POLICY

# Human Resource Policy

"To look after orphans and widows in their distress"

First adopted 2005 · due for review

**Mahima Ministries**

Reg. No. 536/2005 · PAN AABAM0005D · 12A · 80G · FCRA 010220236

mahimaministries.org

ABOUT THIS DOCUMENT

# Human Resource Policy

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| Organisation | Mahima Ministries, Reg. No. 536/2005 |
| Applies to | All staff, volunteers and partners, at every location |
| Adopted | First adopted 2005 |
| Review | Due - no review date recorded |
| Approved by | The Governing Board |

> "To look after orphans and widows in their distress"

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## 1 Child Care Institute, Ameenpur, Sangareddy Dst

- 2. Mahima Ministries Upper Primary School, Ameenpur, Sangareddy Dst (Rec by Govt)

## 3 Old Age Home and HIV/AIDS care home, Kothagadi, Vikarabad

## 4 Child Care Institute for Boys, Sidloor, Vikarabad

- 5. Temporary Observation Home, under JJB(Government of India) Sangareddy

## 6 Community Development Program, Sidloor, Vikarabad

- 7. Provide shelter for children who are rescued during Muscan and Smile operation

Vision

To uplift the children, women, old age and HIV/AIDS infected who are in distress. Giving them hope, meaning and quality life.

Mission

Provide children who are in need of care with shelter, food, clothing Educating the children who are in need of care and protection

Providing care and shelter for destitute women and old age people

Providing care and shelter for HIV/AIDS infected people. Taking care of their medical needs.

Provide water to the community during the summer season.

Goal

To see well protected, properly taken care of, educated and empower Children

To see dignity and positive hope in people who are in need of care and attention

To came in help society when needed

Principles

- Respect for the individual
- Collaboration and flexibility
- Equality
- Knowledge and initiative
- Service mentality

Mahima Management will

- Respect their staff and their views.
- Motivate staff in order to develop and improve their work.
- Work in the spirit of fairness and equal rights.
- Offer tasks which suit the talents of each individual.
- Provide conditions for staff to add to their knowledge and professional skills.
- Priorities a high standard of quality and service.
- Keep staff informed of their role and responsibilities.

The Staff should be willing to

- Respect their co-workers
- Be prepared for development and change, and participate in them.
- Maintain and increase their knowledge
- Carry out their work conscientiously and in accord with high standards
- Show responsibility.

Recruitment of Staff/Volunteers

As Mahima Ministries is an NGO, there staff vacancies are need based and project based. Mostly the recruitment is done by referrals. The potential candidate is called for the interview and taken into the job when the necessary criteria are fulfilled for the position. In case of Government Projects paper notification will be given.

- 1. Resume should be send prior to the interview by mail or post within the time.
- 2. Interviewee should come on time to the interview with all the necessary documents

Aadhar Card

Pan Card

Driving licence

Necessary Certificates originals and a set of photocopy

- 3. The candidate should not have any previous records of child abuse and polices cases.
- 4. The candidate should be will to stay on campus or will be willing to come on time for the work.
- 5. Once the candidate is appointed as staff, there would be a probation period of 3 months. In which the efficiency of the person will be understood and we will have a follow up interview to continue or to terminate the person.
- 6. The candidate should give a letter by writing of at least 1 year contract. Submit one of the original certificates of education. This document would be returned back when leaving the job. In case of Candidate terminating the job, should inform two months in advance.

- 7. Admission Form should be filled by all the staff.

Allowances for the Staff

- 1. Employee State Insurance (ESI): Mahima Ministries enrolls the staff after the completion of the probation under the ESI, which will cover medical facilities to staff and their family members. For this benefit the staff should be under the denoted salary braket.
- 2. Leaves: 2 paid leaves per month will be given to the staff. 2 medical leaves. I case the staff takes an extended period of leave with prior permission, it will be considered as loss of pay. During the time of festivals, the staff should take prior permission for extended leave. The sanction of the leave will not be guaranteed. In case of absconding, necessary action will be taken. Action will be termination for the job or cut on incentives.
- 3. Travel Allowance: Daily travel allowance for staff who are coming from far will be given. Bus pass and to and fro public transport system.
- 4.In House staff: Food, Boarding and groceries for daily use are given for the staff who are willing to say on Campus.

Salary

- 1. The salary of the staff would as spoken during the interview and contract. The Salary would be paid by the 10th of the month. As this is an NGO, the staff should be aware that there would be belays some time. During that time the management would see to it that the salary would be pay by the end of the month.

Punctuality and Conduct

- 1. The Staff should maintain the discipline of maintaining the time.

## 2 Time: Minimum of 9 hours is the time of work

- 3. Dress Code: Should be decent Indian dress code. The Gents can ware formal pant, shirt, or may be Indian traditional dress. Sleeveless and shorts are not allowed. For Ladies Saree or panjabee are allowed. Revealing dresses are not permitted, as we are working with children which can affect them. A neat,,good looking and modest dress is well preferred.
- 4. Language: Respectable and decent language is appreciated. Swearing, abusive language will be dealt seriously.
- 5. Abuse: Of any form is considered offensive. Serious action would taken based on the act. If the abuse is severe even FIR would be filed and necessary action would be taken.

Policy:

All the staff are mandatory to go through the Child Protection Policy and sign it up as mandatory. If any events happen under this policy, action would be taken as the policy denotes.

Staff Development Activities:

- 1. Seminars: Different Orientation seminars would be held for the staff as the developmental activity.

School related: Teachers would be sent to all Government training pertaining to the school and its improvement, development and teaching.

CCI related seminars and trainings: All the training related CCI held by the CWC and WCD would be considered mandatory and related staff should attend them.

Child Rights and Laws: The staff should be acquainted with child rights and child laws. Especially with POCSO (The Protection of Children from Sexual Offences Act (POCSO Act) 2012) and Juvenile Justice (Care and Protection of Children) Act, 2015.

- 2. Team Building activities are done regularly.

Termination

- 1. When the project is completed and if there is no need of the staff, the staff would be informed 2 months in advance and terminated.
- 2. When conduct of the staff is not appropriate and even after consistent notice if no change is found, that staff would be terminated with a short notice period.
- 3. If the staff is found in some illegal activity, they are terminated on spot and An FIR would be launched against that person.
- 4. If the staff wants to terminate themselves, they need to give an explanation and 2 month advance notice, as the management has to substitute or recruitment other person in the vacancy.

Experience Certificate

- 1. Would be given to staff who has worked at least for an year.
- 2. Staff who terminates their job without notice would not be entertained, and Experience certificate would not be given to such candidates.

Volunteers

As Mahima Ministries is an NGO we always entertain volunteers.

Interesting people who want to volunteer at our Organization should take prior permission and write in mail their willingness to volunteer. Reason for their decision. How long they would like to volunteer. If they would like to visit just for a day a telephonic permission will be enough. But a long term volunteers should apply for the same. The management will thoroughly go through and see where they would fit in the organization and make use of their services properly.

The code of conduct would be same for the volunteers too.

Maintaining Confidentiality

All staff and volunteers should maintain confidentiality with information of the organization, not gossiping around. If they are found doing so it would be considered serious and action would be

taken. In case of the staff, they may be terminated. In the case of volunteers they wouldn't be allowed into the Organization any more.

Photograph:

- 1. Taking photographs as a group is allowed.
- 2. With regarding to the visitors they should not highlight individuals and publicize the same in any form (print, social media and any other mode of distribution)
- 3. Staff can take photos for memories but don't circulate them for any other use.
- 4. Videographer should be done only through the directors permission and along with a letters of consent, that the person who is taking the video will not misuse, abuse or inappropriate use the video.
- 5. All photographs taken should be for the best interest of the person.
- 6. Pornography is considered as illegal and henious, when found with any of such material, especially with children under care, as at most serious issue. Police complain would be filed without any delay, with the alerting of the Child Welfare Committee. Followed by necessary action would be taken.
- 7. Electronic gadgets like camera, smart phones and other data storage devices would be checked in case of suspicion.