



Vikasalaya Foundation HR Manual

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Organization	Vikasalaya Foundation
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Approved By	President
Signature	<i>Vikas Kumar Paul</i>



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1. Introduction

This manual outlines the policies, procedures, and practices governing human resources at Vikasalaya Foundation. It serves as a guide to ensure fairness, consistency, and accountability within the organization.

The HR department is responsible for implementing and maintaining the standards described herein and is available to address any questions or concerns.

2. Statement of Philosophy

Vikasalaya Foundation is committed to fostering a work environment that supports professional growth, mutual respect, and equality. As an organization driven by altruism, every member is expected to uphold the highest standards of integrity and professionalism.

3. Vision and Mission

Vision

To empower communities through holistic development focused on mental health, child development, and women's empowerment.

Mission

To create sustainable, inclusive programs that bridge social and economic gaps, fostering equality and community well-being.

4. Scope

This HR manual applies to all employees, volunteers, and associates of Vikasalaya Foundation, outlining their rights, responsibilities, and expected conduct.

5. General Conduct

Employees must:

- Uphold the mission and vision of Vikasalaya Foundation.
 - Treat colleagues and beneficiaries with dignity and respect.
 - Promote teamwork, harmony, and mutual understanding.
 - Maintain confidentiality regarding organizational and beneficiary information.
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6. Employment Policies

Equal Opportunity

The Foundation is an equal opportunity employer and does not discriminate on the basis of race, gender, religion, disability, or any other characteristic.

Recruitment and Selection

- Vacancies are advertised internally and externally.
- Selection is based on merit, qualifications, and alignment with the organization's values.

Probation

- New employees will undergo a six-month probationary period, during which performance and suitability will be assessed.

Performance Appraisals

- Annual appraisals are conducted to assess performance and set goals.
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7. Workplace Policies

Conflict of Interest

Employees must disclose any personal, financial, or other interests that could interfere with their professional responsibilities.

Tobacco, Alcohol, and Drugs

The use of tobacco, alcohol, and drugs on organizational premises or during work hours is strictly prohibited.

Media Interaction

Only authorized personnel may interact with the media. Press releases must be approved by the Communications Department.

8. Compensation and Benefits

Salaries

Salaries are disbursed monthly, subject to statutory deductions.

Leave Policies

- **Annual Leave:** 1.5 paid leaves per month.
- **Sick Leave:** 12 days annually.
- **Maternity Leave:** As per statutory regulations.
- **Unpaid Leave:** Subject to approval.

Provident Fund

Eligible employees contribute a percentage of their salary to the Provident Fund, matched by the organization.

9. Health, Safety, and Wellness

The Foundation prioritizes employee safety and well-being. Employees are encouraged to report potential hazards or unsafe conditions to the HR department.

10. Professional Development

Employees are encouraged to pursue training and development opportunities. The Foundation may sponsor courses or workshops directly related to job roles, subject to approval.

11. Conflict and Dispute Resolution

In case of disputes, the following steps are recommended:

1. Discuss the issue with the concerned party.
 2. Escalate unresolved matters to the HR department.
 3. Mediation by a neutral third party, if required.
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12. Committees

1. Employee Welfare Committee

Oversees policies and initiatives to enhance employee satisfaction and well-being.

2. Grievance Redressal Committee

Handles employee grievances impartially and ensures swift resolution.

3. Prevention of Harassment Committee

Ensures a safe and respectful workplace, addressing complaints related to harassment.

4. Purchase Committee

Reviews and approves significant procurement decisions in line with organizational policies.

Approved by:

Vikash Kumar Paul



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Vikasalaya Foundation