

WOXSEN UNIVERSITY

STAFF HANDBOOK



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PREAMBLE:

The Staff Handbook has been developed to provide general guidelines on various policies and procedures to be followed during employment at Woxsen University (hereafter to be referred as ‘Woxsen’ for the purpose of this document).

It is a guide to assist you in becoming familiar with some of the privileges & obligations of employment including various policies and statutory obligations.

The purpose of this handbook is to facilitate smooth induction into the organization and to familiarize you with the current practices and processes.

The information contained in the handbook

1. Should remain confidential.
2. The policies and procedures are subject to revision at the complete discretion of the management.
3. It is important to read the Staff Handbook carefully. If you have any questions about its contents, please contact the HR Department.



1. GENERAL RULES:

1.1. Onboarding:

Documents / Credentials to be submitted:

During Onboarding, you must submit the following documents to the HR Department for the maintenance of personnel records:

- A copy of Educational Certificates/ Transcripts
- A copy of Experience and Relieving Certificates from all the previous employers, if applicable.
- A copy of last drawn Salary payslip or Certificate, if applicable.
- One Passport size Photograph
- A copy of PAN card
- A copy of Aadhar card

1.2. File Management:

The HR Department maintains records of address, telephone number, emergency contacts, joining details and benefits.

It is the staff's responsibility to notify the updated information on any of the following items.

- Legal Name
- Home address
- Contact Number
- Emergency contact details
- Number of dependents
- Marital status
- Change of beneficiary for PF, ESI, Gratuity etc., (if applicable)
- Qualification obtained during employment with Woxsen

You are responsible for the accuracy of information furnished in the application/ employment application form of Woxsen and other documents submitted in

support of employment. Staff may forfeit employment if any discrepancies are discovered at any stage of selection and employment.

1.3. Reference Check:

It is our practice to check one/ two of the references provided by you. This check/ verification is generally with the previous employer. A negative feedback may lead to termination of contract of employment.

1.4. Classification of Staff:

The staff generally be classified as under:

1. Regular or Confirmed staff
2. Probationary
3. Contractual for limited period/ fixed period
4. Part- time staff

Regular Staff means one who has been confirmed after satisfactory completion of the period of probation.

Probationary is the one who is provisionally employed with a view to being considered for regular appointment.

Contractual for limited period/ fixed period means one who has been engaged against a temporary/time bound position for some specific professional/specialist work for a specific period only. Such staff would be on consolidated pay basis and would not be eligible for other benefits available to regular staff.

Part time staff is an individual, who is engaged for specific purpose, task, and time. Such staff is not entitled to benefits applicable to regular staff.

1.5. Probationary Period:

You will be on probation for a period of 6 months as stated in the offer / appointment letter. Probation period is to ascertain suitability for the appointed post.

The period of probation may be extended at the discretion of the competent authority. You will be issued with formal order of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be continuing probation until confirmed in writing.

If during the probationary period or extended period of probation, the performance, progress, and general conduct of the staff are not found satisfactory, his/ her services are liable to be terminated.

During the period of probation, you will be entitled to avail **Sick Leave only**.

1.6. Transfer:

During the period of contract Woxsen reserves the right to transfer staff to any offices/ centres/ divisions/ departments of Woxsen existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location. Staff transferred due to the needs of the institution would be entitled to appropriate allowances.

1.7. Induction:

A representative of HR Department will share the employee handbook.

The handbook will cover:

- Procedures in the workplace
- Functions of local workplace
- General nature of duties and responsibilities
- Workplace rules
- Use of equipment
- Contact with key service providers
- Key HR policies

2.0. WORK TIMINGS AND ATTENDANCE:

2.1. Working hours:

- The standard work schedule at the Woxsen is from 9:00 AM to 6:00 PM from Monday through Saturday of the week. 1st and 4th Saturdays are working days while 2nd & 3rd Saturdays are off.
- Lunch break would be for one hour between 1:00 PM to 2:00 PM hours on a working day.
- You may be required to attend office on Sundays/ holidays or work late on a weekday as and when required.

2.2. Attendance:

You are expected to be at your workplace by or before 9:00 AM.

Marking daily attendance in the biometric machine at the reception is mandatory.

Reporting for duty between 9:10 AM to 9:30 AM will be considered "Late".

Three late marks in a month will be liable for deduction of 1/2 day Sick leave and 5 late marks in a month will be liable for deduction of 1 day of Sick Leave (SL).

Staff reporting for duty after 9:30 AM but before 1:00 PM will be liable for half day SL deduction and reporting beyond 1:00 PM will be considered as one day leave.

- Rules applicable to late attendance briefly:

Up to 30 minutes	Staff is late
30 minutes to 4 hours	Staff is absent for half a day
More than 4 hours	Staff is absent for a full day, in case there is no SL in the account, then it is considered as loss of pay (LOP)

In the absence of the written approval, the HR department will treat you as “Absent” and effect necessary deductions.

2.3. Time Off:

You are not expected to leave the place of work without the prior permission of the line manager/ department head.

Whenever you are leaving your workplace for any reason, kindly furnish details of your location and telephone number during the period of absence.

2.4. Permission:

2 authorized permissions are allowed in a month to arrive late by 2 hours or leave early by 2 hours.

2.5. Absence:

If you are unable to get to work when expected to be present, for whatever reason, you should personally:

- Fill the leave application (HR to provide) and seek approval from line manager/ department head looping in HR (if it's a planned leave)
- Speak to the line manager and explain urgent tasks scheduled for that day that you would like us to arrange for your colleagues to cover for you. If your line manager is unavailable, record the time and name of the person to whom you reported your absence. (in case of an emergency leave)
- You must leave contact details so that we can get in touch with you.
- It is your responsibility to keep us informed of your continuing absence. If you fail to contact without good reason your absence will be classed as unauthorized absence.

2.6. Dress Code:

The dress code on weekdays (Monday to Thursday) would be - Formal (trouser, tucked-in shirt and shoes for the Gentlemen and Indian/Western formals for the ladies with appropriate footwear). Fridays and Saturdays would be observed as

'dress-down' days. Smart casuals can be worn on Fridays (NO shorts, NO ripped jeans, NO sleeveless shirts/T-shirts etc.)

2.7. Medical Fitness:

Company may opt for cessation of your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

2.8. Drugs and alcohol:

The use of illegal drugs or alcohol in the workplace may lead to disciplinary action that could result in your dismissal.

The following rules will apply:

- If you are found to be consuming alcohol/illegal drugs or deemed to be under the influence of the same in the workplace or in your working hours this may be treated as gross misconduct under the WOXSEN's disciplinary procedure.
- The possession of drugs for any reason, other than medical reasons, is forbidden.
- We may ask you to undertake a medical examination if we believe you have a problem in relation to drugs and/or alcohol to assess if this is affecting your ability to work. You may be suspended from work until the problem is resolved. The Executive Authority of WOXSEN will decide whether to treat it as a disciplinary matter.
- In the event of abuse of drugs either in the workplace or when working on behalf of Woxsen (off the University's premises), the police shall be involved, if required.
- We reserve the right to test for either drugs or alcohol. Failure to co-operate, or if tests prove positive, it may be treated as gross misconduct as per the WOXSEN's disciplinary procedure.

2.9. Mobile Usage:

We discourage undue usage of mobile phones to make personal calls during work. The use of mobile phones for personal calls is not permitted during working hours and may only be used during authorised breaks or in the case of an emergency. Personal calls using office telephones are allowed only in case of an emergency or with the authorization of management.

2.10. Safety:

You must read and take note of any health and safety notices that are posted on the notice boards. You are expected to take reasonable care for your own well-being, and that of your colleagues.

2.11. No – Smoking Policy:

We operate a no-smoking policy. Smoking is not permitted in the office premises or in vehicles when parked or driven on business journeys if more than one person uses the vehicle at any time. We take this matter very seriously and breach of this rule might lead to disciplinary action.

2.12. Economy:

Woxsen maintains a policy of “minimum waste” which is essential to the cost effective and efficient running of all our operations. Every staff has a responsibility to promote this policy by taking extra care when carrying out normal duties to avoid unnecessary or extravagant use of services, time, materials, lights, heating, water etc.

2.13. Additional Employment:

As a rule, Woxsen does not permit regular/ full time staffs to accept additional employment. If you plan to take up additional employment, you must discuss the nature of the additional employment with your line manager. Accepting

additional employment without the authorization of the Management will be viewed very seriously and may invite disciplinary action/termination of employment.

2.14. Contact with Friends and relatives:

Friends and relations should be discouraged from calling or visiting you when you are at work, except in the case of emergencies. Under no circumstances should any such non-staff attend to students or clients or suppliers. Any breach of this clause may result in disciplinary action.

3.0. LEAVE ENTITLEMENT & POLICIES:

You are eligible for leave benefits as given below. These regulations may undergo changes depending on emergent conditions. Changes, if any, will be communicated to all staffs through emails. The category of leaves available to staffs is:

- Sick Leave (SL)
- Earned Leave (EL)
- Maternity Leave
- Paternity Leave
- Compensation Leave

3.1. Sick Leave:

- You are entitled for 12 days Sick Leave (SL) in a calendar year. This leave is authorized for all staff whether on probation or on consolidated salary basis.
- The leave itself is of a casual nature. Hence you are expected to avail such leave judiciously.
- Unless extra-ordinary circumstances warrant, no staff shall be granted more than 3 (three) days of SL in one spell. The staff will not be permitted to be absent on Sick leave for more than 5 (five) days together with holidays.

- Sick leaves cannot be carried forward to the next year. Unclaimed leaves lapse by or before the 31st of December of every year.
- Sick leave cannot be combined with any other kind of leave.

3.2. Earned Leave:

- **Leave Entitlement basis:** All confirmed staff (Not on probation or on consolidated basis or part time) are entitled to 20 days of earned leave for every completed year of service.

- **Standard dates for crediting of leave:** Standard dates:

On 1st day of January - 10 earned leaves are credited.

And, on 1st day of July - 10 EL are credited again.

Earned Leave shall be credited only after completion of six months.

- Intervening Holidays or weekly offs during the leave period will not be included for calculation of leave availed.
- Whenever any such earned leave is availed by a staff and granted/sanctioned by the competent authority, such staff is entitled for full salary along with other benefits, like provident fund etc.
- **Pro rata basis calculation:** If staff joins the services of the WOXSEN at any time during the calendar year, leave shall be credited to the account proportionately for every complete year of service. And for instance, if the employee joins the University on 10th of a month, then for the purpose of calculation of leave, it shall be treated as a whole month.
- **Accumulation of EL and ceiling limit:** Un-utilized earned leave at the end of the calendar year shall not be carried forward to the next year.

3.3. Maternity Leave:

Paid maternity leave is available for women employees up to 26 weeks. Out of the 26 weeks, only a period extending up to a maximum of 8 weeks can be availed

before the expected date of delivery. While the remaining 18 weeks can be availed after childbirth.

For women who are having 2 or more surviving children, the duration of paid maternity leave shall be 12 weeks instead of 26 weeks. Out of those 12 weeks, 6 weeks to be availed before the expected date of delivery and the remaining 6 weeks after the expected delivery.

To be eligible to receive maternity benefits, the pregnant female employee with less than two children must have worked for at least 80 days within the 12 months immediately preceding her date of delivery. A leave letter (email) with medical certificates is to be forwarded to the HR department along with the recommendations of HOD well in time. On resuming the duties after maternity leave, fitness certificate from medical practitioner and a letter/email to be forwarded with the subject “resuming duties after maternity” to HR Department. Maternity leave of 12 weeks to be available to mothers adopting a child below the age of three months as well as to the “commissioning mothers”.

To this rule, the commissioning mother has been defined as biological mother who uses her egg to create an embryo planted in any other woman.

The employee should inform about the childbirth within 48 hours of submitting proof of birth by way of communication through mail/text/call/letter).

Maternity leave not exceeding 6 weeks may also be granted (irrespective of number of surviving children) during the entire period of service in case of miscarriage including medically approved abortion on production of authenticated medical certificate.

Maternity leave may be combined with leave of any kind except SL.

3.4. Paternity Leave:

Male staff with less than two surviving children shall be granted paternity leave for a period of 3 days, during the confinement of his wife for childbirth.

3.5. Compensation Leave:

- Compensatory leave is paid time off for an eligible staff having worked additional hours on an official holiday, or a scheduled day off.
- A Staff will become eligible for compensatory off if he/she puts in 08 hours of work on the weekend (Sat/Sun) or an official holiday.
- Comp-off thus earned would be added to the SL account of the staff.
- The accumulated Comp Offs/SLs need to be exhausted by the end of the year. On 1st January of the succeeding year, the previous Comp Offs/SLs will lapse.
- Comp Offs cannot be clubbed with EL or Holidays. Unlike Earned Leave, no claim for encashment shall be admissible.
- Members of marketing and communication department/other departments working on weekends and holidays may avail more than 1 Comp Off with due recommendation from the Head of the Department.
- Exclusion: Asst. General Manager and above category positions are excluded from the policy coverage.

3.6. National / Public Holidays:

In addition to the leave benefits indicated above, WOXSSEN also grants holidays to celebrate national events and various festivals. The holiday list is generally released in the first week of every year.

4.0. PERFORMANCE:

4.1. Performance Appraisal

Performance management is an integral part of overall organization management. It is related to staff work performance and achievements at the operational level and strategic performance of the organization level. Formal performance appraisals are conducted for each Staff after the completion of a year (every year).

The reviews are recommended to foster better communication between supervisors and staff in assessing progress, jointly developing new plans and objectives, and clarifying expectations for the coming year.

Annual salary reviews shall be based on performance of both individual and the organization.

4.2. Compensation:

We are a performance-oriented organization and believe in acknowledging and rewarding superior performance. Your compensation will therefore be largely dependent on your performance and contribution to the organization's objectives. Considerable efforts are made to ensure that the compensation is internally fair and benchmarked with equivalent organizations in the country.

All information related to compensation and eligibility is confidential in nature. You are therefore, cautioned not to share this information with any third party.

4.3. Payment:

You will be paid at the times and by the methods set out in your individual statement of terms and conditions as informed by HR Dept. We reserve the right to vary the method of payment and will let you know about any change of this nature in writing.

You will receive a pay slip detailing how the payment made to you has been calculated. It will also show the deductions that have been made and the reasons for them, for example, Tax, PF etc.

4.4. Overpayments / underpayments:

If you have been inadvertently overpaid or underpaid for any reason you must let the HR Department know straight away. The over or underpayment will normally be corrected at the next payment. If it is later discovered that you were overpaid, we reserve the right to deduct the overpayment from your salary.

Arrangements can be made for a longer period of repayment in cases of hardship.

4.5. Details of Compensation:

The Cost to Company (CTC) comprises of the following:

- Basic Salary
- House Rent Allowance
- Conveyance Allowance
- Medical Reimbursement
- Telephone Bill Reimbursement (if applicable)
- Leave Travel Allowance
- Special Allowance

5.0. RESIGNATION/ TERMINATION/ ABANDONMENT OF EMPLOYMENT:

5.1. Resignation:

Resignation refers to voluntary separation of services other than by retirement or abandonment of employment.

- Staff wishing to resign should forward a notice of resignation in writing through the Line Manager to the HR Dept.
- The Organization is not obliged to accept the resignation from the date proposed by the Staff if it does not cover the period of notice.
- HR Dept. will consider the proposed cessation date and formally advise the staff about the same.

5.2. Termination:

Termination implies involuntary separation of staff from the organization. This action may be taken due to any of the following:

- Redundancy
- Completion of the term of contract

- As a consequence of disciplinary action against the staff

In the case of redundancy, if the required notice of termination is not provided, the staff will be offered salary in lieu of the notice period mentioned in the contract. In case of termination on disciplinary grounds, payment of salary in lieu of notice period is at the discretion of the Management.

5.3. Abandonment:

Abandonment of employment implies continued absence of staff without informing the organization of his/her intentions.

- Where staff has been absent from duty without permission/ informing the Line Manager or anyone in the organization for a period of ten consecutive working days or more, he will be deemed to have abandoned employment.
- The respective department Head must notify HR Dept. as soon as possible after becoming aware of staff being absent from work without having first notified the immediate superior.
- HR Department will endeavour to locate the staff.
- If contact cannot be made within a reasonable period of time or if the staff does not respond within three working days of a written or telephone request, HR Dept. may terminate that individual's employment.

6.0. NOTICE PERIODS:

6.1. General:

The details of your notice are in your terms and conditions of employment indicated in the letter of appointment.

If you leave the institution without giving the required notice, and the institution incurs any additional expense(s) from covering your duties during your notice period because you have failed to work, then these costs will be deducted from any dues owed to you.

6.2. Pay in lieu of notice:

We reserve the right to make payment in lieu of notice for all or any part of your notice period on the termination of your employment. This provision applies whether notice to terminate the contract is given by you or the Woxsen.

Any such payment will consist solely of gross salary and shall be subject to authorized/ statutory deductions.

7.0. DISCIPLINARY PROCEDURE:

7.1. Rules:

The disciplinary procedure is designed to help and encourage all employees to achieve and maintain the standards of conduct, attendance, and performance of the WOXSEN. It should be a corrective procedure ensuring all employees are treated fairly.

It is important that you read and understand the following principles and procedures, as they constitute an important part of your terms and conditions of employment.

Disciplinary action will normally follow the procedure below:

- You will be notified in writing of the allegations and no hearing will take place until a minimum of 24 hours has elapsed.
- You will be provided with information relating to the allegation prior to the hearing.
- You may ask questions or make statements.
- Any decision made will be based on a reasonable belief, the balance of probability and on the evidence presented.
- The result of any disciplinary hearing will be confirmed in writing.
- You have the right to appeal any decision by applying in writing within 60 days of the decision stating your reasons for appealing.

Failure to attend a disciplinary hearing and to do so, without good reason, is deemed to constitute a failure to follow a reasonable management instruction and

can amount to gross misconduct. In these circumstances your failure to attend will be considered alongside the reasons for the disciplinary hearing and a decision may be made in your absence.

The disposal of disciplinary proceeding may result in any of the following actions depending on the seriousness of the case and the employees past record:

Minor Penalty:

I. Censure

II. Withholding of promotion or annual increments for a maximum period of two years.

III. Penalty in specified amount in addition to recovery from monthly wages or such other amount as may be due to him, of the whole or part or any pecuniary loss caused to WU by his negligence or breach of orders.

Major Penalty:

IV. Removal from service.

7.2. Appeals procedure:

The purpose of an appeal hearing is to review any penalty imposed at the disciplinary hearing. It cannot increase the penalty.

At each stage of the disciplinary procedure, you will have the right to appeal. If you wish to do so, you should inform the specified person within 60 days of your receipt of written confirmation of the disciplinary decision taken against you. Ideally, your appeal should be in writing and include the reason/s why you feel the decision is unfair or inappropriate in relation to the misconduct addressed at the disciplinary hearing. You should also detail any new information or evidence that will support your appeal, including the names of any witnesses. This is to ensure there is sufficient time to investigate any new information before the appeal meeting. The decision of the person dealing with your appeal is final.

8.0. PROTECTED DISCLOSURE OR “WHISTLE BLOWING”:

The Woxsen is committed to ensuring a culture of openness and accountability in which abuse and fraud or other misconduct within the organization by any employee is recognized and reported. You are encouraged to express any concerns you may have and the WOXSEN will respect any request you may make to preserve confidentiality as far as possible. If you raise concerns in good faith, you will be protected by the WOXSEN from reprisals or victimization.

If you have concerns about possible abuse, theft, fraud, or other misconduct, you should bring the matter to the attention of immediate superior. Any employee with knowledge of abuse, theft, fraud, or misconduct who does not report this will be subject to disciplinary action. Anyone attempting to stop or discourage another employee from coming forward to express a serious concern will be subject to disciplinary action. Likewise, anyone who criticizes or victimizes an employee after a concern has been expressed will be subject to disciplinary action.

Immediate Manager will investigate the complaint and involve outside agencies as necessary. The results of the investigation will be related to you, whilst protecting the confidentiality of others involved.

If you continue to have serious concerns after the investigation has been completed and feel that you need to contact an external agency, you can then do so.

Please be aware that any employee who raises a concern with malicious intent or abuses this policy will be subject to disciplinary action.

9.0. DIVERSITY STATEMENT:

Woxsen believes in equal employment opportunities for all, regardless of colour, religion, sex, national origin, disability, or any other legally protected classification to hire and promote the most qualified applicants and to comply with all equal employment opportunity laws.

10.0. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT:

Woxsen is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at WOXSEN are based on business needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status. WOXSEN will not tolerate discrimination or harassment based on any of these characteristics.

11.0. REASONABLE ACCOMODATION FOR INDIVIDUALS WITH DISABILITIES:

Woxsen is committed to providing reasonable accommodation to its employees and applicants for employment to assure that individuals with disabilities enjoy full access to equal employment opportunity. Woxsen provides reasonable accommodation when an applicant with a disability needs an accommodation to be considered for a job and enable him or her to perform the essential functions of the job or to gain access to the workplace and to enjoy equal benefits and privileges of employment.

12.0. CONFLICTS OF INTEREST:

The existence of trust is crucial to continued success in the marketplace with customers, business partners, and our students. When an employee or anyone representing Woxsen acts or appears to act in their personal interest rather than the best interest of the organization it causes others to lose trust in the establishment. Private, personal interests may cloud our ability to make sound

and objective decisions in the best interests of the organization. Staff must avoid conflicts of interest and even the appearance of such conflicts.

13.0. INTELLECTUAL PROPERTY RIGHTS:

Any invention, improvement, design, process, information, copyright work, trade mark or trade name or set- up made, created or discovered by the employee in the course of their employment (whether capable of being patented or registered or not) in conjunction with or in any way affecting or relating to the business of the employer or of any associate or capable of being used or adapted for use in or in connection with such business (Intellectual Property Rights) shall be disclosed immediately to the Woxsen and shall belong to and be the absolute property of the employer or such associated as the employer may direct.

14.0. NON-SOLICITATION:

During your employment with Woxsen and for a year thereafter you shall not solicit any employee of the organization to leave their employment in order to join another company or provide services to another company/person/entity, which is not affiliated, to Woxsen. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

15.0. TRAINING:

Woxsen may select and offer training for employees at the company location or outside at its own discretion. You will be required to attend these trainings and assignments.

16.0. IT Policy:

We regard our computer systems as a vital and integral part of our work and so expect you to use computers responsibly and only for the purposes of our business. Infringement of this computer policy will be viewed seriously.

16.1. Hardware:

Rules regarding the use of hardware:

- No equipment must be moved without the consent of Systems Administrator.
- No equipment must be attached to the network without the consent of Systems Administrator.
- No equipment may be modified without the consent of Systems Administrator.
- All equipment must be treated with due care and attention and maintained in a condition and environment conducive to good working order and long life. Any fault, loss or damage must be reported without delay. If in doubt consult Systems Administrator.
- All equipment must be logged off correctly and powered down when not in use.
- Laptops must be kept secure when taken off site. Do not leave them unattended. You are required to take reasonable measures to minimize the risk of loss of Woxsen data and software through theft. Particular care needs to be taken to ensure that laptops and any storage media containing software and Woxsen data are not left unattended in vehicles or any other non-secure place.

16.2. Software:

The PC will be set up by Systems Administrator and must not be altered by the user.

You are only authorized to use systems and have access to information that is relevant to your job. You should neither seek information nor use systems outside these criteria. Unauthorized access to any of the Woxsen's computers or network devices is a breach of this policy.

Standard operating procedures must always be followed when using software. Where no procedures exist, consult immediate manager, and follow any instructions you are given.

Under no circumstances may you purchase or load any software without approval from Systems Administrator. This includes games, screen savers, wallpaper, downloads from the Internet and email attachments.

If a specific application programme is necessary for your work, then Woxsen will consider its purchase for your use.

It is illegal to make unauthorized copies of software. Software issued by the Woxsen for their use is licensed to the Woxsen and is protected by copyright law. You must not make copies of or distribute software that has been copied.

If you receive media from any source, you must have it virus checked by Systems Administrator. If you need to bring in media from your home computer, you must get permission before doing so. Virus protection software must be maintained and periodically checked. It is mandatory that you re-boot your computer daily with the antivirus software to ensure that no viruses are present.

Storage media, such as floppy disks, CDs, or memory sticks, which contain work related material form part of the intellectual property of the Woxsen and, because of the ease of portability of such sensitive commercial material, particular caution should be exercised when using, storing, or transporting storage media whether within or outside the Woxsen's premises.

16.3. Passwords:

To access various software programs, you may have been given one or more usernames and passwords. These passwords are personal to you. Do not write them down where they may be seen by anyone else.

You are responsible for all actions undertaken whilst logged on to any system using your username and password. You should not therefore allow anyone else to use your access rights and password.

You should not disclose any information concerning the Woxsen's systems that make them vulnerable to a third party. If you require further systems access beyond that currently authorized, you must ask your line manager.

If you believe another staff or student may have learnt one of your passwords, you should change it immediately.

Change your password no less frequently than once every ninety days. When changing your password, do not use words that contain personal data. If you have any suspicion that any other user knows your password, then it is your responsibility to report it to the IT Head immediately.

16.4. Email:

Your email address can receive emails from anyone connected to the Internet. You should limit the frequency of personal emails, which should be dealt with outside of normal office hours. You should ensure that your correspondents know that they should not send you illegal attachments such as pictures or executable programs. All emails related to external work should be deleted on receipt. Anyone found with offensive or pornographic material on his or her computer will be subject to investigation.

The WOXSEN reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

If you receive an email from an unknown source, or "junk" email you should delete this from your system immediately without opening it as it may contain a virus.

Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e., from another known Woxsen staff or

representative. If in doubt, forward the email to the System Administrator for clarification.

Emails to students or clients, suppliers and other business contacts should be restricted to Woxsen business.

Confidential information about or relating to the business of the Woxsen, its students or clients, suppliers or contacts should not be transmitted outside the Woxsen via email unless done so during business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended workstation.

Regular housekeeping is required to delete unwanted emails to prevent the file server filling up.

You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

You must not distribute sensitive commercial data concerning the Woxsen to competitive sources. Doing so may result in disciplinary action.

16.5. Guidance for appropriate use:

Email is a non-secure medium and care should be taken when composing, sending, and storing messages. It is possible messages are not received at their destination or that they can be intercepted. If email services are used for business-critical communications, you must confirm receipt by another means.

Outgoing emails should have a footer attached to stress the confidentiality of the contents and, where appropriate, should contain a disclaimer.

Email should be regarded in the same way as any other business communication and should be treated as a Woxsen record. You should adopt a style and content for email, those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

Staffs must take reasonable steps to guard against unauthorized access to, alteration, accidental loss, disclosure, or destruction of data.

16.6. Inappropriate use:

You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.

You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to business contacts. It can frequently be misunderstood or cause offence.

In particular, the Woxsen recommends that criticisms or complaints be not dealt with by email. Examples of inappropriate use include, but are not limited to:

- Sending, receiving, downloading, or displaying or disseminating material that insults, causes offence, or harasses others
- Accessing pornographic, racist, or other inappropriate or unlawful material
- Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging
- Forwarding electronic chain letters or similar material
- Downloading or disseminating copyright materials
- Transmitting confidential information about the Woxsen or its students or clients externally and not during the Woxsen's business
- Downloading or playing computer games
- Copying or downloading software

Serious instances of inappropriate use may be considered gross misconduct.

16.7. Internet access:

Internet access will be granted for business reasons only during working hours and limited to work related activities.

Under no circumstances must users download files not necessary for their work at the organization without the consent of Line Manager. Anyone believed to have been visiting pornographic sites, downloading, or circulating pornographic material or other non-business material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct.

Please note that the main servers maintain a record of Internet access by user, and these will be monitored as necessary and results forwarded to line managers, if appropriate.

17.0. DISCIPLINARY RULES & PROCEDURES:

Refer Clause 7.0.

17.1. Gross Misconduct:

Below is a list of possible acts, which we consider to be gross misconduct, which entitles the Woxsen to dismiss without notice. The list is not intended to be exhaustive as it is impossible to list all offences that may result in disciplinary action.

- Theft, fraud, and deliberate falsification of records (including time sheets)
- Physical violence or serious threats of physical violence
- Serious bullying, harassment, or discriminatory behaviour
- Deliberate damage to property
- Serious insubordination or wilful refusal to obey a reasonable instruction (including failure to attend a disciplinary hearing without good reason)
- Misuse of Woxsen property /software/copyright or name
- Bringing the employer into disrepute

- Being unfit to work through drink or drugs, or being found in possession of unsealed alcohol, illegal drugs, or obscene material at work
- Breach of non-solicitation, confidentiality, or non-competition clauses
- Collaborating with students or clients regarding plagiarizing or purchased assignments
- Involvement in false documentation, unauthorized use of organization letterheads and stamps for students or clients or potential students or clients
- Serious breach of the Woxsen computer policy including abuse of email and Internet facilities
- Allowing non-staffs to attend students or clients or supplier premises without authorization from the Woxsen
- Carrying out additional work for students or clients, or potential students or clients for your own personal gains, without authorization from the Woxsen
- Smoking in areas where smoking is not permitted
- Unauthorized absence from work

17.2. Serious Misconduct:

This includes acts that fall short of gross misconduct, but which are so serious that they would justify moving straight to issuing a final written warning. For example:

- Leaving your place of work without authority
- Insubordination, which is not wilful, i.e., you openly refuse to do something but agree reluctantly when faced with suspension
- Failure to report damage to Woxsen property
- Defacing or removing 'no-smoking' signs
- Persistent or serious breaches of Woxsen procedures
- Neglect of duty, etc.
- Failing to adhere to set guidelines regarding financial matters. This may include agreeing unauthorized commission levels, or minimum fee payments, or setting

expectations to third parties regarding financial support e.g., for advertising/printing when dealing with agents

17.3. Misconduct:

This covers minor or less serious breaches of Woxsen rules and procedures such as:

- Persistent lateness, absence, or sickness
- Minor breaches of procedure, for example failing to telephone a Line Manager if you are going to be absent and explaining what work needs to be covered by your colleagues
- Using company IT, communications, or other facilities for any non-business use without prior approval from Line Manager or management team

This list is only a guide and is not exhaustive.

17.4. Suspension:

If allegations of gross misconduct or serious misconduct are made, then Woxsen may suspend you while further investigations are carried out. Suspension will be on subsistence allowance (at the rate of 50% of Basic salary) and does not imply any determination of guilt or innocence, as it is merely a holding measure pending further investigation.

17.5. Behavior outside work:

Normally Woxsen has no jurisdiction over staff outside working hours. However, if your activities outside work adversely affect the image of the School then they will become an issue.

Such areas of activity specifically include but are not limited to your conduct outside work:

- While attending a work function outside of working hours; or

- While on-line for example on social networking sites, blogs, or chat rooms the following will result in disciplinary action:

- i. Bringing the name of Woxsen into disrepute

- ii. Adverse publicity

- iii. Actions that result in loss of faith in the Woxsen by third parties

- iv. Actions that result in loss of faith in the integrity of the individual (this includes harassment, bullying and any other inappropriate behaviour)

Your employment could be terminated if your actions cause extreme embarrassment or serious damage to the reputation or image of the organization.

18.0. POLICY AGAINST SEXUAL HARASSMENT:

18.1. Preamble:

WOXSEN is committed to create and maintain a community in which students, faculty and staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of Human Rights violations including Sexual Harassment and discrimination based on gender. The Supreme Court of India, in a landmark judgment stated that every instance of sexual harassment is a violation of Fundamental Rights under Articles 14,15 and 21 of the Constitution of India, and amount to violation of the Right to Freedom.

This judgment makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the workplace.

Objectives:

- To fulfil the directive of the supreme court requiring all employers to develop and implement a policy against sexual harassment at the workplace
- To lay down a mechanism for the prevention and redressal of sexual harassment and other acts of gender-based violence.

- To ensure the implementation of the policy in letter and spirit through proper reporting and their follow up procedures.
- To create a secure physical and social environment which will deter acts of sexual harassment.
- To promote a social and psychological environment which will raise awareness about sexual harassment in its various forms.

Definitions:

1) Sexual Harassment:

- When submission to unwelcome sexual advances, requests for sexual favours and verbal or physical conduct of a sexual nature are, implicitly or explicitly made.
- When unwelcome sexual advances, and verbal, non-verbal and or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.
- When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behaviour is based on the gender identity / sexual orientation of the person in any platform or other public forum of Woxsen is used to denigrate / discriminate against person(s), or create a hostile environment based on a person's gender identity / sexual orientation.

2) Members of Woxsen include students, Faculty, and all permanent & temporary staff of the Woxsen.

18.2. Jurisdiction:

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- By an employee of Woxsen against any other employee of Woxsen / student irrespective of whether the harassment is alleged to have taken place within or outside the campus / office.
- By an outsider against an employee of Woxsen or by an employee of Woxsen against an outsider if the Sexual Harassment is alleged to have taken place within the campus/office.
- By a member of Woxsen against an outsider if the Sexual Harassment is alleged to have taken place outside the campus. In such cases the committee shall recommend that Woxsen authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

18.3. Internal Complaints Committee (ICC):

This committee will consist of 5 members (At least 50% of the members should be women)

This committee is formed according to the UGC (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) regulations, 2015):

1. A Presiding Officer who shall be a woman faculty member employed at a senior level, not below a Professor, or shall be nominated from other offices or administrative units of the workplace.
2. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.

3. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's and research scholar levels respectively, elected through transparent democratic procedure.
4. One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Persons in senior administrative positions such as VC, Pro-VC, Rectors, Registrar, Deans, HODs, etc. shall not be members of ICCs in order to ensure autonomy of their functioning.

18.4. Apex Complaints Committee (APC):

The Apex Complaints Committee upon receipt of the enquiry report will take necessary disciplinary / administrative action based on the recommendations of the ICC. All those cases which cannot be resolved at the **ICC level** will be forwarded to the APC for necessary disposal.

The APC will consist of:

- CEO
- Dean
- Director
- Head HR
- Any other Staff (Female)

18.5. Duties of The Complaints Committee:

- To create and ensure a safe environment that is free of sexual harassment.
- To create an atmosphere promoting equality and gender justice.
- To publicize the policy widely, especially through mailers, notice boards etc.
- To publicize the name and phone numbers of member of the committee
- To plan and carry out programs for gender sensitization.

- To take cognizance of complaints about Sexual Harassment, conduct enquiries, provide assistance and redressal to the victim(s).
- To recommend penalties and take action against the harasser.
- To recommend to the concerned authorities follow-up action and monitor the same
- To advise disciplinary actions.
- To seek medical, police and legal intervention with the consent of the complainant.
- To make arrangements for appropriate psychological, emotional, and physical support (in the form of counselling, security, and other assistance) to the victim if the victim so desires.
- To conduct orientation workshop to bring awareness on behaviour, social etiquette etc. along with training on negative impact of sexual harassment of individuals at workplace, for all staff/students which would address perceptions and understanding of sexual harassment, understanding the policy and complaints mechanism.

18.6. Procedure for Registering Complaints:

- All complaints must be brought by the complainant in person. In cases of complaints brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. The exception for this will be in cases of forced confinement of the person.
- In exceptional cases, third party / witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleging to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the committee shall proceed to investigate it as per the procedure specified.
- If the complainant wishes she/he can be accompanied by a representative.

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

friends, relatives, colleagues, co-students, psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental capacity or death.

18.7. Enquiry Procedures:

- All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee
- All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working day must be given
- The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
- After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify him/her. (Revealing the identity either in exceptional cases such as stalking which may put the complainant at greater risk or as a result of social prejudices; the complainant may face additional adverse effects as a result of public circulation of the finished report.

- During an enquiry the quorum for all committee meetings will be one-third of the total membership and must include at least one member from the complainant's category as well as the member co-opted from outside.
- The Complaints Committee will, within ten days of the receipt of a complaint establish a prima facie case of sexual harassment as given in this policy and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing. In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement), the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
- In case a prima facie case is established, the Complaints Committee shall set up an enquiry committee of 3 – 5 members, with at least one member of the complainant's category, as well as a member from outside of WOXSEN.
- The sub-committee so formed must inform the accused in writing about the charges made against him/her and he/she should be given a period of five days from the date of receipt of the notification to respond to the charges.
- During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
- The sub-committee must submit its report to the Complaints Committee not later than 15 working days. The Complaints Committee will discuss the report and make recommendations for punitive action if required.
- The entire process of enquiry should be completed within one month.
- The complainant or the accused may appeal to the Apex Committee.
- Filing of a grievance / complaint shall not adversely affect the complainant's status/job, salary, promotion, grades etc.

- The Complaints Committee shall act against anyone who intimidates the complainant or member of the committee, during or after the enquiry.
- Any committee member charged with Sexual Harassment in a written complaint must step down as member during the enquiry into the complaint.

18.8. Interim Redressal:

The University may,

1. transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC;
2. grant leave to the aggrieved with full protection of status and benefits for a period up to three months.
3. restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant.
4. ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus.
5. take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

18.9. Redressal:

Disciplinary actions could take the form of:

- Warning
- Written apology
- Bond of good behaviour
- Adverse remarks in the Performance Appraisal
- Debarring from supervisory duties
- Denial of re-employment

- Stopping increments / promotion
- Demotion
- Suspension
- Dismissal
- Any other relevant measure

18.10. Monitoring and Review:

- The Complaints Committee will send annual reports to the Apex Complaints Committee.
- The Apex Complaints Committee will provide a brief annual report to the senior management on the cases monitored by them. The reports must be kept confidential.
- The Apex Complaints Committee will organize a meeting once every year for all members of the Complaints Committee to meet and discuss their experiences on the functioning of the committees and recommend improvements if any.

19.0. TRAVEL POLICY:

Preamble

This travel policy is intended to provide for the reimbursement of reasonable and necessary expenses of persons travelling for the exclusive purpose of office work. This policy is to be followed by all members of the staff. It is to be ensured that proper authorization is obtained for all travel on office purposes. (HR/ Accounts to share the travel policy).

20.0. INSURANCE POLICY:

As per the organization policy, new joiners will be included in the Group Health Insurance policy upon successful completion of their probation period and the details will be shared by the HR.

Should you have any queries or need any assistance at any time, please feel free to reach HR on hr@woxsen.edu.in or +91 7674959028.