



NISARGA FOUNDATION

EMPLOYEE HANDBOOK/HR MANUAL



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THE TRUST VISION MISSION: ITS PURPOSE AND OBJECTIVES

Vision

An initiative towards enhancing quality of life with dignity in tribal areas

Mission

Ensure positive, socio-economic, cultural and political empowerment in the indigenous, underprivileged and marginalized communities, while protecting the environment and nurturing its bio-diversity.

Objective

Nisarga Foundation envisages overall development of Adivasis, Dalits and such of those socially and economically marginalized poor communities through measures of promotion of sustainable agriculture to ensure food security and livelihood, application of appropriate rural technologies, effective and judicious management of natural resources etc.

In the execution of these pro-poor projects, Nisarga Foundation embarks of action research-oriented projects of replaceable nature and builds the capacity of the communities to take charge of their own development through effective participation in the process of governance to be able to bring about changes in the policies suited to the well-being of themselves and their environment

Emphasis of the work:

Restoration of Tribal traditional land and forest rights, community empowerment for quality and value education in primary schools by collaborating with government and other agencies.



DESCRIPTION OF THE TRUST

Nisarga Foundation founded in 1997 under the Indian Trust Act, its a non-profit, voluntary, registered organization, its based in tribal thaluk of Heggadadevana Kote of Mysore district in Karnataka. The organization is governed by a Governing Body which comprises of six members of repute. Based on a firm decision of the GB, Nisarga Foundation since its inception has opted to work for the realization of rights of the tribes and non-tribes in and around Heggadadevana Kote.

Over the past two decades, Nisarga has been involved in the tribal movement for forest Rights, land struggle, class system and the main stream attitude of discrimination and exclusion, literacy movement, women empowerment, protection of tribal culture, dialect and tribal identity.

NF has set its goal to ensure the positive socio-economic change of the indigenous communities and underprivileged, downtrodden and marginalized communities by taking up various activities.



EMPLOYEE RECRUITMENT, SELECTION & APPOINTMENT

Employee Recruitment and Selection Policy is ready to be tailored to Nisarga Foundation needs and should be considered a starting point for setting up our recruiting policies.

Policy brief & Purpose

Our employee recruitment and selection policy describe our process for attracting and selecting external job candidates. This recruitment policy can serve as a rubric that our recruiters and hiring managers can use to create an effective hiring process.

We are committed to our equal opportunity policy at every selection stage. Hiring teams should aim for a well-planned and discrimination-free hiring process.

Scope

This recruitment and selection policy apply to all employees who are involved in hiring for Nisarga Foundation. It refers to all potential job candidates.

Selection Process

Follow the recruitment and selection process

Generally, hiring teams could go through the following steps:

1. Identify need for an opening.
2. Decide whether to hire externally or internally
3. Review the job description and compose a job add
4. Select appropriate sources (external or internal) for posting the opening
5. Decide on the selection stages and possible time frame
6. Review resumes in organisation database/ATS (Application Tracking System)
7. Source passive candidates
8. Shortlist applications
9. Proceed through all selection stages
10. Run background checks
11. Select the most suitable candidate
12. Make an official offer



Stages may overlap. Hiring managers may remove/add steps as appropriate. The first five stages are mandatory in every hiring process.

Nisarga Foundation has its own formats for Job requisition, specification, interview, scoring, offer letter, appointment letter, job description etc. It is compulsory to follow those formats.

Posting jobs internally

Hiring managers can post a job opening internally before starting recruiting external candidates. If they decide to post internally, they can:

- Set a deadline for internal applications
- Communicate their opening through newsletters, emails, word-of-mouth or an Applicant Tracking System's automated emails.

Application

Applications for any specific post shall be made to appointing authority of Nisarga Foundation. All applications for employment shall be made in writing or through e-mail.

The applicant shall produce the following with the application:

- Copies of certificates regarding his/her relevant qualifications and experience
- A curriculum vitae of the applicant
- Certificate for proof of age are School Certificate or Affidavit to support the age mentioned in the application.
- Copies of Experience certificate/reference letters from previous employers, if any
- Copies of any other certificates that may be required by the Appointing Authority

If any information provided by the employee in the application for appointment is incorrect or wrong or false or fabricated, the employee shall have no right to keep the job from the moment it is so discovered and his or her services shall be liable for termination.

Letter of appointment

The HR of Nisarga Foundation prepares an employment contract and issue letters of appointment to all persons employed by the organization. A revised letter may be issued as necessary.

Job description

The HR of Nisarga Foundation manages the responsibilities of issuing job descriptions and procedures as per the organization guidelines.



Personal records

Nisarga Foundation maintains personal records of all employees during appointment of the new employee the photo copies of qualifications and experience certificates are collected along with their joining report and they will be kept in their files.

- Name and address of the employee
- Position and grade
- Department/ program
- Reporting Manager
- Commencement date
- Probation period
- Contract period
- Remuneration
- Tax information
- Working hours
- Leave entitlement
- Notice period

Termination of employment

- Termination of an employee based on project status/ funding: In case the funding for a program/project is discontinued, it is Management's discretion that the probationary/confirmed employee working for that program/project may be taken to other existing program/project if an appropriate vacancy exists.
- In case there are no requirements in other projects/program, the service of the employee shall be discontinued. In such case, the Trust shall give one month's notice, or one month's salary in lieu of notice. The reason for termination of service shall be recorded by the Authority and shall be communicated to the employee.
- If an employee remains absent from duty for 10 days without prior sanction of leave or without any prior intimation, his/her services shall stand automatically terminated from the employment with effect from the 11th day.
- If an employee is convicted by any court of Law for reprehensible offences, his/her services will be terminated by the Authority.

Appraisals, salary increment/ grade

- Salary increment is assigned as per their appointed programs.
- Appraisal and hike will be based on the Organogram of the Organization.
- Salary increases shall not be granted during a probationary period.



- The employee on probation may terminate the employment contract by giving not less than seven days' notice of termination of the contract.

Terms and conditions of employment

Nisarga Foundation terms and conditions of employment of the staff are as contained in their individual letters of appointment.

CONDITIONS OF SERVICE – WORKING HOURS & HOLIDAYS

Hence, according to the Labor Laws, an adult worker can work for a maximum of 48 hours or a maximum of 9 hours a day. Indian labor law refers to laws regulating labor in India.

As per provisions of Industrial Disputes Act the working hours daily are 8 hours which includes 1 hour for lunch break and a week is for 6 working days means total 48 working hours.

- Nisarga Foundation working days are Monday to Saturday
- Working hours are from 9.30 AM to 5.30 PM with 45 minutes of lunch break
- Sunday is Week off
- Morning and Evening Tea will be served in the office
- The annual holiday list (January to December) is given below. If any of these fall on Sunday, Nisarga Foundation may declare additional holidays that year.

Where a specific task demands, an employee may be called upon to work additional hours or over the weekends.

SI No	Holiday	SI No	Holiday
1	Makara Sankranthi	9	Ganesha Chaturthy
2	Republic Day	10	Mahalaya Amavase
3	Maha Shivarathri	11	Gandhi Jayanthi
4	Good Friday	12	Ayudha Pooje
5	May Day	13	Vijayadashami
6	Eid-UI-Fitar (Ramjan)	14	Deepavali
7	Eid-UI-Adha (Bakrid)	15	Kannada Rajyotsava
8	Independence Day	16	Christmas



HEALTH AND SAFETY AT WORK

The Organization believes that consideration of the health, safety and welfare of staff is an integral part of the management process. Many health and safety issues may occur after any incident. Safety concerns many involve proper use and care of mobility equipment. Nutritional need is being met and “coping” or adjustment an emotional process, where we provide help through counseling.

- Health and safety of staff / employee at work place or while on official travel is important
- While travelling on personal vehicle wearing of helmet or usage of seat belt is strictly advised to all employees
- Line Manager should know the travel details and employee should have an emergency contact number
- When trainings or events are conducted, Nisarga Foundation will ensure hygienic accommodation with secured place
- First Aid kit is made available at office and at training / event venue
- All employees would be provided with well-ventilated work place, proper seating arrangement, rest rooms and drinking water
- Smoking, Alcohol consumption and usage of drug is strictly prohibited at office premises and at training / event venues.
- Management (the supervisor and/or manager) is responsible for providing and maintaining:
 - A safe working environment
 - Safe systems of work
 - Plant and substances in safe condition
 - Facilities for the welfare of all workers



LEAVE SYSTEMS AND POLICY

This leave policy allows flexibility for employees to meet personal, family, work and community commitments without compromising the achievement of business objectives. The policy applies to all employees. Leave is a necessarily statutory measure and the ultimate aim is to get more recuperation, productivity and loyalty from staff.

Nisarga Foundation has maintained separate leave policy for their employees.

LATENESS MONITORING & ABSENTEEISM

Reason for Policy:

Nisarga Foundation primary objective is to maintain our staffs and at the same time operate efficiently the various departments that support this effort. In order to do this in a tradition of high quality, our departments must be fully staffed. Absenteeism and lateness detract from this service and cause an undue burden for those employees who must fill in for absent employees. Each employee is expected to report to work promptly at the beginning of the day and after lunch. If an employee finds it necessary to be absent from work, such absence should be immediately reported to the supervisor or line manager. A record of tardiness and inexcusable absence may interfere with promotion and may result in loss of pay or disciplinary action.

Policy Statement:

In regard to attendance and lateness, employees are expected to:

1. Maintain good personal health standards which will allow them to perform their work in a competent manner on a regular basis.
2. Avoid letting minor elements keep them from performing their jobs. At the same time, good judgment should be used with respect to contagious ailments which might have an adverse effect on other employees.
3. Attend to personal affairs during nonworking hours.
4. Late login and Early Logout without permissions of their reporting managers will be monitored by HR and necessary action will be taken.
5. Every employee must report to their reporting managers.
6. If the employee is absent to work more than 4 days without informing the Higher Authority, he/she will be considered as absconded.
7. Make sure about their absence if no response found he/she will be terminated immediately from the job.



TRAVEL AND OTHER ALLOWANCES

The nature of Nisarga foundation work may involve travel both within and outside the state and country.

Introduction:

This Travel policy is laid down by Nisarga Foundation to ensure a comfortable travel experience for their employees while keeping adequate focus on cost optimization. The document of the policy lays down policies and processes governing travel due to official work at Nisarga Foundation.

Objectives:

The objective of this policy is to provide a set of guidelines which facilitates its employees travel, boarding & lodging reimbursements and sundry expenses for official work or permanent transfer to other location with/without family.

Travel on Official Purpose

- Travel which can be done overnight by road/rail should be done by road / rail. Any deviation from the above shall require approval of the Head of the Departments or higher authority.
- In case of cancellation train or bus missed of the ticket for any journey from the employees' side without any proper reason, the cost of the same may be recovered from the salary of respective employee.
- Joint travelers should submit their travel bills individually and independently, they can settle their personal accounts off line after the reimbursement.
- Employees travelling overnight between cities by rail / road are eligible to claim for meals and incidental expenses as per actuals.
- Reimbursement for use of car is permitted only if cost of reimbursement is lesser than normal mode of transport.
- Travelling calendars need to be set well in advance and followed to avoid any need of any cancellations/cases of urgent travel.

Boarding and Lodging

- Cost consciousness should be every employee's concern and room sharing should be encouraged whenever two employees are visiting the same venue. Employees in Grade Secretary and above are authorized to single room stay.
- Employees who are in the role of Operations Manager, its equivalent or above, may take their local team out for lunch/dinner during travel. These expenses can be claimed by the senior in



his/her tour bill. (Only once during each tour & with team/related employees only) These expenses can only be approved by Secretary and above.

- Employees can do the hotel booking if they get rates lesser than provided by the travel desk, after taking a mail confirmation from the travel desk.
- No laundry expenses are payable for a stay of less than 4 nights.
- Any kind of expenses incurred for tobacco, cigarettes and/or liquor shall not be reimbursed by the Organisation.

Car hire on Official Travel

- Employees in Secretary and above grades are eligible to hire a car while travelling on official purpose.
- All other employees may however also hire a car in exceptional circumstances where he/ she is required to accompany Corporate Clients. This must be specifically mentioned on the travel claim and approved by the Organization Heads.
- Wherever arrangements have been made for the group for Airport /Railway Station transport, the participants shall avail of the same.

Per Diem

In instances where the Guest House is not available, employees making their own arrangements for stay, will be entitled to per diem covering meals and lodging at the rate of Rs. 500/ per day, excluding local conveyance, as given in their entitlements. In cases, where the Guest House is available, and the employee still chooses to make his own arrangements, he / she will be paid a per diem of Rs. 200/- per day towards incidental expenses, excluding local conveyance. Per Diem would be calculated based on number of nights spent in the city.

Reimbursement for Travel in Case of Intra – City Travel

- Taxi / Hired Cars: As per the rates laid down by approved Hiring Agencies or actual whichever is less
- In case of Personal Vehicles:
 1. Four-Wheeler: Rs 5.00/- per km.
 - 2. Two-Wheeler: Rs 2.00/- per k.m
- All other conveyance like auto taxi, etc would be reimbursed on actual bill basis.



DISCIPLINARY AND GRIEVANCE PROCEDURES

DISCIPLINARY PROCEDURES

Purpose and Status

The Disciplinary Procedure set out below is applicable to all employees who have completed their probationary period of service. It is designed to ensure that employees are dealt with fairly and consistently in disciplinary and other related matters affecting their work with the Company.

This Disciplinary Procedure is intended only as a statement of policy and management guidelines. It does not form part of individual contracts of employment or otherwise have contractual or other legal effect. The Company reserves the right not to follow this Procedure where it considers it appropriate to do so.

General Principles

- No disciplinary action will be taken against an employee until the matter has been fully investigated. The investigation will be completed as soon as is practicable in the circumstances.
- Employees will normally receive such advance written notice of a disciplinary meeting as is reasonably practicable in the circumstances. This will include, where appropriate, the receipt by an employee of documents, or information in any other form, which will be referred to by the Company at the disciplinary meeting.
- In appropriate circumstances the Company reserves the right to suspend an employee while carrying out its investigation, in which case the employee will receive full pay and benefits for the duration of their suspension.
- At each stage of the Procedure, the employee will be informed of the nature of the complaint against them and shall have an opportunity to state their case before a decision is taken.
- Employees must take all reasonable steps to attend disciplinary meetings. However, the employee must notify the Company forthwith if they are unable to attend a meeting and a re-scheduled meeting will be arranged within (usually) 5 days of the date originally proposed for the meeting.
- Where appropriate, help and guidance will be given to the employee to enable him/her to achieve the required standards of conduct and/or attendance.
- At each stage of the Procedure, the Company will inform the employee of his/her rights to appeal against the disciplinary penalty imposed. Should any new evidence emerge during the appeal, the employee will be given an opportunity to comment on this before the final decision is taken.



Nisarga Foundation identifies Grievances in the following ways:

- **Open Door Policy:** Any employee having grievance can have a 1-1 chat with his / her line manager and express dissatisfaction.
- **Exit Interview:** Exiting person can express his / her dissatisfaction while leaving the organization at the time of exit interview through a structured questionnaire.

STAGES OF THE PROCEDURE

There are three stages to the Procedure. The Nisarga Foundation may, however, initiate the Procedure at any stage, or jump stages, depending on the circumstances of the case and the seriousness of the misconduct/poor performance.

Stage 1 - Formal Verbal Warning

In cases of minor breaches of discipline or misconduct, or where the employee has failed to improve or remedy the problems identified within an informal verbal warning, an employee will be given a formal verbal warning which will refer to the misconduct and of the possible consequences of any repetition or failure to improve within a set time limit. A note of the verbal warning will be entered on the employee's personal file and a copy provided to the employee.

Stage 2 - First Written Warning

In the event of more serious or further misconduct, the employee will normally be given a first written warning. This will state the reason for the warning and will give a time limit for improvement, including any action required by the employee to remedy the situation. The employee will be informed of the consequences of any failure to improve his or her conduct. A copy of this written warning will also be kept on the employee's personal file.

Stage 3 - Final Written Warning

If, after previous warning(s), there is further misconduct or failure to improve standards, or if the misconduct is sufficiently serious to warrant only one written warning, (but would not justify dismissal), a final written warning will be given to the employee. This will state the reason for the warning and will give a time limit for improvement, including any action required by the employee to remedy the situation. It will also include a statement to the effect that dismissal may result in the event of failure to improve conduct. A copy of the final written warning will be kept on the employee's personal file.

Stage 4 - Dismissal

If conduct remains unsatisfactory, and the employee still fails to reach the prescribed standards, or where conduct is sufficiently serious to warrant it, dismissal will normally result. The employee will be provided, as soon as reasonably practicable, with written confirmation of the dismissal and the date on which employment terminated or will terminate. The Board decision is final.



GUIDELINES ON THE USE OF THE ASSOCIATION'S FACILITIES

- Every employee should maintain Desktops, Projector, Laptops and Hardware's as per organization norms.
- Office devices/ any data are to be maintained only for office purposes. It should not be misplaced and handed over to any other person.
- Office assets like laptop, projector, camera and training materials can be used taking the permission from the respective authorities in case of Los/ damage caused will be directly responsible on the employee.
- ID card will be given to every employee of the organization should be wearied at the office and if it is lost/ damaged then the employee should responsible to inform the respective authority.
- Landline phones are restricted to use personal communication it is only for office communications.
- Shoes/ Slippers should be kept in the outside of the organization.

INDUCTION OF NEW STAFF

- Nisarga Foundation have a defined induction system for newly appointed employees.
- Induction will be conducted on their first 3 days of joining.
- Very clearly explained the rules, regulations and the policies of the organization.
- Train them clearly their job roles in the organization.

The employee will be given an opportunity to seek clarification on what may not be clear to him/her about their new job. Orientation periods may minimum of five (5) days.

SALARY GRADES

- Salary increment is assigned as per their appointed programs.
- Appraisal and hike will be based on the Organogram of the Organization.
- Salary increases shall not be granted during a probationary period.
- The employee on probation may terminate the employment contract by giving not less than seven days' notice of termination of the contract.



EXIT INTERVIEW AND SYSTEM

- Employee serving in probationary period if he/she is decided to quit the job then they will be relieved from notice period.
- Once the reason is clear and he/she is willing to just quit the job for their own reason then they need to serve 30 days' notice period from the day of resignation accepted.
- If the resignation is given by the senior Management Employee before two months, then organization Executive Director and the Governing Board will review the resignation letter and they will take the decision.
- If the Board Member is resigning the job, then they have followed the Board norms according to the Governance.
- Structured Interview is conducted either in person or over email
- All Exit interviews are confidential in nature and responses are used only as a feedback
- Employee should fill exit check list and hand over to HR for final clearance

EMPLOYEE'S NAME & SIGNATURE

DATE