



ARF
CULTURE
AND GUIDE TO HR
PROCEDURES





ARF EMPLOYEES MANUAL.

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INTRODUCTION

HR department is one of the key departments of the origination. The major function of the department is to provide adequate and competent manpower resource to all the functions of the organization across all branches. It plays a vital role in bridging the company gaps through effective training in all aspects apart from counseling & employee welfare. This department ensures compliance with all applicable statutory & regulatory norms.

The **ARF** Human Resources Manual describes the modes and measures for managing and developing staff. It also provides guidelines **ARF** will use to administer these rules, with the correct control.

ARF will keep HR manual current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections or add.

The activities of HR department are:

- Recruitment.
- Training.
- Time office Management.
- Payroll.
- Managing the Appraisal system.
- Transfer & Promotions.



- Statutory & Regulatory compliance.
- Final settlement of resigned or retrenched or retired employees.

Any suggestions, recommendations or feedback on the modes and measures specified in this manual are welcome.



ARF GOALS

ARF aims to employ the best candidates based on merit or competence or experience.

Procedure

- ❖ Position.
- ❖ Skills required.
- ❖ Pay scale.
- ❖ Roles and responsibilities.
- ❖ Involvement in job.
- ❖ Safety Considerations.
- ❖ Recruitment procedure
 - a) Application form.
 - b) Interviews.
 - c) Reference checks.
 - d) Issue of appointment letter.



ENVIRONMENTAL BEST PRACTISE

ARF will commits with all local, state and federal laws and regulations.

Disposing of hazardous waste (medical, shelter and office) trade waste (i.e. waste added to the sewer) and waste water.

Noise.

Land use.

Air pollution and carbon emissions.

ARF will try to save drinking water.

To do this, *ARF* will

- ❖ Investigate ways to reduce consumption.
- ❖ Give preference to maintenance and other contractors using plastic products.
- ❖ Buy electrical and lighting systems rated as energy efficient.
- ❖ Use natural / daylight to save power.



COMMON GUIDELINES.

- ❖ Employees must follow the rules and regulation of the company.
- ❖ Employees must actively involve in responding to messages in process of communication.
- ❖ Employees must not misuse the telephone lines (if misused it will be deducted from his salary).
- ❖ Employees must not misuse the internet connection.
- ❖ Employees must be punctual to the all events, meetings and gatherings.
- ❖ Employees must be sincere, honest to implement all suggestions, ignoring self or others ego which hinders progress of job.
- ❖ If Employee hung-up in any questions or doubts, it is his responsibility to have it clarified much before execution is initialised.
- ❖ Employees must relay on excuses or extend deadlines. He must always go only through the designated contact, He will not bypass or short circuit the system and will not approach or discuss with some other person, even if it is my close friend / relative.
- ❖ Employee will not hug anybody in the institute campus.
- ❖ Whenever on duty, in or out of office premises, I will not involve in comparison, gossip or discussions about



other team members, co workers or other superior authorities.

- ❖ Employees will never raise his voice / speak rudely, impolitely or sarcastically while speaking to anyone in the organization. He will be very humble.
- ❖ Employees must be in the office 15 minutes early before scheduled start time.



OCCUPATIONAL HEALTH & SAFETY

It is **ARF** procedure to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is ultimately responsible for the health, safety and welfare of all staff, **ARF** expects all employees to participate by reporting potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

ARF extends safe congenial work environment for the health, safety and welfare of employees, contractors, guests, volunteers, trustees, committee members and other citizens or public who probably be affected by our work.

To meet this, *ARF* adapts

- ❖ Develop and maintain safe protocol to perform work, safe working environment.
- ❖ Guide and training employee if required.
- ❖ Provide protective clothing and equipment, and enforce its use.



- ❖ Assess and ensures all risks before work starts in new areas.
- ❖ Bans on, unacceptable risks to safety, if inevitable formulates procedure for new operation to meet the need.
- ❖ Employees and doctors extended with adequate basic facilities (such as clean toilets, clean drinking water and hygienic eating areas). Outhouse employees are paid TA and DA.
- ❖ *ARF Employees* should take into consideration all the practices and conditions that could injure employees, clients, public or our environment.
- ❖ *ARF Employees* should control such situations or remove the risk to safety. If unable to control such practices and conditions, should report these to their higher authorities.
- ❖ *ARF Employees* should make sure workers use personal protective equipment (PPE), training workers to use PPE correctly.
- ❖ Making sure PPE is maintained and working properly.
- ❖ *ARF* demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all its employees, irrespective of their position.



OFFICE COMMUNICATION

1. HR/Managing Trustee will call up the participants one working day before the actual date of the meeting and speak with all concerned.
2. After confirming the timing with the Concerned, HR/Managing Trustee will call / SMS and officially circulate confirmed information.
3. HR/Managing Trustee will ensure conducive environment to conduct the meeting.

Note:- Once meeting starts no employees will be allowed inside the meeting hall (to keep meeting free from disturbances).

4. HR/Managing Trustee will “Thank” the jury and participants for their cooperation after the meeting.
5. HR/Managing Trustee will confirm the date for next meeting after the meeting is complete, if agenda is not concluded with one meeting.
6. HR will not allow any other Subject or team members to directly speak with the organization authorities until it’s required.



All intellectual property developed by employees during their employment with **ARF** including discoveries or inventions made in the performance of their duties related in any way to office will remain the property of **ARF**.

Employees if given an access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. Must be, protected and used only in the interests of **ARF**.

Note:-

Do not disclose or misuse any part of any confidential information outside.

Employees must act in good faith towards **ARF** and must prevent (or if impractical, report) the unauthorized disclosure of any confidential information.

Failure to comply with this procedure may result in performance improvement proceedings including dismissal.



Smoking

ARF prohibits smoking in the interest of employee's health. Smoking is completely banned in *ARF* premises or in offices at any time.

Smokers can take breaks not more than 2 per day in addition to their lunch break). These breaks must be limited to 10 minutes from leaving the workplace to recommencing work. Never should the smoking breaks be enjoyed at the entrance of *ARF* offices.



PERSONAL COMMUNICATION

All staff, employees of *ARF* reserves right to speak his/her issues with his colleagues and other subordinates.

Note:-

Spend some time with your staff to develop to get their commitment and understanding which helps mutually to perform work cordially at work place.

Phone calls procedure

ARF expects to keep private phone calls under reasonable levels. Employee should not attend personal call during office hours unless it's emergency.

Email procedure

ARF extends Email facilities for formal business correspondence.

Employees should take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should keep back up and stored offsite. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.



To protect **ARF** from the potential effects of the misuse and abuse of email, the following instructions for all users

- ❖ All emails sent must include the approved business disclaimer.
- ❖ No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality or prejudicial to the good standing of **ARF** in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
- ❖ Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening and discriminatory, involves the harassment of others or concerns personal relationships.
- ❖ The email records of other persons are not to be accessed except by management (persons authorized by management)
- ❖ Excessive private use, including mass mailing, “reply to all” etc. that are not part of the person’s duties, is not permitted.



Internet use procedure

The internet facilities extended by *ARF* are for business use. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence or repetition of an offence may include dismissal. Staff needs to be continually aware that some forms of internet conduct may lead to criminal prosecution.

PERSONAL CONDUCT

Conduct: The way a person acts, especially from the standpoint of morality and ethics.

ARF expects its employees to maintain a high standard of conduct and work performance to make sure the working environment maintains its good reputation with visitors and clients. Good personal conduct contributes to a good work environment for all.

This involves all employees

- ❖ Observing all policies and procedures (May be Superior or any executive).



- ❖ Superiors approach colleagues and lower subordinates with courtesy, harmony and respect.
- ❖ Dealing with customers and clients in a professional manner at all times.
- ❖ Punctuality and time sense during working hours.
- ❖ Working, performing safely at all times at work place.

DRESS CODE

As a minimum standard, dress should be clean, neat and professional.

ARF issues uniforms to field employees

T-shirt with *ARF* Logo and Title issued which fits the individual appropriately for our field work.

Cap with provision for varying the size for doctors

ARF reserves the right to request an employee to dress to an appropriate standard as a condition of employment.



Office turnout:

All *ARF* employs should dress up to mark, they should groom to meet formal turnout.

Men:

Should wear Dark colored Trouser and bright or light colored Formal shirt, formal shoes should be either dark brown or black colored with socks.

Specifications:

Formal shirt (full sleeves, preferably plain, or plain stripes).

Formal trousers (no jeans or self design material)

Formal shoes (black or brown, well polished)

Clean shaved (French beard acceptable). No bits and pieces of beard. Proper hair cut (no long hair, no punky style)

No shining or flashy dress, no semi formals, no business casuals, no self design cloth, no jeans, no designer wear.



Note: The belt and shoes should be **non leather products. Plastic and synthetic leather or pleather goods are highly encouraged.**

Women:

Formal Sari OR formal Salwar-kameez-dupatta (body fully and appropriately covered). No western dressing, no shining or flashy dress, no sleeveless tops, no designer wear, no back-visible blouse.

No open hair style is encouraged.

Doctors:

Men:

Should wear white apron covering **ARF** T-Shirt.

Women:

Should wear white apron covering Kameez and Salwar. No open hair style is encouraged.

Catchers and cleaners:

Should wear **ARF** T-Shirt.

NOTE: - No leather bags or purses or footwear should be used at work. Do not wear silk cloths at work.



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हिंसक vs. अहिंसक
Silk
रेशम

The beautiful,
fragile silk moth.



रेशम की सुन्दर,
कोमल तितली।

1,500 silk moths
are boiled alive
in their cocoons
for just 100 grams of silk!



1,500 रेशम की तितलियों को
जीवित अवस्था में ही उनके
कवच सहित उबाल दिया जाता है,
केवल 100 ग्राम रेशम के लिये।

In-breeding has taken away
their ability to fly,
so discarded male moths
die after mating.
Female moths are
crushed to death,
after laying their profitable eggs,
to check for diseases.



अन्तः प्रजनन ने
उनकी उड़ने की शक्ति छीन ली है।
अपंग नर तितलियाँ प्रजनन करने के
बाद मर जाती हैं।
बीमारियों पर रोक रखने के लिये,
लाभदायक अण्डे दे चुकी मादा
तितलियों को कुचल दिया जाता है।

No silks are *ahinsak*,
except artificial ones
such as polyesters,
with no *resham zari*.



कोई भी रेशम अहिंसक नहीं है,
सिवाए कृत्रिम रेशम के,
जैसे कि रेशमी जरी रहित पौलीएस्टर।



Boycott silk — feel pretty, not guilty.

रेशम का बहिष्कार करें — बोध करें सुन्दरता का, न कि अपराधिता का।

Beauty Without Cruelty is a way of life which causes
no creature of land, sea or air, terror, torture or death.
"बेटी बिनाए क्रूरता" - जान, सुनि, व जानु के बिना भी जेब की
बन, पीस, या कानु न चहुँपनी की संभवताएँ

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RECRUITMENT

Types of Designations in ARF

- ❖ Doctors.
- ❖ Project Managers.
- ❖ Campaign Managers.
- ❖ HR Managers.
- ❖ Team Leaders.
- ❖ Accountants.
- ❖ IT Assistants.
- ❖ Drivers.
- ❖ Catchers.
- ❖ Office Maintainers.
- ❖ Housekeeping staff.

Type of employment

- ❖ Permanent Employee
- ❖ Apprenticeships, trainee.
- ❖ Casual Employee.



TRAINING

ARF will give employees adequate training on both technical and non-technical aspects. In order to make employees perform their job, safely and competently.

PROBATION

Probation is a period where the appointed employee is extended with an opportunity to prove his abilities and meet the requirements of the position for which he/she is appointed. The employee has to perform the given job to the levels of satisfactory. Ongoing permanent employment is permitted only when the employee satisfactorily completes their probation of six months or more till they will satisfy *ARF*.

Procedure

- ❖ Employee has to start job immediately.
- ❖ Employee will get confirmation letter once he/she successfully completes probationary period.
- ❖ The employee may be terminated with a single day notice if found unsatisfactory in probationary period.
- ❖ Once the employee completes his probationary period to the satisfaction of the management either of



them will require to submit one month notice, in case the employee wishes to resign he has to submit resignation letter in our main office and take signature from the management.

Confirmation

A letter signed by the Managing Trustee will be issued once the employee exhibits satisfactory performance with HR Manager.

ARF extends the benefit of Employers Provident Fund. The employees who earn basic salary less than Rs.6,500/- has to submit application form to HR to avail this facility. He/she if not willing to avail EPF then they can specify it in application and return it to HR. The employee who draw basic salary more than Rs. 6,500/- are only eligible to deny PF. By default *ARF* Considerations will not extend facility until unless it's clearly requested to HR.

INDUCTION

ARF will make sure all new employees feel welcome and are invited start work comfortably.



Procedure

Flow of inductions:

- ❖ Introductions to all employees.
- ❖ Welcoming.
- ❖ Business overview.
- ❖ Introducing to project/Department Head.
- ❖ A working safely plans.
- ❖ Training plan.
- ❖ IT system orientation.

PERFORMANCE MANAGEMENT

ARF strictly adheres to performance management procedure. *ARF* reviews the staff salary on yearly basis, if the lines of communication and feedback between management and employees are working reasonably well. The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate managers and HR.



Criteria for appraisal.

Criteria	Marks	Obtained
Attendance	10	
Quarterly performance reports	30	
Involvement in work	10	
Improvement/learning	10	
Dedication towards company	20	
Co-ordination with employees	10	
Remarks and complaints.	10	

PERFORMANCE IMPROVEMENT

ARF follows the procedures set by HR law, Human Rights law, industrial law, awards, or employment or workplace agreements that apply at workplace.

A performance improvement option is adapted to have the best employee in position. The employee, who is enthusiastic and slow learner, intimated to get his knowledge and skills enhanced to perform best in stipulated time apart from regular induction. Failing which *ARF* will retain rights to terminate the services through a formal termination letter. The time assigned to employee for improvement is usually 3 months, by the



end of which employee has to show improved performance through the test. **ARF** aids employee through giving proper handy material to the learner.

Before the employee is asked to proceed with the screening process an official commitment letter is taken from the employee, and **ARF** clearly issues a letter of consent describing why and for what he is requested for commitment letter.

ARF tries to promote the best performing employee by offering him the sponsorship to undertake various training required to meet professional needs.

ARF requires a minimum standard of conduct and performance. If an employee does not meet this standard, **ARF** will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

Each employee in beginning is oriented to understand their responsibilities, counseled and given the opportunity to reach the standards expected of them in probationary. **ARF** gives employee an opportunity to prove him or herself.



- ❖ *ARF* will advise the employee of any shortfall in their performance, and give them an opportunity to respond.
- ❖ Once they respond, the manager will consider their response and decide if performance improvement action required or not. *ARF* will provide support such as training where relevant.
- ❖ If the employee given a verbal warning, the manager should make a note of it, date it and sign it.
- ❖ The manager will advise the employee in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct procedure.
- ❖ The manager will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person or staff if found partiality in conduct by manager or any superior authority.
- ❖ The manager will decide if more action is needed.
- ❖ If a written warning is to follow, the manager is to
 - Document it and give the employee a copy
 - Give the employee the opportunity (and their support person the opportunity) to sign the warning.
- ❖ The warning must clearly define:



- The deficiency
 - A clear explanation of the expected standard
 - By when the employee needs to achieve it
 - How the **ARF**, will help the employee achieve the improvement required, and the consequences of failing to do so.
- ❖ The manager concerned will keep a record of all meetings, training, coaching given, a summary of discussions, put a copy on the employee's personnel file. This should include date, location and time of discussion.
 - ❖ They will continue to support the employee and note the support they give, for example, training or counseling.
 - ❖ If the employee's performance or conduct does not improve, the manager will give the employee a final written warning and follow procedure for terminating services. This document needs to warn the employee in clear terms **ARF** will terminate their employment if there is not enough improvement, and a sustained improvement in, their performance.



EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Procedure

ARF provides equal employment opportunity to all eligible, qualified persons without discrimination or harassment. *ARF* will extend reasonably to job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

The objective of Equal Opportunity Procedure is to improve business success by:

- Attracting and retaining the best possible employees.
- Providing a safe, respectful and flexible work environment.

ARF will base all recruitment, selection and promotion decisions on the best-qualified and experienced candidate who can perform the occupational needs of the position.

ARF provides equal opportunity in employment to all suitably people without discrimination or harassment based on a personal characteristic protected under the Equal Employment Opportunity legislation.



- They include age.
- Breastfeeding.
- Career status.
- Disability/impairment.
- Employment activity.
- Gender identity.
- Industrial activity.
- Marital status.
- Parental status.
- Physical features.
- Pregnancy.



GROSS MISCONDUCT

Instant dismissal for gross or very serious misconduct is possible (depending on the facts involved, history and witness available). Management should seek advice of all staff before taking this step.

Procedure

- The HR manager is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
- The HR manager should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall consider the employee's response and circumstances.
- If still appropriate, following a thorough investigation, the HR manager can terminate/dismiss the employee.
- The HR manager should keep a file of all evidence collected and action taken in these circumstances.
- **ARF** will send the employee a letter of termination noting brief details.



HARASSMENT

ARF impartially promotes the entire employes team and the working environment. This conduct is to treat all the employees fairly and equitably in office environment free of browbeating and harassment. *ARF* aims to surrogate professionalism, open and mutually trusting environment. *ARF* adapts harassment procedure ensure all staff are treated on merit by their managers, peers, direct reports and all other staff members, *ARF* is trying to curb office politics.

Procedure: To make a complaint

- Employee if believe or feel harassed by their managers should bring HR Manager/superiors in notice of such conduct.
 - Tell the wrongdoer the behavior or conduct is bad, is unwelcomed, and against office culture.
 - Tell or warn only if offender is manageable, if you feel comfortable enough to approach them directly). Keep a written record of the incident/incidents with an eyewitness if possible.
 - If offender continues even after warnings then unwelcome such behavior, contact your HR.



All employees have liberty and freedom to approach cops directly, if finds that managers and other superiors also indulged in same harassment.

Employee, employs or colleagues can help each other and can protest and fight against such activity.

Managers action on receipt of complaint

- Attend the complaint, consideration towards complaint should be serious and should get first priority. The Manager maintains confidentiality while operating or investigating on the issue.
- Request complainant with the full story, right from beginning to end, sequentially explaining occurrence of action and reaction, causes, step-by-step systematically.
- Request a description in complainant's own words.
- Request the complainant to check and verify given content or record of the conversation is accurate.
- Ensure and agree on the next action with the complainant.

If investigation not requested:

- Act and behave promptly.
- Maintain confidentiality.
- Move the complaint to manager or superior.



If an investigation requested or is appropriate, follow the next procedure.

Investigation

When a manager or other superior investigates, they should strictly adhere to this procedure.

- Do not assume guilt.
- Interview victim, witness and all directly concerned, separately.
- Interview separately the associates of offender.
- Keep records of interviews and investigation.
- After interview the alleged harasser, separately and confidentially make the alleged harasser know exactly why they being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions.
- Listen carefully and record details.
- Decide on appropriate action based on investigation and evidence collected.
- Check to ensure the action meets the needs of the complainant.
- Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.



Possible outcomes

If after investigation management finds the complaint is justified, the complainant may be entitled to any or all of the following

- A commitment the behavior will cease
- A private apology (verbal or written)
- A complaint to cop

Regulation on Alcohol & drugs

ARF lodges regulation on consumption of alcohol and drugs. The employees involved or addicted should never communicate with other employees or attend work place. The improper behavior at office while consumed may lead to termination of employee, under serious consequences he/she may be handled legally in presence of cops. *ARF* discourages alcoholism or other drug abuse as can impair short-term or long-term work performance.

ARF has a zero tolerance in regards to the use of illicit drugs in the office or attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Violating either of these procedures may lead to instant dismissal.



CONFLICT OF INTEREST

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of **ARF**.

All employees are required to act in good faith towards **ARF**. Employees need to be aware of the potential for a conflict of interest to arise, and should always act in the best interests of **ARF**.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with **ARF**. Employees should aim to avoid confronting such a situation where there may be a conflict between the interests of **ARF** and their own personal or professional interests or those of relatives or friends. Encountering such a conflict (or is perceived to occur), the interests of **ARF** will be balanced against the interests of the staff member. Unless exceptional circumstances exist, resolved in favor of **ARF** Employee.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt as to whether a conflict exists, they should raise the matter with their manager or superior authorities.



Employees must:

- Declare any potential, actual or perceived conflicts of interest that exist on becoming employed by **ARF** to management.
- Avoid being placed in a situation where there is potential, actual or perceived conflict of interest if, at all possible.

If an employee declares such an interest, **ARF** will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with **ARF** to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance while working at **ARF**, if such involvement does affect performance or attendance it will be considered a conflict of interest.

During employment, employees must not set up, engage in private business, or undertake other employment in direct competition with **ARF** using knowledge and/or materials gained during the course of employment with **ARF**.



Engaging in other business interests during work hours will result in strong performance diminution action hence *ARF* seriously considers this.

GRIEVANCE

ARF supports the right of every employee to lodge a grievance with their colleague if they believe a decision, behavior or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, *ARF* will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly.

Procedure

- The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort undertaken and made to settle a grievance before the



formal grievance process starts. If the matter still cannot be resolved, the process continues and becomes formal.

- To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.
- The person(s) against whom the grievance/complaint made issued with the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
- If the grievance still cannot be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.



LEAVE MANAGEMENT

The standards adapted here are from the Fair Pay and Conditions, Standard adapted by Profit and Nonprofit bodies.

Objective: To provide guideline and establish a set of procedure that employees will follow while applying for leave.

Leave Entitlement

All employees are eligible for Indian Public holidays and Indian Major Festivals (Ugadhi, Republic day, Independence Day, Diwali) including 10 days only.

Any leave taken before completion of six months will be at the discretion of the immediate supervisors.

Types of leaves and related aspects:

Sick leave (SL)

All employees will not be entitled for sick leave

Casual leave (CL)

All employees will be entitled for casual leave up to a maximum of 12 days in a financial year



- An employee is allowed not more than two days of casual leave at any one time.
- The total absence including holidays, prefixes and suffixes should not exceed four days at a time
- Leave/s must be applied in one week advance

Leave without pay:

In case of extreme emergencies if an employee has to take a leave, he/she should ensure that the same is notification period is 4 hrs prior start of shift for sick leave. Without this, the leave will be considered as unauthorized/unscheduled and would be dealt in accordance with the company rule.

General guidelines for leave:

- At the discretion of the management, leave may be refused, revoked or curtailed depending on the exigencies of work.

No Call No Show (NCNS)

Any absence from work without informing the supervisor/TL will be termed as NCNS, and must be marked as “AB”.



The consequences of NCNS would be:

- If there is two or more NCNS in quarter, Incentive amount payable for that entire quarter will not be paid.
- If there are more than 3 instance of NCNS, Employee will be on observation for 3 months, it continues the Supervisor will be taking a severe action on these employee.

Disciplinary Action:

ARF would be following the 3 strike policy on absenteeism. This policy will be applicable on a quarterly basis and the cumulative will be taken into account for the yearly appraisal.

Compensatory leave:

Whenever the management has taken the decision to work either Sunday or any Holiday, the employees will be eligible to take compensatory off within the period of two months.



PATTERN of LEAVE

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	No of Days
Working	Working	Working	Working	Leave	Holiday	Leave	3 Days
Working	Working	Working	Leave	Working	Holiday	Leave	2 Days
Working	Working	Working	Working	Leave	Holiday	Working	1 Day
Working	Working	Working	Working	Working	Holiday	Leave	1 Day
Working	Working	Leave	Holiday	Holiday	Holiday	Working	1 Day
Working	Working	Leave	Holiday	Holiday	Holiday	Leave	5 Days
Leave	Holiday	Holiday	Leave	Working	Holiday	Working	4 Days
Working	Leave	Holiday	Holiday	Leave	Holiday	Leave	6 Days
Working	Working	Working	Working	Leave	Holiday	Holiday	1 Day



Leave letter

Date:

I Mr/ Miss / Mrs /Dr. _____ Name of
applicant _____ working as _____ Applicants
designation _____ in ARF, here request to grant me leave.

Particulars:

Duration: ____ day/days,

Single day: Date/Month/Year

More than one day: from Date/Month/Year --till--. Date/Month/Year .

Granted

Paid leave

Cancelled

Unpaid

Signature: - _____

For official use

Date:

Remarks: _____

Authorised Signatory: _____



Those who will take leave without informing HR will follow Disciplinary Action:

Absenteeism would mean:

- Any absence from work with less than 24 hours of prior information and approval.

Parental leave Procedures

Entitlements listed here based on the Fair Pay and Conditions Standard.

Parental leave covers maternity, paternity and adoption leave.

Employees are entitled to

- Up to 24 weeks of unpaid parental leave (including maternity, paternity and adoption leave) for parents to take on a shared basis to care for their newborn child or newly adopted child under the age of five years. Other than three weeks at the time of the birth or adoption, both parents cannot be on parental leave at the same time.
- Special maternity leave of an amount as recommended by a registered medical practitioner for a pregnancy-related illness, if the pregnancy ends other than by a live birth.



A period of short paternity leave for non-primary career employees of three weeks commenced within the week their spouse or partner gives birth.

The right to transfer to a safe job if in the opinion of a registered medical practitioner, a female employee is unable to continue in her present position because of illness or risks arising out of her pregnancy or hazards connected with that position. If it is not reasonably practicable to transfer the employee to a safe job, then the employee is entitled to take paid leave (or may be directed by the employer to take paid leave) until the earliest of the end of the period stated in the medical certificate or the date of birth. Such paid leave does not reduce the total period of parental leave.

In the case of adoption, up to two days of unpaid pre-adoption leave to attend any interviews or examinations required to obtain approval for the adoption unless the employee can take other authorized leave for such purposes.

Procedures for employee takes parental leave, they are entitled to

Return to the position the employee held immediately before the start of parental leave or a position that has



the same terms and conditions of employment as the former position

Take other leave (for example, annual leave) for the birth or adoption of the child in combination with parental leave. The 24 weeks of unpaid parental leave reduced by other related authorized leave taken by the employee and by the amount of any paid or unpaid parental leave taken by the employee's spouse;

Extend parental leave once within the 24-week period, provided they give 14 days' written notice.

At least 4 weeks before the end of the first 24 week parental leave period, request that **ARF** agree to an extension of unpaid parental leave for a further period of up to 2 months immediately following the end of the first period of parental leave. **ARF** will only refuse this request on reasonable business grounds.

Vary or shorten parental leave, but generally only with **ARF** agreement, by giving at least four weeks' notice.

A woman may start a period of maternity leave at any time within the six-week period immediately before the expected date of birth. Where she continues to work within that period, she may be required to provide a



medical certificate stating if she is fit to work in her present role.

All leave associated with the child's birth must be taken in a continuous, unbroken period of leave.

Extra eligibility criteria for parental leave

To apply for parental leave, an employee must have completed at least 12 months of continuous service by the expected date of birth.

The employee must also:

Provide a medical certificate from a medical practitioner no later than 10 weeks before the expected date of birth (where possible);

Apply formally for parental leave by providing a written application stating the dates for leave 10 weeks before the first day of the intended leave. At least 4 weeks before the intended start date specified in the written application, the employee must confirm the intended start and end dates of the leave, or advise the employer of any changes to the intended start and end dates of the leave. Note these requirements do not apply to an employee if there are circumstances beyond their control, for example, if there is a premature birth;



Provide a signed statutory declaration detailing their leave periods and their partner's leave arrangements, as well as stating they will be the child's primary care-giver and they will not do other work that conflicts with their employment while on parental leave e.g. work with a competitor.

Some casual employees are entitled to parental leave. An eligible casual employee is one who has worked regularly for at least 12 months (or a sequence of periods totaling at least 12 months) and reasonably expects to continue employment with **ARF** after taking parental leave.

Leave without pay procedure

ARF extends this provision for only the employees who are in probationary. The employees in probationary loses his/her pay if remain absent if formal probation period of six months.

Management has the discretion to approve leave without pay that an employee is not otherwise entitled.



Jury duty procedure

Jury: A body of citizens sworn to give a true verdict according to the evidence presented in a court of law.

Jury duty: Duty concerned with court or judiciary.

Any employee is entitled to paid leave for jury duty in accordance with legislation. An employee on jury service should supply the official request to attend, the details of attendance. **ARF** will reimburse and pay the employee the difference amount.

Time in lieu procedure.

Overtime might be payable instead of time-in-lieu. Make sure you know and follow the procedures set by an award or workplace agreement covering your workplace.

ARF will not grant time-in-lieu to any employee who is required to work outside their normal hours.

COMPENSATION

All employees are eligible for workers' compensation benefits if injured while at work.



Injury procedure

If there is an injury:

- The first priority is medical attention. The injured worker or nearest colleague should contact one of first aiders. For an apparently serious injury also call an ambulance.
- Any employee who is injured on-the-job, experiences a safety incident or a near miss, must report the incident to their higher authority.
- The manager must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include
 - Employee's name and job details.
 - Time and date of injury.
 - Exact location the injury/incident occurred.
 - How the injury/incident happened.
 - Details of the injury/illness and the part/s of the body injured.
 - Names of any witnesses.
 - Name of the person entering details in the Register.
 - Date the employer notified.



ARF will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.



EXIT FORMALITIES
Animal Rights Fund

Name of the Staff Member			
Pegasus Employee ID			
Date of Joining			
Resignation Date		Release Date	
Department			

1.	What is your main reason for leaving?
2.	Would you work for this employer again?
3.	Would you recommend this employer to friends or family?
4.	What did you enjoy/dislike about your job?
5.	What improvements would you suggest about your job/working conditions / management support?
6.	What do you think it takes to succeed at this company?



7.	What does your new employer offer different to this company?
8.	Any other comments?

Signature of Staff Member	

Name:

OFFICE/FUNCTION	ISSUED BY	YES	NO
1. SECURITY			
a. ID Card			
b. Door Keys and/or Electronic Door Key Cards			
c. Visiting Card			
	(Project Manager/ HR Manager)		
2. INFORMATION TECHNOLOGY ACCESS			
a. Mobile Phone			
b. Mobile Sim Card			
c. Camera			



d. Other Accessories				
		(Project Manager/ HR Manager)		
3. ACCOUNT				
a. Travel Advance				
b. Petty Cash				
c. Any Due or taken Amount				
		(Chief Accountant)		
4. ACQUISITION MANAGEMENT				
a. Purchase Card/ Petrol Card/ Others				
5. ADMINISTRATIVE SERVICES				
a. Official Documents (If Any)				
b. Library If any book assigned to you				
c. Any Other Documents				
		(Project Manager/ HR Manager)		
8. HUMAN RESOURCES (Final Settlement Amount)				
Total Days of Present	Total Days of Absent	Total Salary	Deduction	Settlement Amount
		(Trustee / HR Manager)		



SECTION III. EMPLOYEE CERTIFICATION

I certify that, except as otherwise indicated, I have no Organization property, records or documents, including classified material issued or furnished by *Animal Rights Fund*.

SIGNATURE

DATE