



**POLICY MANUAL VYOMINI SOCIAL FOUNDATION**

**EMPLOYEE RECEIPT AND ACCEPTANCE**

I hereby acknowledge receipt of the {VYOMINI SOCIAL FOUNDATION(VSF)} Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with {VSF} that provides otherwise, I have the right to resign from my employment with {VSF} at any time with or without notice and with or without cause, and that {VSF} has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the {VSF} Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**CONFIDENTIALITY POLICY AND PLEDGE**

Any information that an employee learns about {VYOMINI SOCIAL FOUNDATION}, or its members or donors, as a result of working for {VSF} that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by {VYOMINI SOCIAL FOUNDATION} or to other persons employed by {VYOMINI SOCIAL FOUNDATION} who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of {VYOMINI SOCIAL FOUNDATION}'s confidential information is prohibited. Any employee who discloses confidential {VYOMINI SOCIAL FOUNDATION} information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Please sign and return to the Manager of Finance and Administration*

{Vyomini Social Foundation}  
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I. MISSION

II. OVERVIEW

The {VSF} Employee Handbook (the "Handbook") has been developed to provide general guidelines about {VSF} policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including {VSF}'s policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by {VSF} at any time, without advance notice.

The personnel policies of {VSF} are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook.

Questions about personnel matters also may be reviewed with the Executive Director.

{VSF} will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all {VSF} employees.

Further, {VSF} expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of {VSF}'s Board of Directors, committees, membership, staff, and the general public.

**III. VOLUNTARY AT-WILL EMPLOYMENT**

Unless an employee has a written employment agreement with {VSF}, which provides differently, all employment at {VSF} is “at-will.” That means that employees may be terminated from employment with {VSF} with or without cause, and employees are free to leave the employment of

{VSF} with or without cause. Any representation by any

{VSF} officer or employee contrary to this policy is not binding upon

{VSF} unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

**IV. EQUAL EMPLOYMENT OPPORTUNITY**

{Vyomini Social Foundation} shall follow the spirit and intent of all, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of {Vyomini Social Foundation} will not discriminate against any employee or applicant in a manner that violates the law.

{Vyomini Social Foundation} is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. {Vyomini Social Foundation}'s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

{Vyomini Social Foundation} will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of {Vyomini Social Foundation} may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If {Vyomini Social Foundation} determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, {Vyomini Social Foundation} will inform the employee who made the complaint of the results of the investigation.

{Vyomini Social Foundation} is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at {Vyomini Social Foundation} for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on {Vyomini Social Foundation}. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

If you have any questions regarding this policy, please contact the Executive Director.

#### **V. POLICY AGAINST WORKPLACE HARASSMENT**

{Vyomini Social Foundation} is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

{Vyomini Social Foundation}'s commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, {Vyomini Social Foundation} has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. {Vyomini Social Foundation}'s property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. {Vyomini Social Foundation}'s policy against harassment covers employees and other individuals who have a relationship with {Vyomini Social Foundation} which enables {Vyomini Social Foundation} to exercise some control over the individual's conduct in places and activities that relate to {Vyomini Social Foundation}'s work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

*Prohibition of Sexual Harassment:* {Vyomini Social Foundation}'s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or

promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against {Vyomini Social Foundation} policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against {Vyomini Social Foundation}'s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in {Vyomini Social Foundation}'s premises such as on an employee's desk or workspace or on {Vyomini Social Foundation}'s equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against {Vyomini Social Foundation}'s policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of {Vyomini Social Foundation}, you should report the incident immediately to your supervisor or to the Executive Director. Possible harassment by others with whom {Vyomini Social Foundation} has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

{Vyomini Social Foundation} will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. {Vyomini Social Foundation}'s goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If {Vyomini Social Foundation} determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, {Vyomini Social Foundation} will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer.

## VI. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on {Vyomini Social Foundation} property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by {Vyomini Social Foundation} may not solicit or distribute literature on {Vyomini Social Foundation}'s premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee.

**VII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY****A. Hours of Work**

The normal work week for {Vyomini Social Foundation} shall consist of five (5), seven (7) hour days. Ordinarily, work hours are from 9:00 a.m. - 5:00 p.m., Monday through Friday, including one hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to {Vyomini Social Foundation} work assignments and Executive Director approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

**B. Attendance and Punctuality**

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Executive Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with {Vyomini Social Foundation}.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, {Vyomini Social Foundation} may counsel employees prior to termination for excessive absences, tardiness or leaving early.

**C. Overtime**

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the Executive Director or his or her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's straight time rate, except in instances

involving a Sunday or holidays when the rate is two times the regular rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

## VIII. EMPLOYMENT POLICIES AND PRACTICES

### A. Definition of Terms

1. Employer. The {Vyomini Social Foundation} is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by  
{Vyomini Social Foundation}.
2. Full-Time Employee. A Full Time Employee regularly works at least 35 hours per week
3. Part-Time Employee. A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours per week.
4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. {Vyomini Social Foundation} will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *{Vyomini Social Foundation} Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

## IX. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of {Vyomini Social Foundation}.

Paychecks are distributed on the 15th and the last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday. Timesheets are due to the Executive Director within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement)

**X. WORK REVIEW**

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate {Vyomini Social Foundation}'s needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within {Vyomini Social Foundation}. To that end, it is incumbent upon both parties to have an open, - and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of {Vyomini Social Foundation} and what is expected of the employee in contributing to the success of {Vyomini Social Foundation} for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Executive Director reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director.

**XI. ECONOMIC BENEFITS AND INSURANCE**

{Vyomini Social Foundation} shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with

the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by {Vyomini Social Foundation}. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance related benefits annually.

#### A. Health/Life Insurance

{Vyomini Social Foundation} currently provides individual health insurance benefits for eligible full-time and part-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first full month of employment. Eligible employees may elect to participate in available health plan(s) offered by {Vyomini Social Foundation}. {Vyomini Social Foundation} presently pays the individual insurance premium for all eligible employees. {Vyomini Social Foundation} may require employees to pay a portion of insurance premium in the future. Information about {Vyomini Social Foundation}'s health plan(s) will be provided to the employee at the time of employment.

#### B. Social Security/Medicare/Medicaid

{Vyomini Social Foundation} participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and {Vyomini Social Foundation} contributes at the applicable wage base as established by federal law.

#### C. Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and {Vyomini Social Foundation}, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from {Vyomini Social Foundation}.

#### D. Retirement Plan

{Vyomini Social Foundation} provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. {Vyomini Social Foundation} contributes to the employee's retirement plan when employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment. Employer percentage contributions to the retirement program is reviewed and determined

annually by the {Vyomini Social Foundation} Board of Directors. Information about {Vyomini Social Foundation}'s retirement plan will be provided to the employee at the time of employment.

**E. Tax Deferred Annuity Plan**

{Vyomini Social Foundation} offers a tax deferred annuity plan through payroll deduction at the employee's expense and which is subject to federal, state and local provisions.

{Vyomini Social Foundation} reserves the right to modify or terminate any employee benefits, at any time.

**XII. LEAVE BENEFITS AND OTHER WORK POLICIES**

**A. Holidays :- All National Holiday(as per state law)**

Casual Leave-12

Paid Leave-15

**XIII. SEPARATION**

Either {Vyomini Social Foundation} or the employee may initiate separation.

{Vyomini Social Foundation} encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary.

The Executive Director has authority to discharge an employee from the employ of {Vyomini Social Foundation}. As stated above, all employment at {Vyomini Social Foundation} is "at-will." That means that employees may be terminated from employment with {Vyomini Social Foundation} with or without cause, and employees are free to leave the employment of {Vyomini Social Foundation} with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected {Vyomini Social Foundation}'s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to {Vyomini Social Foundation} or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including {Vyomini Social Foundation}'s property;
- Breach of confidentiality;

- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of {Vyomini Social Foundation} or its customers or vendors;
- Placing oneself in a position in which personal interests and those of {Vyomini Social Foundation} are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using {Vyomini Social Foundation} property or services for personal gain or taking, removing or disposing of {Vyomini Social Foundation} material, supplies or equipment without proper authority;
- Gambling in any form on {Vyomini Social Foundation} property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the {Vyomini Social Foundation} premises at any time in violation of {Vyomini Social Foundation}'s policies.
- Carrying or possessing firearms or weapons on {Vyomini Social Foundation} property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

#### XIV. RETURN OF PROPERTY

Employees are responsible for {Vyomini Social Foundation} equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all {Vyomini Social Foundation} property that is in their possession or control. Where permitted by applicable law(s), {Vyomini Social Foundation} may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. {Vyomini Social Foundation} also may take any action deemed appropriate to recover or protect its property.

#### XV. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

#### XVI. PERSONNEL RECORDS

Personnel records are the property of {Vyomini Social Foundation}, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with {Vyomini Social Foundation}.

#### XVII. OUTSIDE EMPLOYMENT

Individuals employed by {Vyomini Social Foundation} may hold outside jobs as long as they meet the performance standards of their job with {Vyomini Social Foundation}.

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Employee should consider the impact that outside employment may have on their ability to perform their duties at {Vyomini Social Foundation}. All employees will be evaluated by the same performance standards and will be subject to {Vyomini Social Foundation} scheduling demands, regardless of any outside work requirements.

If {Vyomini Social Foundation} determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of {Vyomini Social Foundation}, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with {Vyomini Social Foundation}.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with {Vyomini Social Foundation}.

#### XVIII. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about {Vyomini Social Foundation}, or its members or donors, as a result of working for {Vyomini Social Foundation} that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by {Vyomini Social Foundation} or to other persons employed by {Vyomini Social Foundation} who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of {Vyomini Social Foundation}. The disclosure, distribution, electronic transmission or copying of {Vyomini Social Foundation}'s confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential {Vyomini Social Foundation} information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

**XIX. COMPUTER AND INFORMATION SECURITY**

This section sets forth some important rules relating to the use of {Vyomini Social Foundation}'s computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and {Vyomini Social Foundation}'s telephone, voice mail and electronic mail systems.

{Vyomini Social Foundation} has provided these systems to support its mission.

Although limited personal use of {Vyomini Social Foundation}'s systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, {Vyomini Social Foundation}'s ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in {Vyomini Social Foundation}'s computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of {Vyomini Social Foundation}. {Vyomini Social Foundation} may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in {Vyomini Social Foundation}'s systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to {Vyomini Social Foundation}. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

{Vyomini Social Foundation}'s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, {Vyomini Social Foundation}'s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to {Vyomini Social Foundation}'s host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on {Vyomini Social Foundation}'s PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- {Vyomini Social Foundation}'s computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on {Vyomini Social Foundation}'s PCs.
- Unlicensed software should not be loaded or executed on {Vyomini Social Foundation}'s PCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.

- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside {Vyomini Social Foundation}.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Executive Director.

## **XX. INTERNET ACCEPTABLE USE POLICY**

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. {Vyomini Social Foundation} has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of {Vyomini Social Foundation}, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

{Vyomini Social Foundation} may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, {Vyomini Social Foundation} may restrict access to certain sites that it deems are not necessary for business purposes.

{Vyomini Social Foundation}'s connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download

material that is derogatory, defamatory, obscene, or offensive, such as slurs,

epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto {Vyomini Social Foundation}'s computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of {Vyomini Social Foundation}.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to {Vyomini Social Foundation} computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Executive Director.

Approved by the Executive Committee of the {Vyomini Social Foundation} Board of Directors