



ASEEMA CHARITABLE TRUST HUMAN RESOURCE POLICY

Aseema Charitable Trust

G3 Josephine Apartments, Ground Fl, Chimbai Road, Bandra West, Mumbai 400050



HR POLICY

Ownership	Human Resource
Forum where approved	Board of Trustees
Date of Approval	January 2023

Dear Colleagues

Welcome to Aseema Charitable Trust, an education centre supporting the children from marginalized communities. I would like to wish you every success during your employment with Aseema. This HR policy has been designed to introduce you to Aseema and to be of continuous use to you during the duration of your employment with Aseema.

The policy has been reviewed and finalised by our senior level employees who have Aseema deeply embedded in their minds and hearts. Over the last few years, a number of changes have taken place at Aseema which have also impacted the various systems and processes at Aseema. This policy aims to create a secure and conducive work environment for all the employees working at Aseema. The purpose of this policy is to familiarise the employees with the terms and conditions of employment and also provide guidance on the standards of conduct expected from them.

It is therefore essential that every employee studies the contents of this policy as soon as he/she commences the employment. It is highly suggested that the experienced employees should also go through the entire policy and keep themselves updated.

The HR Policy is subject to review on an annual basis, hence every employee should refer to the revised policy on receiving intimation about the same from HR.

Hopefully the information shared in this document is helpful to you. In case you need any further assistance, you may get in touch with us on 26407248 / 26430185 or email us at hr@aseema.org.

DilburParakh
Chairperson
Aseema Charitable Trust

Aseema Charitable Trust

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Introduction

ABOUT ASEEMA

“Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone.”

John F. Kennedy

Aseema Charitable Trust is a Mumbai based non-governmental organization founded in 1997 with a mission to equip children from marginalized communities with high quality, value based education enabling development of their limitless potential. It works in partnership with the Municipal Corporation of Greater Mumbai and is currently running four MCGM schools – Pali Chimbai Municipal School in Bandra (West), Santacruz (W) Municipal School/Shahaji Raje Municipal School in Vile Parle and Kherwadi Municipal School in Bandra (East). Aseema aims at creating centres of excellence within the public education system catering to children from Pre-Primary to Standard X. Aseema is managing these schools in coordination with the Education Department-MCGM by providing teachers who are oriented to Aseema’s child friendly education approach, making the learning environment stimulating, through a work culture that respects the child and promotes learning.

In Igatpuri (Maharashtra), Aseema has set up an Education Centre called Aseema Balshaikshanik Kendra for Tribal Children in the remote village of Awalkheda. This Education Centre for Tribal Children reaches out to children from Pre-Primary to Grade X. The experiential approach adopted by Aseema creates a stimulating and nurturing learning environment that enhances reading and writing skills of the tribal children, enabling them to experience the joy of learning.

Aseema’s Education Approach of Activity Based Learning (ABL) helps the children learn through constructive experiences, thereby developing their own ideas of the world around them. This approach followed at the school strengthens their foundation as well as expands their horizons.

Education at Aseema extends beyond the classroom with co-curricular activities such as Art, Music, Computers, Judo, Sports, Excursions and Festival Celebrations.

VISION

Realize human potential through quality education



MISSION

To equip children from marginalized communities with high quality, value based education enabling development of their limitless potential.

Aseema's Board of Trustees & Advisory Board

Trustees:

Dilbur Parakh
Managing Trustee and Chairperson

Neela Kapadia
Trustee

Preeti Kundalia
Trustee

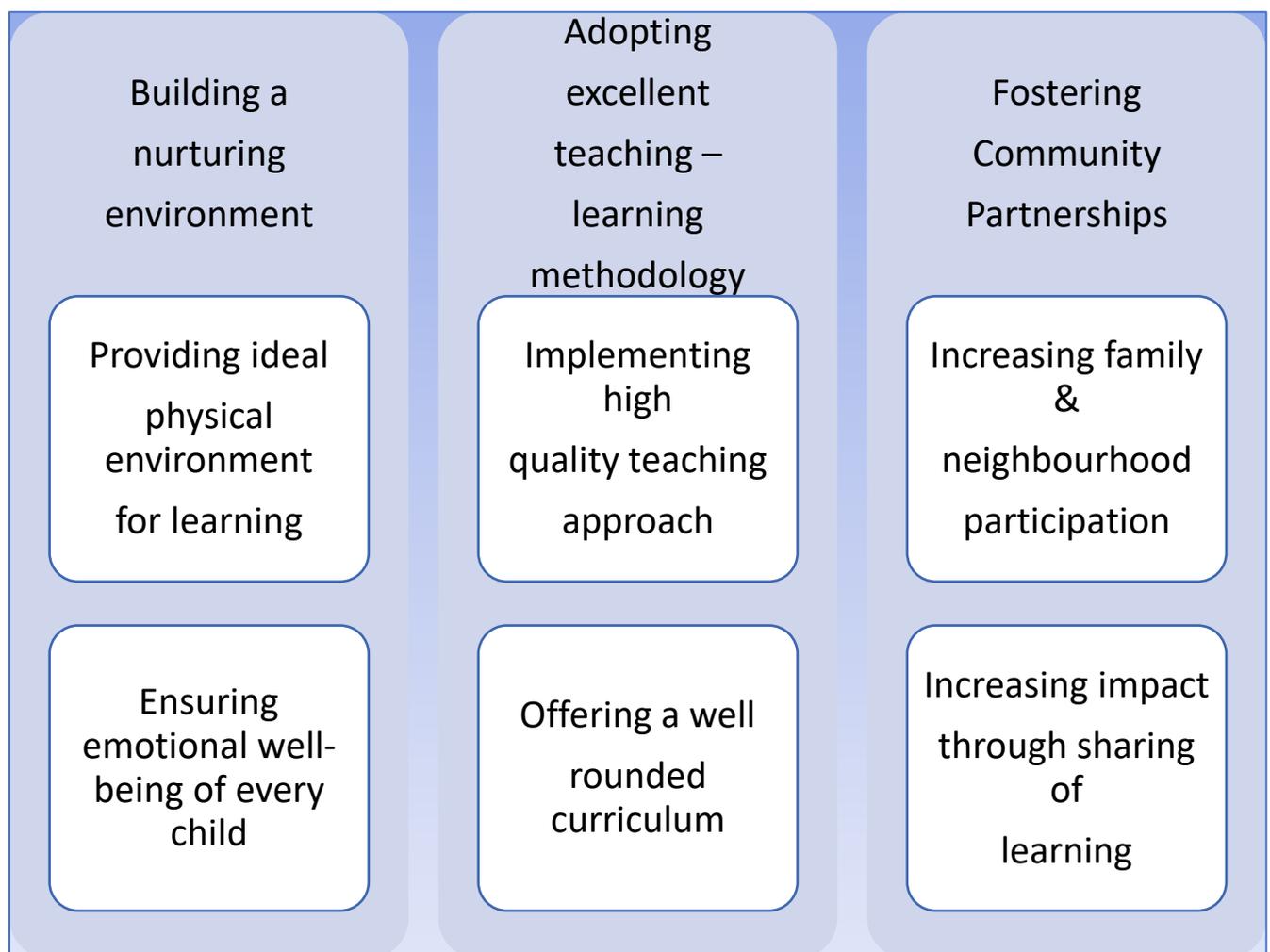
Sharwari Dhobale
Trustee

Advisory Board

1. Dr Ruby Lahir – Founder – Harbinger | The People Company, Ex- VP - Nomura
2. Anjali Patil - Head of Brand & Communications for South East Asia BNP Paribas
Ashu Suyash – Ex CEO, CRISIL Limited
3. Asoke Basak, IAS (retd) - CEO, Sri Vile Parle Kelavani Mandal (SVKM), a renowned education trust of Mumbai, having campuses across India.
4. Behram Sabawala - CFO & CHRO, Tata UniStore Ltd.
5. Bhaswati Mukherjee - Former Ambassador of India to UNESCO; Former Ambassador of India to the Netherlands
6. Farida Lambay - Co-founder & Trustee – Pratham; Former Vice Principal, College of Social Work, Nirmala Niketan, Mumbai
7. Fredun DeVitre - Advocate, High Court, Mumbai
8. Indra Munshi - Former Head of Dept, Sociology, University of Mumbai
9. Kalindi Muzumdar - Former Vice Principal, College of Social Work, Nirmala Niketan, Mumbai; Director, Sakhya, Anti-Dowry Cell, College of Social Work, Nirmala Niketan, Mumbai

10. Meenaz Kassam - Former Lecturer at American University at Sharjah; Former lecturer at University of Toronto
11. Saeed Mirza - Writer, Traveller & Filmmaker
12. Rafiq Dada - Senior Advocate, High Court, Mumbai; Former Additional Solicitor General of India
13. Snehal Paranjape - Advocate, High Court, Mumbai; Experience in Human Rights Work

ASEEMA's PILLARS AND GOALS



OUR SCHOOLS AND OFFICES:

SCHOOLS	SECTIONS	ADDRESS
Kherwadi Municipal School	Pre-primary, Primary, Secondary	Ground Floor, Kherwadi Road, Behind Govt Polytechnic College, Next to Shivaji Nagar Police Chowki, Kherwadi, Bandra (East), Mumbai 400051 Tel – 26473295
Pereirawadi Municipal School /Santacruz Municipal School	Secondary	29 th road, Behind Shivneri SRA CHS, Pali Village, Bandra west 400050
Pali-Chimbai Municipal School	Pre-primary, Primary	St. Joseph's Road, Chimbai, Bandra (West), Mumbai 400 050 Tel: 2642 1587
Aseema Bal Shaikshanik Kendra	Primary, Secondary	G.No. 202, Awalkheda, Tal – Igatpuri, Dist – Nasik, 422402 Tel: 92096-42290

ASKMA	Pre Primary	Jambvadi, Igatpuri
CENTRE	CONTACT PERSON	CONTACT DETAILS
Aseema Registered Office	Sabina Talpade	G3 / G4 Josephine Apartments, Chimbai Road, Bandra (West), Mumbai 400 050, Tel: 91-22-26407248 / 26430185 contact@aseema.org
Head Office	Sabina Talpade	Avlin Ville, First floor 10, Veronica Street, Behind German Laundry Off Waroda Road, Bandra West, Mumbai - 400050 022 - 26430185
Aseema Products Office	Rachita Raisinghani	3, ShyamSadan, 93, S.V. Road, Khar (W) Mumbai 400052. Tel: 91-22-26488034 products@aseema.org

Aseema is committed to provide a work environment that promotes learning, respect, a sense of belonging and allows the employee to maximize their talents. The Aseema team of employees come together, each one endowed with their unique strengths and talents, united by one common cause of providing high quality, value based education to all our students. The regular interactions, interactive learning programmes, and ongoing trainings throughout the year motivate the employees to do their best for the children.

Our Work Force:

It has always been Aseema's endeavour to hire competent and efficient staff who have the ability to achieve the organisation's goals and objectives. Aseema strives hard to employ able professionals and individuals who have the expertise and experience in the relevant field and are able to contribute towards the cause. It may not be possible to always engage with people only as employees and therefore we have the different categories of engagement that are offered to individuals such as permanent employees, employees on contract, part-time employees, consultants, and volunteers.

All employees are appointed on an annual contract basis and the terms of contract are mentioned in the Appointment letter. The contracts are renewed on the basis of results of the annual appraisals.

Recruitment processes and procedures:

Aseema believes in hiring high quality, committed employees, especially teachers who are capable of taking forward Aseema's vision and mission of realising human potential by providing value based education to the children of marginalised communities. Hence the organisation has a robust well-designed process of identifying the best, skilled, experienced and suitable candidates for various positions. Generally, the recruitment of various candidates depends upon the strategy of the management/organisation. In other words, growth of manpower is co-related to a great extent with the growth of the organisation. The vacancy for a staff can also arise against existing positions due to death, resignation or transfer.

The above process applies to all positions, which arise out of additional vacancies or to meet replacement needs. While recruiting no discrimination is made based on colour, religion, caste, region and gender. During the process of recruitment, the candidates are treated with dignity and confidentiality of information is maintained. The selection of candidates is done based on the suitability and merit only.

The requisitions for new recruits are received by HR from the respective departmental heads/in charges through mail. The HR undertakes the following processes for recruitments after receiving the requisition for new recruits:

- Verification of the available data bank
- Advertisement on Aseema website, Job portals, Facebook, Campus placements, LinkedIn, Employee referrals.
- The job applications received from the above sources are shortlisted based on the fulfilment of minimum eligibility criteria according to the position. Thereafter the suitable applications are screened and short listed for further processing
- Initial / Telephonic interview by HR representative
- Personal interview and written test with HR representative
- Demo round with Education Heads (for Teaching staff)
- Second round with respective Functional Head (for non-teaching staff)
- Final round with Chairperson
- Background Verification
- Confirmation of an appointment

Recruitment of helpers:

All helpers will be recruited by HR. The initial interview will be conducted by an HR Representative and the shortlisted candidates will be interviewed by the School Administrator. Job descriptions will be prepared by HR in consultation with the School Administrator and school head and signed by the Chairperson.

Employment Reference Checks

Once the candidate is selected, employment verification / background checks are conducted to verify the employment information given by candidates. The items verified may include employment history, educational background, references, and other pertinent information, personal or otherwise. Any false statements or representations made on resumes, employment applications, or in interviews may result in exclusion of application from further consideration for employment, or if the person has been hired then there will be termination of employment.

The HR department also responds to reference check inquiries from other employers seeking information for an employee. It is our policy to respond to such inquiries as and when received.

On-boarding formalities:

All new recruits are required to submit photocopy, originals certificates and other relevant documents during the final round, post selection. The originals will be duly returned post completion of the verification process. In case any information is found to be incorrect/false, disciplinary action will be initiated.

Once the offer letter is issued to the selected candidate, HR will ensure to be in contact with the candidate (through mails or any other mode) till he/she joins the organisation. All new recruits are required to join on the date indicated in the offer letter failing which the offer and the terms mentioned therein get nullified. In exceptional situations, new recruits can discuss the change of joining date with the HR representative. However, this will be entertained only in exceptional situations.

List of submission of documents (by the selected candidates)

Sr. No.	Requisite Documents	Specifications
1	Proof of Identity	Photocopy of Pan Card
2	Proof of Address	Passport copy ,Aadhar card, last 3 months electricity/phone/gas bill on the same address
3	Educational and Professional Certificates	Degrees/Diplomas/Certificates and Mark Sheets
4	Experience Certificates	Experience letter and Relieving letter from previous employer, if any.
5	Salary Slips	3months salary slip from previous employment(not applicable for fresher's)
6	Photographs	Two latest Passport size color photographs
7	Two References	Contact details of supervisors/senior personnel of ex employers

In case of any change in an employee's personal information (details listed below), the employee will need to inform the HR department by submitting a letter requesting for a change along with the requisite proofs.

Sr. No.	Changes in personal information	Documents to be submitted
1.	Residential address	Passport/Aadhar Card
2.	Marital status	Marriage Certificate
3.	Name change	Gazette copy and Marriage Certificate, New name in PAN & Aadhaar card copy.
4.	Additional qualification	Self-attested copy of Mark sheet and certificate

Appointment letter

All selected candidates will be given an appointment letter in hard copy within 15 days of joining along with a Job Description which will contain details of the position, reporting supervisor, details of honoraria including the break-up, any other benefits and other terms and conditions as appropriate. On acceptance, the selected candidate needs to sign and return a copy of this letter to the HR.

Retirement

All employees shall retire on attaining sixty-five years of age on the last day of the month in which they attain such age.

Orientation programme

Aseema recognizes the importance of acquainting new employees with the vision, mission, values, educational approach and policies/processes & systems that are followed in the organization. The new recruits are expected to participate in the Orientation program that will be held in the month of June every year for all the new staff. Similar sessions will be held also once in 6 months for the employees who join during that period.

HR is responsible for facilitating the Orientation programme. The education and other functional heads will conduct the session for their respective functions in coordination with the HR Dept.

Probation period

All new employees will be on probation for a period of three months. During such time they will not be entitled to any type of leave. Their suitability for the continuation of the position will be appraised by their direct supervisor at the end of 3 months. During the probation period, the immediate supervisor is responsible for providing adequate support and guidance to the new employee to facilitate his/her performance. In situations where there is a serious gap in performance and expectation or behaviour & attitude, the supervisor should discuss with the respective employee. All efforts should be made to understand the reasons for under performance and improvement opportunities to be provided wherever required. During this period, non-performance of the employee and disobedience to the authorities will be viewed seriously.

During probation, if the organization or the employee wants to discontinue the employment they have to provide a notice period of one month or gross honoraria in lieu of notice period. The notice period for the senior management employees would be three months.

Attendance and Punctuality

Each employee at Aseema is expected to devote 100% of his professional time, attention, knowledge and skills solely to the given responsibilities and the interests of the organization. Employees cannot engage in any other activity during their working hours.

Punctuality and regularity is important for the smooth and effective functioning of the organisation. It also has a bearing on the output of the employees.

Aseema believes in self-discipline and expects all staff members to adhere to their work timings.

Proposed actions w.r.t. non adherence to official work timings:

The immediate supervisor will take steps to correct an employee who does not abide by the official working hours. These steps may include verbal warning, written warning, enquiries and ultimately termination of services on the basis of the findings.

It is each employee's obligation to notify his/her immediate supervisor as well as the School Admin as far as possible, whenever the employee is late or absent, stating the expected time of return to work. Employees should take care to record their actual time of arrival accurately. Any corrections made in the record/false registration of time in the attendance will be considered as serious offense.

Each staff member is required to adhere to the timings stated in their respective job descriptions. Employees are encouraged to discuss the reasons for late coming with their immediate supervisor, and try and find solutions in case of genuine problems. A guideline of consequences for non-adherence to working hours and habitual late comers is stated below:

CONSEQUENCES FOR NOT ADHERING TO WORK TIMINGS

1. The employee should always maintain punctuality at work.

2. Employee reporting 15 minutes after their reporting time will be considered “late”. Employees reporting 60 minutes after their reporting time will be marked half day leave.
3. Late coming on a regular basis without prior permission by Immediate supervisor will not be accepted and habitual late comers will be viewed seriously.
 - a. For 3 late comings in one attendance cycle (30 days), a verbal warning will be given by the immediate supervisor.
 - b. For 5 late comings in an attendance cycle, a written warning will be issued by the immediate supervisor with a copy to HR which will be recorded in the respective employee’s file.
 - c. For more than 15 late comings in three attendance cycle, HR will issue a memo after obtaining a report from the immediate supervisor.
 - d. If the employee is considered a habitual late comer and receives 3 such memos continuously, his/her services will be terminated without any further enquiry.

PERFORMANCE APPRAISAL

Performance Appraisal – Process

Performance appraisal is an important component in managing performance at both the individual and organizational level. Each employee will have their targets and objectives set at the beginning of the year or as agreed upon with the Supervisor. The performance of employees is assessed against their duties and tasks listed in their Job description. Appraisals are conducted twice a year –after the end of the first term and before the end of second term.

Performance Appraisals

Aseema recognizes the need for quality performance and views this process as critical in achieving its objectives and realizing the overall organizational goals. The performance appraisal processes are tools to enable our employees as well as the organization to perform effectively and efficiently. All employees engaged with Aseema are urged to work in the spirit of improvement and learning while participating in the performance management processes. Employees are expected to meet all the work standards and conduct themselves with due diligence and commitment to achieve the set goals.

This process will be facilitated by the HR department for the entire organization in coordination with the respective functional Heads. The direct supervisors will actively support, guide and facilitate this process within their own teams.

Mid-term Performance Review

While all employees are encouraged to review their performance and discuss their areas of improvement with their supervisor periodically, a formal mid-term performance review will be done after the end of first term i.e. in November of the respective academic year.

The performance review process is designed to provide the employees a platform to discuss their progress till the mid-year, highlight/identify any major deviations or gaps, identify any major challenges in achieving their goals and modify them if required. It is also a platform to provide the employee with critical inputs and direction which will facilitate the progress.

Performance Appraisal – Roles

- HR will initiate the process of appraisal by sending a mail to all sectional heads along with the appraisal forms for their respective team members.
- The role of Sectional Heads and Academic Heads is to evaluate and grade the teachers and team members.
- The School Admin and School Head's role is to evaluate and grade the Support Staff.
- HR will not interfere in the evaluation of grades as they do not observe the performance of the employees on daily basis.
- The role of HR is purely processing the revised pay on the basis of the given grade. However, in case of any dispute or disagreement of grades during the appraisal the HR can intervene and decide on the final grading.

Performance Appraisal – Guidelines

- The Sectional Heads are completely responsible for evaluating their team members on the basis of their
- overall performance including professional efficiency.
- The Self-appraisal form mainly reflects the total scores allotted by each employee during the particular appraisal period – June to Oct and Nov to April (teaching and non-teaching) for his/her own performance.

- Each score related to the grade is evaluated on a scale and each grade has a fixed percentage of hike which confirms employee's yearly honoraria.
- On the basis of the percentage scored every year, the honoraria are revised in the month of June based on the gross salary of May. The complete/final power of approval/disapproval of hike in salary/any change in the percentage/change in grade wherever necessary, lies with the Chairperson.

Performance Appraisal – Detailed Process

The performance appraisal consists of a 3 step process as described below:

Step 1: Preparation of Appraisal form

- The format of the appraisal form is same for the class teachers, subject teachers, resource room teachers and substitute teachers.
- CWC, Training, Counselling, Sectional Heads, Librarian, Art, Computer, Support Staff have separate Appraisal forms.
- All forms are based on the job description and are drafted by HR.
- The forms are to be distributed to the respective School heads/Admins/Sectional Heads in respective schools and Aseema offices.
- Forms are distributed by HR at least 14 days prior to the appraisal meeting.

Step 2: Self-Appraisal

- Every employee evaluates his/her own performance and accordingly rates himself/herself in the appraisal form.

Step 3: Independent Appraisal by immediate supervisor

- The immediate supervisor reviews the forms and adds his scores and comments and forwards the same to the second supervisor. This should be done within 14 days of the receipt of the appraisal forms from HR
- The second supervisor (if applicable) reviews the scores, makes changes/recommendations in consultation with the immediate supervisor. The role of the second supervisor is to ensure that scoring has been done objectively. This should be done within 3 days of receipt of form from immediate supervisor.

Step 4: Appraisal meeting – Discussion and Final rating:

- Thereafter the appraisal meeting is held between the staff, immediate supervisor and second supervisor in a week's time.
- This meeting will be arranged by the immediate supervisor in consultation with the second supervisor.
- The meeting is meant to be an opportunity for all to speak openly, share concerns, show appreciation and discuss areas of improvement. It must be conducted honestly and fairly. The immediate supervisor will discuss the appraisal with the employee on a one-to one basis to arrive at a final assessment against the task given.
- In the event the staff member disagrees with the scores assigned, he/she would have an opportunity to clarify. The supervisors may choose to amend the scores at the meeting if they agree with the staff member.
- At the end of the meeting the staff member and his/her immediate supervisor is required to sign the form.
- After the meeting, the forms are sent back to HR for final grading and tabulation. HR will submit the scores and grades to the CEO / Chairperson within 2 days of receipt of all the forms.

The appraisal is done on a four-point scale, where 1 indicates 'Unsatisfactory', 2 indicates 'Satisfactory', 3 indicates 'Exceeds Expectations' and 4 indicates 'Role Model'. Addition of points under various performance parameters would lead to the following Grades:

Grade Scores

Grade	Old Scores
A1	93 - 100
A	83 - 92
B1	74 - 82
B	64 - 73
C1	55 - 63
C	45 - 54

D	26 - 44
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- According to the scores and grades of the appraisals, the yearly honorarium is finalised. The complete/final authority of approval of hike in salary / any change in the percentage / change in grade wherever necessary, lies with the Chairperson.
- A teacher will be additionally assessed on four surprise class observations per term by the supervisor. These observation reports will be shared along with the appraisal forms.
- Those who get an “D” grade in their mid-term appraisal will have to undergo an oral appraisal in the first week of February. If performance remains unsatisfactory in annual appraisal their contract will not be renewed.
- The completed Performance Appraisal form signed by all concerned is sent to HR. In case of serious gaps in the self-assessment and assessment by the supervisor, which is not resolved through discussion, it can be escalated to HR.
- The annual review will determine increments and re-designations with effect from June of the following academic year.
- All appraisals will be maintained in the employee records/file and will be kept confidential.

Internal Learning programmes (ILP)

Aseema is on the path of growth as an organisation and so is the human capital associated with it. It therefore has a strong policy for the growth and development of its employees through continuous training and learning opportunities at workshops. It organises short Interactive Learning Programmes (ILP) as well as annual training spread during the entire year covering relevant topics. These programmes are organised to align them with the core values and approach of the organisation, develop specific skill sets and knowledge. It is mandatory for all personnel to attend these training sessions even if they extend beyond working hours and absence is considered as leave and will also affect the appraisal rating.

External Training Programs for employees

Employees are also encouraged to attend external training programs to enhance their knowledge and skills in their identified development areas. Wherever possible and relevant, efforts will be made to sponsor employees for appropriate external

trainings. In such cases, 50% of the training expenses including registration fees, travel, accommodation and food expenses will be borne by Aseema.

Staff Honoraria

As a well-established NGO, Aseema has designed a realistic and structured pay scale based on the current market conditions and the honoraria offered by other organizations working in the similar sector. The honoraria are fixed according to the efficiency, experience, skills and qualifications of the employee for each category and designation. This has been observed in year wise growth of Aseema. Aseema has maintained the transparency by paying the honoraria of their entire staff as per norms through opening of salary bank accounts in Mumbai and Igatpuri.

Honoraria are processed on the 3rd of each month, by direct transfer to the staff's bank accounts and applicable taxes and Provident Fund are deducted. Applicable reimbursements are usually made along with the honorarium.

The attendance cycle for calculating staff honoraria is 21st of previous month to 20th of current month. The attendance records are to be provided by the respective school admins to the HR Team on the 21st of the honorarium month.

Staff members are required to furnish details for declaration of income and investments. The timelines for these will be defined by the Finance team and should be followed in order to avoid inconvenience to the HR and Finance section.

CONVEYANCE AND CLAIMS

A. TRAVEL WITHIN MUMBAI:

- In case staff members are required to travel outside the office, he/she will be eligible for travel related conveyance which will be reimbursed. To claim reimbursement, a single voucher should be submitted to the reporting head for approval in the formats made available, by the last date of the month for all expenses incurred in the present month. Payment for the vouchers will be done only after internal audit and approval.
- For travel between the centres in Mumbai, auto rickshaws may be used by all grades (except in unforeseen circumstances).
- Local Train is the preferred mode of transport for travel within the city for all the staff. For sectional heads first class train / taxi travel is permitted. For staff

and support staff second class train travel is permitted. Taxis to be used after approval from the respective supervisor.

- Taxis and auto rickshaws to be used from the station to the destination and back.
- Support staff need to travel by bus from the station to the destination and back.
- Taxis must be used only in South Mumbai and auto rickshaws in the suburbs.
- Bus and train tickets are to be attached with the voucher during submission. In case of auto rickshaws and taxis, reimbursement will be on actual expenses incurred.

B. TRAVEL BETWEEN MUMBAI AND IGATPURI:

Sr.No	Employee Grade	Mode of travel
1	Sectional Heads	2 nd AC /3 rd AC/ AC Chair car
2	Others	3 rd AC/AC Chair Car

**For office staff and sectional heads, office car may be used only after the approval of the Chairperson.

GENERAL PRACTICE

- Eligible staff can claim one monthly voucher by the last date of the month for all the petty expenses incurred by him/her, particularly for conveyance expenses incurred in the month.
- If more than one staff are travelling together then only one voucher claiming the expenses, can be submitted.
- In case the staff member is on tour/leave during this time, then claim can be made on date of resumption. For claims submitted after 10th of the following month, approval of the Finance Department Head may be taken.
- Claims submitted after the 15th of the following month shall lapse.
- Staff conveyance from residence to office and back to residence is part of the staff's honorarium and therefore should not be claimed separately.

OUTSTATION TRAVEL

On returning after an official tour, the staff must submit a Tour Expense Statement within 3 days of return. The following guidelines are the applicable:

- For long distance travel, train is the preferred mode of transport. For details on travel eligibility kindly refer to the above table.
- If an advance is required before the trip, an Advance Requisition has to be submitted. (Even if no advance is required, it should still be mentioned on the Tour Application Form). However, no advance will be authorized unless all prior advances have been settled.
- While on tour, a staff member is entitled to reimbursement of expenses on boarding & meals. Bills are required for all expenses. Travel and accommodation will be arranged by the office administrator.
- All expenses pertaining to training held out of Mumbai will be reimbursed at 50% of the actual costs.

LEAVE POLICY

It is very important for every individual to lead a balanced life by taking time off and spending time to attend to important matters in their personal lives. Aseema's Leave policy has been designed keeping this principle in mind.

All employees are eligible for leave as detailed in their terms of contract wherein the number of days of leave are specified.

Leave in Aseema is calculated based on the working days. Sundays and public holidays are not calculated as leave. Saturdays are generally a half day for teaching staff. Leave availed on a Saturday will be still considered as a full day leave. Any leave availed of in excess of entitlement will result in loss of pay from the month's honorarium.

15 days will be declared as public holidays at the beginning of the academic year and the same will be circulated to all employees.

Staff must apply for leave to their immediate supervisor who is responsible for monitoring the attendance and leave of his/her subordinate.

1. The period of entitlement is from June to April of the academic year for the teaching staff and June to May for the non-teaching staff.

2. Pro rata adjustments will be made for appointments made after June to bring the entitlements in line with this.
3. Unutilized leave or balance leave cannot be encashed or carried forward.
4. New employees cannot avail any leave in the first three months of joining except personal medical reasons (or any unforeseen incidents / circumstances). Any leave taken during this period will be treated as leave without pay.
5. Staff wanting to avail leave should send their written leave application to their immediate supervisor for approval. The concerned Head should inform the School Admin and HR about the same.
6. If leave is availed for medical reasons for more than 3 days, the staff is required to submit the medical certificate to the immediate supervisor on resuming the duties. (The certificate can then be sent to HR for records).
7. In case of Teaching staff leave cannot be sanctioned strictly during exam period, invigilation duty, paper correction, result declaration, board exams and annual exams and first and last day of the Academic year i.e. 1 June and 30 April. In case such leave is taken, it cannot be adjusted with the balance leave, and it will be considered as leave without pay.
8. Leave taken by employee for more than 3 days without prior intimation or sanction may lead to termination of service.

LEAVE / HOLIDAYS

Type of leave	Annual entitlement for regular employees	Remarks
Privilege leave	10 days	<ul style="list-style-type: none"> • Academic and co-curricular staff, Counsellors, Trainers at Mumbai schools
Privilege leave	12 days	<ul style="list-style-type: none"> • Academic and co-curricular staff, Counsellors, Trainers at Igatpuri school
Privilege leave	30 days	<ul style="list-style-type: none"> • School Administrators, Office Staff, Social Workers, Support Staff, , Products Division and Igatpuri)
Maternity leave	26 weeks	<ul style="list-style-type: none"> • Employee completing min. 1 year of service will be eligible.

		<ul style="list-style-type: none"> • Employee can avail the benefit up to 2 children throughout the service with an advance intimation of minimum 60 days. • Staff must produce a Medical Certificate confirming the pregnancy and detailing the expected date of birth. • Sunday or public holiday falling during Maternity Leave is counted as part of the Maternity Leave and will not give rise to any additional leave or payments.
Adoption leave	3 months	<ul style="list-style-type: none"> • Employee completing min. 1 year of service will be eligible for legal adoption of child below 3 months of age • Leave will be applicable from the date of actual handing over of the child to the adopting mother. • Employee can avail the benefit with an advance intimation of minimum 30 days. • Staff must produce the necessary documents as required by HR confirming adoption of child. • Sunday or public holiday falling during the Leave is counted as part of the Adoption Leave and will not give rise to any additional leave or payments.
Paternity Leave	5 days	<ul style="list-style-type: none"> • Staff completing min.1 year of service will be eligible. • Can avail benefit up to 2 children with an advance intimation of 7 days. • Submission of hospitalisation documents along with bills and discharge certificate is compulsory to avail leave. • Leave should be availed within 3 months from the date of birth of child.

Study Leave	6 days	<ul style="list-style-type: none"> • All staff except support staff who has completed min. 1 year of service is entitled to Study Leave in an academic year. • Cannot avail leave more than once for the same course. • Leave application to be sent to HR 15 days in advance. • The selected courses should enhance the additional knowledge in education, teaching skills (B.Ed./M.Ed./Ph.D. in Education and School Management). • Leave will be sanctioned after scrutiny of course documents by HR (if the post graduate degrees are beneficial to the organizational growth). • Supportive documents like Admission receipt, fee receipt, ID card / library card / Hall ticket should be submitted with leave application to HR. • Study leave cannot be availed during Annual Exams/ Board Exams of Aseema students
Public Holidays	15 days	<ul style="list-style-type: none"> • Applicable as per the list circulated by HR. • As teachers are role models for the students, with a view to promote national values, teaching staff are expected to attend the celebration on National holidays as per notification from respective Education Head or MCGM.
Compensatory Leave		<ul style="list-style-type: none"> • Employee who has worked for FULL DAY on a declared holiday / weekly off is eligible with approval of respective supervisor. • Leave should be availed within 60 days with prior approval of immediate supervisor.
Half day leave		<ul style="list-style-type: none"> • Staff can avail half day leave based on their day's working hours with prior intimation to the immediate supervisor.

Leave Encashment		<ul style="list-style-type: none"> All Support staff of Mumbai and Igatpuri will be entitled to encash the leave every Academic Year up to 10 days. This additional payment is based on employee's gross salary up to a limit of Rs.10,000/-.
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APPROVAL OF LEAVE

A staff seeking leave of any kind must take prior approval from the immediate supervisor. It cannot be claimed as a matter of right and it shall be at the discretion of the superior to refuse leave at any time, according to the exigencies of work. All leave has to be approved in writing in the prescribed leave application form. Staff proceeding on leave should leave their contact address/phone numbers with the administrator/reporting supervisor to ensure that they can be contacted during emergencies. During the leave period, immediate supervisor should make necessary substitute arrangements.

EMPLOYEE RESIGNATION / TERMINATION

Resignation and Notice period: When a staff member decides to leave the organisation, he/she must submit his/her resignation in a written form to the reporting supervisor and HR dept. Notice period as mentioned in the respective Contract letter must be served. In case the notice period is not served, the staff member will have to forfeit honorarium as mentioned in the contract letter. Aseema is entitled to accept the resignation with immediate effect if requested by employee or after paying honorarium in lieu of notice period or from any date before the expiry of the notice period with intimation of last working day.

If the resignation by the staff is not accepted, the HR can request the candidate to continue after verifying the reasons.

Termination: If a staff member is asked to leave the organization, Aseema will provide notice or honorarium, in lieu of such notice as mentioned in the respective Contract letter. The staff member will be entitled to accept such termination with immediate effect or from any date before the expiry of the notice period. In case of termination due to disciplinary lapses, the Disciplinary Committee may recommend termination of a staff member's services forthwith, without any notice or pay therefore (please refer to the section on Code of Conduct).

Employees on probation can resign by providing one-month prior notice or gross pay in lieu of notice period.

Exit Formalities and Experience letter

1. Before leaving the organization, the staff member must complete the following procedures:
 - a) Complete the handover and ensure clearance by the supervisor.
 - b) Verify TDS and bills/documents, advances status before the Full & Final Settlement.
 - c) Go through an exit interview with the HR staff.
2. All dues towards the staff will be settled within 30 days from the date of cessation of employment in Aseema subject to completion of responsibilities indicated above.
3. Leave cannot be adjusted towards the notice period.
4. Unutilized leave is not encashed.
5. Experience letter will be issued to only those employees who have completed their contract period. Employees serving one-month notice period will not be entitled to leave during this period. In such cases, the leave will be treated as loss of pay.

Advance policy

- Beneficiaries: All Support Staff of Mumbai and Igatpuri
- Eligibility: Employees completing min. 6 months of continuous service.
Amount: Up to Rs.25000/- P.A
- Reasons for eligibility:
 - Medical treatment of self, immediate family (spouse, children, parents) – medical bills, medical certificate, diagnosis report, admission/discharge report
 - Higher education of self and children – previous mark sheet, admission card, school/college ID card, fee receipts.
 - Purchase or repair or reconstruction of house of the employee

CODE OF CONDUCT

The Code of Conduct aims at providing some simple guidelines which will help staff in performing their duties effectively. It also provides a platform to resolve conflicts at workplace and offers guidance in the use of official information, equipment and facilities. It helps staff to act in a way that promotes a healthy work environment and a positive image of the organisation. It encourages staff to show courtesy, consideration and maturity in their dealings with the children, colleagues, parents, volunteers and all our well-wishers.

a) PERSONAL CONDUCT

Consistent with Aseema's culture, philosophy and principles, a member of staff is required to:

- Be respectful, and caring towards the children.
- Comply with Aseema's Education Approach.
- Promote a positive image of Aseema within the community and well-wishers.
- Provide the highest possible standard of service.
- Carry out work in an efficient and effective manner.
- Respect colleagues, volunteers, support staff and parents.
- Maintain impeccable levels of honesty and integrity.
- Carry out actions complementing Aseema's vision, mission, focus, and decisions and policies.
- Refrain from any kind of substance abuse.

b) FAIR AND EQUAL TREATMENT

All decisions made by staff member during the course of carrying out his/her responsibilities must be honest, frank unbiased and impartial.

c) CONFIDENTIALITY

Every staff member is required to maintain an appropriate standard of confidentiality in his/ her work. Any disclosure of confidential information with regards to Aseema made outside the course of duty will be treated as a serious offence which may result in appropriate disciplinary action. Confidential information should not be used to gain any benefit by a staff or to any other person or body, and should remain confidential.

d) DRESS CODE

All staff members engaging with Aseema (teaching as well as non-teaching) are requested to dress modestly. While there is no stipulated dress code, formal or semi-formal attire is preferred during working days. Wearing jeans, face scarf and revealing dresses is **STRICTLY** prohibited.

Staff members are expected to dress appropriately when accompanying children on field trips or outings. Staff members may wear casual clothes **ONLY** on non-instructional days, when children are not attending school.

All Mumbai and Igatpuri Support staff will be provided two sets of prescribed uniforms every year. For new support staff joiners uniforms will be provided only after completion of six months.

ID cards are issued to all the employees by the HR. All staff are advised to wear the ID card when in school premises.

e) THEFT

The organization is committed to maintaining high standards of integrity and therefore any misconduct, even in the form of taking school/office materials home for personal consumption, will be seriously dealt with, as these practices amount to theft.

f) PERSONAL PHONE CALLS

Personal phone calls during school hours at times can be accepted. However, this must be restricted to break times. Mobile phones should remain switched off or kept on silent mode or in personal lockers during class time. Any teacher found talking on the mobile during class hours will be viewed seriously and suitable action will be taken which will affect his/her appraisal ratings.

g) VISITORS

Other than instances of emergency, personal visitors are not to be encouraged at the work place. In an emergency, personal visitors should be met within an area where other staff members will not be distracted and the meeting should be kept as brief as possible.

h) HOUSEKEEPING

Every staff member is required to take interest and initiative to ensure that their work environment is well maintained and is clean at any point of time.

- All staff members are expected to keep their classrooms/work areas neat and clean in order to promote an organized work environment.
- The School Administrator may be requested to provide maintenance equipment as required.
- Personal belongings must be placed in lockers or a specified area to enable tidiness and ease of cleaning. Used plates, cups, etc. must be returned to their designated place to facilitate cleaning. No leftover food should be kept in the school.
- Staff members need to adopt to self-help as far as possible.
- Hygiene standards must be maintained for use of restrooms.
- Separate dustbins should be used for dry or wet waste, to facilitate effective recycling.
- All school or office furniture, fixed movable assets and other equipment's (computers, printers, speakers, music systems. etc.) must be cleaned and put in their appropriate place on a weekly basis. The inventory for each section must be handed over to the concerned authority (head/school administrator) twice a year.
- Attention should be given to the use of electricity, water and other resources.
- Lights and fans must be switched off and taps must be closed when not in use.
- In case any staff is the last person to leave the premises, he/she must ensure that the area is locked on departure and ensure that no one is left behind.
- Any maintenance requirements/problems must be recorded in the specified register and brought to the notice of the School Administrator. Instances of inadequate cleaning by the support staff should be brought to the notice of the School Administrator and must be entered in the register for necessary action.

i) VIOLENCE AT WORKPLACE

Cordial relations need to be maintained at the workplace. Any instance of abuse - Physical or verbal will be dealt with extreme severity.

Non-adherence to organizational policies

Non adherence of organizational policies would include serious offences like harassment including sexual harassment, substance abuse, physical violence, child abuse, criminal activities/ conviction, non-disclosure of conflict of interest, dual employment without proper approval, breach of confidentiality policy and any other

policies laid down in this document and/or laid down by the organization from time to time.

Serious deviations include, but is not limited to theft, fraud, misappropriation of funds and property, corruption (i.e. giving or accepting bribes or kickbacks in the form of money, services, gifts or discounts), abuse of administrative rules and procedures for monetary gain, misuse/damage of Aseema vehicles, property and assets, physical violence against individuals engaged with Aseema.

BREACH OF CODE OF CONDUCT

In broad terms, a staff whose conduct does not comply with the Code of Conduct will be treated as one who has breached the Code.

The principle underlying procedures for managing breaches of the Code of Conduct are:

- a) Taking action in cases of suspected misconduct which is primarily aimed at protecting the integrity and values of the organisation thereby maintaining confidence in our work.
- b) It must be noted that the organisation follows a zero tolerance policy for corporal punishment and any kind of sexual abuse.
- c) In the instance when breach of conduct is brought to the supervisor's notice, it will be treated on the basis of the gravity of the issue. An instance of serious misconduct will be dealt with by a Disciplinary Committee which will administer procedures that are fair and reasonable, striking an appropriate balance between the needs of staff and the needs of the organisation, keeping the best interests of the children in mind.

The Disciplinary Committee will comprise of the respective employee's Supervisor, HR representative and Trustee.

- d) Not all breaches of the Code of conduct will necessarily be the subject of formal action.

Depending on the seriousness of the conduct, staff's employment history and an assessment of whether the incident is likely to be an isolated one, the supervisor may consider counselling or a warning to be more appropriate. Other actions, such as issuance of memos, specific training, varying the staff's duties or line of reporting, may also be considered. For a serious breach of conduct, the Committee may recommend termination of employment without any notice or honorarium in lieu of notice.

GRIEVANCE REDRESSAL

Although the environment at Aseema schools and offices is friendly and conducive towards the positive development of children and the staff employed, there may be instances where misunderstandings may arise. When such circumstances arise, the staff is advised to resolve the conflict through mutual dialogue. However, if the conflict still persists, the staff is advised to approach their respective heads and/or the HR department. Monthly visits to all schools and work places will be conducted by HR whereby the staff can share their concerns / issues with the HR personnel.

Suggestion boxes have been installed in schools to encourage openness and participation from staff members. Staff can share their thoughts, grievances and ideas and also have the option to remain anonymous.

USE OF ELECTRONIC EQUIPMENTS & OTHER FACILITIES

Aseema recognizes the potential of the internet and urges all its employees to utilize this technology to work more productively and enhance their professional work. Employees are encouraged to communicate all official matters through emails as far as possible to avoid unnecessary delay and other costs.

However, employees are not allowed to use this facility for personal communication, chatting, net surfing & browsing other than work-related information, visiting restricted sites including adult sites and any such activity which will detrimentally affect the organization, its principles and any of its employees. Viewing of objectionable material will be treated as gross misconduct and shall be dealt with accordingly.

COMPUTER ETIQUETTE:

- a) Staff members are advised to delete temporary or junk files after the task for which they were created has been completed.
- b) Printouts must only be taken if absolutely essential.
- c) Staff members must shut down and cover computers and all other appliances before leaving for the day.
- d) All pen drives, removable discs and CDs should be scanned thoroughly before use.
- e) No new software must be loaded / downloaded without the approval of the computer in charge.

- f) Staff must log onto their mailboxes on a regular basis and check for any official mail or communications and respond to them. Setting up auto-responders is essential when staff is on leave for more than 2 days.
- g) Personal usage of computer is generally discouraged and should be kept to the bare minimum.
- h) In particular, school/office equipment may not be used for personal printouts.
- i) Official email IDs may not be used for personal communication.
- j) The installation and use of chat applications and games at work is strictly prohibited. Stringent action will be taken against staff members who violate this norm.
- k) Staff members are expected to keep virus protection enabled on their computers at all times, and update this regularly (typically once a day).
- l) To ensure smooth functioning of the computers and related equipment, all equipment's should be kept clean. Thorough cleaning should be done by the staff on a weekly basis.

COMMUNICATION

The following norms are in place to ensure uniformity in the correspondence and interactions with external stakeholders.

- a) Letterheads must be kept in the safe custody of the Education Head and Community Work Head at the respective schools. Rubber stamps will be maintained only in the office.
- b) Education Heads are authorised to sign letters addressed to the MCGM Headmistress for routine school permissions and to donors for donations in kind. The letters must be prepared as per the approved format.
- c) Head of the Community Work Cell is authorised to sign letters to hospitals or doctors for student's medical needs. The letters must be prepared as per the approved format.
- d) Copies of these letters should be kept in a file which should be specially maintained for this purpose.
- e) All other correspondence or certifications may be forwarded to the office for further follow up.

Use of Email:

All electronic communication systems (including e-mail) and all communication and information transmitted by, received from, or stored in Aseema's systems, are the property of Aseema, and as such are to be used solely for job-related purposes.

Assigned personal passwords should not be shared with anyone. Passwords should be changed periodically in order to maintain security. Messages may be randomly monitored to determine whether any outsiders are using the system or whether any violation of policy has occurred. Employees who violate this policy may be subject to disciplinary action, (including termination of employment). To ensure that the use of electronic communication systems and business equipment is consistent with the legitimate interests of Aseema, authorized representatives of Aseema may monitor the use of such equipment from time to time.

Inappropriate or offensive messages such as racial, sexual or religious are prohibited in email or voice mail. Defamatory remarks are also forbidden. Employees should not use unauthorized codes, passwords, or other means to gain access to email belonging to others.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be read by persons other than the intended recipient. Users should send emails with care, judgment and responsibility.

Aseema respects the private rights of employees by using, maintaining and transferring their personal data in accordance with applicable regulatory/company guidelines and procedures. While seeking to maintain employee privacy, Aseema reserves the right to search and/or monitor the official computer, email and /or internet used by the employees where Aseema deems it to be appropriate.

MEDIA

All interaction with the media will be conducted by the Chairperson or the Chief Executive Officer (CEO). If any member of the press approaches or contacts a staff member, he/she must be directed to the office. Media includes print, electronic and social media. No photographs, videos or any other information can be shared with the media except with the approval of the Chairperson.

PHOTOGRAPHY IN SCHOOLS

Visitors, Donors and staff members may often wish to take photographs of all that they see in the schools. They do this with the best of intentions. They might have enjoyed their time in the school and wish to share these moments with others. As an organization, however, we are obliged to respect the privacy of the children and safeguard their interests. We have therefore laid down some regulations for

photography across all Aseema centres. These regulations must be followed by every staff member, volunteer or visitor.

- a) Heads of each section will appoint staff members responsible for photography at school events, celebrations, etc. Only the appointed staff members will take photographs of the event.
- b) The Head may choose to permit teachers to photograph daily classroom activities.
- c) No video shooting is permitted in any of the schools.
- d) The staff member responsible for taking photographs will ensure that the photographs are appropriate and portray a true picture of learning in the school.
- e) At the end of each term, all relevant photographs will be copied on a CD and sent to the office. All irrelevant photographs will be deleted.
- f) Volunteers and visitors are not permitted to take photographs in the school. If donors wish to have photographs for any purpose, they may discuss the same with the Donor Relation Team. The Donor Relations team may email relevant photographs to the donors.
- g) The photographs taken in school will be used for official purposes only (Aseema website, Newsletters, Annual Report, Facebook page, Donor Reports, etc.).
- h) No staff member may upload these photographs on any website/social networking site.
- i) All parents will be asked to sign a consent letter allowing Aseema to use their children's photographs for the above mentioned purposes. It will be the responsibility of the Community Work Cell to ensure photo permissions are available for all children in their case study files. In case any parent does not give permission, the office will be informed. Photographs of that child will not be used in any communication thereafter.
- j) The Chairperson may permit certain donors/media personnel to take photographs/videos in the school. Such exceptions will require the Chairperson's approval.

Policy against Sexual Harassment

Aseema strives to provide a conducive environment for all those who engage with the organization and does not tolerate any form of harassment including sexual harassment. Making unwelcome sexual advances or requests for sexual favours or

other verbal or physical conduct of a sexual nature, and creating an intimidating, hostile, humiliating or sexually offensive work environment will not be tolerated.

Any individual engaged with the organization who believes he or she has been subjected to harassment can report this directly to his/her immediate supervisor or to the HR. Such matters will be held in strict confidence, pending further investigation. Investigation and further action will be according to the Policy on Prevention of Sexual Harassment. Appropriate action, which may include dismissal (if required), will be taken after proper investigation and conclusive findings.

Aseema has a detailed policy on Prevention of Sexual Harassment at work place. Employees are requested to follow the said policy in event of any of the incidents mentioned above.

Volunteers:

Aseema encourages the participation of volunteers and has a robust Volunteer policy. Volunteers are welcome and encouraged to share their skill, talent and experience in educational and co-curricular activities of Aseema. At present Aseema has a substantial number of volunteers who are contributing to the welfare of deprived children.

Conclusion

Aseema believes that sound personnel administration has to be based on principles that ensure the dignity and rights of the employee. Aseema's HR Policy therefore aims at providing conducive environment, good working conditions, privileges and benefits thereby promoting employee well-being and individual growth. It is meant to serve as a guide to all those who engage with Aseema and therefore it is important that every individual refers to this document – new as well as existing employees. In case of situations which cannot be addressed through the policies set forth here, please feel free to discuss with your direct supervisor or the HR department for viable solutions.

This document and the policy set forth will be reviewed every year. The amendments and revisions (if any) in the policy will be informed to all employees.

We look forward to the cooperation of all our staff as we work together towards our goal of:

- Providing ideal physical environment for learning
- Ensuring emotional well-being of every child
- Implementing high quality teaching approach
- Offering a well-developed curriculum
- Increasing family & neighbourhood participation
- Increasing impact through sharing of learning