

YOUTHS UNION FOR VOLUNTARY ACTION

Personnel Policy Manual

**Youths Union For Voluntary Action
“YUVA”
Hazaribag, Jharkhand**

Welcome, New Employee!

On behalf of your colleagues, I welcome you to YUVA Hazaribag, and wish you every success here. We believe that each of you contribute directly to YUVA's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe the policies, programs and benefits available to eligible employees. You should familiarize yourself with its contents as soon as possible, for it will answer many questions about employment with YUVA, Hazaribag. Please be sure to sign your acknowledgment of having received your handbook, and given a copy of the form to your supervisor.

Above all, we want to make certain that all staff members are committed to providing the best service to our community and beneficiaries, and to handling their needs with honesty, creativity, and integrity. Within that context, we also want the working environment to be supportive and enjoyable, so that the very best that our staff can offer is made available to those who need our assistance.

We hope that your experience here will be challenging, enjoyable and rewarding. Again welcome!

Sincerely,

Secretary
Hazaribag

I. ORGANIZATION DESCRIPTION:-

Youths Union for Voluntary Action (YUVA)Hazaribag is a social, philanthropic, secular organization formed by a team of people involving professionals and social Activists who had a long experience in the filed of rural development in the year 2008 registered at Ranchi under Societies Registration Act XXI, 1860 bearing no. reference No. 884 dated 6th January 2009. at Ranchi, Jharkhand

The organization is working among the poorest of the poor population in the rural areas of Jharkhand especially in Hazaribag, koderma and Ramgarh. The organization is registered under section 12 A of the Income Tax Act

The Organization derives its inspiration from Swami Vivekananda who believed in mobilizing the youth force for building up the strong foundation of the Nation.

II. MISSION OF THE ORGANIZATION

- Empowerment of marginalized communities through promotion of an open access society for balanced development of the Indian Nation.

VISION OF THE ORGANIZATION

- We visualize the world where the poor have broken the generational chain of poverty and led lives of respect, dignity and opportunity.

III. INTRODUCTION :

This handbook is not an employment contract. It is designed to acquaint you with- Youths Union for Voluntary Action (YUVA), Hazaribag, and provide you with information about working conditions employee benefits, and personnel policies affecting your employment.

You should read, understand, and comply with all of the provisions in this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Youths Union for Voluntary Action (YUVA), Hazaribag to benefit employees, in line with our objective to provide a work environment that is conducive both to personal and professional growth.

As you know, no employee handbook can anticipate every circumstance or question about policy. As Youths Union for Voluntary Action (YUVA), Hazaribag continues to

grow, the need may arise to make policy changes, and management reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time, as deemed appropriate. The only exception to any changes is our policy of employment at will. Your employment with Youths Union for Voluntary Action (YUVA), Hazaribag, is at will. This means that either you or Youths Union for Voluntary Action (YUVA), Hazaribag can end the employment relationship for any reason at any time.

These provisions supersede all existing policies and practices, and may not be amended or added to except by the Chief Functionary & GB Members. You will, of course, be notified of any changes to the hand book as they occur.

IV. EMPLOYEE BENEFIT

VACATION :

Youths Union for Voluntary Action (YUVA) vacation policy is designed to give regular full-time employees and regular part-time employees the opportunity to be away from work and relax while receiving their regular pay.

Regular part-time employees receive vacation on a pro-rated basis.

Nature of leave	Vacation Day	Accrual Rate per Month
Casual leave	16 Day/Year	Quarterly Four Leave

Eligible employees can take vacation leave after Joining. Vacation days can be used in minimum increments of four days/quarter. You must use all vacation leave in the year in which it becomes available.

Full-time employees with six months of continuous service are not entitled to receive pay for unused vacation time upon termination of employment or voluntary resignation.

Employees who fail to give proper notice of resignation will not be paid for their accrues unused vacation leave. An employee who has take an approved leave of absence during the year will have vacation leave pro-rated according to the amount of time worked during the calendar year.

The schedule vacation leave, you should receive prior approval from your supervisor as far in advances as possible. A minimum of one month's notice is preferred. Requests will be reviewed based on a number of factors including operational needs and staffing requirements. If a paid holiday falls during your vacation period, you may observe it as a holiday and not charge it to your vacation time.

SICK DAYS:

Sick leave is defined as time off illness or to care for an injury. Regular full-time employees are eligible to accrue 10 Days sick leave per year. Regular part-time employees accrue sick days on a pro-rated basis.

Sick leave is to be used only in the case of your own illness or injury. Using sick leave for other reasons may result in discipline. Youths Union for Voluntary Action (YUVA), Hazaribag reserves the right to request medical documentation for any illness or injury.

Sick days may be used in 7 days increments. Regular full-time employees can take more than 15 days sick leave as unpaid leave.

All paid sick days must be recorded and approved by your supervisor. In order to receive pay for sick days, you must notify your supervisor.

Employees will not be reimbursed for unused sick leave and will not be paid for unused sick days upon termination from employment.

HOLIDAYS :

Youths Union for Voluntary Action (YUVA), Hazaribag, will grant the 17 paid holidays to all regular full-time employees and regular part-time employees.

MATERNITY LEAVE :

The organization Youths Union for Voluntary Action (YUVA) will provide a 3 months paid maternity leave to its female employee.

LEAVE WITHOUT PAY :

Youths Union for Voluntary Action (YUVA), Hazaribag provides a short-term leave of absence without pay of up to 3 months of regular full-time employees who need to take time off from work to fulfill urgent personal obligations. Eligible employees may take leave without pay 15 days at a time with the permission of Secretary of the Organization. According to chief functionary of the Youths Union for Voluntary Action (YUVA)-, Hazaribag the leave sanctioned either with pay or without pay.

As soon as you become aware of the need to take leave without pay, you should submit a written request to your supervisor.

Requests for leave without pay will be evaluated based on a number of factors including anticipated workload requirements and staffing considerations during the proposed period of absence. Youths Union for Voluntary Action (YUVA), Hazaribag reserves the right to approve or disapprove requests for leave without pay.

If an employee fails to report to work promptly at the expiration of the approved leave period, we will assume the employee has resigned.

V. TIME KEEPING :

RECORDING TIME :

Time worked is solely the time actually spent on the job performing assigned duties, and should not include any time that is spent not working or any time off that is take during the workday.

Employees must accurately record the time they begin and end work, the time they begin and end each meal period, and the beginning and end of any time off take. Any overtime work that is recorded must be approved by a supervisor before it is performed. Altering falsifying, or tempering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including discharge. It is the employee's responsibility to sign her or his time records to certify the accuracy of all time recorded. The supervisor will review and initial the time record before submitting it for payroll processing. If corrections will modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

PAYDAYS

All employees are paid on a monthly basis. The employees are paid first week of next month but according to availability of fund by the donor agency.

WORK SCHEDUKLES

Youths Union for Voluntary Action (YUVA) normal office hours are 10.00 a.m. 5:00 p.m. for all the staffs.

From time to time staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours scheduled for employees.

All full-time & part time employees are provided with a break 1:30 p.m. to 2:00 p.m. each day. Your supervisor will schedule meal periods to accommodate operating requirements. You are relieved of all active responsibilities and restrictions during meal periods and compensated for that time.

EMPLOYEE CONDUCT :

USE OF PHONE AND OTHER EQUIPMENT

Personal use of the fax machine, copier and the telephone for long distance and toll calls is not permitted, nor is personal use of any other business equipment or system. Personal use of the mail system for sending and receiving mail is strictly prohibited.

The improper, careless, destructive, or unsafe use or operation of any Youths Union for Voluntary Action (YUVA), Hazaribag equipment or system can result in disciplinary action, up to and including discharge.

E-MAIL AND INTERNET USAGE

Computers, computer files, the e-mail system, the Internet, and any software furnished to you are intended for Youths Union for Voluntary Action (YUVA), Hazaribag purposes only. You may not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, your computer, e-mail and Internet usage may be monitored.

CONFIDENTIAL INFORMATION

All information that is not common knowledge is considered privileged and is not to be disclosed under any circumstances. This includes Youths Union for Voluntary Action (YUVA), Hazaribag records memoranda and any other written material. In particular, employees should not discuss the following information in public places:

- All material pertaining to persons contributing to Youths Union for Voluntary Action (YUVA), Hazaribag.
- All data and information pertaining to the clients served by Youths Union for Voluntary Action (YUVA), Hazaribag.
- Information concerning our budget, income, or expenditures, except as it may appear in the printed annual report or any material made public by the agency.
- Minutes or the content of any meeting arranged by Youths Union for Voluntary Action (YUVA), Hazaribag, in which Board members, committee members, and/or staff members participate in discussion about the work and policies of the agency.

- Any information given to staff members in writing or orally which is designated as confidential.
- Salaries or other personal data pertaining to individual staff members to which as employee has access due to the nature of her or his work. This includes all types of personnel material, such as salary information, evaluations, attendance records, data reported on application forms, references written or received by the agency, or other material relevant to employment.

If you have any questions about this rule, you should immediately discuss them with your supervisor.

PROBLEM RESOLUTION

- Youths Union for Voluntary Action (YUVA), Hazaribag is committed to providing the best possible working conditions for its employees. Part of this commitment is cultivating an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely responses from management.

You are encouraged to bring your questions, suggestions, and problems to your supervisor's attention. They will be given careful consideration in our continuing effort to improve the organization. If you have a problem, here are the steps you many take.

First, present the situation to your supervisor immediately, so that she or he has the opportunity to resolve the problem quickly. Our experience has shown that most problems can be settled with a simple examination and discussion of the facts.

If your supervisor is not available, or if you feel it would not be appropriate to present the situation to your supervisor, request a meeting directly with the next-level supervisor. If the problem is not resolved after meeting with a supervisor, present it in writing to the Executive Director, who will respond promptly. A meeting with other employees may be called in an attempt to reach a satisfactory solution. A detailed review will be conducted, and a final determination will be made by the Executive Director.

RULES OF CONDUCT

- To ensure orderly operations and provide the best possible work environment, -- Youths Union for Voluntary Action (YUVA), Hazaribag expects employees to follow rules of conduct that will protect the interest and safety of all employees and the Youths Union for Voluntary Action (YUVA), Hazaribag.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including discharge:

- Theft, damage, or unauthorized removal or possession of property.
 - Falsification of time –keeping records.
 - Any discriminatory act
 - Sexual or other unlawful or unwelcome harassment
 - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs while on duty, including while operating vehicles or equipment
 - Any disruptive behavior, including fighting or threatening violence in the workplace
 - Insubordination or other disrespectful conduct
 - Gambling on the premises
 - Safety violations
 - Possession of dangerous or unauthorized materials, such as explosives or firearms
 - Excessive absenteeism, tardiness, or any absence without approval
- These are only examples, Generally, any conduct that is disruptive, unethical, or illegal will not be tolerated. Employment with Youths Union for Voluntary Action (YUVA), Hazaribag is at the mutual consent of the organization and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

DISCIPLINE

- This policy states Youths Union for Voluntary Action (YUVA), Hazaribag's position on administering equitable and consistent discipline for unsatisfactory performance of conduct in the workplace. The objectives of any disciplinary

action are to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future.

- Disciplinary action may include an oral warning, a written, suspension, and/or termination of employment, depending on the severity of the problem and the number of occurrences. While these steps are generally progressive in nature, certain employee problems may not call for all the steps. Youths Union for Voluntary Action (YUVA), Hazaribag will address each situation according to the seriousness of the problem.
- While it is impossible to list every type of behavior that may be deemed a serious offense, the Rules of Conduct outlined above include examples of problems that may result in immediate suspension or termination of employment.

HARASSMENT AND SEXUAL HARASSMENT

- It is Youths Union for Voluntary Action (YUVA)'s policy to provide a work environment that is free from harassment, and from offensive and degrading remarks and conduct.
- Offensive behavior, including harassment on the premises or at any related function, will not be tolerated. Anyone who is found to have acted in violation of this policy will be subject to disciplinary action which may include termination.
- Many forms of inappropriate and offensive conduct have the potential to be perceived as harassment, and will not be tolerated. Supervisor are responsible for acting promptly where they observe or are advised of inappropriate and offensive behavior.
- Harassment may include verbal or physical conduct that denigrates or shows hostility or aversion. Towards an individual because of the individual's race, caste, creed, religion, Harassment may include but is not limited to:
 - Epithets and slurs
 - Negative stereotyping
 - Threats and Intimidation

- Hostile acts
- Denigrating or hostile written or graphic material
- Sexual Harassment may include unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication where.
- Submission to that conduct or communication is made a term or condition of employment.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting her or his employment.
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creates an intimidating, hostile, or offensive employment environment.

“Sexually motivated” actions include unwelcome, objectionable, and offensive conduct or communication which, even though it may not be sexual in nature, is directed at an employee on account of her or his gender. Examples of sexual harassment are:

- Any offensive or demeaning term that have a sexual connotation or are addressed to an employee on account of her or his gender
- Objectionable, unwelcome physical proximity, or physical contact.
- Unwelcome gender-based suggestions regarding, or invitation to, social engagements
- Any indication that an employee's job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors to any other person, or upon the acceptance of unwelcome, objectionable sexual conduct, advances, or comments
- Any action relating to an employee's job status that is affected by consideration of the granting or refusal of a gender-based request for social or sexual favors
- The existence of an atmosphere of sexual harassment or intimidation.
- Jokes or remarks of a sexual nature made to, or in the presence of, employees who may find such jokes or remarks offensive.
- Dissemination of materials (cartoons articles, pictures, etc.) that have a sexual content and that are not necessary for work, to individuals who may find such materials offensive.

Harassment is prohibited regardless of the sex of the harasser or the recipient. If you believe you are being subjected to, or are a witness to, sexual harassment or reprisal in

any form from a fellow employee or supervisor, or if you are being subjected to reprisal, you are encouraged to talk to the offending person to express your objections. If the problem is not resolved, speak to your supervisor. If she or he is not available or appropriate, speak to the next-level supervisor. A Sexual Harassment Complaint Committee will be formed by the organization which consists 3 to 5 members (mostly female members) . You can also put your complain before the committee and committee will investigate the matter.

Should the investigation result in a finding that an individual has discriminated against or harassed another person, disciplinary action, up to and including termination, will be taken against the offending person.

- No person at Youths Union for Voluntary Action (YUVA), Hazaribag regardless of how highly place, is exempt from compliance with this policy. Employees are also encouraged to report harassment and/or reprisal by clients and any other non-employees. We will not tolerate sexual harassment or reprisals against our employees in connection with their employment at Youths Union for Voluntary Action (YUVA), Hazaribag even if the harasser is not an employee.
- We prohibit any form of retaliation against any employee for filing a bona-fide complaint under this policy, or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, we determine that the complaint is not bona fide, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

DRUG AND ALCOHOL USE

- It is Youths Union for Voluntary Action (YUVA) policy to provide a drug-free healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on Youths Union for Voluntary Action (YUVA) Premises and while on duty off premises, it is prohibited for employees to use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively, and in a manner that is safe and does not endanger others. Violations of this policy may lead to disciplinary action, up to and including

immediate discharge. Such violations may also have legal consequences for the employee.

VII. NATURE OF EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

- In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities. Youths Union for Voluntary Action (YUVA), Hazaribag, does not discriminate in employment opportunities or practices on the basis of religion, race, creed color, caste, gender, age, disability, marital status, sexual orientation, or any other characteristic protected by law.
- Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Personnel Director. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

HIRING OF RELATIVES

- According to Human Resource Policy if the relative has required qualification and capacity and after interview if they are selected the organization has opportunity to work .

OUTSIDE EMPLOYMENT

- You may hold outside jobs as long as you meet the performance standards of your job with Youths Union for Voluntary Action (YUVA), Hazaribag, all employees will be judged by the same performance standards and will be subject to Youths Union for Voluntary Action (YUVA), Hazaribag scheduling demands, regardless of any existing outside work requirements.

EMPLOYMENT CATEGORIES

- **Regular Full Time** employees who have successfully completed the introductory period and who are regularly scheduled to work the full-time schedule. Generally, they are eligible for the benefits package subject to the terms, conditions and limitations of each benefit program.

- **Part Time** employees who have successfully completed the introductory period and who are regularly scheduled to work less than the full-time work schedule. They are eligible for some benefits sponsored by Youths Union for Voluntary Action (YUVA), Hazaribag subject to the terms, conditions, and limitations of each benefit program.
- **Introductory** employees are those in an introductory period whose performance is being evaluated to determine whether continued employment in a specific position or with Youths Union for Voluntary Action (YUVA), Hazaribag is appropriate. Upon successful completion of the introductory period, they generally become regular employees.
- **Temporary** employees are those who are hired on a short-term basis, such as to work on a specific project. Such employment is of a limited duration, and any extensions beyond the initial period will not change the employment status.

INTRODUCTORY PERIOD

The introductory period is your initial 7 days of employment. It provides new employees with an opportunity to demonstrate their abilities to the organization and determine whether the new position meets their expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Upon satisfactory completion of the introductory period, employees are considered regular employees for pay and benefit purposes.

- Employees in the introductory period are entitled to take paid holidays. They begin to accrue sick-leave credits during the introductory period but may not use them until successfully completing this period, at which point they also become eligible for other benefit provided by Youths Union for Voluntary Action (YUVA), Hazaribag subject to the terms and conditions of each benefit program.
- If Youths Union for Voluntary Action (YUVA), Hazaribag determines that the usual introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, this period may be extended for an additional

period. Any absence of more than 7 days during the introductory period will extend the period by the length of the absence.

PERFORMANCE EVALUATION

Our intention IS TO HIRE THE MOST QUALIFIED PEOPLE AVAILABLE AND TO GIVE THEM THE MAXIMUM OPPORTUNITY TO SUCCEED AND ATTAIN PROFESSIONAL GROWTH. All staff members are expected to demonstrate progressive expertise in job performance and acknowledge. Your supervisor will provide both formal and informal assistance and guidance on a regular basis.

Your first performance evaluation is usually conducted at the end of the introductory period. You and your supervisor will discuss your performance and how well you are meeting your job responsibilities. Subsequent performance evaluations will be conducted approximately every 6 months, to provide both you and your supervisor the opportunity to discuss job tasks, identify and correct weakness, recognize strengths and discuss approaches for meeting goals. These reviews and evaluations will also serve as an objective basis from which recommendations for salary adjustments and other personnel decisions may be made.

We expect that all employees will carry out their responsibilities fully and to the best of their abilities, and conduct themselves in a manner that best serves the organization's interests. If an employee's work performance does not meet satisfactory standards, the supervisor may:

- Identify areas of weakness and recommend ways to address them
- Warn the employee orally, and if the problems continue, warn him or her in writing, placing a copy of the writing in the employee's personnel file.
- Discharge the employee when warranted.

These steps are not to be seen as progressive in nature. The supervisor will take the step that is most appropriate under the circumstances.

VIII. CONCLUSION

- This handbook is intended to provide a broad summary of the information you should know about Youths Union for Voluntary Action (YUVA), Hazaribag.
- This information is general in nature. When you need additional details, speak with your supervisor, who will assist you in obtaining more complete information.
- Please note that nothing in this handbook is intended to grant contractual rights to any employee, nor to subject Youths Union for Voluntary Action (YUVA), Hazaribag to any liability with regard to the rules, policies, or goals in this handbook. While we intend to continue with the policies, benefits, and rules found in this handbook, changes to them may be made from time to time.
- We hope these policies are clear and understandable. Be sure you have read them, and feel free to share this handbook with your family members. Once again, welcome to Youths Union for Voluntary Action (YUVA), Hazaribag. and we wish you much success in your career here.

Employee Acknowledgement Form

This Personnel Policy Manual contains important information about Youths Union for Voluntary Action (YUVA) Hazaribag, and I understand that I should consult my supervisor regarding any questions not answered in this handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained herein, and any revisions made to it.

Employee Name : _____

Employee Signature : _____

Date : _____

