



Policies & Procedures of MANVAASAM:

- 1.You can work anytime and anywhere according to your convenience.You need to fill the attendance tracker during login /logout timing on a daily basis.
- 2.You should attend the meeting on time without fail. In an emergency situation if you are unable to attend the meeting it should be intimated 2 hours early to the team via call/whatsapp/email.buffer timing is 5 mins ,if no one joins you can leave the meeting by mentioning in email/slack to the team.
- 3.You can apply for leave by filling the Leave form or by sending an email and please wait for approval. **Monthly 3 leaves are allowed.**
- 4.Job Rotation - It was mandatory to take the lead role/CTO/CFO/CEO once at a certain point of time.
- 5.It is mandatory to attend the internal training and organize training/meetings for the team.
- 6.It is necessary to update the daily activity tracker sheet without fail and close the assigned task before the deadline.
- 7.**You need to travel with us at least 6 months from the day of joining otherwise internship certification will not be provided.**
- 8.You will not receive any 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 by the team via team election 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. Then only we will provide the offer letter and login credentials**

13.Slack/whatsapp/Email reply timing

LOGIN TIMING- IMMEDIATE RESPONSE(**5 mins**)

NON-LOGIN TIMING:- Email reply (**8 hrs**) & Slack (**4 hrs**) & whatsapp (**4 hrs**)

14.Organization have the right to terminate you because of the following reasons

Sexual harrasement

No proper response from employee

Not following above policies

No proper Growth at the team

Not satisfied with the work done.

Skipping assessment/meetings/email reply/slack reply.

15.Assessment needs to be completed within 48 hrs on the day of assigning.

16.Notice period:- 30 days , intern certificate will be provided on the 3rd day from the last working day.

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



Thanks & Regards,

Manvaasam Team (Seeds of Hope)