

PERSONNEL POLICY

Saath Gramin Trust is committed to fostering a diverse, inclusive, and professional working environment. This Personnel Policy outlines the organization's approach to recruitment, compensation, conduct, working conditions, and separation procedures to ensure clarity, fairness, and accountability for all individuals associated with the organization.

1. Recruitment Policy

Saath Gramin Trust values diversity and is committed to building a team that reflects social, economic, gender, and ability-based inclusiveness. Recruitment may occur on the basis of:

- Full-time or part-time employment
- Annual consultancy or time-bound project roles
- Volunteer assignments
- Fellowship engagements
- Internships or training programs

Recruitment advertisements may be issued via newspapers, organizational websites, social media, or other platforms. Selection will be based on experience, qualifications, and a demonstrated commitment to the values and mission of Saath Gramin Trust.

All recruitments will consider:

- Actual need for the role
- Clarity of role, responsibilities, and expectations
- Applicability of the organization's existing administrative rules and code of conduct

2. Orientation

All new joiners shall undergo an orientation session covering the organization's mission, values, operational structure, and personnel policies. Individuals are required to submit personal details in the prescribed format and sign their contract/agreement at the time of joining.

3. Compensation Policy

Compensation shall be based on a combination of:

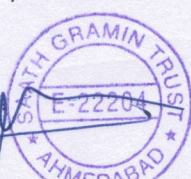
- Relevant qualifications and experience
- Nature and complexity of the role
- Consistency and quality of performance
- Market competitiveness and internal parity

4. Working Hours and Leave

- Office Hours: 10:00 AM – 6:00 PM
- Weekly Off: One day per week
- Leave Entitlements: 15 annual festive holidays and 24 days of casual/sick leave

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Note: Republic Day, Independence Day, and Gandhi Jayanti are mandatory national holidays.

5. Use of Office Equipment

- Office equipment may be provided based on job requirements and is subject to approval.
- Upon return, equipment will be inspected for condition and functionality.
- Maintenance of equipment remains the responsibility of Saath Gramin Trust.
- In case of loss or damage due to negligence, appropriate action including partial recovery of costs may be initiated.

6. Disciplinary Policy

Disciplinary actions may include verbal warnings, written reprimands, suspension, termination, or forfeiture of benefits, based on the severity of:

- Misconduct
- Gross negligence
- Discriminatory behaviour based on caste, gender, sexual orientation, religion, or other protected identities

Severe or repeated violations may result in dismissal without notice, and recovery of damages may be initiated where applicable.

7. Child Rights Policy

Saath Gramin Trust has a zero-tolerance policy toward child labour. All employees must:

- Refrain from employing children as domestic help
- Report any observed child labour in line with organizational and legal guidelines

8. Separation Policy

Resignation:

- Employees are required to provide a written notice at least one month in advance
- Final clearance is subject to submission of an accepted resignation letter and no-dues certificate

Non-Performance:

- Termination may occur following documented performance reviews and provision of support to improve

Dismissal for Misconduct:

- No notice or compensation will be provided in cases of gross misconduct
- Damages may be recovered where permissible under applicable rules

9. Internship / Placement / Volunteering Protocol

Structure of Internship:

- Organizational orientation
- Community visits

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- Desk research or fieldwork
- Assigned tasks
- Final report submission

Reporting:

- Interns must report to the designated supervisor daily
- Leave must be pre-approved; more than three unnotified absences may result in termination

Completion & Certification:

- Submission of assigned tasks and the final report is mandatory to receive a certificate of completion

Other Guidelines:

- Interns from the same institution may be assigned different projects
- Concerns or grievances must be directly reported to the Director
- Interns must obtain parental consent before joining (if under 18)
- Ethical and professional conduct is mandatory

All interns, along with their guardians (if applicable) and institutional supervisors, must sign a protocol agreement prior to the start of the internship period.

This policy was approved by the Board in October 2024

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