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HR Policies

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1. Terms and conditions of service

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1.1 Letter of Offer/Appointment

When selected for a role, a candidate will be given a Letter of Offer/Appointment which details the terms and conditions of service applicable in the training period. It will be issued in duplicate, with both copies being signed by the Director. Upon joining, the new hire staff member needs to return one copy, duly signed by her/him as an acceptance of the terms and conditions set out in the contract, to the HR Department.

There will be separate Letters of Offer/Appointment for Permanent Staff and On-Contract Staff.

Appendix - Template: Letter of Offer/Appointment for Permanent Staff

Appendix - Template: Letter of Offer/Appointment for On-Contract Staff

1.2 Service Contract/Letter of Regularization

Every regularized staff member's service in the organization is governed by a formal contract. For Permanent Staff, this is the Letter of Regularization. For On-Contract Staff, this is the Service Contract. Both detail the terms and conditions of service applicable for a regularized staff member.

The Letter of Regularization or Service Contract will be issued in duplicate to a staff member on the date of her/his regularization with the organization. Both copies will be signed by the Director. The staff member must return one copy, duly signed by her/him as an acceptance of the terms and conditions set out in the contract, to the HR Department within three working days of issue. Continuity of service will be maintained for the staff member, from her/his date of joining.

Appendix - Template: Letter of Regularization for Permanent Staff

Appendix - Template: Service Contract for On-Contract Staff

1.3 Changes in terms of service

A staff member's applicable benefits and eligibilities may change upon regularization, as reflected in the difference between the Letter of Offer/Appointment and the Letter of Regularization/Service Contract.

Additionally, during the course of her/his service with AF, a staff member's applicable benefits and eligibilities may change based on the service status - On-Contract/Permanent.

Finally, if an applicable, enacted or amended legislation (national/state/local) provides benefits to staff members which either match or exceed those laid out in the Letter of Regularization/Service Contract, concerned staff members will be entitled to the more beneficial of the two benefits, not both.

1.4 Working days

There are 6 standard working days in a week, from Monday to Saturday. The offices shall remain closed on every Sunday. This will be a holiday for all staff members.

1.5 Data privacy and protection

All information, documents and data pertaining to AF's projects, processes, tools and machines or any other information proprietary to the organization, which has been given to a staff member or gathered by her/him during the course of her/his service, may not be disclosed to a third party, either during or after her/his service, unless specifically approved by AF's appointed Data Officer, in writing.

Any intellectual property including process/product/methodology that a staff member develops during her/his tenure with AF, will be the property of AF. It may not be disclosed to a third party, either during or after her/his service, unless specifically approved by AF's appointed Data Officer, in writing.

1.6 Organizational assets

AF will provide a staff member with infrastructure, tools and assets deemed necessary and at the Director's sole and absolute discretion, for carrying out her/his duties. All these will be the property of the organization and will need to be returned to the designated person in the organization, upon the cessation of the staff member's service and prior to the effective last date of service.

1.7 Indemnification

Any liabilities arising out of a wrong declaration by a staff member will be her/his responsibility. By signing the Letter of Regularization/Service Contract, the staff member will undertake to indemnify the organization from all consequences, monetary and otherwise, arising out of any incorrect and/or incomplete information provided or declared by her/him.

2. Code of Conduct

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AF expects each staff member to observe and follow the organization's policies as well as to uphold the highest standards of conduct at all times. This will help ensure a professional, safe and fair working environment for all staff.

2.1 Appropriate dressing and appearance

All staff members must ensure that they dress smartly and in a manner that best fits and represents AF. They are expected to maintain appropriate and occasion-relevant standards of personal grooming and appearance.

2.2 Dual service or engagement

Every staff member is expected to devote her/his entire time and energy towards faithfully and diligently discharging her/his assigned duties and responsibilities towards the organization. At the time of joining AF, a staff member is expected to disclose any other service or engagement of commercial nature undertaken by her/him to the organization.

As long as the service or engagement of commercial nature does not interrupt the staff member's work and responsibilities and she/he does not perform the service or engagement during working hours, the Director can approve this arrangement.

If at any time, it comes to the knowledge of the organization that a staff member has acted in contravention of this provision, her/his service may be terminated without any notice or payment of compensation.

2.3 Misconduct

Each staff member is expected to uphold the highest standards of conduct at all times. If a staff member's behavior interferes with the orderly and efficient conduct and administration of AF's objectives or adversely impacts other staff, then corrective disciplinary measures will be taken.

Disciplinary action may comprise a verbal warning, counselling, written warning, suspension, cancellation of higher role movement or increment, change in role/ location, recovery from pay, premature retirement, discharge or dismissal.

2.3.1 Fraud and corruption

- Theft, fraud or dishonesty in connection with the organization's activities or property
- Unsatisfactory or fraudulent rendering of the financial accounts of the organization
- Intentional falsification of the organization's records
- Collecting subscriptions or donations during working hours, unless otherwise authorized by the organization in writing
- Taking or giving bribes or any illegal gratification
- Giving or receiving compensation, gifts or other benefits contrary to the organization's policy or business ethics
- Misrepresentation or omission of facts in seeking service with the organization

2.3.2 Misuse of organizational assets

- Intentional destruction or unauthorized use of the organization's property or premises
- Unauthorized occupation of the residential quarters/accommodation provided by the organization if any or making any additions/alterations in the allotted quarter without the proper sanction of the Director
- Unauthorized subletting or putting up an unauthorized structure on a vacant place/land of the organization; or using the organization premises or land for keeping livestock
- Committing any nuisance or creating disorder in the accommodation provided by the organization
- Any breach of any term and conditions of allotment of the quarter/accommodation or not vacating it as and when called upon to do so by the organization
- Unauthorized personal use of company vehicles and/or siphoning off fuel filled in the vehicles

2.3.3 Breach and misrepresentation of data

- Distributing literature, pamphlets, photographs, printed materials as well as sharing images, forwards, posts on any online media being used for work (e.g. – mail, WhatsApp) other than work-related information necessary for proper job performance
- Posting unwarranted content on social media including engaging with negative comments, posting or mentioning confidential information about or of the organization
- Failure to protect organization information and data

2.3.4 Harassment

- Threatening, assaulting or abusing any staff member, volunteer, beneficiary, organization stakeholder (including a representative of government or funding agencies), vendor, contractor or visitor
- Engaging in mental or physical harassment of any staff member, volunteer, beneficiary, organization stakeholder (including a representative of government or funding agencies), vendor, contractor or visitor
- Engaging in sexual harassment of any staff member, volunteer, beneficiary, organization stakeholder (including a representative of government or funding agencies), vendor, contractor or visitor

2.3.5 Insubordination and other subversive activities

- Insubordination or refusal to follow orders
- Sleeping during working hours, neglecting duties or disrupting the performance of other staff members
- Poor attendance, habitual late reporting (to work) or habitual unauthorized absence from work
- A staff member must not use any abusive, demeaning or taunting language
- Violation of the organization's policies/procedures or safety/security rules
- Unauthorized use or possession of weapons on the organization premises or during working hours
- Intoxication or use of alcohol during working hours or on the organization's premises
- Use, possession or sale of drugs
- An unlawful act either during or after the working hours
- Conviction by a competent court of law for a criminal offence involving immoral/dishonest behavior during term of service with AF
- Any other act which is detrimental to the interests of the organization.

2.3.6 Unacceptable relations

- Beyond certain limits, no staff members should be seen as a 'couple' or engaging in any other amorous relationship
- A staff member must not cause any physical or mental harm to her/his spouse, parents, in-laws or other family members: disrespectful or demeaning behavior is not acceptable

If a staff member's behavior is not according to the guidelines outlined here, it will be treated as violation of the organization's code of conduct and disciplinary action will be taken. Every staff member is expected to act responsibly and maintain harmonious relations within the organization, with their families and with the villages/beneficiaries they work for. These are just few examples and are not all-inclusive. The disciplinary decision will be based on an assessment of all relevant factors.

2.4 Taking disciplinary action

Disciplinary action may comprise a verbal warning, counselling, written warning, suspension, cancellation of higher role movement or increment, change in role/ location, recovery from pay, premature retirement, discharge or dismissal.

However, disciplinary action will necessarily require an order in writing. However, as a first step, a charge or charges will need to be formulated in writing and given to the concerned staff member in the form of a charge memo or warning letter.

Subsequently, the staff member will be issued a show cause notice to show cause on why any disciplinary action should not be taken against her/him. This will provide reasonable opportunity for the staff member to defend her/his cause/actions in writing or in person and an enquiry will be set up by the Director, if required.

It is only then can disciplinary action be initiated.

2.5 Suspension

A staff member can also be placed under suspension pending enquiry. The order of suspension will be in writing and take effect immediately on communication to her/him. It will normally accompany or form part of the charge memo or may, in exceptional circumstances, be issued before charge memo.

If the staff member is found to be guilty, she/he will not be eligible for any kind of remuneration for the period of actual suspension. However, if the charge is not proved, the staff member will be deemed to have been on duty during the period of suspension and will be entitled to the same remuneration as she/he would have received if she/he had not been suspended.

2.6 Equal opportunities

AF is an inclusive organization and encourages the hiring of staff members of diverse demographics including gender, race, region, caste, sexual orientation, disabilities etc. No staff policy or process discriminates or differentiates among staff members on the basis of these demographics.

2.7 Grievance redressal

A grievance is any condition of service which the staff member considers as unjust or unfair, or believes should be brought to the attention of the HRD Committee. AF has established a formal grievance procedure for its staff members to ensure an effective and acceptable means to resolve staff grievances and problems.

- To ensure prompt attention, a grievance needs to be submitted by the staff member within fifteen working days of the event prompting the grievance.
- The staff member must submit the grievance to any member of the HRD Committee. This can either be done in writing in paper or through official email. The grievance should be submitted in the prescribed template and the description of the event should be as detailed as possible.

- If the grievance involves any member of the HRD Committee, the grievance can be submitted to the Director. If the grievance involves the Director, the grievance should be submitted to the Board of Trustees.
- The grievance should be submitted personally by the staff member for better clarity. However, if she/he so prefers, a colleague can accompany her/him.
- The HRD Committee member will attempt to resolve the problem by discussing it with other members of the HRD Committee and respond to the staff member within fifteen working days.
- However, if the HRD Committee is not able to resolve the problem within fifteen working days, she/he must forward the grievance to the Director for review and intervention. The HRD Committee member must follow up on the action till it is resolved and must keep the concerned staff member updated.
- Under no circumstances, should a grievance take more than thirty working days (of it being submitted) to be resolved. If the grievance is not resolved within thirty working days, the staff member can directly take it to the Board of Trustees for resolution.

Appendix: Template for Raising a Grievance

3. Non-discrimination

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With the intent of ensuring a safe, diverse and comfortable work environment for all staff members at AF, this policy lays down guidance on non-discrimination at the workplace and providing equal opportunities during recruitment or hiring of services or selection of vendors.

Discrimination towards any person on the premises of AF, whether or not that person is in the service of the organization will not be tolerated.

In other words, AF will not discriminate and prohibits discrimination at the workplace; or on any of its premises or during recruitment or hiring of services or selection of vendors on the basis of religion, race, caste, sex, sexual orientation, gender identity, disability, HIV Status or any other form of discrimination (hereinafter referred to as “Discrimination Characteristics”).

Any person who believes herself/himself/itself to have been subjected to discrimination on the basis of the aforementioned ‘Discrimination Characteristics’ is encouraged to raise a formal Grievance (refer Section

2.7). No person will be punished, retaliated against, or limited in service or other opportunity for exercising her/his right to do so, or for filing a complaint, furnishing information, or participating in an investigation, or any other activity related to addressing any discrimination.

Finally, any discrimination or other action or behavior that constitutes a violation of law shall be dealt in the manner as provided for by the applicable law(s).

4. Conflict of Interest

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The purpose of this policy is to drive transparency and fairness in AF's decision-making, in order to protect its reputation, integrity and interests as well as to ensure broad public trust and confidence in AF management and program implementation. Its key principles are to (a) manage in a balanced, ethical, collaborative, transparent and open manner; (b) protect the organizational interests of AF over any personal interests of individual; and (c) prevent discrimination and favoritism.

Staff members and other persons acting on behalf of AF or sitting on AF appointed panels like the Board of Trustees, the Executive Committee, the HRD Committee or any committee should not generally participate in any decision involving a transaction in which they may have a conflict of interest. Some of the key definitions and terms used here are as under:

- A '**conflict of interest**' arises when an AF person participates personally and substantially in an official capacity in any particular matter in which (to her/his knowledge either she/he or an associated person or an associated institution) has a financial or any other personal interest, and if the particular matter will have a direct and foreseeable effect on that interest.
- An '**AF person**' includes (a) staff members; (b) other persons acting on behalf of AF to whom this policy is expressly applied; and (c) any person sitting on any panel, such as the Board of Trustees, Executive Committee, HRD Committee etc. of AF; as well as (d) experts appointed to these panels/committees for specific purpose.
- An '**associated person**' means an AF person's parent, spouse, domestic partner, child, brother, sister, business partner, relative, friend or person by whom the AF person is employed or with whom she/he is negotiating or has an arrangement concerning prospective employment.

- An **'associated institution'** means (a) any legal entity in which an AF person is serving as a member of any governing body, or of which an AF person is a staff member or a consultant, that receives or may receive funding from AF or with which AF has a contractual or other legal relationship; or (b) any legal entity with whom an AF person is negotiating or has an arrangement concerning prospective employment.
- A **'panel'** is any committee deciding on contract or grant awards, or any other standing or ad hoc committee or board created within AF, like the Board of Trustees, Executive Committee, HRD Committee etc. A **'panel member'** is a member of any such panel.

4.1 Discrimination and favoritism

AF will not favor friends, family or other personal relations in recruitment, procurement, or other situations. Discrimination is favoritism toward relatives and friends, e.g. offering friends or family members a contract, despite the fact that there are other alternative candidates available who are better qualified and willing to perform assignment or the job. Another example is the offering of higher earnings and other benefits to staff members who have a personal relation with the decision-making panel members. It is important to underline that provided conflicts of interests are handled properly, it can in some cases be acceptable to hire collaborate or contract with family members or friends.

4.2 Procedure for disclosing and dealing with conflicts of interest

Staff members have a duty to disclose the existence of any conflict of interest (actual or potential or perceived); and the nature of that conflict of interest. Whenever a staff member becomes aware that a conflict of interest actually exists or that it is reasonably likely to occur or perceives a possibility for it to occur, the concerned staff member must disclose the conflict of interest to the Director or the Designated Person appointed by the Director in writing or through email to her/his AF mail id.

The Director or the Designated Person will decide how to deal with the conflict of interest and will direct the affected person regarding her/his future duties and involvement in AF's work so that she/he is not prejudiced by, participating in or influencing the conflict. This is all the more applicable to panel members.

4.3 Disciplinary action for non-disclosure

Where an AF staff member is believed to have a conflict of interest that has not been disclosed to the Director or the Designated Person, the staff member will be informed why it is believed that a conflict exists and be given an opportunity to explain her/his non-disclosure. If, after hearing the response and making further investigations, the Director or the Designated Person determines that the staff member has failed to disclose a conflict of interest, she/he may decide the disciplinary action which should be taken by the organization in accordance with its grievance and disciplinary procedures. This will depend on the materiality of the conflict and the reasons for non-disclosure.

Examples of actual and potential conflicts of interest

- An AF person advocates the approval of a particular policy from which an associated person or institution will realize some direct financial benefit.

- AF appoints an expert to review a specification, and the expert is employed or has some other financial interest in a potential bidder.
- A decision-maker associated institution has a cooperation agreement with an applicant participating in a call for proposals.
- An associated person has a shareholding in an organization which has tendered to provide goods or services to AF.
- A panel member is involved with an applicant for funding as a result of his/her providing a service to that applicant through their intellectual activity, e.g. freelance writing or media work.
- A panel member is involved with an applicant for a job in AF or with a bidder in the procurement of assets or materials.

5. Prevention of Fraud and Corruption

Version Control

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The purpose of this policy is to provide a framework for staff members, contractors, vendors, volunteers, beneficiaries, partners, associates and affiliated entities for the prevention, detection, reporting and management of fraud and corruption in AF. This policy does not override the organization's Conflict of Interest Policy and has to be read and interpreted in conjunction with it. For the purpose of this policy:

- **Corruption** is defined as an action that is dishonest, unethical or fraudulent and abuses entrusted power or authority for private or personal gain. Examples may include bribery, provision of a good or a service to a third party, the exchange of gifts or use of personal connections to obtain favors.
- **Fraud** is defined as a wrongful or criminal deception intended to secure unfair or unlawful personal or financial gain. The usual purpose of fraud is to obtain money or valuables or to deprive a victim of a legal right or benefit.

AF recognizes that the management of fraud and corruption is an integral part of good governance. As such, AF is committed to establishing an organizational culture of honesty and integrity which will ensure that effective prevention of fraud and corruption.

AF has adopted a zero-tolerance approach on fraud and corruption in all its activities. All staff members, contractors, vendors, volunteers, beneficiaries, partners, associates and affiliated entities have a responsibility to report fraudulent practices and corrupt activities.

5.1 Responsibility for Implementation, Monitoring and Continual Improvement

The responsibility for the implementation, monitoring, measurement and continual improvement of this policy rests with the Director. Throughout AF, it is the responsibility of all staff members to reinforce the policy and identify fraud and corruption.

The Director will ensure that internal controls are in place to identify and prevent fraud and corruption. The Director can recommend the Board of Trustees for hiring independent auditors for conducting independent audits to evaluate these internal controls. The Director also has the authority to form an Internal Audit Team and define their agenda.

5.2 Reporting of actual/suspected/alleged instances of Fraud and Corruption and AF's response

Any actual/suspected/alleged instance of corruption or fraud will be first reported to the Director, in writing or through email to her/his AF mail id. Upon receipt of the report, the Director will form a Special Committee of 3 members who are experienced in the Developmental Sector (with one member who has a background in Finance and Accounts background) to investigate the matter. The Special Committee will review the allegation and determine the severity of the case and whether an investigation is necessary. It will provide the necessary response.

If the Special Committee finds probable cause for investigation, it will investigate alleged fraud/corruption by utilizing investigative methods as it sees fit, including reviewing documents and records (electronic and physical), conducting interviews with witnesses (including persons against whom the report has been submitted). The Committee may use external consultants if they deem it necessary having regard to the complexity of the fraud committed.

The Committee will submit their investigative report within a reasonable timeframe, along with the appropriate disciplinary action as well as the plan of recovery of assets (properties, money) lost to the concerned fraudulent and/or corrupt act(s).

The Committee will ensure that the response to fraud and corruption allegations or matters whether or not an investigation is conducted will be in according to the nature and seriousness of the alleged act. The allegation, if proven, could result in dismissal or demotion or even criminal charges as per the applicable laws.

5.3 Whistleblower

A whistleblower as defined by this policy as a staff member, contractor, vendor, volunteer, beneficiary, partner, associate or affiliated entity who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified - Project Director, Director or Board of Trustees. No whistleblower will be punished, retaliated against, or limited in service or other opportunity for exercising her/his right to do so, or for filing a complaint, furnishing information, or participating in an investigation, or any other activity related to addressing any fraud or corruption.

6. (Prevention of) Sexual Harassment

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The purpose of this policy is to provide a framework for prevention of sexual harassment by or against any staff member, volunteer, beneficiary, organization stakeholder (including a representative of government or funding agencies), vendor, contractor or visitor.

AF is committed to providing protection against sexual harassment at the workplace as well as the prevention and redressal of complaints of sexual harassment and matters related to it. This policy has been framed in line with the provisions of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' and rules framed thereunder (hereinafter referred to as "the Act"). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference must always be made to the Act and the provisions of the Act will prevail.

AF has constituted an Internal Complaints Committee (ICC) to implement the Act. The ICC will be appointed by the Director for a period of three years and include 5 members, including at least one external member. The names of the ICC members will be released through an organization-wide circular and will comprise:

- A Presiding Officer: A woman employed at a senior level in the organization
- At least 2 members from amongst staff members committed to the cause of women and or having legal knowledge
- At least one external member, familiar with the issues relating to sexual harassment
- At least 50% of the total members as women

The ICC will be responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiries as per the established procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the Director in implementing the appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines

The ICC should meet/convene at least once a month to ensure implementation of the Act and guidelines issued by the Ministry of Women and Child Development as well as the grievance redressal process outlined by AF for resolving complaints (refer Section 2.7). The external members will be paid a sitting allowance of INR 500 only per sitting per day.

The ICC will also organize training programs at least once a year for the all staff members, to create adequate awareness on the Act as well as the guidelines and procedures to be followed by a staff member for redressal.

The Act must be referenced and adhered to, for all aspects such as (a) lodging a complaint; (b) guidelines for receiving a complaint; (c) resolution through conciliation; (d) resolution through formal inquiry; (e) conducting an inquiry; (f) malicious allegations, appeal and (g) confidentiality.

This policy will be applied in spirit to cover for any sexual harassment instances reported, regardless of the gender of the parties involved.

7. Leave and Holidays

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This policy intends to enable a healthy balance between the professional and personal lives of staff members as well as outline the entitlements and approval processes for availing various types of leave.

All leave is computed for a given financial year. In the event that a staff member joins AF during the calendar year, leave entitlement is calculated from the date of joining and prorated accordingly, unless otherwise specified.

7.1 Applying for Leave

- For availing casual leave, the staff member should apply as soon as possible, but not later than the leave start date.
- The leave for grassroots staff can be approved by the middle level staff (if leave up to two working days is applied for)
- The leave for grassroots staff can be approved by the Project Lead/Coordinator (if more than two days' leave is applied for)
- The leave for middle level staff can be approved by the Project Lead/Coordinator.
- The leave for a Project Lead/Coordinator can be approved by Project Director/Director.
- The leave for a Central Office staff member can be approved by the respective Function Head/Project Director/Director.
- For grassroots staff, leave must be applied for in writing (letter or e-mail) or by sending an SMS/WhatsApp message to the Supervisor with clear reasons for availing leave. The leave is not approved till the Supervisor acknowledges the application letter/ e-mail/ SMS/WhatsApp message. Once approved, the Supervisor must inform the HR department before the leave start date so that leave records can be updated and so that if the staff member does not have leave balance left, the HR Department will inform the Supervisor.
- For all other staff members, leave must be applied for in writing or by sending an e-mail (to the approver's AF mail id). The reasons for availing leave should be made clear by the staff member to her/his approver and (once approved) must be shared with the HR Department before the leave start date so that leave records can be updated and so that if the staff member does not have leave balance left, the HR Department will inform the Supervisor.

- The approver may refuse or revoke leave if organization/work exigencies arise.
- A female staff member wanting to avail maternity or adoption leave must apply at the earliest but not less than 12 weeks prior to the expected date of delivery or adoption, as the case may be.
- A male staff member wanting to avail paternity or adoption leave must also apply at the earliest but not less than 4 weeks prior to the expected date of delivery or adoption.
- A staff member proceeding on planned leave (i.e. leave applied for and sanctioned in advance) needs to hand over any critical work-related assets or reports which may be required by the organization during her/his period of absence to the Supervisor, Project Lead/Coordinator or any other concerned authority specified by the organization.
- In case a staff member wants to cancel her/his approved leave, she/he can communicate this to her/his Supervisor, Project Lead/Coordinator and HR Manager on or before the dates of approved leave which she/he wants to cancel.
- In case of an emergency, where it may not be possible to apply for leave in advance, the staff member must inform the Supervisor, Project Lead/Coordinator and HR Manager through officially recognized communication channels as soon as possible. If no intimation is received within 1 working day, such leave may be treated as unauthorized leave, inviting disciplinary action and loss of pay. A staff member who remains absent for more than 2 working days beyond the period of leave originally granted or subsequently extended will come under the purview of the absconding process, duly detailed in the policy on Separation, in this document.
- Any application for extension of leave must be sent to the approver and HR Manager in writing or through mail, well in advance of the leave end date so that the reply of either grant or refusal of extension of leave can reach the staff member before the expiry of the leave originally granted. The extension of leave would be at the discretion of the concerned approver and the HR Manager.

7.2 Casual Leave

All staff members are eligible for 18 working days of casual leave in a calendar year, with monthly accrual, i.e. 1 ½ working day every month and every second Saturday of every month. If a staff member works only for a part of the calendar year, then casual leave applicable will be calculated on a prorated basis. Similarly, in respect of staff members joining the services of the organization during the course of a calendar year, then casual leave applicable will be calculated on a prorated basis, from their date of joining. Intermediate public holidays and/or weekly offs – whether intervening, prefixed or suffixed - will not be casual leave.

Casual leave is intended to meet special or unforeseen circumstances and will be allowed for a continuous period not exceeding 3 working days at a time. In case the casual leave availed is greater than 3 consecutive working days on account of illness or injury, the staff member should submit a medical certificate (issued by any registered medical practitioner specified by the organization) to the HR Manager.

Casual leave can be accumulated by a staff member for a given calendar year alone. Casual leave cannot be accumulated between calendar years and any casual leave balance which has not been availed during a given calendar year will lapse automatically at the end of the year.

7.3 Maternity Leave

The policy guidelines for maternity leave are as prescribed by the Maternity Benefit Act, 2017.

A female staff member of AF, who is pregnant and has worked for at least 80 calendar days in the 12 months preceding the date of delivery, can apply for maternity leave. During the period of maternity leave, the female staff member will be eligible for leave with full pay as follows:

- The maximum period for which any woman staff member shall be entitled to maternity benefit shall be 26 weeks, that is to say, 8 weeks up to and including the day of her expected delivery and the remaining weeks immediately following that day. If maternity leave is sought beyond 26 weeks, it may be granted by the Director but will be treated as leave without pay. However, the female staff member may utilize any casual leave she is entitled to during this period.
- For women who are expecting a third child, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).
- For women who are adoptive or commissioning mothers, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).
- In the unfortunate event of a miscarriage, the female staff member will be allowed maternity leave of a period of 6 weeks immediately following the date of such miscarriage.
- In the case of illness arising out of pregnancy, delivery or premature birth of a child, in addition to maternity leave of 26 weeks post the delivery, the female staff member will be allowed extension of maternity leave by another 4 weeks.
- All intermediate public holidays and weekly offs will be included in the maternity leave period.

If the period of maternity leave extends beyond the end date of the Service Contract (for a On Contract or Project staff member), then the duration of the Service Contract will need to be extended at least till the end of the maternity leave period.

7.4 Paternity Leave

A male staff member of AF, who has become a father to a new born child, can apply for paternity leave. He will be eligible for 5 days of paternity leave which he should avail within 12 weeks from the birth date of his child. All intermediate public holidays and weekly offs will be included in the paternity leave period.

7.5 Relocation Leave

In the event of a staff member getting transferred or relocated due to the requirements of the organization, she/he will be eligible for 3 days of relocation leave. This leave cannot be availed if the transfer or relocation has been initiated by the staff member herself/himself. Furthermore, she/he needs to avail this leave within a period not exceeding 10 calendar days prior to or 10 calendar days after the date of relocation or transfer. All intermediate public holidays and weekly offs will be included in the relocation leave period.

7.6 Prolonged Illness or Injury

On the recommendation of a registered medical practitioner (recognized by AF), a staff member suffering from a prolonged illness or injury, upon the approval of Director can avail leave without pay, in case she/he has already exhausted her/his other leaves such as casual leave etc.

7.7 Leave Without Pay

Leave without pay will only be considered in exceptional circumstances and is subject to approval on a case-by-case basis. To avail leave without pay, a staff member will have to take written approval from the Director.

7.8 Public Holidays

The number and list of public holidays will be circulated at the start of the calendar year by the Finance or HR Department. It will include mandatory holidays and optional holidays (from the list of optional holidays identified for the calendar year). The number of public holidays in a calendar year will be inclusive of the following national holidays: Republic Day (26th January), May Day (1st May), Independence Day (15th August) and Gandhi Jayanti (2nd October). In case any of the public holidays fall on a Sunday, they cannot be claimed as separate holidays.

Appendix

Template: Letter of Offer/Appointment for Permanent Staff

Template: Letter of Offer/Appointment for On-Contract Staff

Template: Letter of Regularization for Permanent or On-Roll staff

Template: Service Contract for On-Contract Staff

Template for Raising a Grievance

Letter of Offer/Appointment <delete upon use: for Permanent staff>

Date:

To
Name: <Insert complete name of the candidate>
Address:

Dear <insert first name of the candidate>

Congratulations! We welcome you to the Accion Fraterna family.

On behalf of Accion Fraterna, I am pleased to offer you the position of <insert name of role, e.g. HR Manager> with effect from <insert date of joining agreed upon with the candidate> as your date of joining. Your services have been solicited to work in the <insert name of project/department> at our offices at <insert name of location> as your reporting location. You will be reporting to the <insert name of the role> or any other staff member as decided by the Director, AF Ecology Centre.

This offer is subject to the organisation's satisfaction, in its sole discretion, with the results of its background reference check and verification of your documents. Please reference Addendum 1 for the list of documents which you need to submit on or before your date of joining, without fail.

You will be required to complete an initial six (6) months' training period and undergo an assessment, upon which your continued service will be reviewed. If successful, you will be issued a separate Regularization Letter, maintaining continuity of service.

The **terms and conditions** of this offer and service with Accion Fraterna will be as under:

1. During the term of your service with Accion Fraterna, you will not be permitted to undertake any other service, employment or engage in any external activities of a commercial nature without prior written permission. You will be required to effectively carry out all duties and responsibilities assigned to you by your Supervisor and/or others authorised by the organization to assign such duties and responsibilities.
2. Compensation and Other Benefits:
 - a. Your stipend will be <insert in numbers and words> per month during the training period.
 - b. You are entitled to avail 1 day of casual leave accruing every month, which you can accumulate. You are also entitled to holidays as declared by the organisation for the calendar year, as well as a weekly off every Sunday.
 - c. Work-related travel will be provided for in keeping with the nature of travel and/or the provisions made for the project in question.

3. Taxes: The amount payable by the organization to you towards compensation, will be subject to deduction of taxes as applicable under law. All requirements under Income Tax laws, including tax compliance and filing of tax returns etc. of your personal income, will be fulfilled by you.
4. Termination: During the training period, the organization may terminate the service without assigning any reasons upon (30) thirty days' prior written notice or payment of one month's fixed compensation in lieu thereof, at its sole discretion. Similarly, you may also terminate your service without assigning any reasons upon (30) thirty days' prior notice in writing or payment of one month's fixed compensation in lieu thereof to the organisation.
5. Breach or Misconduct: Notwithstanding anything herein, the organization will be entitled to terminate your service without notice and with immediate effect, in the event that you are found to have:
 - a. Engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the organization's functions; or
 - b. Engaged in any other act or omission, inconsistent with your duties; or
 - c. Engaged in any breach of the terms and conditions of your service or the policies of the organisation or lawful orders given to you by the organisation; or
 - d. Been convicted of any criminal offence; or
 - e. Engaged in unauthorized absence beyond a period of (2) two working days.
6. All information, documents and data pertaining to Accion Fraterna's projects, processes, tools and machines or any other information proprietary to the organization, which is given to you or gathered by you during the course of your service, may not be disclosed to a third party, either during or after your service, unless specifically approved by the Director in writing.
7. Accion Fraterna will provide you with infrastructure, tools and assets deemed necessary and at the Director's sole and absolute discretion, for carrying out your duties. All these will be the property of the organization and will need to be returned to the designated person in the organization, upon the cessation of your service and prior to your effective last date of service.
8. Any liabilities arising out of a wrong declaration by you will be your responsibility. By signing this letter, you indemnify the organization from all consequences, monetary and otherwise, arising out of any incorrect and/or incomplete information provided or declared by you.

If you do not signify your acceptance of the offer by signing and returning a copy of this letter on or before your date of joining, the offer will lapse.

We wish you all the best!

Yours

sincerely

(Authorised Signatory for Accion Fraterna)
Dr.Y.V.Malla Reddy, Director

Acceptance of Offer/Appointment dated <insert date of offer/appointment letter>

I, <insert full name of the candidate>, voluntarily agree and accept this letter of offer/appointment with Accion Fraterna and its attendant terms and conditions of service. In doing so, I agree to join/report for work on the <insert date of joining>.

I also confirm that I have received a copy of the organisation's policies on Code of Conduct Policy, Conflict of Interest Policy, Non-discrimination Policy, Prevention of Sexual Harassment Policy. I have read these and agree to abide to the Policies in entirety.

Signature:

<Insert full name of the candidate>

Date:

Addendum: List of documents which you need to submit on or before your date of joining, without fail. At the time of submission or on date of joining, please carry the original documents for cross-validation.

- 1) A self-attested copy of Proof of Identity (Any government recognized document)
- 2) A self-attested copy of Proof of Address (Any government recognized document)
- 3) Self-attested copies of the Certificate and Marksheet of your Highest Educational Qualification
- 4) Copy of Proof of Previous Service/Employment (Resignation Acceptance/Relieving Letter from the prior organization(s) worked in over the last 2 years)
- 5) <insert any others>

Letter of Offer/Appointment <delete upon use: for On-Contract staff>

Date:

To
Name: <Insert complete name of the candidate>
Address:

Dear <insert first name of the candidate>

Congratulations! We welcome you to the Accion Fraterna family.

On behalf of Accion Fraterna, I am pleased to offer you the position of <insert name of role, e.g. HR Manager> with effect from <insert date of joining agreed upon with the candidate> as your date of joining. Your services have been solicited to work in the <insert name of project/department> at our offices at <insert name of location> as your reporting location. You will be reporting to the <insert name of the role> or any other staff member as decided by the Director, AF Ecology Centre.

This offer is subject to the organisation's satisfaction, in its sole discretion, with the results of its background reference check and verification of your documents. Please reference the Addendum for the list of documents which you need to submit on or before your date of joining, without fail.

You will be required to complete an initial six (6) months' training period and undergo an assessment, upon which your continued service will be reviewed. If successful, you will be issued a separate Regularization Letter, maintaining continuity of service.

The **terms and conditions** of this offer and service with Accion Fraterna will be as under:

1. During the term of your service with Accion Fraterna, you will not be permitted to undertake any other service, employment or engage in any external activities of a commercial nature without prior written permission. You will be required to effectively carry out all duties and responsibilities assigned to you by your Supervisor and/or others authorised by the organization to assign such duties and responsibilities.
2. Compensation and Other Benefits:
 - a. Your stipend will be <insert in numbers and words> per month during the training period.
 - b. You are entitled to avail 1 day of casual leave accruing every month, which you can accumulate. You are also entitled to holidays as declared by the organisation for the calendar year, as well as a weekly off every Sunday.
3. Work-related travel will be provided for in keeping with the nature of travel and/or the provisions made for the project in question.

4. Taxes: The amount payable by the organization to you towards compensation, will be subject to deduction of taxes as applicable under law. All requirements under Income Tax laws, including tax compliance and filing of tax returns etc. of your personal income, will be fulfilled by you.
5. Termination: During the training period, the organization may terminate the service without assigning any reasons upon (30) thirty days' prior written notice or payment of one month's fixed compensation in lieu thereof, at its sole discretion. Similarly, you may also terminate your service without assigning any reasons upon (30) thirty days' prior notice in writing or payment of one month's fixed compensation in lieu thereof to the organisation.
6. Breach or Misconduct: Notwithstanding anything herein, the organization will be entitled to terminate your service without notice and with immediate effect, in the event that you are found to have:
 - a. Engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the organization's functions; or
 - b. Engaged in any other act or omission, inconsistent with your duties; or
 - c. Engaged in any breach of the terms and conditions of your service or the policies of the organisation or lawful orders given to you by the organisation; or
 - d. Been convicted of any criminal offence; or
 - e. Engaged in unauthorized absence beyond a period of (2) two working days.
7. Accion Fraterna implements specific time-bound projects funded by Donors, Government, Industry and Agencies. As a result, the service period of its staff members (whether on projects or part of departments) is subject to the availability of funds for implementing such specific projects. It should be clearly understood that the organization has no financial resources of its own and is entirely dependent on restricted grants and donations for specific projects. Therefore, the continuity of service for any of its staff members is subject to the availability and adequacy of funds.
8. All information, documents and data pertaining to Accion Fraterna's projects, processes, tools and machines or any other information proprietary to the organization, which is given to you or gathered by you during the course of your service, may not be disclosed to a third party, either during or after your service, unless specifically approved by the Director in writing.
9. Accion Fraterna will provide you with infrastructure, tools and assets deemed necessary and at the Director's sole and absolute discretion, for carrying out your duties. All these will be the property of the organization and will need to be returned to the designated person in the organization, upon the cessation of your service and prior to your effective last date of service.

10. Any liabilities arising out of a wrong declaration by you will be your responsibility. By signing this letter, you indemnify the organization from all consequences, monetary and otherwise, arising out of any incorrect and/or incomplete information provided or declared by you.

If you do not signify your acceptance of the offer by signing and returning a copy of this letter on or before your date of joining, the offer will lapse.

We wish you all the best!

Yours

sincerely

(Authorised Signatory for Accion Fraterna)
Dr.Y.V.Malla Reddy, Director

Acceptance of Offer/Appointment dated <insert date of offer/appointment letter>

I, <insert full name of the candidate>, voluntarily agree and accept this letter of offer/appointment with Accion Fraterna and its attendant terms and conditions of service. In doing so, I agree to join/report for work on the <insert date of joining>.

I also confirm that I have received a copy of the organisation's policies on Code of Conduct Policy, Conflict of Interest Policy, Non-discrimination Policy, Prevention of Sexual Harassment Policy. I have read these and agree to abide to the Policies in entirety.

Signature:

<Insert full name of the candidate>

Date:

Addendum: List of documents which you need to submit on or before your date of joining, without fail. At the time of submission or on date of joining, please carry the original documents for cross-validation.

- 1) A self-attested copy of Proof of Identity (Any government recognized document)
- 2) A self-attested copy of Proof of Address (Any government recognized document)
- 3) Self-attested copies of the Certificate and Marksheet of your Highest Educational Qualification
- 4) Copy of Proof of Previous Service/Employment (Resignation Acceptance/Relieving Letter from the prior organization(s) worked in over the last 2 years) <insert any others>

Letter of Regularization <delete upon use: for Permanent staff>

Date: <Insert date in MM/DD/YYYY format>

To

Name: <Insert complete name of the staff member>

Address: <Insert complete correspondence address of staff member>

Dear <Insert first name of the staff member>

Congratulations!

On behalf of Accion Fraterna, I am pleased to confirm your service at the position of <insert name of role, e.g. HR Manager> with effect from <insert date of regularization in MM/DD/YYYY format> as your date of regularization.

About the organization: Accion Fraterna is a long serving non-profit organisation that has made considerable contribution towards empowering marginalised people in the drought-affected Anantapur District of Andhra Pradesh, through its work on sustainable agriculture, drought management, watershed development, job-oriented training and skill building, and policy advocacy. It works on implementing integrated solutions that support vulnerable communities with livelihood security by using a multi-pronged approach involving diversification of income opportunities across farm, off-farm and non-farm sectors. Accion Fraterna was founded by Father Vincent Ferrer in 1982 and is registered under the Indian Registration Act.

Accion Fraterna's vision: All people in rural areas lead a respectable and dignified life with economic security, social equity, gender equity, in an atmosphere of democracy, peace, cooperation and community support; and all the people and institutions live as 'Eternal Trustees of Mother Earth', and follow a culture of simple living and the ethics of conservation. Thus, people and nature live in harmony with each other, showing due care for sustainable ecology, environment and biodiversity.

The **terms and conditions** of your service with Accion Fraterna will now be as under:

1. During the term of your service with Accion Fraterna, you will not be permitted to undertake any other service, employment or engage in any external activities of a commercial nature without prior written permission. You will be required to effectively carry out all duties and responsibilities assigned to you by your Supervisor and/or others authorised by the organization to assign such duties and responsibilities.
2. Compensation and Other Benefits:

- a. Your gross pay will be Indian Rupees <insert in numbers and words> per month and will include the following elements:
 - i. Basic Pay of Indian Rupees <insert in numbers and words>
 - ii. House Rent Allowance (HRA) of Indian Rupees <insert in numbers and words>
 - iii. Travelling Allowance (TA) of Indian Rupees <insert in numbers and words>
 - iv. Special Allowance (SA) of Indian Rupees <insert in numbers and words>
- b. Monthly deductions from your gross pay will include:
 - i. Organization and Staff contribution to Provident Fund (each at 12% of your Basic Pay)
 - ii. Gratuity (at 8.33% of your Basic Pay)
 - iii. Professional Tax (as applicable)
 - iv. Premium towards Health Insurance benefit (if a staff member enrolls for it)
- c. You will be eligible for a life insurance benefit of upto Indian Rupees 2,50,000 or Indian Rupees Two Lakhs and Fifty Thousand Only, under the Group Gratuity Fund.
- d. You are strongly encouraged to enroll for the Health Insurance benefit. Under this:
 - i. Staff members are entitled to a reimbursement of upto 75% of the medical expense if less than INR 1 Lakh Only; and 100% of the medical expense if it is INR 1 Lakh Only or higher.
 - ii. The minimum reimbursement amount is INR 1000 Only, except in cases of chronic illness where claims of less than INR 1000 Only will also be processed.
 - iii. A staff member and her/his dependent spouse and (2) children upto 18 years of age are covered under this scheme.
- e. You will be covered under the Group Personal Accident Insurance Policy wherein you are eligible to claim compensation in case of accident (both while on duty and otherwise) from the insurance company. The premium for the scheme will be paid by the organization. A staff member is eligible to claim upto Indian Rupees 3,00,000 Only in case of a partial or permanent disability. A staff member's nominee can claim Indian Rupees 7,00,000 Only in case of death.
- f. You will be eligible for travel reimbursement over and above your gross pay. The limits will be as defined for your project/role.
- g. You will be eligible for two separate performance bonuses (to be paid as lump sums) in the June and December pay cycles, subject to your corresponding performance assessments in March and September, respectively. In this respect, it is important to understand that:
 - i. The performance bonuses are not a right, but an opportunity to earn. In turn, this will be contingent upon your performance, the organisation's performance and the organisation's funds.

- ii. Your eligibility for the (corresponding) performance bonus payouts is also contingent upon your continuing to being in service (and not serving any notice of separation, voluntary or otherwise) in the months of June and December respectively.
- 3. You are entitled to avail 1 day of casual leave accruing every month, which you can accumulate. The leave accumulated during your training period will be added to your accumulated casual leaves for this calendar year. The casual leaves accumulated till the end of a calendar year cannot be taken forward to the next calendar year.
- 4. You are also entitled to holidays as declared by the organisation for the calendar year, as well as a weekly off every Sunday.
- 5. The organization encourages you to take an annual break and use the time to gain new experiences. For this purpose, an exposure visit allowance is provided for Indian Rupees 2500 Only per person in a year (or Indian Rupees 4000 Only per year for a staff member and her/his family).
- 6. Select roles are eligible for organization provided accommodation. Allotment of accommodation in the residential quarters of the organization cannot be claimed by a staff member as a matter of right. This is allotted to a staff member depending upon the exigencies of work, availability and at the sole discretion of the management. In all such cases where an accommodation has been provided by the organization, a 6% deduction from the monthly basic pay is done for ongoing maintenance of the property and payment of the electricity bill.
- 7. Taxes: The amount payable by the organization to you towards compensation, will be subject to deduction of taxes as applicable under law. All requirements under Income Tax laws, including tax compliance and filing of tax returns etc. of your personal income, will be fulfilled by you.
- 8. Termination without Notice: Notwithstanding anything herein, the organization will be entitled to terminate your service without notice and with immediate effect, in the event that you are found to have:
 - a. Engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the organization's functions; or
 - b. Engaged in any other act or omission, inconsistent with your duties; or
 - c. Engaged in any breach of the terms and conditions of your service or the policies of the organisation or lawful orders given to you by the organisation; or
 - d. Been convicted of any criminal offence
 - e. Been on unexplained/unapproved leave for a long duration or absconding cases
- 9. Termination with Notice: Accion Fraterna may, during the period of the service, terminate the service of a staff member without assigning any reasons but with (30) thirty days' prior written notice or payment of one month's fixed compensation in lieu thereof. In such cases, the organization will provide adequate opportunity to the staff member to put forth her/his case, keeping the Principles of Natural Justice in mind. Indicatively, the following situations may attract such termination:

- a. Sustained period of unsatisfactory performance, as per organisation standards.
 - b. Breach of confidentiality, with respect to information related to the organisation.
 - c. Inappropriate personal conduct doing work hours or within the premises of the organisation including (but not limited to) alcoholism, drug abuse, physical and verbal violence.
 - d. Falsification of academic and professional credentials, and other testimonials as stated at the time of appointment.
10. All information, documents and data pertaining to Accion Fraterna's projects, processes, tools and machines or any other information proprietary to the organization, which is given to you or gathered by you during the course of your service, may not be disclosed to a third party, either during or after your service, unless specifically approved by the Director in writing.
 11. Accion Fraterna will provide you with infrastructure, tools and assets deemed necessary and at the Director's sole and absolute discretion, for carrying out your duties. All these will be the property of the organization and will need to be returned to the designated person in the organization, upon the cessation of your service and prior to your effective last date of service.
 12. Any liabilities arising out of a wrong declaration by you will be your responsibility. By signing this letter, you indemnify the organization from all consequences, monetary and otherwise, arising out of any incorrect and/or incomplete information provided or declared by you.

We wish you all the best for a successful career at Accion Fraterna!

Yours

sincerely

(Authorised Signatory for Accion Fraterna)
Dr.Y.V.Malla Reddy, Director

Acceptance of Letter of Regularization dated <insert date of letter of regularization> as MM/DD/YYYY>

I, <insert full name of the candidate>, voluntarily agree and accept this letter of regularization with Accion Fraterna and its attendant terms and conditions of service.

I also confirm my continued compliance with the organisation's policies on Code of Conduct Policy, Conflict of Interest Policy, Non-discrimination Policy, Prevention of Sexual Harassment Policy. I have read these and agree to abide to the Policies in entirety.

Signature:

<Insert full name of the candidate>

Date: <Insert date in MM/DD/YYYY format>

Service Contract ~~<delete upon use: for On-Contract staff>~~

This agreement is made and executed at Anantapur on this <insert date th/nd/rd> day of <month>, <insert year>.

between

Mr. Dr.Y.V.Malla Reddy s/o <insert father's name>, aged <insert age> years, representing Accion Fraterna, Anantapur in the capacity of Director, Accion Fraterna, Anantapur residing at RDT Central Campus, Bangalore Highway, Anantapur, hereafter referred to as the

FIRST PARTY

and

<insert staff member's name>s/o or d/o <insert legal guardian's name>, aged <insert age>years, <insert address> hereafter referred to as 'You' or the

SECOND PARTY

We, both the parties referred above, hereby agree to the under mentioned terms of the contract:

About Accion Fraterna: Accion Fraterna is a long serving non-profit organisation that has made considerable contribution towards empowering marginalised people in the drought-affected Anantapur District of Andhra Pradesh, through its work on sustainable agriculture, drought management, watershed development, job-oriented training and skill building, and policy advocacy. It works on implementing integrated solutions that support vulnerable communities with livelihood security by using a multi-pronged approach involving diversification of income opportunities across farm, off-farm and non-farm sectors. Accion Fraterna was founded by Father Vincent Ferrer in 1982 and is registered under the Indian Registration Act.

Accion Fraterna's Vision: All people in rural areas lead a respectable and dignified life with economic security, social equity, gender equity, in an atmosphere of democracy, peace, cooperation

and community support; and all the people and institutions live as 'Eternal Trustees of Mother Earth' and follow a culture of simple living and the ethics of conservation. Thus, people and nature live in harmony with each other, showing due care for sustainable ecology, environment and biodiversity.

This Service Contract is valid for a period of **11 months only, with a provision for renewal in the 12th month**, and outlines the following principal responsibilities for you:

1. <Insert Key Result Area. 5-7 KRAs are optimal. Together they should account for 80-85% of all activities expected from the role.>
2. <Insert KRA>
3. <Insert KRA>
4. <Insert KRA>
5. <Insert KRA>

The **terms and conditions** of your service with Accion Fraterna will now be as under:

1. During the term of your service with Accion Fraterna, you will not be permitted to undertake any other service, employment or engage in any external activities of a commercial nature without prior written permission. You will be required to effectively carry out all duties and responsibilities assigned to you by your Supervisor and/or others authorised by the organization to assign such duties and responsibilities.
2. The period of your service in the organization is for 11 months only effective from <insert date as DD/MM/YYYY> to <insert date as DD/MM/YYYY>, both dates inclusive. In case of an extension of service contract, there will be an added grace period of 1 month to the duration of the service period as specified in this contract. The renewed service contract will then be applicable immediately after the grace period.
3. Compensation and Other Benefits:
 - a. Your gross pay will be Indian Rupees <insert in numbers and words> per month and will include the following elements:
 - i. Basic Pay of Indian Rupees <insert in numbers and words>
 - ii. House Rent Allowance (HRA) of Indian Rupees <insert in numbers and words>
 - iii. Travelling Allowance (TA) of Indian Rupees <insert in numbers and words>
 - iv. Special Allowance (SA) of Indian Rupees <insert in numbers and words>
 - b. Monthly deductions from your gross pay will include:
 - i. Organization and Staff contribution to Provident Fund (each at 12% of your Basic Pay)
 - ii. Gratuity (at 8.33% of your Basic Pay)
 - iii. Professional Tax (as applicable)
 - iv. Premium towards Health Insurance benefit (if a staff member enrolls for it)

- c. You will be eligible for a life insurance benefit of up to Indian Rupees 2,50,000 or Indian Rupees Two Lakhs and Fifty Thousand Only, under the Group Gratuity Fund.
- d. You are **strongly encouraged to enroll** for the Health Insurance benefit. Under this:
 - i. Staff members are entitled to a reimbursement of up to 75% of the medical expense if less than INR 1 Lakh Only; and 100% of the medical expense if it is INR 1 Lakh Only or higher.
 - ii. The minimum reimbursement amount is INR 1000 Only, except in cases of chronic illness where claims of less than INR 1000 Only will also be processed.
 - iii. A staff member and her/his dependent spouse and (2) children up to 18 years of age are covered under this scheme.
- e. You will be covered under the Group Personal Accident Insurance Policy wherein you are eligible to claim compensation in case of accident (both while on duty and otherwise) from the insurance company. The premium for the scheme will be paid by the organization. A staff member is eligible to claim up to Indian Rupees 3,00,000 Only in case of a partial or permanent disability. A staff member's nominee can claim Indian Rupees 7,00,000 Only in case of death.
- f. You will be eligible for travel reimbursement over and above your gross pay. The limits will be as defined for your project/role.
- g. You will be **eligible for two separate performance bonuses** (to be paid as lump sums) in the June and December pay cycles, subject to your corresponding performance assessments in March and September, respectively. In this respect, it is important to understand that:
 - i. The performance bonuses are not a right, but an opportunity to earn. In turn, this will be contingent upon your performance, the organisation's performance and the organisation's funds.
 - ii. Your eligibility for the (corresponding) performance bonus payouts is also contingent upon your continuing to being in service (and not serving any notice of separation, voluntary or otherwise) in the months of June and December respectively.
- 3. You are entitled to avail 1 day of casual leave accruing every month, which you can accumulate. The leave accumulated during your training period will be added to your accumulated casual leaves for this calendar year. The casual leaves accumulated till the end of a calendar year cannot be taken forward to the next calendar year.
- 4. You are also entitled to holidays as declared by the organisation for the calendar year, as well as weekly off every Sunday.
- 5. The organization encourages you to take an annual break and use the time to gain new experiences. For this purpose, an exposure visit allowance is provided for Indian Rupees

2500 Only per person in a year (or Indian Rupees 4000 Only per year for a staff member and her/his family).

6. Select roles are eligible for organization provided accommodation. Allotment of accommodation in the residential quarters of the organization cannot be claimed by a staff member as a matter of right. This is allotted to a staff member depending upon the exigencies of work, availability and at the sole discretion of the management. In all such cases where an accommodation has been provided by the organization, a 6% deduction from the monthly basic pay is done for ongoing maintenance of the property and payment of the electricity bill.
7. Taxes: The amount payable by the organization to you towards compensation, will be subject to deduction of taxes as applicable under law. All requirements under Income Tax laws, including tax compliance and filing of tax returns etc. of your personal income, will be fulfilled by you.
8. Termination without Notice: Notwithstanding anything herein, the organization will be entitled to terminate your service without notice and with immediate effect, in the event that you are found to have:
 - a. Engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the organization's functions; or
 - b. Engaged in any other act or omission, inconsistent with your duties; or
 - c. Engaged in any breach of the terms and conditions of your service or the policies of the organisation or lawful orders given to you by the organisation; or
 - d. Been convicted of any criminal offence
 - e. Engaged in unauthorized absence beyond a period of (2) two working days.
10. Termination with Notice: Accion Fraterna may, during the period of the service, terminate the service of a staff member without assigning any reasons but with (30) thirty days' prior written notice or payment of one month's fixed compensation in lieu thereof. In such cases, the organization will provide adequate opportunity to the staff member to put forth her/his case, keeping the Principles of Natural Justice in mind. Indicatively, the following situations may attract termination:
 - a. Sustained period of unsatisfactory performance, as per organisation standards.
 - b. Breach of confidentiality, with respect to information related to the organisation.
 - c. Inappropriate personal conduct during work hours or within the premises of the organisation including (but not limited to) alcoholism, drug abuse, physical and verbal violence.
 - d. Falsification of academic and professional credentials, and other testimonials as stated at the time of appointment.
 - e. Accion Fraterna implements specific time-bound projects funded by Donors, Government, Industry and Agencies. As a result, the service period of its staff members (whether on projects or part of departments) is subject to the availability of funds for implementing such specific projects. It should be clearly understood that the organization has no financial resources of its own and is entirely dependent on restricted grants and donations for specific projects. Therefore, the continuity of

service for any of its staff members is subject to the availability and adequacy of funds as well as project need.

11. You are not entitled to any claims on par with the Permanent staff members of the first party except the compensation and benefits fixed in this service contract.
12. You will abide by the certified rules, regulations and orders in force and framed by the first party from time to time in relation to your service conditions, which will form part of terms and conditions of service.
13. You will execute all the directions and instructions issued by the higher authorities by strict compliance in execution of work.

Signature of the First party

Signature of the Second party

<insert staff member's title and name>s/o or d/o <insert legal guardian's name>, aged <insert age> years, the second party, residing at <insert address>, hereby voluntarily agree and bind myself to all the above terms and conditions mentioned in this service contract. In acknowledgement of this, I, the second party, sign this service contract on this <insert date th/nd/rd> day of <month>, <insert year> in the presence of the undersigned witness at Anantapur. I also confirm my continued compliance with the organisation's policies on Code of Conduct Policy, Conflict of Interest Policy, Non-discrimination Policy, Prevention of Sexual Harassment Policy. I have read these and agree to abide to the Policies in entirety.

Signature of the Witness

Signature of the Second party

Name and Address:

Template for raising a Grievance

For the attention of the HRD Committee/Director/Board of Trustees

1. Name of the staff member raising the grievance:
2. Staff Code:
3. What was the date of the incident for which you are raising a grievance?
4. Who is the grievance against? Specify full name.:
5. Select the category of your grievance:
 - a. Discrimination
 - b. Misconduct
 - c. Sexual Harassment
6. What is your grievance regarding? Be as detailed as possible. Provide facts and clear instances.

Signature of the Staff Member raising the Grievance

Signature of the HRD Committee member/Director/Member of the Board of Trustees