrusted with certain responsibilities, which should be performed with diligence and are accountable for.

3.-Commitment

Organisational commitment is the subset of its staff commitment. It is the acceptance, involvement and dedication of its staff towards the goal of BDKS. BDKS strongly believes in the attitude of attachment towards the organization and encourages its staff and partners to have a committed relationship with the organization.



PART II - RECRUITMENT

OBJECTIVE

All recruitment in BDKS would be based on predetermined specific positions and competency. Maximum efforts will be made to maintain gender balance of the managerial posts with women candidates. BDKS will not permit child labour in any of the BDKS projects.

CLASSIFICATION OF STAFF

Temporary: All the staff of BDKS are project based and therefore 'Temporary i.e as long as the project goes.

Termination:

1. The appointing authority has authority to terminate an employee paying one month salary in advance. The employee also can leave the job either by giving one month notice in advance or surrendering one month salary. No. reason will be given if one is terminated. The employee also need not give any reason for his leaving the job.
2. The appointing authority shall inform the employee one month in advance before the expiry of the project to which one is appointed.

Contract: The one who is employed due to his/her experience and expertise on a contract on a stipulated time or for a specific task or for a project on the completion of which the contract shall stand terminated. However new contract may be made on the same or such other terms mutually agreed upon depending on the need of the organization.

SCOPE OF THE POLICY

This policy covers all appointments BDKS other than the Religious.

General Criteria

- For any post other than consultant, the person recruited should be below 58 years.
- The minimum age for recruitment is 18 years.

The basic minimum educational qualifications should be matriculate for support staff. For others the minimum is graduation/as per the demand of the post.



- Any person recruited should not have any criminal background.
- The candidates should have sound physical / mental health.

Consultant: The one who is hired for a specific task which requires professional competence and specialization when the organization requires external assistance / guidance such as evaluation, accompaniment, training etc.

PROCESS:

Ongoing job analysis

The ongoing job analysis should be done every year and documented by the director with the help of the project selection committee.

Defining Terms of Reference

For each of such positions a “Terms of Reference” (TOR) should be defined. The TOR contains the job description, required educational qualification and experience, defined operational structure etc.

Internal Appointments

The required post in BDKS will be based on the need assessment of the work in the organisation. PSC will work out the required number of employees in each department.

As per BDKS requirements a vacant position or a new position is advertised/posted within BDKS specifying clear eligibility criteria. Only in the event that there are no suitable internal applications for the post, would the position be advertised externally. Every eligible employee can apply for the position. The short- listing for interviews would be made as per the profile and requirements of the job.

Any interested candidate should forward his/her application for the same in the prescribed format to the Executive Director.

The PSC will give an assessment of the candidate with special reference to the requirements of the job applied for and keeping in mind the performance of the candidate over the previous two years.

Employees competing for Higher Positions shall generally be considered on the following criteria:



1. Requisite qualification and experience
2. Job knowledge
3. Skill requirements/competencies of the job

a) Performance history of past 3 - 5 years

b) Value-based job-related behaviour in the past.

In order to avoid stagnation of the competent employees and encourage further growth, Management should develop mechanism for creating avenues for growth.

The selection of the candidate from among the internal candidates will follow the process for external appointments as detailed below.

Employment Application Form

BDKS would develop a standard format for prospective candidates to apply with relevant details. This form captures the basic information about the candidate.

Advertisement

PSC Unit will be responsible for initiating action such as advertising for the vacancy, use of recruitment consultants, use of panel of past shortlisted candidates as may be appropriate after acquiring requisite approvals.

For Regular and contract posts, it is mandatory to advertise the vacancies in at least 2 national dailies. Information should also be given to Dioceses and regional offices.

For temporary, project related staff and consultants it is not mandatory to follow the advertisement procedures.

Every applicant should apply in the specified format provided by BDKS with a minimum of two references.

There should be at least a minimum of 15 days gap between the date of publication of the advertisement and interview.

Due to the critical nature of some posts, application time for all Internal or External positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.



For a single post, from the suitable applications received, an appropriate number should be called for the interview process. The call letter for interview should be sent to the candidates both by mail and email at least 7 days in advance from the date of interview.

The Interview

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position. It is also the responsibility of the above team to review the position-description sheet and make it available as a part of the interview documentation.

The interview process should have three levels one is written test, group discussion and final interview. At every level, short listing is to be done so that only the right candidates come for the interview. For a single post the minimum three and maximum number is five.

The Interview Panel

For the test, group discussion and interview the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointment committee and subject specialists. There should be sufficient gender balance in the panel.

The Interview Rating Form

The Interviewer's rating form is aimed to achieve two things

- a. To map the process through which the candidate passes and
- b. To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the form.

Medical Examination

Before issuance of offer letter selected candidates at their own cost have to undergo a



pre-employment medical examination according to prescribed medical standards by the organization. The medical examination centre will be decided by the Organization.

Letter Of Appointment

An appointment letter is issued to the candidate subject to the results of reference checks and pre-employment medical examination. The candidate is required to sign this letter and return a copy to the organisation.

Induction Process

A comprehensive orientation to BDKS is an important first step for new employees.

All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them especially with the agency policies, procedures, mission, vision, strategy, values, functions and operations. The methodology would be that of spending formal time with selected employees to understand them and their roles. The newly inducted employees should also use this time to understand their role, as expected by Organization.

In recognition of their experience and expertise, senior staff members will often be asked to participate as facilitators in the Induction Program, on a need basis.

The coverage of such a program shall be:

1. Welcome the new employees on the first day and introduce them to everyone in the office.
2. An induction pack prepared by HR consisting of service rules, samples of vouchers, claim forms, reimbursements forms and other relevant documents to be handed over to the new recruit.
3. Explain the mission and Guiding Principles of CMI Congregation India.
4. Describe briefly and in the culturally appropriate manner, the key ideas of Catholic Social Teaching and the Development Strategy.
5. Provide access for the new employee to read the policy documents such as Gender, Emergency, Environment Policies and Strategic Plan.
6. Review the Regional strategy/Plan
7. Describe key office norms and policies.

Personnel File:



A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Certificates of birth, education and medical fitness
4. Written comments of reference
5. Interviewer's rating form, completed preliminary tests etc.
6. Appointment/Contract letter
7. Joining Report
8. Job Description, Performance & Development Plan
9. Letters of annual salary revisions & copies of performance appraisal.
10. One coloured passport size photograph
11. Any other personal memos
12. Resignation/Contract termination letter
13. No Claim Certificate
14. Any other information deemed appropriate by the agency



PART III - TRAINING AND DEVELOPMENT

Objective

BDKS is committed to the professional development and skill updating of all employees so that job performances, work efficiency and effectiveness are improved to contribute to the overall vision and mission of the organisation, at the same time respecting the rights of the individual to scale up capacities. Outstanding personnel will have the opportunity to become trainers in specific areas of interest.

Applicability: All Staff

Process: A Training Need Analysis (which is also followed by a performance appraisal) will be conducted internally at regular intervals by the Director specifically looking into the job requirements of each individual, scope of the job in the future as well as the capacity of the individual in various levels of scale up.

Training Plan: There are two ways of providing such training. One can be in house training with the help of external resource persons or international agencies/standards for a larger group of personnel. These will be planned from time to time depending on the requirement. On the basis of a need analysis an yearly plan of action will be prepared, approved and strictly followed up.

The second type of training is an individual availing training provided by external organisations. The same process of need analysis as well as inputs from the performance appraisal will be followed.

Each individual within the organisation will get a chance to attend at least one internal training a year. External trainings (within India) will be based on the need of the organisation and the aptitude and performance of the candidate.

Post-Course Report and Presentation

All employees upon attending any program will make a written report and supplement the same with a presentation to the rest of the colleagues in the office. This will be considered an important part of each training. The intent here is to comprehend and multiply newly acquired skills and also action plan use for the inputs. Those attending the program, especially outside programs will ensure that the resource materials procured as part of the training are made available to the documentation section to be later availed by those interested.



PART IV - LEAVES

BDKS therefore, provides different kinds of leave to meet with the various eventualities. Leave as a matter of policy, we encourage all employees to take appropriate and admissible leave and we discourage en-cashing of leave.

Availing of leave should be with advance notice so that the work of the organization does not suffer. The procedures required to be followed in applying and granting of leave are set out in the following paragraphs:

Kinds Of Leave

Casual Leave

All employees are entitled to 12 days casual leave in a financial year to meet the unforeseen contingencies. Unutilized leave will lapse at the end of the year and are not en-cashable. All requests for casual leave should be made in writing and prior approval from the director or the one nominated by him/her be obtained. However, under sudden or unforeseen circumstances, if an employee is unable to take prior approval, he/she is expected to communicate either telephonically or in writing on the same day. Every employee can avail 3 days of casual leave at a stretch with prior permission. Casual leave will not be combined with any other leave.

Sick Leave

- a. All employees are entitled to 5 days sick leave in a financial year to meet the medical attention needed. In the normal course, it is expected that the application reaches the office on the day one wants to avail of it. The delay in submitting the application after three days of joining duty will not be condoned. A certificate from a competent medical practitioner is to be produced if the employee avails the leave for 3 days and above.
- b. Any employee suffering from any type of contagious or infectious diseases shall on the advice of the doctor be sent on compulsory leave. Similarly, in the case of long illnesses, the absence from duty will be treated in the same manner as in the case of those suffering from contagious/infectious diseases. However, the discretionary power on granting of such leave rests exclusively with the Executive Director and the decision is purely based on the merit of the case.
- c. Taking of sick leave on false grounds with or without medical certificate becomes an act of misconduct and will be called for appropriate disciplinary action.



Study Leave

All employees aspiring to pursue their studies related to the kind of work the organization is involved could be granted a maximum of one week (continuous) study leave in a financial year for the preparation of their exams provided written request is made and permission for the course of study is granted in writing by the Executive Director prior to the start of the course process.

Maternity Leave

1. All expectant women will be eligible for 90 days maternity leave with full pay.
2. In case of miscarriage/ or other gynae-related medical conditions an employee shall be entitled to 45 days leave. The request for such leave must be supported by medical certificate from the qualified medical practitioner.
3. Maternity leave can be prefixed or suffixed by earned leave or medical leave.
4. In case of legal adoption for employees without children whereby the adopted child is less than 3 years, the employee is entitled to 15 days leave. On the basis of each case the duration of the leave could vary.

Paternity Leave

The spouse, of the expectant wife will be eligible to 10 days paternity leave at the time of the birth of the child with full pay.

Compensatory Leave

Assistants are required to attend office on holidays to complete the work of the organization to meet the deadline on the advice of the In-charge of the department, prior approval is to be obtained in writing from the director or his/her nominee. A compensatory leave in lieu of may be availed within a month.

Compassionate Leave

A maximum of 5 days leave with pay and allowances per occasion is permissible to attend the funeral of a member of the employee's family as defined below:

- Parents of self or spouse
- Spouse



- Children (including legally adopted children) Siblings of self
- Employees are expected to return from Compassionate Leave as scheduled.



PART V - PERFORMANCE MANAGEMENT SYSTEM AND PROMOTION

Introduction

BDKS mandate is to effectively appraise the performance of an employee to determine and recognize individual performance in contributing to the growth of the organization and reward the deserving employees.

BDKS performance management system comprises of performance planning, capacity enhancement mechanism, feedback system, assessment and recognition in concurrence with its Vision and Mission. In totality it measures performance against set objectives and value-based behaviour in job management.

Performance appraisal methodology and tools should be communicated to the employees time to time with the expectations of the Organization from the employees.

This system will be based on four principles

- 1.-Link plans to the Short- term goals which is in line with the overall vision and Mission of the Organization
- 2.-Focus on priority results, not routine activities and make it simple.
- 3.-Ensure continuous feedback from colleagues and partners.
- 4.-Link merit increases to performance appraisals.

The system includes

- Job description
- Performance planning (selecting achievable, results-based objectives from the short term organizational plan)
- Capacity Enhancement (training, learning and skills development of employees)
- Feedback system (At least twice per year employee performance review and feedback provided)
- Assessment (performance review at the end of the financial year)
- Rewards, Recognition and Penalty (incentives for achievement and penalty for not performing)



Job Description

Guidelines

The management should give clear job description to each employee according to the designation/title. The job description should be inline with the designation/title.

Performance Planning

Guidelines

During April each year, each employee should set a target (5 objectives- related to his/her job description) to be achieved during the financial year. This will be done in consultation with the department in-charge. Simultaneously the required knowledge and skills to achieve the set objectives should be worked out.

The set objectives along with the requirements should be submitted to the Director for their approval. The approved performance plan should be signed by the employee and the department in-charge and the copy must be retained by the management in the employee file and the same be given to the department in-charge and the concerned employee.

HR will look into the training and capacity requirements suggested, and the monitoring system required for complying with the performance management. Orientation and training on the performance management system should be provided to each new employee so that they will understand the system and each staff member will be held accountable for its smooth implementation.

Capacity Enhancement Program

Guidelines

- 1.--Identification of needs for skills and development, based on the interest of the employee, related to the job description and the findings of the assessment.
- 2.--In consensus with the department in-charge and the employee, the identified needs for capacity enhancement should be submitted to the management.
- 3.--HR will ensure the identification of opportunities and its implementation.

Feed Back System



Guidelines

1. The director will review the progress of the set objectives quarterly and give feed back to the employee by encouraging, motivating, and assisting in identifying the weaknesses and strengths, which will enable the employees to improve their performance.
2. Concrete findings of the review along with the suggestions made for improvement should be recorded in the employee file to assess the growth in the performance of each employee.

Assessment

Guidelines

1. Yearly assessment will be conducted in March of each financial year.
2. The assessment will be based on the set objectives and the findings of the quarterly and half yearly reviews.
3. There will be a platform for interaction, discussion and sharing of the ratings/findings of the employee with the management.

Reward, Recognition

Guidelines

- 1.--The rewards, recognition and penalty will be based on yearly assessment, quarterly and personal interview at the end of the financial year. The employee's job related behaviour that is in line with the value system of the organisation will be considered

Procedures

Performance appraisals are strictly confidential. Hence, only the management/HR, managers and the concerned employee will have access to the results.

All staff members employed in BDKS for six months or more shall be evaluated during the month of March, just prior to the end of the financial year. A signed copy of the appraisal will be available for the individual employee after approval by the HR/Management.



Implementation of BDKS Performance Management System

- a. HR/Management will develop appraisal system/format for assessment.
- b. HR/Management are responsible for ensuring that each employee's yearly plan has been developed and finalized and provided to the concerned employee by April 30th This will include all the requirements that have been identified by the concerned employee and the manager of the department and approved by the HR/Management.
- c. Managers will be responsible for conducting quarterly reviews in the month of July, October and January for each employee in their concerned department, for continued encouragement and feedback for improvement. The report will be submitted to the HR/Management.
- d. HR/Management in collaboration with department managers will be responsible for ensuring the Half-yearly review of each employee in the month of July.
- e. HR/Management will initiate the yearly assessment review process from the 2nd week of March.
- f. By March 25th all the employees should have completed their yearly assessment review.
- g. In the first week of April the HR/Management should share the results of the review with the concerned employees.

If an employee fails to perform as per her/his performance plan, the managers shall draw up a Performance Improvement Plan for the concerned employee for a period of six months in consultation with HR/Management and the employee. During this period the employee is expected to improve their performance along the defined parameters.

At the end of six months of Performance Improvement period, if the employee fails to meet the expected level of performance, the contract of the employee on contract may be terminated.

Petty Loan

An employee is eligible to take a loan of up to Rs. 5000/- (Rupees five Thousand only) as petty loan to be paid back within 12 months. However, such a loan can be taken only once in 12 months.

TRAVEL

- All local travel requires permission from the appropriate authority.



- All outstation travel/tour programme has to be submitted to the Executive Director/his designate for prior approval.
- All are strongly recommended to make use of an economic means of transport in view of the spirit of option and service to the poor and oppressed.

Local Travel

- i.) Employees at the Head Office will be allowed the use of the office vehicle with the prior permission of the Executive Director.
- ii) Claims for reimbursement of local transport should be submitted to the Executive Director.

Outstation Travel

In pursuance of official duties, the following travel facilities are permitted:

1. All are permitted to travel by maximum of III AC or luxury bus.
2. In special circumstances, the Executive Director may sanction Air Travel by Apex fares or other concessional / promotional fares for staff subject to exigencies and for reasons provided, in writing.

In all cases of above travel, the actual railway/ bus ticket/ Boarding pass and ticket will have to be produced in support of claim. In case of non-production of railway ticket only 2nd class railway fare shall be reimbursed.

Record of Attendance

- a. All Project Officers/Field Staff will submit a daily report in respect of project sites while on tour. A copy of such tour itinerary should be submitted to the Executive Director regularly by Project Officers/Field Staff together with their claims of reimbursement of travel expenses in the prescribed forms.
- b. Staff may not attend Meeting/Seminars/Conferences without the prior approval of the Executive Director.

HOLIDAYS

The following days will be observed as holidays:



- a. New Year's Day, Idu'l Zuha, Republic Day, Maundy Thursday, Good Friday, May Day, Independence Day, Gandhi Jayanti, Dussehra, Deepawali, Christmas, Christmas following day.
- b. In addition to the above, the employee can choose any four holidays from the list circulated at the beginning of the year.
- c. Holidays for the staff of Head Office will confirm to the official approved list unless otherwise altered. The list will be circulated in the beginning of the calendar year.



PART VI - CONVENTIONS

1. APPOINTMENT OF STAFF

- 1.1.** i.) Appointment of Priests and Religious to BDKS will be made by the appropriate appointing authority under terms and conditions mutually agreed upon by the appointing authority and the Diocese/Congregation of the person.
- ii.) Appointment for the post of Assistants, Attendants and Partner/Program Support Officers for specific projects will be made by the Executive Director on behalf of the Appointment Committee.
- iii.) Appointment of temporary/ contract / project staff will be made by the appointment committee.
- 1.2.** A copy of the HR Policy manual for Employees BDKS shall be given to the employees along with their letter of appointment.

Employment of persons from one family: - Ordinarily, only one person from a family will be employed in the Organization.

2. GRIEVANCE PROCEDURE

- i.) Any employee who feels that he/she is unjustly treated, in the discharge of his/her duties either by the Management or by a colleague or a subordinate may submit such grievance in writing to the nominee of the Executive Director. Such grievance shall be duly considered by the Grievance Committee which would include the nominee of the Executive Director and a senior member of the staff.
- ii.) The first step in grievance redressal shall be, a verbal report by the grieved employee to his/her immediate superior. He/she should listen to the employee, collect the relevant facts and try to settle the grievance. He/she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly where the alleged grievance is not settled. The same is forwarded to the Management.
- iii.) If the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Executive Director for redressal. It is only on exhausting this procedure, that an employee



may appeal to the Chairman of BDKS who may consult the Governing Body if he deems fit.

iv) This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled as a family within the Institution.

3. PROTECTION FROM SEXUAL HARASSMENT AT WORK PLACE

It shall be the duty of the management to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution for acts of sexual harassment by taking all steps required.

Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- A. physical contact and advances;
- B. a demand or request for sexual favours;
- C. sexually coloured remarks;
- D. showing pornography;
- E. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether he/she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the victim has reasonable grounds to believe that his/her objection would disadvantage him/her in connection with his/her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Preventive Steps

The employer or person in charge of the work place should take the following steps:

- A. Prohibition of sexual harassment as defined above at the work place



should be notified, published and circulated in appropriate Rules.

- B. If anyone is found guilty of the above act, the same may be taken into account and the penalty imposed on the offender as per Conduct Rules.
- C. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the management shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.

Complaints Committee

The Complaints Committee consists of 5 staff (3 women and 2 men) from among the staff. Any staff may directly approach the said Committee.

4. MISCONDUCT

The following acts of misconduct are illustrative and not exhaustive and is to be considered as misconduct for which the employee will be liable for disciplinary action as per rules.

Any violation of the Rules & Regulations of the Institution is a misconduct which needs to be corrected through disciplinary action by the management. Misconduct enumerated as follows are:

- a. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- b. Theft, fraud or dishonesty in connection with the Institution's work or property.
- c. Refusal to go on transfer or deputation.
- d. Wilful damage to or loss of Institution's goods or property.
- e. Taking, or giving bribes, or any illegal gratification.
- f. Habitual absence without leave, or absence without leave for more than three days.
- g. Habitual breach of any law applicable to the Institution.
- h. Habitual late attendance/Early leaving.

Riotous or disorderly behaviour during working hours at the Institution.



- i. Habitual negligence or neglect of work.
- j. Striking work, or inciting others to strike work.
- k. Any person convicted in any court of law for criminal offence.
- l. Any act subversive of discipline or good behaviour either on the premises of the Institution or elsewhere, including at residential premises if provided by the management.

CONSEQUENCES OF MISCONDUCT

A. Suspension

- a. On receipt of a report in writing the appointing authority may suspend an employee for any act of alleged misconduct, pending enquiry.
- b. The order of suspension shall take effect immediately on its communication to the employee. Charge sheet should be given within seven days.
- c. Leave will not be granted to an employee under suspension.
- d. During the period of suspension, the employee shall not leave station except with the written permission of the management.
- e. The suspended employee will be required to mark attendance at the place and time mentioned in the suspension order.
- f. A suspended employee will get subsistence allowance subject to the conditions that he/she does not take up any employment during the suspension period.
- g. If a suspended employee fails to mark his/her attendance on any day he/she will not get subsistence allowance for that day.

B. Subsistence Allowance

- i.) Where the enquiry contemplated or pending is departmental, the subsistence allowance shall for the first ninety days from the day of suspension, be equal to 50% of the basic wages, dearness allowance and other compensatory allowances to which the employee would have been entitled if he/she were on leave with wages.
- ii.) If the departmental enquiry is prolonged and the employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to 75% of such basic wages, dearness allowance and other compensatory allowances.
- iii.) Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the employee, the subsistence allowance shall for the period exceeding ninety days, be reduced to 50% of such basic



wages, dearness allowance and other compensatory allowances.

- iv.) On the conclusion of the domestic enquiry if the employee is found guilty of the charges framed against him/her and an order of dismissal is passed, he/she will be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him/her shall not be recovered.
- v.) The management may proceed to institute a domestic enquiry in respect of alleged misconduct as set out here in above or in respect of any alleged criminal misconduct committed by the employee. The management shall not be stopped from proceeding with the domestic enquiry even if criminal proceedings have been initiated against such an employee.

During the pending of the criminal proceeding the domestic enquiry shall proceed as the test of evidence before a criminal court is different and distinct to that, before a domestic tribunal (domestic enquiry). If on conclusion of the domestic enquiry, the employee has been found to be not guilty of any of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

C. Penalties

- i.) Warning or censure
- ii.) Fine
- iii.) Suspension without pay and allowances for a maximum period of seven days.
- iv.) Withholding of annual increment
- v.) Demotion
- vi.) Dismissal

Note:

- i) No punishment as per clause 4C (i) and (ii) shall be made unless the employee concerned has been informed in writing of the alleged misconduct and given an opportunity to explain.
- ii) No order of punishment as per clause 4C (iii), (iv), (v), (vi) shall be made except after holding an enquiry against the employee concerned in respect of the alleged misconduct. An employee may be dismissed if convicted by a court of law for any criminal offence involving moral turpitude.



DISCIPLINARY ACTION

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the management is not satisfied with such an explanation, and action (iii - vi) is contemplated, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

PROCEDURE OF DOMESTIC ENQUIRY

- i.) If an order of suspension is rescinded the employee shall be deemed to be on duty during the period of suspension and will be entitled to the same remuneration as he/she would have received if he/she had not been suspended.
- ii.) In the case of a major misconduct, there shall be a recorded enquiry, provided however, that no such enquiry will be necessary if the employee concerned admits the charges in writing. The employee concerned shall be issued a charge sheet (or show cause notice) clearly setting forth the charge(s) alleged against him/her, by the management within seven days of suspension or the establishment of a prima facie case.
- iii.) If an employee refuses to accept a charge sheet or any other communication, then he/she may be verbally informed about the charges in the presence of two witnesses.
- iv.) The management shall appoint an enquiry officer if it decides to proceed with the enquiry.
- v.) If an employee refuses to accept any communication issued by the enquiry officer, then he/she may be verbally informed in the presence of two witnesses and the enquiry officer may then proceed ex parte against the employee.
- vi.) The employee shall be permitted to be assisted by a co-worker during the enquiry.
- vii.) The employee shall be permitted to produce witnesses for his/her defense and to cross-examine witnesses against him/her.
- viii.) The enquiry officer shall submit his/her findings to the management along with a record of the evidence led on either side.
- ix.) After the receipt of the findings of the enquiry officer, the management may drop the case or issue a show cause notice to the employee along with the findings of



the enquiry officer and indicate the proposed disciplinary action and ask the employee to explain why the proposed action should not be taken.

- x.) After considering the employee's reply, the management may take such disciplinary action as it thinks fit.
- xi.) In the interest of justice all enquiries shall ordinarily be completed within a period of three months from the date of issue of the charge sheet.

Right of Appeal

Any employee aggrieved by the decision of the management may file an appeal in writing to the Chairman of BDKS within fifteen days of the date of the decision. The decision of the Chairman of CMI Congregation shall be final.

5. TERMINATION

- i.) Either party i.e. employee or management may terminate the service/contract of employment by giving thirty days notice in writing or on payment of one month's salary in lieu of notice to the opposite party.
- ii.) Any employee found to be medically unfit for further service shall be liable to termination/discharge from service on the recommendation of a medical board constituted by the Management.
- iii.) An employee may tender his/her resignation from the service of the Institution by giving a notice in writing as is stipulated above. The appointing authority on receipt of such notice may in its discretion accept the notice of resignation forthwith and pay such employee for the notice period. In the alternative, such an employee would be required to work during the entire period of notice.

6. SERVICE CERTIFICATES

An employee who was employed by the Institution may be provided with a Service Certificate at the time of his/her leaving by the Executive Director, should he/she make a request for the same in writing.

7. AMENDMENTS

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the Executive Director in this regard.



A) RETIREMENT

Age: The retirement age for employees is 58 years.

This would mean that an employee would retire on completion of 58 years. His/her last working day would be the last day of the 58th year.

8. TERMINATION OF SERVICES

Medical Grounds: During the on-going employment period, management retains the right to terminate the services of an employee by giving three months' notice in writing or three month's pay in lieu, on medical grounds.-(e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organisation).

Termination on Disciplinary Grounds: During the on-going employment period, management retains the right to terminate the services of an employee without notice on disciplinary grounds.

9. JURISDICTION

The Institution can sue and be sued only within the jurisdiction of Courts of Jagdalpur.



AGREEMENT FORM

I have received a copy of the Human Resource Policy Manual of BDKS as revised and adopted by the Governing Body in its meeting held in -----

I hereby confirm that I have read and understood the Human Resource Policy of BDKS, I do accept it as an integral part of my employment contract with BDKS and agree to abide by the same.

Signature of Staff-Date

Name: _

Address: _

Phone: _

(Original duly signed to be returned to CMI Congregation India)