HUMAN RESOURCE MANUAL

IMAGIN
24/8 S.S.Sen Road, Berhampore,
District: Murshidabad, West Bengal
Pin: 742101

Disclosure

This policy is purely an intellectual property IMAGIN and cannot be used by any other person / groups for any other purpose other than for the purpose of IMAGIN .Anyone found to be using the content of the policy or part of it for his / her own purpose or for the purpose of any organization would be penalized as against the law established in India.

If anyone wants to use this policy for the purpose of academics then prior permission is to be obtained from the appropriate authority of IMAGIN , violation of which may lead to disciplinary measures as per law.

The organization reserves the right to modify full or part of this policy and may at time abolish the entire policy considering the requirement of the situation. Any modification / alteration to this policy would be communicated to all concerned persons through proper mode of communication.

Any other issue pertaining to this policy may be placed before the appropriate authority of the Organization for necessary resolution.

Soma Maity,
Chairperson, IMAGIN

Introduction

IMAGIN is a nonprofit organization working in different districts of West Bengal. IMAGIN has established itself as a credible development organization that has assisted in empowering some of the most marginalized communities to take control of their own lives.

IMAGIN has confidence that educated and grounded people can play a vital role in the well-being of marginalized community members, including farmers. This approach is also helpful for the transformation of communities and society.

The **Institute of Mass Awareness Generation and Information Network (IMAGIN)** was established as a nonprofit organization in 2013 to cater to the underprivileged populations of West Bengal. Initially, the organization focused on **Information, Education, and Communication (IEC)** initiatives aimed at raising awareness about **Water, Sanitation, and Hygiene (WASH), livelihood enhancement, and capacity building** through community-driven campaigns promoting best practices. Through this work, we discovered the immense potential of local communities to drive positive change. Over the years, IMAGIN has evolved into a credible development organization, working towards empowering some of the most marginalized communities to take charge of their own progress and well-being.

During the course of operation, the organization has been registered under the NGO Darpan under NITI Aayog. The organisation is registered under the Indian Trust Act.

The organization strongly believes in community-based interventions and working together with the communities. Empowerment of the targeted population to access their rights and entitlements is the core focus of the organization. The team of IMAGIN has been working dedicatedly closely with the communities and the government departments to ensure that appropriate services reach the people across the intervention areas.

The organization strives towards the Mission of:

To foster holistic development among underprivileged communities by promoting improved water sanitation & hygiene, agriculture, health, education and livelihood practices along with leveraging innovative communication tools for grassroots engagement and transformative change through a community-driven collective sustainable model

The organization stands on the Vision of:

Our vision is to build an informed, empowered, and poverty-free India, where communities thrive sustainably through equitable access to resources, traditional culture,knowledge, and collective resilience building.

Currently IMAGIN is working as   Implementation Support Agency (ISA) of
Jal Jeevan Mission (JJM) in 5 Districts: Maldah, Murshidabad, Birbhum, Nadia, North 24
Parganas.

IMAGIN is working as Support Organization (SO) of World Bank supportedWest Bengal
Accelerated Development of Minor Irrigation Project (WBADMIP) in Murshidabad and
Nadia District. IMAGIN has worked with UNICEF West Bengal and Press Club, Kolkatta
in Community Youth Reporters Programme.

Apart from the above, the organization has experience of working at CSR initiative of
NTPC Farakka. IMAGIN has been working on developing community media,
strengthening   sectors   like: health,   education   etc.   .

Human Resource Philosophy

The human resource philosophy of IMAGIN is based on dignity of human values. These basic philosophies are applicable for all human resources evolving within this organization. The norms and subsequent rules made under this policy is applicable to all those associated with IMAGIN and the same are non-negotiable in any circumstances.

The organisatonbelieves that vision, mission, core values and guiding principles as promulgated, will be understood, passionately believed in, and acted upon by all the associates. This Policy has been drafted based on the same values and principles. IMAGIN as an Organisationis committed to support new associates to build this shared understanding.

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

Disclaimer: In case of any inconsistency with a law or with any government policy, such law or government policy shall have an overriding effect on the IMAGIN's HR Manual and the Organisation shall forthwith take steps to remove any such inconsistency.

Category of Employees / Associates

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

Grade	Designation	Competencies
Grade – I	Cluster Project Coordinator	Preferably Master Degree in any stream Or Graduate and At least seven to ten years of working experience at the level of Project Director or similar position with leadership skills, team management. Expertise in resource mobilization, liaison, networking, partnership building and programme management.
Grade – II	Associate Project Manager- MIS Lead / Finance Lead/ Documentation Lead/ Communication and IEC Lead	Preferably Master Degree in any stream with at least five to seven years of working experience at the level of Senior Programme Manager / Programme Manager or similar position. Expertise in resource mobilization, networking, liaison, leadership, partnership building and programme management.
Grade – III	Programme Manager-	Master Degree in Social Science, Sociology,

	District Level	Economics, Development Studies with at least 5 years direct working experience in development sector, having good articulation & analytical skill. Efficient in documentation with basic data analysis, community and other stakeholder relationship management, donor relationship and team management. Ability in developing concept note and proposal for resource mobilization, training and capacity building support for team, knowledge management and should be able to represent organisation at different platforms.
Grade – IV	Associate Programme Manager- Data Analysis Expert / District Finance Assistant / Field Monitoring Officer / * District IEC Expert / Fishery Expert/ Agri Expert	Master Degree in Social Science with 3 to 5 years of direct working experience in development sector, Ability to provide training and capacity building support for team, knowledge management and should be able to represent organisation at different platforms. Report writing, proposal writing, team management, basic data analysis.
Grade – V	Community Level Staff	Graduate/ Master Degree in Social Science / Development Studies with 2 to 3 years of direct working experience in development sector, Ability to organize & provide training and capacity building support for team, community events, liaison with stakeholders, knowledge management and should be able to represent organisation at different platforms. Report writing, team management, basic data analysis.

Selection of Candidate

The organisation would put up advertisement for the required position (s) in appropriate manner either in leading newspaper / job-based web portals / notice board in other offices / organisation office notice board / social media platform as the case may be based on the importance and urgency of the requirement for the position.

Selection Process

The organisation management would constitute a Selection Committee for every interview process. The management may also involve external expert in the selection committee considering the requirement of the post and also keeping the requirement of the donor agency. The composition of the Selection Committee would be the discretion of the Director / Governing Board.

The management of the organisation would intimate the shortlisted candidates through prior intimation for appearing at the interview. The interview process may include the

following processes: a) Written Test; b) Focused Group Discussion; c) Computer Test; d) Personal Interview. The process of selection may include all the steps or may vary to any of the two processes depending upon the weightage of the position.

Offer Letter

The selected candidates would be intimated over mail or phone call and an official offer letter to be issued to them from the management of the organisation, seeking their acceptance to the offer for specific post.

Appointment Letter

The organisation management would sign and handover Appointment Letter to the person joining the organisation for desired position on the first working day. The person joining the organisation would submit all the self-attested testimonials along with the signed Appointment Letter to the organisation management on the first day of joining the organisation.

Probation and Confirmation

An initial 3-month probation period would be applicable for the new person joining the organisation. The performance of the new persons(s) would be reviewed within 3 moth and subsequently be decided by the management of the organisation for further continuation or discontinuation of service by the respective individual. A letter of confirmation would be issued from the management of the organisation with detailed terms and conditions, leave, benefits etc.

Note: Only weekly holidays and leave on health ground would be allowed during the probation period. Absenteeism without the mentioned reasons would be treated as No Work – No Pay.

Termination of Employment

Termination of Employment of any individual employee of the organisation may happen on the following grounds:

1. On completion of the respective project with which the employee was associated. If the project period is not extended for further period, then the last date of the existing project period would be considered as the last working day of that employee. The contract of the staff of that project would automatically be ceased after completion of the project.
2. The contract of any employee of any category may be ceased on grounds of breach of contract / mishandling of finances / bribing / intoxication / maladaptive behaviour / stealing / sexual assault / any other misconduct that goes against the functioning and core values of the organisation.
3. Under performance / prolonged absenteeism / unauthorized sharing of intellectual information of the organisation / unauthorizedpublication or sharing of organisation information in any social media, print & electronic media would be

treated as misconduct and the Management of the organisation reserves the Right to Terminate the service of the concerned staff member(s).

4. Violation of any of the organisation policy may also lead to necessary disciplinary action and in severe circumstances such situation may lead to termination of service.

5. In case of Termination due to any disciplinary action, the concerned Employee would be released immediately. The following processes to be undertaken.

i. Full & Final Settlement dues cleared

iii. All Legal dues paid without making any Notice period recovery

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the Project Coordinator head.

i. Third & Final Notice issued by Project Director and sent through registered A/D on 15th Day of absenteeism

ii. On account of Employee not reporting to duties even on the 20th day, appropriate disciplinary action according to the applicable standing order applicable in the organization.

iii. Full & Final settlement is subject to submission of NO DUES CERTIFICATE duly signed by respective Project Director.

Chairperson of IMAGIN is the authority to terminate the concerned staff.
Resignation

a. An employee who wishes to resign from the services of the organization will be required to give the one-month notice period. This clause will be mentioned his/her appointment letter.

b. On submission of resignation letter and subsequent acceptance by the concerned authority, the Management would conduct an Exit Interview with the person put up the resignation.

c. After such Exit Interview, the Management would issue a release letter to the concerned employee with effective date and other conditions for clearance of all other dues.

Record of age / date of birth
Age record will be maintained as per Madhyamik admit card / Birth certificate.

Hours of work / Duty Timing
The employee will be expected to work a 48-hour week (unless stated otherwise in the contract). All employees will be expected to report on duty as follows:

Monday-Saturday
Morning hours   10.00 a.m. - 1.30 p.m.

Afternoon	2.00 p.m. - 6.00 p.m.
Lunch break	30 min (from 1.30 pm to 2.00 pm)

Overtime / Compensatory Off
No overtime allowance will be allowed for any staff of the organization under any circumstances.

Address Change of Organisation
In case of address changes of organization, appropriate notification would have to be published and communicated through mail and office notice board.

Mode of Service of orders, notices, letters, etc.
Written orders, notice, letter etc. Have to be circulated duly signed by Chairperson .

Transfer
a. Transfer is not compulsory but the organisation management may relocate any or number staff members to any other location on account of new project or better output of any specific project of the organisation.
b. Transfers between different Projects/ Departments and/or Functions in the same office / project sites shall be covered under this head.
c. No Transfer shall take place without prior mutual agreement between the concerned Heads of Department and/or Function(s) with intimation to the concerned employee well in time.
d. All Transfers shall be made strictly using the prescribed *Transfer Requisition Letter* Format.
e. Transfer from one field to another field is also as a part of demobilization plan time to time.
f. Preparation of *Transfer Advice* Details shall indicate the following:
▪ Leave Status,
▪ Date of Joining,
▪ Salary details,
▪ Date of transfer,
▪ Loan dues, etc.

Deputation: The organisation management may depute any or group of staff to any other organisation for a common project / depute to any government department as against specific letter of request from the respective authority and such is to be approved by the organisation management prior to issuance of the deputation letter. The concerned staff member would also to be informed and consent to be taken in advance from the staff concerned.

Return of organization's property, equipment, etc.

Before time of full settlement organization's property, equipment will be handed over by the concerned staff. In case of damage any equipment or property he/she has to be replaced in cash/kinds. The final payment and release order will be hanged till the date he/she is not satisfactorily complete the above-mentioned conditions.

Settlement of Accounts

For resignation of a staff one month's notice period has to be maintained. During this notice period final settlement of accounts of the concerned staff will be realised by the concerned accountant.

    a. due bills

    b. clearance of advances.

Dues of the concerned staff will be paid within 1 months from the date of his final day in the organization.

Issue of Service Certificate

Organization will issue the service certificate as or when he/she applied for same.

Appraisal Process

After completion of the probation period and annually, each member of staff will undergo an appraisal exercise to review his/her performance and to agree on goal and objectives, as well as identifying training and employee development needs. Each employee is evaluated based on roles and responsibility. The employee should be appraised over the whole period since it was last appraised. It is the responsibility of employee and immediate supervisor to ensure that individually set of roles and responsibility are monitored on regular basis as specified in the completed performance appraisal report. Failure to comply with this will have an adverse implication on the part of the immediate supervisor and concerned employee.

The report (a filled in performance appraisal form) is prepared in duplicate and should be endorsed by the employee, supervisor and the Program Officer. One copy of the appraisal form is given to the employee in duplicate and the original copy of the form is filed in the employee's personal file. If the employee does not agree with the outcome of the appraisal, he/she can appeal with the Program Officer.

Consultancy

The organization may involve existing employee(s) for consultancy services to other organizations and government departments depending upon the nature of services. The term of these types of consultancies may be short or long considering the volume and tenure of the consultancy obtained by the organization. The organization may recognize

the contribution of the employees involved in different consultancies services of the organization at the end of each financial year.

External Consultant

The Organization may involve external consultant(s) for any assignment related to the activities of the Organization. For this purpose, the Organization would put up advertisement or expression of interest at applicable locations through notice / mail / web publication / newspaper publication as the case may be seeking support of external consultants.

The selection of the consultant(s) would be done by the designated members of IMAGIN upon reviewing the applications. The Organization may put up further notice if suitable applications are not received from the first round of application process.

The terms & conditions of the consultancy agreement would be finalized by IMAGIN based on the specific requirement. As part of the nature of work of IMAGIN, the Organization may prepare a pool of consultants to provide services as and when required.

Retirement Norms of Employees

IMAGIN on account of implementation of the programmes would look into the performance and efficacy of the employees. The concerned employees who have been working in the organisation for long time irrespective of projects, would come under the purview of Retirement norms. The organisation has put forth following norm as conditions for retirement:

- An individual who has served the organisation for 30 years or have attained the age of 65 years, whichever is earlier, would automatically be put under superannuation and the service for the person concerned would discontinue.

Re-Engagement of Superannuated Person

The management of IMAGIN reserves the right of re-engagement of superannuated person on account of his / her efficiency, contribution and sustainability of the organisation. On account of this, the organisation management may involve the superannuated person (s) for specific purposes and designate to act as "Consultant" for the organisation.

Formal Terms of Reference (ToR) would be signed with the superannuated person for him / her to get re-engaged as "Consultant" with IMAGIN for specific purpose and time. The person concerned would receive payment against the consultancy services to be provided by him / her as to be mentioned in the ToR.

Official Travel

Applicability: This policy is applicable to all the employees of IMAGIN who are required to undertake official travel within India.

Type of Travel: Defining type of travel depending on the duration of travel.

Table1: Classification of Travel

Travel	Duration
A. Tour	1 to 30 days
B. Deputation	30 days to 1 year
C. Transfer	More than 1 year

Tour – Any official travel which is for a duration of 1 to 30 days

Lodging & Boarding allowances:
Lodging & Boarding allowances will be payable to the employees for tour within India on official work as per the limits mentioned in given Table 4.

Table 2: Classification of Designation

Grade	Designation
Grade- 1	Chairperson , Secretary, Treasurer, Advisor, Cluster Project Coordinator
Grade- 2	Associate Project Manager- MIS Lead / Finance Lead/ Documentation Lead/ Communication and IEC Lead &Programme Management Staff , Programme Manager- District Level
Grade- 3	Associate Programme Manager, Community Mobilizers

Table 3: Classification of Cities

Category	Name of the city
A. Mega Cities	New Delhi, Kolkata, Chennai, Mumbai, Hyderabad, Bangalore, Pune, Ahmedabad Chandigarh, Capitals of all States/Union Territories and all Metro Cities.
B. Others	All other Tier-II & Tier – III Cities

Table 4: Classification of Mode of Travel

Grade	Mode of Travel (Local)	Mode of Travel (inter-cities)
1	Taxi (AC), Rented Car (AC), App based Cab Service, AC bus ***Note-** Authenticated Official bill is to be submitted along with travel details*	Air (Economy), Train (AC Chair Car, Second or Third AC as per the per availability),Taxi (AC), AC bus, Rented Car (AC) App based Cab Service

2	Taxi (AC), Rented Car (AC), App based Cab Service, AC bus **Note-** *Authenticated Official bill is to be submitted along with travel details*	Air (Economy), Train (Third AC), Taxi (AC), AC bus, Rented Car (AC) App based Cab Service
3	Auto, Bus, Non-AC Taxi, Shared Cars & App based Cab Service **Note-** *Authenticated Official bill is to be submitted along with travel details*	Train (Sleeper, Normal Reservation Required prior approval to avail Third AC), Taxi (AC), AC bus, Rented Car (AC) App based Cab Service

Table 5: Mode of Travel Entitlements

Grade	Breakfast Note: Applicable when duty starts before 7:00 am	Lunch	Snacks Applicable only after 8:00 pm	Accommodation	Break Fast	Lunch	Snacks + Dinner
1	100	300	100	1000-3000	100	300	450
2	50	200	50	1000-1500	100	200	90
3	50	150	50	500-1000	100	150	85

Conduct and Discipline
Applicability
Conduct and Discipline will be applicable for all staffs from field level to management level. The purpose is to establish a transparent system for maintaining positive conduct & discipline amongst the employees in the organization following the Principles of Natural Justice.

Conduct
a. Code of conduct is compulsory and binding on all employees
b. Non-observation or break of code of conduct shall make the employee liable for disciplinary action leading to imposition of major or minor penalty or with adverse impact on their career including termination/ dismissal.
c. Non-supervisory employees shall be required to adhere to the provision applicable Standing Orders notified by the respective State Government pending finalization of the own certified standing orders.*(Details on Conduct has been specified in the Code of Conduct Policy of IMAGIN)*

Prevention of Sexual Harassment at Workplace
Harassment is behavior that is offensive to individuals including negative stereotyping, unwelcome sexual advances (from the same or opposite sex), epithets, sexist, racist or religious slurs, demeaning jokes, gestures, written or graphic material that communicate these concepts and any other conduct that makes the working

environment hostile or offensive.*(Details on prevention of sexual harassment at worksplace has been specified in the POSH Policy of IMAGIN)*

Equality of Opportunity

Background

IMAGIN works towards sustainable development focusing on full participation equal opportunities for all, without any form of discrimination.

IMAGIN believes that gender equality & equity is a cornerstone of such a society where relation across individuals, families & communities are characterized by gender justice. This sprit is embodied in the constitution of India as well, which grantees to all its citizens the right to equality and non-discrimination and upholds these as justifiable human rights.

IMAGIN understands that gender is not just about men & women. Gender is a reflection of our attitude, it is a perspective and a set of insights, all of which inform our understanding of people and society. Gender refers to a set of qualities and behaviour expected of individuals by society, it is not biological. Although often viewed as innate, gender roles differ from place to place and are socially determined. A gender equitable environment allows all individuals to have the rights of equality of opportunity, voice and access to resources and power and also encourages challenging in appropriate gender stereotypes.

IMAGIN feels gender cannot just become an extra component in its programmes and policies. Gender must be mainstreamed in the way the organization understands and contributes to development process, particularly in relation to inclusion of the marginalized and the poorest in all development initiatives.

It is with gender understanding that IMAGIN has created this gender policy for the institute with inputs from all levels of staff members and is endorsed by IMAGIN's Governing Body. The policy provides the framework for developing and institutionalizing gender equality in organizational policies and programmes.

Goal

IMAGIN seeks to be responsive to and promote gender equality and ensure that the organizational culture and behaviour and programmes at all levels working towards achieving the organisational mission, reflect principles of gender equality.

Objectives

1. To demonstrate IMAGIN's commitment to gender equality and its opposition to any form of gender-based discrimination.

2. To provide guiding principles for institutionalizing gender equality in its policies &programmes.
3. To specify organizational arrangements for gender mainstreaming in organizational policies &programmes.

Guiding Principles

IMAGIN understands gender equality as a cross cutting theme that needs to be integrated into all its policies, programmes and projects.

1. In IMAGIN a staff member's role is determined by his/her skills, experience, ability and potentiality and there will be no discrimination on grounds of gender and sexual orientation.
2. IMAGIN is committed to mainstreaming gender into all aspects of its organizational &programme work.
3. IMAGIN recognizes the importance of gender when working with other forms of discrimination including people living with HIV and/or AIDS and when working with child protection issues.

Application

1. Use gender sensitivity as a criterion for recruitment, induction, confirmation, appraisal and capacity building.
2. Make explicit statements regarding gender (in addition to HIV/AIDS workplace policy & Child Protection) in advertising for posts.
3. Include discussions on gender equality & equity and IMAGIN's Gender Policy in induction programmes for staff members.
4. Ensure that gender issues are actively addressed in all IMAGIN plans, policies, procedures, and routine systems, influencing activities and decision-making structures and processes.
5. Encourage gender balance in all policy and decision-making structures and processes.
6. Encourage all staff to develop shared values on gender,' and take responsibility for working towards gender-equality and equity within IMAGIN.
7. Ensure that gender is actively addressed as a cross cutting issue in all its interventions Capacity building programmes.
8. Ensure that gender equality and equity are mainstreamed and addressed in convergence with IMAGIN's Child Protection policy & HIV/AIDS workplace policy.

Organisational arrangements to ensure Equality of Opportunity

Responsibility & Structures.

Gender Focal Staff: One gender focal staff (GFS) will be identified in the office of IMAGIN to act as the contact point for gender related issues. The GFS will act as a catalyst to support and promote gender justice and in taking initiative for staff capacity building on gender issues. This will be a rotational position.

Director or higher authority officials will be responsible for monitoring implementation of the gender policy and ensuring that gender issues are addressed in their respective units. For the purpose they will work closely with the IMAGIN human Resource (HR) Team.

Widespread dissemination and usage of the gender policy.
- The gender policy document will be available in languages in the office both English and vernacular languages in the office.
- The gender policy will be available in the IMAGIN website.

Development of a gender manual for mainstreaming gender organizational policies, procedures and programmes.
- The gender team constituting the gender focal staff will be responsible to develop a gender manual within six months of endorsement of the gender policy for implementing the gender policy recommendations. A consultant will be appointed as a Gender Specialist in the short term to provide support to the team.

- The process will include review and revision of ail internal policies, procedures and rules in the light of this gender polices.

- The manual will provide the gender equality action framework and must consider the following issues.

Action to promote gender equality and justice at the organizational level.
1. Promoting gender equality in policy making management and implementation of routine systems and procedures.
2. Staff capacity building plans on gender related is across the institute.
3. Mainstreaming gender in information system and research.
4. Solidarity and networking with individuals and organizations working for gender equality.

Action to promote gender equality at programme level
1. Addressing gender inequitable issues reflecting gender norms, traditions, values and stereotypes in all programmes and use gender sencitivity approach methods, which are empowering the fights the gender inequality.

2. Developing gender review checklists to ensure inclusion of gender equality and equity principles in programmes, communication materials, capacity building activities.
3. Including gender audit as a criterion in all programme monitoring and evaluation activities.

Staff Orientation and capacity building on gender policy and gender issues.
- All existing and new staff will be orientated to IMAGIN gender policy and procedures.
- A copy of this document along with other IMAGIN policies to be attached with appointment letter.
- Encourage partner agencies to adopt gender equality approach and offer support in staff capacity building on gender issues.

Commitment" to sufficient resource allocation for gender policy implementation.
There will be yearly budget allocations for staff capacity building activities and gender equality initiatives.

Glossary of terms
Gender is used to describe those characteristics of women and men, which are socially constructed, while sex refers to those which are biologically determined. People are born female or male but learn to be girls and boys who grow into women and men. This learned behaviour makes up gender identity and determines gender roles.

Gender equality is the absence of discrimination on the basis of a person's sex in opportunities, in the allocation of resources and benefits or in access to services. Gender equality may be measured in terms of whether there is equality of opportunity, or equality of results.

Gender discrimination refers to any distinction, exclusion or restriction made on the basis of socially constructed gender roles and norms which prevents a person from enjoying full human rights.

Gender mainstreaming seeks to reduce existing disparities between women and men in resource allocation, opportunities and division of labour based on gender inequality. "Mainstreaming gender is both a technical and a political process which requires shifts in organizational cultures and ways of thinking, as well as in the goals, structures and resource allocations. Mainstreaming requires changes at different levels within institutions, in agenda setting, policy-making, planning, implementation and evaluation. Instruments for the mainstreaming effort include new staffing and budgeting practices, training programmes, policy procedures and guidelines.

Other Allowances

Medical Allowance
A medical allowance is a defined amount provided by the organisation to the employee regardless of whether the individual receives medical treatment and submits bills to demonstrate the expenditure or not. Now, medical reimbursement occurs only when the company reimburses the employee for the real costs spent and such allowance is being provided from the respective donor for any particular project.

The organisation does not have any liability to provide medical allowance to the staff members under any circumstances, unless such amount has been approved and provided by any or either of the donor. This is not an entitlement, rather a choice for the organisation to decide upon it.

Festival Allowance
The organisation may provide Festival allowance once in a year to the respective employees subject to availability of funds from the donor or the programmes. There is no provision for providing festival allowance to any employee from the organisation own funds. Such allowance can only be provided if there is any specific financial allocation being made by any donor for the respective project staff. It is the discretion of the organisation management to accept such condition of festival allowance from any of the donor, while other project staff members would be deprived from similar benefits.

Communication Allowance
Telephone / mobile bill reimbursement / allowances are served as per the fund allocation of the project.

Leave & Holidays
Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. **The leave has to be applied and approved at least 3 days in advance.** This leave has to be consumed in the same financial year, else is **lapsed on 31st March every year.** Following types of leave would be available in the Organization:

Probationary Period: During the probation period, no leave except weekly off will be granted butcompensatory leave could be granted against working on a holiday.

Casual Leave
   a. The organization allows 10 days leave as casual leave for all staff of the organization.
   b. Un-availed Casual Leave during the calendar year would automatically be lapsed.
   c. Any holiday or weekly off falls between two sanctioned leave will not be counted as leave.

d. In case of long (7 or more days) sanctioned leave the holiday /weekly off falls in between will be treated as leave.
e. Employees can avail leave for HALF-DAY or more subject to approval of respective authority.
f. For availing HALF-DAY leave, they must ensure that they have completed MINIMUM FOUR HOURS DUTY before or after availing such a leave.
g. The leave can be prefixed and/ or suffixed to weekly Offs or Holidays.
h. All *Leave Applications* must be recommended by Project Coordinator.
i. All sanctioned *Leave Applications* must be submitted to Project Director/Executive Director.

Earned Leave
No earn leave is applicable for any paid staff of the organization.

Medical Leave
a. Availing Leave for THREE-DAYS OR MORE on "Sick" ground is subject to submission of a *Medical Certificate* from a registered medical practitioner for the relevant period, which is to be attached along with the *Leave Application*.
b. Leave Availing shall subject to approval of concerned sanctioning authority.
c. The intervening Holidays or Offdays during the period of leave will be excluded from leave in case of less than seven days sanctioned leave and in case of seven or above sanctioned leave the same will be included in leave.
d. The criterion of availing leave is "*Personal*", "*Sick*" and "*Going out of Station*" – this need to be indicated at the time of creation of Leave Application.
e. All *Leave Applications* must be recommended by Project Coordinator.
f. All sanctioned *Leave Applications* must be submitted to Project Director/Executive Director.

Extraordinary Leave
Employer may grant leave with pay to an employee for good cause, subject to the recommendation of the Project Director. This type of leave is exceptional in nature and can be considered only by discretion of the management of the organisation.

Maternity Leave
a. It shall cover only Married Female Employees who have completed one year of continuous service on date of availing this leave.
b. This Leave can be availed for restricted to two children.
c. Maternity Leave maximum admissible is 3 months with full pay, six weeks before and six weeks after delivery or in any other proportions.

Study Leave

Provisional study leave is applicable for up to one month in a year, the staff may get maximum twice in every five years. The staff has to be produced the related documents of his/her study along with the application. The competent authority of the organization will take the decision.

National and Festival Holidays

14 days in a year as per Govt. of West Bengal norms and organisation holiday list.

Maintenance of Registers

- Attendance Register
- Project wise General Personnel file at HO
- Asset Register
- Stock Register

Declaration

This Human Resource Policy is applicable for all categories of staff members and other individuals / Groups attached with the Organization. The Board of Members would review the policy as and when required. Necessary modification & inclusion can be made by the Governing Board based on the requirement and changes in Government policies. The Organization would develop different formats & rules for recruitment, job description, appointment letter, leave application, travel approval, car hiring for smooth and systematic management of the activities. Any changes in this policy are to be approved through a Governing Body Meeting.

Any changes / inclusion / amendment in this policy are to be communicated to all categories of staff at the earliest possible through an official notification and also to be displayed in the notice board of the office. The copy of the same is also to be displayed in the notice board of the school of the Organization.

Approved by the Governing Board of IMAGIN .