



Policies & Procedures of MANVAASAM:

- 1.You can work anytime and anywhere according to your convenience.
- 2.You should attend the meeting on time without fail, If you are unable to attend the meeting it should intimated 2 hours early to the team.
- 3.You can apply leave by filling the Leave form and by sending email.
- 4.It is mandatory for all to take the lead roles once in 6 months.
- 5.It is mandatory to attend the internal trainings.
- 6.It is necessary to update the daily task tracker sheet without fail.
- 7.You need to Update the assigned task in the google chat regularly and you are supposed to close the task before Deadline.
- 8.You will not receive salary in the first three months, you will receive the salary after completing 3 months in Manvaasam.
- 9.Your salary will be increased every month.
- 10.You are not supposed to share the Manvaasam login credentials and Manvaasam data to the third party(non-Manvaasamist).
- 11.Based on your performance CEO posting will be offered for a week once in three months in a year.
- 12.To be a member of Manvaasam you need to plant a sapling and maintain it, till you remain in Manvaasam.

All the manvaasamists are supposed to respect and follow all the policies and procedures of Manvaasam.



Thanks & Regards,

Manvaasam Team (Seeds of Hope)