

JHARKHAND VIKAS PARISHAD

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HUMAN RESOURCE POLICY

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JHARKHAND VIKAS PARISHAD
HUMAN RESOURCE POLICY

1. INTRODUCTION
2. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT
3. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY
4. COMPLAINT PROCEDURE
5. IMPORTANT NOTICE TO ALL EMPLOYEES:
6. DISABILITIES ACT POLICY STATEMENT
7. CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT
8. CONFIDENTIAL NATURE OF WORK
9. EMPLOYMENT
10. INITIAL EMPLOYMENT PERIOD
11. EMPLOYEE CATEGORIES
12. TRANSFERS AND PROMOTIONS
13. PERFORMANCE MANAGEMENT AND COMPENSATION PROGRAMS
14. PERFORMANCE MANAGEMENT PROGRAM SCHEDULE
15. PAYMENT OF SALARY
16. TIME RECORDS
17. PERSONNEL RECORDS
18. PERSONAL TIME
19. HOLIDAYS
20. TIME OFF TO VOTE
21. ABSENCE DUE TO ILLNESS
22. MATERNITY LEAVE
23. LEAVE OF ABSENCE WITHOUT PAY
24. EMPLOYEE BENEFITS
25. ATTENDANCE, PUNCTUALITY AND DEPENDABILITY
26. DRUG & ALCOHOL ABUSE
27. APPEARANCE AND CONDUCT
28. ANTI-NEPOTISM POLICY
29. ROMANTIC OR SEXUAL RELATIONSHIPS
30. VIOLENCE IN THE WORKPLACE
31. ACCIDENTS AND EMERGENCIES
32. OPEN DOOR POLICY
33. INTERNAL COMPLAINT PROCEDURES
34. SOLICITATIONS, DISTRIBUTIONS, AND USE OF NOTICE BOARDS
35. NOTICE BOARD
36. E-MAIL AND INTERNET POLICY
37. INTERNET USE POLICY
38. EMPLOYER INFORMATION AND PROPERTY
39. USE OF ORGANISATION EQUIPMENT
40. USE OF ORGNAIZATION COMPUTER SYSTEM
41. INTERNAL INVESTIGATIONS AND SEARCHES
42. REFERENCE CHECKS
43. SMOKING POLICY
44. LEAVING
45. DISMISSALS
46. THE FOLLOWING GUIDELINES MAY BE APPLIED AT THE DISCRETION OF ORGANIZATION
47. DISCIPLINE OTHER THAN IMMEDIATE TERMINATION
48. WRITTEN WARNING
49. POST RESIGNATION/TERMINATION PROCEDURES
50. RECEIPT OF EMPLOYEE HANDBOOK

FOREWORD

Human Resource Manual is a handbook of organizations operational principles, policies and guidance book for all Organization staff and others related with the organization to create an encouraging environment within the organization for its growth & development.

JHARKHAND VIKAS PARISHAD (JVP) is a non-profit making organization working in Pakur and Ramgarh district of Jharkhand, India for more than 10 years above for the benefit of the scheduled tribes, primitive tribal groups, scheduled castes; other socially, excluded and economically backward marginalized communities. **Jharkhand Vikas Parishad** is committed to make a change in the rural society through promotion of health, creation and optimum utilization of natural resources, empowerment and self-reliance of rural communities based on equity, justice and integrity.

Jharkhand Vikas Parishad was registered under Indian Trust Act, 1882 (Registration No. 9277/TT/-35) in the year 2000 (Date of Registration: 3 June 2000). It started its activities in Ramgarh block of Hazaribag district, Gopikander block of Dumka and Amrapara block of Pakur district of Jharkhand. The organization's main goal is to empowerment of rural people especially the women through promoting community organizations i.e. Women Self-Help groups, Community Based Organizations, Children's Groups and formation of Federation of SHGs. Apart from this, the organization started programs for livelihood promotion, child development, poverty alleviation, natural resource management, promotion and production of bio-pesticides and bio-fertilizer & vocational training for the women and the youths tapping resources from different development agencies & Govt. departments.

Any staff at **Jharkhand Vikas Parishad**, we are confident that he/she will find our Organization a dynamic and rewarding place in which to work and we look forward to a productive and successful association with all concerned. We consider the employees of **Jharkhand Vikas Parishad** to be one of its most valuable assets of the organization. This manual has been written to serve as the guidebook for a good working relationship with all to achieve the objectives of the organization and lead towards the stated Mission & Vision.

This handbook contains several things of which; (i) It contains only general information and guidelines. (ii) It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. (iii) If anyone has any query or questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you may write to your specific questions to the Secretary/Governing Body. (iv) Neither this handbook nor any other Organization document, confers any contractual right, either express or implied, to remain in the Organisation's employ. Nor does it guarantee any fixed terms and conditions of your employment. **Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Organization or you may resign for any reason at any time.** No Project Head/Supervisor or other representative of the Organization (except the President/Secretary) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. (v) The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. (vi) This handbook and the information in it should be treated as secret, should not disclose to others. (vii) Some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits already known by you all.

Secretary

President

1. INTRODUCTION

1.1. This Human Resource handbook contains the key policies, goals, benefits and expectations of the organization and other information a staff should know in course of his/her employment in **Jharkhand Vikas Parishad**.

1.2. JVP Vision

- JVP is striving its hard through its various integrated actions to attain an established, egalitarian, non-exploitative and socially just society with economic self-reliance.

1.3. JVP Mission

- Organizing people at grass root level for their social, economic development and empowerment through identification of needs of the people and develop a process of people's empowerment as the owner of the creation.

1.4. JVP Objectives

The Objectives of the Trust shall be to work for the purpose of welfare & development of the poor people, irrespective of caste, creed, religion and other distinction and to the development of the forest & environment.

- To run and manage educational centers for rural adult education, vocational training & guidance centre.
- To promote activities of socio-economic development in the unorganized labour sector.
- To promote and achieve all round development of the weaker section of the society.
- To disseminates legal knowledge and information to build up awareness in common for their rights as well as their duties.
- To assist, advice, support and activism in poor people towards their legal rights and to achieve these objectives to adopt their cases individually or public interest.
- To conduct a study and research programs related to the objectives of the trust.
- To work for and to establish human right, civil right and constitutional right to any people especially women with the co-operation of national and international institutions.
- To undertake, promote and sponsor all activities for protection and furthering the interest of disadvantaged groups of people such as women, children, social, racial, ethnic minorities, prisoners, under trials, landless laborers and the protection of the public health safety measures and for the environment.
- To establish small home industries for economic betterment of the youth.
- Creation of awareness within community on health, education, culture, agriculture and housing development to promote good environment for healthy society.
- To work for the rights of Tribal's, people with disabilities, children, women and elderly.

2. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at **Jharkhand Vikas Parishad**, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, disability, or any other protected characteristic as established by Indian law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Governing Body has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Secretary/Governing Body. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

3. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The **Jharkhand Vikas Parishad** as a Development Organization is committed to create a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, **Jharkhand Vikas Parishad** expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

3. Equal Employment Opportunity

It is the policy of **Jharkhand Vikas Parishad** to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, or any other characteristic protected by law. **Jharkhand Vikas Parishad** prohibits and will not tolerate any such discrimination or sexual harassment.

3.1. Definitions of Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under Central, State and Local laws. For the purposes of this policy, sexual harassment is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors

may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

3.2. Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to **Jharkhand Vikas Parishad** (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during outside travel/ trips, organization/ community meetings and organization-related social events.

3.3. Retaliation is Prohibited

Jharkhand Vikas Parishad prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

4. COMPLAINT PROCEDURE

4.1. Reporting an Incident of Harassment, Discrimination or Retaliation

Jharkhand Vikas Parishad strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to **Jharkhand Vikas Parishad** policy or who have concerns about such matters should file their complaints with (their immediate Supervisor to the Governing Board) before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other **JVP** Governing Board member.

5. IMPORTANT NOTICE TO ALL EMPLOYEES

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, central, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, **JVP** strongly urges to prompt reporting of complaints or concerns so that rapid and constructive action can be taken. **Jharkhand Vikas Parishad** will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

5.1. The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action.

5.2. Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as **Jharkhand Vikash Parishad** believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to **Jharkhand Vikas Parishad** President/Secretary.

Individuals who have questions or concerns about these policies should talk with the President/Secretary.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in

business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of **Jharkhand Vikas Parishad** prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

6. DISABILITIES ACT POLICY STATEMENT

The Organization is committed to complying with all applicable provisions of the Disabilities Act ("DA"). It is the Organisation's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Organization will provide reasonable accommodations to a qualified individual with a disability, as defined by the DA, who has made the Organization aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Organization.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the President/Secretary. **Jharkhand Vikas Parishad** encourages individuals with disabilities to come forward and request reasonable accommodation.

6.1. Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of the Organization Governing Board and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that **Jharkhand Vikas Parishad** might make to help overcome those limitations.

Jharkhand Vikas Parishad will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, **JVP's** overall financial resources and organization, and the accommodation's impact on the operation of the organization, including its impact on the ability of other employees to perform their duties and on **JVP's** ability to conduct business.

Jharkhand Vikas Parishad will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Governing Body. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

7. CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT

7.1. In General

The Organization expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Organization. Business dealings that appear to create a conflict between the interests of the Organization and an employee are unacceptable. The Organization recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Organization may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Organisation's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones, which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Secretary/Governing Board to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

7.2. Outside Employment

Employees are required to obtain written approval from their supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with the Organisation's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he/she is employed at the Organization;
- involve organizations that are doing or seek to do business with the Organization, including actual or potential vendors or customers; or
- Violate provisions of law or the Organization's policies or rules.

From time to time, Organization employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Organization must be given priority. Employees are hired and continue in **Jharkhand Vikas Parishad's** employ with the understanding that **Jharkhand Vikash Parishad** is their primary employer and that other employment or

commercial involvement which is in conflict with the business interests of **JVP** is strictly prohibited.

7.3. Financial Interest in Other Business

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the Organization, except where such ownership or interest consists of securities in a publicly owned Organization and that securities are regularly traded on the open market.

7.4. Acceptance of Gifts

No employee may solicit or accept gifts of significant value lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Organization. Any questions regarding this policy should be addressed to the Governing Board.

7.5. Work Product Ownership

All **Jharkhand Vikash Parishad** employees must be aware that **Jharkhand Vikas Parishad** retains legal ownership of the product of their work. No work product created while employed by **Jharkhand Vikas Parishad** can be claimed, construed, or presented as property of the individual, even after employment by **Jharkhand Vikas Parishad** has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for **Jharkhand Vikas Parishad**, regardless of whether the intellectual property is actually used by **Jharkhand Vikas Parishad**. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of **Jharkhand Vikas Parishad**. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of **Jharkhand Vikash Parishad**.

7.6. Reporting Potential Conflicts

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Organization's relationship.

8. CONFIDENTIAL NATURE OF WORK

All **Jharkhand Vikash Parishad** records and information relating to **Jharkhand Vikas Parishad** or its Donors and Projects are confidential and employees must, therefore, treat all matters accordingly. No **Jharkhand Vikas Parishad** or **Jharkhand Vikas Parishad**-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of **Jharkhand Vikas Parishad**) may be removed from **Jharkhand Vikas Parishad's** Office without permission from **Jharkhand Vikas Parishad**. Additionally, the contents of **Jharkhand Vikas Parishad's** records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business/project purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Organization. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

9. EMPLOYMENT

Employment detail of the Organization stated below-

10. INITIAL EMPLOYMENT PERIOD

Every new employee goes through an initial period of adjustment in order to learn about the Organization and about his/her job. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period is three (3) months.

During this time, the new employee will be provided with training and guidance from his/her Supervisor. He/she may be discharged at any time during this period if his/her Supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with the Organisation, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the initial employment period, the employee and his/her supervisor may discuss his/her performance.

OR At the end of the initial employment period, his/her Supervisor will provide a work review to him/her. Provided his/her job performance is "satisfactory" at the end of the initial employment period, he/she will continue in our employment as an at-will employee.

11. EMPLOYEE CATEGORIES

Based on the conditions of employment, employees of **Jharkhand Vikash Parishad** fall into the following categories:

- Full-Time
- Part-Time
- Temporary Employees

11.1. Full-Time

An employee who works the standard working hours of the Organisation each week (for these purposes, 8 hours per day, 6 days per week).

11.2. Part-Time

Part-time employees are classified as exempt or non-exempt and work a regular schedule of 4 hours (half working Day) or less than that as to be scheduled by **Jharkhand Vikas Parishad**.

11.3. Temporary Employees

A temporary employee is hired for a specified project or time frame and works an irregular schedule of less than 24 hours per week. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by the Organization. Freelancers/Consultants will be treated as temporary employee for time being for specific purpose.

12. TRANSFERS AND PROMOTIONS

Jharkhand Vikas Parishad encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, **Jharkhand Vikas Parishad** has a job posting program that offers employees the opportunity to compete for certain positions within the Organization.

Generally, employees must be in their job for at least one year before applying for a change in position. In addition, employees must have a good performance, attendance and punctuality record.

13. PERFORMANCE MANAGEMENT AND COMPENSATION PROGRAMS

In order to attract and retain a highly qualified and competent work force, **Jharkhand Vikas Parishad** has instituted a performance management program to compensate employees in a fair

and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

Through this program employees will receive constructive work reviews designed to address performance and skill developmental needs and interests. Upon an employee's completion of one year job, an employee becomes eligible for consideration of a salary review.

14. PERFORMANCE MANAGEMENT PROGRAM SCHEDULE

Employees may receive constructive work reviews on the following schedule:

FULL-TIME NON-PROFESSIONAL EMPLOYEES:

- a. 3 month work review
- b. annual work and salary/honorarium review, based on anniversary of start date.

FULL-TIME PROFESSIONAL LEVEL EMPLOYEES:

- a. 6 month work review
- b. annual work and salary/honorarium review, based on anniversary of start date.

PART-TIME EMPLOYEES:

- a. annual work and salary/honorarium review

Under usual and appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun.

15. PAYMENT OF SALARY

Salary payment is made on a monthly basis for base salary due up to the pay date. Paydays usually are 2nd or 3rd day of every other month.

It is the Organisation's policy that employee paychecks will only be given personally to that employee or through bank transfer in individual account. All other arrangements for mailing or pick-up must be made in advance and in writing with the Accounts Department.

If the normal payday falls on an Organization-recognized holiday, paychecks will be distributed one workday prior or after to the aforementioned schedule. Under no circumstances will the Organisation release any paychecks prior to the announced schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice OR by cash from the Accounts Department. Payment through Bank will be encouraged as far as possible.

A statement of earnings is given each pay period to employees indicating:

Gross Pay

Statutory Deductions if any/applicable

Except for extreme emergencies and vacation pay, no salary advances will be made.

16. TIME RECORDS

The attendance of all employees is recorded daily and is submitted to the Secretary/Governing Board monthly. Our attendance records are Organization records, and care must be exercised in recording the hours worked, extra time hours, and absences. Employees are not to sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Once an employee signs in, work is to commence immediately. Failure to do so is considered falsification of time-keeping records.

If an employee forgets to sign in or out, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll. In case of field trips the employees may inform Secretary/Project In charge well in advance and submit a travel/tour slip stating all the facts e.g. purpose of filed trips, place, starting time and anticipated time of completion of the work.

17. PERSONNEL RECORDS

To keep necessary Organization records up to date, it is extremely important that you notify the Accounts Department of any changes in:

Name and/or marital status:

Address and/or telephone number:

No. of eligible dependents:

Deductions:

Person to contact with phone number in case of emergency:

18. PERSONAL TIME

All full-time employees who have been employed at **Jharkhand Vikas Parishad** for more than one calendar year are eligible for 12 paid Casual Leave days per year, to be used for doctor's visits, religious observance, moving, etc. During the first calendar year of employment at **Jharkhand Vikas Parishad**, personal days are calculated based on the following schedule:

Schedule for first year of service:

January 1 to June 30 6 day(s)
July 1 to December 31 6 day(s)

Casual Leave generally is not approved before an employee has been employed at **Jharkhand Vikas Parishad** for at least three months. They are to be used at the employee's convenience with his/her supervisor/manager's advance approval.

All full-time employees (including those in initial employment period) are eligible for 12 Earn Leaves per year. At the end of each year the holiday schedule for the coming year will be posted on the Notice Board.

19. HOLIDAYS

Sunday will be the general holiday of each week, but as in our working area Saturday is the Market (Hatia) day, so the weekly holiday will be on Saturday in lieu of Sunday. Other than Sunday, the employee of the Organization will enjoy the Government declared holidays as per the calendar year usual.

20. TIME OFF TO VOTE

On days when elections for public office (country wide general election, state level election and panchayat election) are scheduled throughout the state, country will be provided as a special holiday.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that they will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

21. ABSENCE DUE TO ILLNESS

To keep the organization activities and each department running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability.

Jharkhand Vikash Parishad recognizes, however, that an employee may occasionally be disabled by injury or illness. As a result, the Absence due to Illness policy is designed to provide protection to employees against loss of income during unavoidable illness or injury.

All full-time employees who are unable to perform their jobs due to illness or injury are eligible for sick days at the rate of one-half day per month to a maximum of 10 (**ten**) days in a calendar year

as Medical leave. Because medical leave benefits are intended to provide income protection in the event of actual illness or injury, sick days cannot be carried over from one calendar year to the next calendar year and employees are not paid for sick days either at the end of the calendar year or upon termination. This is not mandatory it is an option for employee only due to illness if occurred at all.

To be eligible for sick pay, employees unable to report to work due to illness must telephone their Supervisor directly, each day of their absence, as far as in advance as possible, but no later than one hour before their scheduled arrival time. If their supervisor is not available, the President/Secretary should be contacted. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor. The Supervisor or Secretary must be contacted each day of absence. An employee who fails to contact his/her immediate Supervisor or Secretary may be considered as having voluntarily resigned. This policy must be followed unless an exception has been made for a particular absence, and a written declaration to this effect has been given to Secretary.

If **Jharkhand Vikas Parishad** has questions about the nature or length of an employee's disability, a written certification from a Physician/Doctor may be required.

22. MATERNITY LEAVE

All women employees are entitled to up to 100 days of paid child care leave at full pay following the birth of a child plus any available vacation days, provided that the employee (i) is the full-time primary care parent during the period of the leave and (ii) has been employed by the Organisation for one year or more when the child care leave period begins. The child care leave period shall follow any disability absence due to pregnancy. In addition to the period of paid child care leave, each employee may request additional child care leave without pay, subject to the approval of your Supervisor/Secretary. During a child care leave period the employee shall continue to receive all employee benefits previously provided and shall be eligible for salary increases. Eligibility for promotions shall not be affected in any way by the fact that an employee has been on child care leave, although the timing of such consideration for promotions may be affected if the leave or leaves are for extended periods.

23. LEAVE OF ABSENCE WITHOUT PAY

There may be a situation arise that temporarily prevents an employee from working, he/she may be eligible for a personal Leave of Absence without pay. However, employees must be employed for at least three months prior to the requested leave.

Any request for a leave of absence without pay must be submitted in writing as far as in advance as possible and it will be reviewed on a case-to-case basis by the employee's Supervisor/Secretary. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons

for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

24. EMPLOYEE BENEFITS

24.1. Provident Fund:

The employees of **Jharkhand Vikas Parishad** will get the benefit of Provident Fund (Contributory) as per the Labor Law Act, Govt. of India if Donor/Supporting agency will agree to and pay the Employers Contribution to be laid down in the budget proposal before beginning of the year and subject to the approval and fund release by the Donor/Supporting agency in the future. All the employee knows that **JVP** don't have any income to pay the Employers Contribution from its own.

Further **Jharkhand Vikas Parishad** will always try its best to convince its Donor/Supporting agencies to pay the Provident Fund (Contributory) as per the law of the land to protect the employee's future benefits. The Provident Fund (Contributory) will be deposited with the Provident Fund Office as per the rule.

24.2. Gratuity:

Gratuity will be paid to the staff of **Jharkhand Vikas Parishad** after completion of 5 years of service (to be calculated from first year onwards/15 days per year) OR at the time of retirement at the age of 60 years subject to the approval and fund release by the Donor/Supporting agency in the future. The Project Supervisor/In charge and accounts department if **JVP** will make necessary Gratuity budget provisions with the concerned Donor/Supporting agencies well in advance as per rule.

25. ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Because **Jharkhand Vikas Parishad** depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her Supervisor/ Secretary as far as in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate Supervisor or Secretary may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

26. DRUG & ALCOHOL ABUSE

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on Organization premises is strictly prohibited. These activities constitute serious violations of Organization rules, jeopardize the Organization and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, **Jharkhand Vikas Parishad** reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

26.1. Drug Testing

The **Jharkhand Vikas Parishad** is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

Testing: Drugs and Alcohol tests will be administered under the following conditions:

- when an employee shows signs of impairment on the job;

Progressive Discipline:

First-time offenders who test or screen positive shall be suspended for at least one calendar month (four work weeks) without pay. During that time, the employee is expected to examine his or her continued working relationship with the Organization and seek appropriate rehabilitative assistance.

27. APPEARANCE AND CONDUCT

Jharkhand Vikas Parishad expects employees to maintain a neat, well groomed appearance at all times. Employees should avoid extremes in dress.

The Organization requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of **Jharkhand Vikas Parishad** require that employees maintain proper standards of conduct at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the Organisation's target group people, or who violate any of the Organisation's policies, are subject to appropriate disciplinary action, up to and including discharge.

All instances of misconduct should be referred to the Governing Board through Secretary.

28. ANTI-NEPOTISM POLICY

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within **Jharkhand Vikas Parishad** to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Organization will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or moral. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Organization will decide in its sole discretion who will remain employed.

29. ROMANTIC OR SEXUAL RELATIONSHIP

Consenting "romantic" or sexual relationships between a Supervisor/Project Head and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and the Organization. Any such relationship may, therefore, be contrary to the best interests of the Organization.

Accordingly, the Organization strongly discourages such relationships and any such conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the Organization does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/ manager promptly to disclose the existence of the relationship to the President/Secretary. The employee may make the disclosure as well, but the burden of doing so shall be upon the Supervisor/ Manager.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

30. VIOLENCE IN THE WORKPLACE

The Organization strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any such instances of violence must be reported to the employee's Supervisor or Secretary.

The Organization will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

31. ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The Organization strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on **Jharkhand Vikas Parishad** premises. Employees should contact their Supervisor, the nearest Supervisor, or Secretary in the event of an accident or emergency for necessary help and treatment.

It is advisable to the entire employee to make an Accident Insurance Coverage on its own cost/paying money from own pocket so that, in the event of an accident or emergency financial coverage for treatment will be paid by the Insurance Company as a high safety measure. This will not be a burden to the family as well as to the organization in the future. However **JVP** will take necessary effort/action for such insurance coverage.

All employee drive 2 wheelers (Motor cycle) need a valid Driving License and copy to be submitted to the Accounts/ Establishment section. During driving each one should use Helmets and Full shoe as safety purpose. Even if someone/employee sit back of the 2 wheelers driver, he/she should also use Helmets and Full shoe as safety purpose. This is mandatory for all employees. Helmets will be provided from the organization.

32. OPEN DOOR POLICY

Jharkhand Vikas Parishad promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the Supervisor cannot be of assistance, Secretary is available for consultation and guidance. **Jharkhand Vikas Parishad** is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees as far as/whenever feasible.

33. INTERNAL COMPLAINT PROCEDURES

To foster sound employee-employer relations through communication and reconciliation of work-related problems, **Jharkhand Vikas Parishad** provides employees with an established procedure for expressing employment related concerns to Secretary & Governing Board.

34. SOLICITATIONS & DISTRIBUTIONS

Employees may not solicit to other employee for help during working time to disturb his/her own job. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

35. NOTICE BOARD

Notice Boards maintained by **Jharkhand Vikas Parishad** are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning Organization matters;
- Announcements of business nature/meetings which are equally applicable and of interest to employees.
- Any other important information of the organization/project.

36. E-MAIL AND INTERNET POLICY

Every **Jharkhand Vikas Parishad** employee is responsible for using the Computer/Net/Electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the President/Secretary.

The Computer/Net/E-mail system is the property of **Jharkhand Vikas Parishad**. It has been provided by **Jharkhand Vikas Parishad** for use in conducting Organization communications. All communications and information transmitted by, received from, or stored in this system are Organization records and property of **Jharkhand Vikas Parishad**. The E-mail system is to be used for Organization purposes only. Use of the E-mail system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the **Jharkhand Vikas Parishad** mail system.

Jharkhand Vikas Parishad, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee. The concerned employee will be responsible for any such unwanted mail received or sent to any person/agency and be terminated from the job if proved which is prohibited by Law of the Land and adverse/damage the organization reputation.

Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the **Jharkhand Vikas Parishad** E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish **Jharkhand**

Vikas Parishad's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to **Jharkhand Vikas Parishad** as E-mail files may need to be accessed by the Organization in an employee's absence.

Even though **Jharkhand Vikas Parishad** has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of **Jharkhand Vikas Parishad** management.

Jharkhand Vikas Parishad's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from **Jharkhand Vikas Parishad** management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult with the President/Secretary.

Although **Jharkhand Vikas Parishad** recognizes that the Internet may have useful applications to **Jharkhand Vikas Parishad's** communications, employees may not engage in Internet use without prior written approval from Secretary, and unless a specific communications purpose requires such use. Absent such approval, employees may not access the Internet using **Jharkhand Vikas Parishad's** computer systems, at any time or for any reason.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright. Absent prior approval from **Jharkhand Vikas Parishad** to act as an official representative of **Jharkhand Vikas Parishad**, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of **Jharkhand Vikas Parishad.**"

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memorandum written on **Jharkhand Vikas Parishad** letterhead.

Because E-mail records and computer files may be subject to discovery in litigation, **Jharkhand Vikas Parishad** employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or **Jharkhand Vikas Parishad** if disclosed in litigation or otherwise.

Violations of **Jharkhand Vikas Parishad's** E-mail policy may result in disciplinary action up to and including discharge.

Jharkhand Vikas Parishad reserves the right to modify this policy at any time, with or without notice.

Employees are required to sign an E-mail and Internet policy Acknowledgment Form as a condition of employment. The form is to be signed on acceptance of an employment offer by **Jharkhand Vikas Parishad**.

37. INTERNET USE POLICY

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, our donors/supporting agencies and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability. Your use of the Internet is governed by this policy and the E-Mail Policy of the Government.

Disclaimer of liability for use of Internet. **Jharkhand Vikas Parishad** is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in

anything they create, store, send, or receive on the computer system. The computer system belongs to the Organisation and may only be used for organization purposes.

Date: _____

Signature: _____

Print Name: SMT. SUBASINI SOREN

38. EMPLOYER INFORMATION AND PROPERTY

The protection of **Jharkhand Vikas Parishad** organization information, property and all other Organization assets are vital to the interests and success of **Jharkhand Vikas Parishad** Goals and objectives. No **Jharkhand Vikas Parishad** related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of **Jharkhand Vikas Parishad**) may, therefore, be removed from the Organisation's premises. In addition, when an employee leaves **Jharkhand Vikas Parishad**, the employee must return to the Organization all **Jharkhand Vikas Parishad** related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

39. USE OF ORGANISATION EQUIPMENT

The Organization provides any supplies, equipment, automobiles and materials necessary for you to perform your job. These items are to be used solely for the Organisation's purposes. Employees are expected to exercise care in the use of Organization equipment and property and use such property only for authorized purposes. Loss, damages or theft of Organization property should be reported at once. Negligence in the care and use of Organization property may be considered grounds for discipline, up to and including termination.

The Organisation's equipment, such as net system, telephone, postage, is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her Supervisor/Secretary. Personal usage, in an emergency, of these or other equipment that results in a charge to the Organization should be reported immediately to your supervisor or accounting so that reimbursement can be made.

Upon termination of employment, the employee must return all Organization property, equipment, work product and documents in his or her possession or control.

40. USE OF ORGNAIZATION COMPUTER SYSTEM & OTHER MACHENARIES

It is the policy of **Jharkhand Vikas Parishad** that the use of its computers and software is limited solely to appropriate business/organization use. Employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the Organisation's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The Organization reserves the right to monitor the use of its computer system.

An employee's occasional use of **Jharkhand Vikas Parishad's** computer facilities to type a term paper for an educational course or prepare an announcement for a charitable event is acceptable. However, in order to keep these uses to a reasonable level, approval to use the system in such a manner must be given by the employee's supervisor. Moreover, please be aware that **Jharkhand Vikas Parishad** may clean files on its computer at any time, without notice.

The use of the system for such personal efforts must occur outside of business hours, and any files created are to be deleted at the end of the project. Also, because of the normal heavy load on the system, these outside projects will not receive priority over late evening operational requirements, system maintenance, or file back-up.

Use of Organization Vehicles

Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate **Jharkhand Vikas Parishad** vehicles or use a vehicle to conduct **Jharkhand Vikas Parishad** business. An employee operating an Organization vehicle or a vehicle to conduct Organization business must provide proof of adequate insurance to the Secretary/Governing Body. The Organization vehicles may only be used for authorized Organization purposes. Any employee operating an Organization vehicle must do so in a safe manner. Any employee operating an Organization vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated. The Organization has the right to search any Organization vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Organization vehicles.

Telephone Use

Because a large percentage of our contact/business is conducted over the phone, it is essential to project a professional telephone manner at all times.

Although **Jharkhand Vikas Parishad** realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on Organization phones without prior approval from the employee's Supervisor/Secretary. The mobile bills will be paid to any concerned staff as decided by the organization only for project/organization purpose.

41. INTERNAL INVESTIGATIONS AND SEARCHES

From time to time, **Jharkhand Vikas Parishad** may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Whenever necessary, in the Organisation's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.

The Organization will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so.

42. REFERENCE CHECKS

All inquiries regarding a current **Jharkhand Vikas Parishad** employee must be referred to the Secretary/ Governing Board.

Should an employee receive a written request for a reference, he/she should refer the request to the Secretary/Governing Board for handling. No **Jharkhand Vikas Parishad** employee may issue a reference letter to any current employee without the permission of the Secretary/Governing Board.

Under no circumstances should any **Jharkhand Vikas Parishad** employee release any information about any current **Jharkhand Vikas Parishad** employee over the telephone. All telephone inquiries regarding any current employee of **Jharkhand Vikas Parishad** must be referred to the Secretary/Governing Board.

In response to an outside request for information regarding a current or former **Jharkhand Vikas Parishad** employee, the Secretary/Governing Board will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former **Jharkhand Vikas Parishad** employee, or his/her employment with **Jharkhand Vikas Parishad**, will be furnished unless the employee authorizes **Jharkhand Vikas Parishad** to furnish this information in a writing that also releases **Jharkhand Vikas Parishad** from liability in connection with the furnishing of this information or **Jharkhand Vikas Parishad** is required by law to furnish any information.

43. SMOKING POLICY

In order to comply with government regulations, **Jharkhand Vikas Parishad** has prohibited smoking throughout its workplace. Employees are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise his/her rights under the smoking policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge. Any questions regarding the smoking policy should be directed to the Secretary/Governing Board.

44. LEAVING Jharkhand Vikas Parishad:

44.1. RESIGNATION

When an employee decides to leave for any reason, his/her Supervisor and Secretary/ Governing Board would like the opportunity to discuss the resignation before final action is taken. **Jharkhand Vikas Parishad** often finds during this conversation that another alternative may be better. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the Organization with a written one month advance notice period. The Organization will only compensate employees for unused vacation when the employee works throughout the notice period, and is not terminated for gross misconduct or cause; otherwise, unused vacation will be forfeited. If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's one month notice, the employee may be paid for the remainder of that period.

45. DISMISSALS

Every **Jharkhand Vikas Parishad** employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in **Jharkhand Vikas Parishad's** employ. **Jharkhand Vikas Parishad** may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the Organization (except the President/Secretary) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

46. THE FOLLOWING GUIDELINES MAY BE APPLIED AT THE DISCRETION OF Jharkhand Vikas Parishad's MANAGEMENT:

46.1. IMMEDIATE DISMISSALS/MISCONDUCT

Any employee whose conduct, actions or performance violates or conflicts with **Jharkhand Vikas Parishad's** policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty;
- Willful violation of an established policy or rule;
- Falsification of Organization records;
- Gross negligence;
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies;
- Sign-in book violations;
- Undue and unauthorized absence from duty during regularly scheduled work hours;
- Deliberate non-performance of work;
- Unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of **Jharkhand Vikas Parishad**;
- Possession of dangerous weapons on the premises;
- Contact with criminal/criminal groups or extremists if proved;

- Unauthorized possession, use or copying of any records that are the property of **Jharkhand Vikas Parishad**;
- Damage, defacing or other willful destruction of any supplies, equipment or property of **Jharkhand Vikas Parishad**;
- Fighting or serious breach of acceptable behavior;
- Violation of the Alcohol or Drug Policy & Theft;
- Violation of the Organisation's Conflict of Interest;
- Leaving the work premises without permission during work hours;

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and the Organization.

47. DISCIPLINE OTHER THAN IMMEDIATE TERMINATION

All employees are expected to meet **Jharkhand Vikas Parishad's** standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Organisation's policies and procedures.

If an employee does not meet these standards, the Organization may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Organisation's policies and procedures and/or other disciplinary problems.

48. WRITTEN WARNINGS

The Supervisor should discuss the problem and present a written warning to the employee in the presence of Secretary/Governing Board Member. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments should be placed in the employee file in the General section record/Accounts Department.

Employees who have had formal written warnings are not eligible for salary increases, other awards, promotions or transfers during the warning period.

49. POST RESIGNATION/TERMINATION PROCEDURES

49.1. Exit Interview

Human Resources are responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of Organization property including:

- Office keys
- Organization manuals & records
- Laptops, pen drives, data card etc.
- Motor cycle/bi-cycle key, helmet etc.
- Other with the employee if anything

49.2. Final Paycheck

Employees leaving the Organization must return office keys etc. mentioned above before their final paycheck can be issued. This final paycheck/bank transfer will be mailed during the next normal pay period. If there are unpaid obligations to the Organization, the final paycheck will reflect the appropriate deductions.

49.3. Other Clearances

The employee will be given all documents to withdraw his/her dues (provident fund) etc. from Government departments and statutory authorities as early as possible within one month if at all deposited as mentioned earlier. This could be available either by hand or by registered post in the address given by the leaving employee. The organization will do the necessary help to get all dues of ex-employee.

50. RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of **Jharkhand Vikas Parishad** Organisation's Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Secretary/Governing Board. I understand that **Jharkhand Vikas Parishad** Organization is an "at will" employer and as such employment with **Jharkhand Vikas Parishad** is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Organization (except the President/Secretary) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states **Jharkhand Vikas Parishad's** policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with **Jharkhand Vikas Parishad** for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the General Section/Accounts Department/Secretary.

Date: _____

Signature: _____

Print Name: _____

Subasini Soren
Secretary
Jharkhand Vikas Parishad