



Hybrid Work-from-Home Policy

Part-Time: 1–4 Hours/Week at least

Effective Date: 1 April, 2025

Applies To: All part-time contributors, interns, and consultants working on hybrid roles.

1. Objective

To define clear expectations and guidelines for employees engaged in part-time hybrid roles (**1–4 hours/week**), balancing flexibility with accountability and organizational needs.

2. Scope

This policy applies to:

- Part-time staff
- Volunteers or interns with a weekly commitment of up to 4 hours
- Consultants supporting specific projects remotely

3. Work Schedule

- **Hours:** 1 to 4 hours per week, mutually decided with the reporting supervisor.
- **Flexibility:** Employees can choose their working hours within a flexible window (e.g., between 9:00 am and 7:00 pm IST) unless fixed meetings or deadlines are involved.
- **Check-ins:** Weekly check-in (15–30 mins, virtual) required to discuss progress and align on tasks.

4. Workplace Arrangement

- **Hybrid Model:** Employees may work remotely but are encouraged to visit the office (if local and possible) for periodic reviews, team interactions, field work or project needs.
- **Remote Tools:** Work will be coordinated using [e.g., Google Workspace, Google Meet, Slack, Trello, Zoom etc.] depending on team preferences.

5. Availability and Communication

- **Response Time:** Expected to respond to emails or messages within 24 hours on working days.
- **Meetings:** Attendance at scheduled virtual meetings is mandatory unless excused in advance.
- **Documentation:** All work must be logged in shared documents or project boards.

6. Deliverables and Accountability

- Work will be assigned on a task or milestone basis.
- Each contributor must:
 - Track time spent
 - Submit work summaries or output regularly
 - Meet quality standards and deadlines



7. Confidentiality and Data Security

- Respect for confidentiality is expected at all times.
- Use of personal devices should comply with organization's basic data protection guidelines.
- Do not share sensitive files or login credentials with unauthorized individuals.

8. Performance and Review

- Feedback will be provided monthly or per project cycle.
- Continued engagement depends on contribution quality, communication, and availability.

9. Reimbursements (If Applicable)

- Any expenses (e.g., mobile data, tools) will be reimbursed only if pre-approved.
- No additional allowances are applicable unless stated in a contract or volunteer agreement.

10. Policy Review

This policy is subject to change based on organizational needs and will be reviewed every 6 months.

Specific Terms and Conditions for volunteering positions

1. Role and Community Contribution

You are engaged as a Volunteer in Community Service with Jalte Diye Foundation. Your participation is vital to achieving our mission of community development and social impact. Through your time and effort, you will make a meaningful contribution to the lives of our beneficiaries and the greater good of society. Your engagement demonstrates active commitment to social responsibility and community empowerment.

2. Duration and Time Commitment

Your engagement is expected for a minimum period of **two (2)** months. You are expected to contribute approximately 1–3 hours every week. (Flexible within a mutually agreed time window).

3. Work Modality

Your services may be performed remotely, preferably in a hybrid mode, as scheduled in consultation with the Foundation.

4. Compensation

This position is unpaid. No salary, stipend, or reimbursement shall be provided unless expressly agreed in writing with the Foundation.

5. Confidentiality

You must maintain strict confidentiality regarding all data and beneficiary information associated with the Foundation. This obligation survives the termination of this engagement. Upon completion or termination of your engagement, you are required to



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return all confidential information, documents, and materials belonging to the Foundation, in any form, without retaining any copies.

6. Intellectual Property & Original Content

All work produced must be original. Use of AI tools and external content must be disclosed, and plagiarism is strictly prohibited.

7. Recognition & Incentives

Volunteers may be recognized for outstanding performance through non-monetary forms such as certificates, titles, or leadership opportunities, as determined by the Foundation.

8. Termination

Either party may terminate this engagement at any time by providing **one (1)** week's written notice to the other party. The Foundation reserves the right to terminate the engagement immediately in the event of misconduct, breach of terms, or actions detrimental to the interests of the Foundation or its beneficiaries.

9. Dispute Resolution

All disputes will first be addressed through good-faith dialogue and internal mediation. If not resolved, disputes shall be referred to a sole arbitrator appointed mutually, in accordance with the Arbitration and Conciliation Act, 1996, whose decision shall be final.

10. No Further Rights

This engagement does not guarantee employment, continuation, or absorption into any future role.