



Human Resource Policy

(2025)

Akanksha Charitable Trust (R.)
1-289, Baipadavu, Kabaka Post
Puttur Taluk -574220
Dakshina Kannada, Karnataka

PREAMBLE

HUMAN RESOURCE POLICY (2025)

Akanksha Charitable Trust (R.)

The Human Resource Policy of Akanksha Charitable Trust (ACT) serves as the foundational document that articulates the organization's approach to its workforce. Built upon the core belief that **Our people are our greatest strength**, this policy is designed to ensure that all human resource practices—from acquisition and development to engagement and separation—are conducted with the highest standards of **transparency, fairness, ethics, and integrity**.

Akanksha Charitable Trust is a mission-driven organization dedicated to empowering rural and adjacent communities through high-quality education, skill-building, and sustainable development initiatives. Achieving this profound Vision to create a future where every individual can thrive is directly dependent on the commitment, professionalism, and holistic well-being of every staff member, consultant, and volunteer.

This policy document, therefore, formally defines the values, principles, and guidelines that govern the relationship between the Trust and its people. It aims to:

- **Foster a culture** of respect, inclusivity, accountability, and professional growth.
- **Align** every member of the staff to the organization's Mission, Vision, and Objectives.
- **Maximize potential** by ensuring equal opportunity, fair assessment, motivation, and good working conditions.
- **Establish clear procedures** for every aspect of the employment life cycle, ensuring compliance with all statutory requirements and best practices.

It is expected that all individuals associated with Akanksha Charitable Trust will familiarize themselves with this Policy and adhere to its principles, thereby contributing to a professional and encouraging work environment that effectively drives lasting social impact.

FORWARDING

December 04, 2025

Dear Staff of ACT,

We are delighted to introduce the consolidated and updated **Human Resource Policy (2025)** for the Akanksha Charitable Trust (ACT).

As an organization committed to grassroots empowerment, quality education, and sustainable social impact across rural and adjacent communities, our success is fundamentally linked to the dedication and expertise of the individuals who implement our programs on the ground. You are the critical link between our vision and its realization.

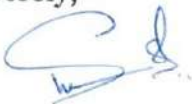
This revised Policy reflects our unwavering commitment to maintaining a workplace that is not only professional and high-performing but also deeply respectful and encouraging. It formalizes practices across all key areas, including:

- Talent Acquisition, ensuring we remain an equal opportunity employer.
- Fair and transparent Compensation and Benefits, including statutory provisions.
- Structured Performance Management, focused on growth and professional development.
- Comprehensive guidelines on Working Hours, Leave, and Employee Engagement.

We urge all staff members—full-time, part-time, consultants, and volunteers—to read this document thoroughly. Understanding these policies is crucial for fostering a collaborative, ethical, and efficient environment. This policy will serve as a definitive guide, helping to clarify expectations, ensure equity, and uphold the high standards of integrity and accountability we demand in service of our mission.

We thank you for your commitment to the Akanksha Charitable Trust and look forward to building empowered communities together.

Sincerely,



Dr. Shreesha Bhat
Managing Trustee
Akanksha Charitable Trust, Puttur



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Introduction:

The Human Resource Policy of Akanksha Charitable Trust is built on the belief that **Our people are our greatest strength**. The policy defines the core values and principles that guide how the organization engages with its employees. Its purpose is to create a professional, respectful, inclusive, and encouraging workplace that aligns with the organization's goals, ensuring transparency, fairness, ethical conduct, and integrity in all HR practices.

Through this document, Akanksha Charitable Trust (ACT) aims to create an understanding of the organizational values and align each member of the staff to these values to best achieve its objectives. It is expected that the HR policies would enable the organization and all staff members to maximize their potential through motivation, transparency, accountability, equal opportunity, fair assessment, good working conditions, high integrity, ethics and discipline.

Mission, Vision & Objective of the Organization

Mission

- To deliver equitable access to quality education, skill-building, and innovative learning opportunities for children of all backgrounds.
- To build pathways for opportunity and social mobility by fostering youth engagement, volunteering, and strategic partnerships with government, corporates, and civil society.

Vision

To foster an inclusive future where every individual has the education, skills, and opportunities to thrive.

Objectives

The trust's core objectives center around delivering quality education and enhancing relevant contemporary skillsets for students of all ages.

Educational Empowerment: Designing and implementing diverse programs, workshops, and resources to support students with special attention to rural regions, equipping them for success in a competitive world.

Social Impact and Collaboration: The trust aims to create a positive social impact by conducting awareness campaigns and workshops on vital social issues and health by forging collaborations with healthcare experts, NGOs, and government entities.

Youth Empowerment: Emphasizing youth development through workshops, internships, and events in partnership with corporate and governmental bodies.

Overall, the trust strives to bridge gaps, empower individuals, and foster positive transformation in rural communities.

Objectives additional to and supportive of the main objectives shall be:

1. To design and implement educational programs that target key subjects and syllabus areas.
2. To provide supplementary resources and guidance to enhance students' academic performance.
3. To organize workshops, seminars, and tutorials focusing on various subjects.
4. To develop curriculum-aligned study materials and resources for easy access.
5. To provide mentorship and tutoring support to students
6. To offer training on vocational skills and entrepreneurship to empower students.
7. To conduct career counseling sessions and workshops on job readiness.
8. To facilitate connections with potential employers and industry experts
9. To identify deserving students based on financial need and academic merit and cover their tuition fees, books, uniforms, and other essential educational expenses.
9. To organize awareness campaigns on critical social issues
10. To provide health education and related workshops, promoting hygiene and preventive care.
11. To collaborate with healthcare professionals to offer medical check-ups and counseling
12. To provide yoga education and training, promoting physical and mental well-being.
13. To arrange teacher training workshops in subjects, teaching methodologies, and technology usage.
14. To support educators in adopting interactive and experiential teaching techniques.
15. To establish partnerships with corporations for funding, mentorship, and skill-building opportunities.
16. To collaborate with other NGOs to leverage resources, knowledge, and expertise.
17. To establish alliances with government bodies and arrange various programs in government institutions such as schools, libraries, panchayats for the benefit of students and the general public.
18. To conduct surveys and gather insights from beneficiaries and stakeholders and to use evaluation results to further refine program design, delivery, and outcomes.
19. To focus primarily on rural areas while extending support to adjacent urban communities.
20. To Address the unique needs and challenges of both rural and urban students.
21. To foster a sense of unity and shared learning among students from diverse backgrounds.
22. To organize skill enhancement workshops, both technical and soft skills.

23. To host national and international seminars to expose youth to diverse perspectives and knowledge.
24. To offer internship opportunities on various projects, enabling practical skill development.
25. To facilitate collaborations with corporates, government bodies, and institutions for real-world experience.
26. To identify educational institutions in need of infrastructure enhancement and help them renovate and upgrade classrooms, laboratories, libraries and other facilities.
27. To provide necessary equipment, technology, and resources for effective teaching and learning.
28. To adopt schools and provide them technical and educational support
29. To create awareness campaigns on waste management and disposal
30. To implement effective waste management systems in urban and rural areas.
31. To promote holistic rural development by prioritizing sports as a key catalyst. Implement targeted programs to raise awareness, engage communities, and enhance overall well-being through sports, sustainable practices, healthcare, and socio-economic initiatives.
32. To promote digital literacy and responsible internet use among students and educators.
33. To introduce programs on emerging technologies like AI, robotics, Internet of Things (IoT), and green technologies, and to establish dedicated labs or centers for hands-on training and innovation in these areas.
34. To establish research cells or incubation centers to nurture student innovation and social entrepreneurship.
35. To support students and youth in patenting, publishing, or scaling innovative ideas, solutions or products.
36. To conduct awareness and preparedness programs on disaster resilience (floods, fire, etc.) in schools and rural communities.
37. To promote climate education and sustainability practices at the grassroots level.
38. To provide inclusive education support for children with disabilities, learning disorders, or from marginalized communities (tribal, linguistic minorities, etc.).
39. To facilitate storytelling, public speaking, and community journalism programs to encourage self-expression and civic engagement among youth.
40. To organize awareness campaigns and sessions on child rights, legal literacy, democratic participation, and civic duties.
41. To establish or support incubation centers, maker spaces, and innovation labs to promote entrepreneurship, creative thinking, and hands-on problem-solving among students and youth.
42. To organize programs on mental health, emotional intelligence, stress management, and psychological support, especially for students and educators.
43. To facilitate the formation, training, and strengthening of Self-Help Groups (SHGs), especially among women, youth, and marginalized communities, and

- to support them in developing micro-enterprises, promoting financial inclusion, entrepreneurship, and linking them with
44. local, regional, and digital marketplaces for sustainable livelihood generation.
 45. To promote financial literacy among students, youth, women, and rural communities by conducting workshops, campaigns, and training programs on topics such as saving, budgeting, digital banking, credit, insurance, and responsible financial decision-making.
 46. To undertake any other lawful activity or initiative that is consistent with the vision and mission of the Trust and supports its objectives, as approved by the Governing Body.”

Employment Categories

Full time employee (also known as ‘employee’)

- A. Definition: A person who is employed on a permanent basis against requirements of the organisation, is considered as a permanent employee, or staff who are conferred permanent status on successful completion of probation status.
 - a. **Terms and Conditions:**
 - As per the terms and conditions contained in the appointment letter issued by the Competent Authority of the organization.
 - The appointee shall comply with all policies as per the declarations signed.
 - b. **Benefits:**
 - They are eligible for leave and all benefits as detailed in the appointment letter.
 - c. **Procedure:**
 - As per the terms and conditions contained in the appointment letter issued by the Competent Authority of the organization.
 - The appointee shall comply with all policies as per the declarations signed.

Part time Employee

- a. **Definition:** The person is considered as an ‘Employee on part time basis or simply ‘Part-time Employee’ where there is no requirement of a full-time staff.
- b. **Terms and Conditions:**
 - As per the terms and conditions contained in the appointment letter issued by the Competent Authority of the organization.
 - The appointee shall comply with all policies as per the declarations signed.
 - Remuneration is agreed mutually, based on type and nature of job, hours of work, date by which assignment to be completed.
 - Appropriate notice period is agreed to on either side for closure / termination of the employment.
- c. **Benefits:**
 - They are entitled to travel benefits as per the travel policy if travelling on work related to the assigned projects.
- d. **Procedure:**
 - Specific individual agreement in all aspects shall be ensured.
 - Attendance Register in the specified format shall be maintained.

Consultants

- a. **Definition:** A person who is a Subject Matter Expert and provides expertise on technical, functional and business areas during development or implementation.
- b.
- c. **Terms and Conditions:**
 - As per the terms and conditions contained in the appointment letter issued by the Competent Authority of the organization.
 - The appointee shall comply with all policies as per the declarations signed.
 - Consultant fee is agreed mutually, based on type and nature of job, hours of work, date by which assignment to be completed.
 - A consultant is engaged for up to a period of one year, and this period can be extended by the renewal of the contract
- d. **Benefits:**
 - A consultant working 4 or more days a week is entitled to leave and travel benefits as per the travel policy.
 - Consultants working less than 4 days a week, are entitled to travel benefits as per the travel policy if travelling on work related to the assigned projects.
- e. **Procedure:**
 - Specific individual agreement completed in all aspects shall be ensured.
 - Attendance Register in the specified format shall be maintained.

Interns and Apprentices

- a. **Definition:** Interns and apprentices work for a specified period of time as stated in his/her Internship Offer Letter, usually as part of their educational curriculum or out of self-interest.
- b. **Terms and Conditions:**
 - As per the terms and conditions contained in the internship offer letter issued by the Competent Authority of the organization.
 - The appointee shall comply with all policies as per the declarations signed.
 - They can be engaged on either stipendiary / non-stipendiary basis.
- c. **Benefits:**

They are entitled to travel benefits as per the travel policy if travelling on work related to the assigned projects.
- d. **Procedure:**
 - Specific individual agreement completed in all aspects shall be ensured.
 - Attendance Register in the specified format shall be maintained.

Volunteers

- a. **Definition:** a volunteer is a person who freely offers their services and can be part of a project/ assignment.
- b. **Terms and Conditions:**

They are engaged on a non-stipendiary basis.
- c. **Benefits:**

They are not entitled to any organisational benefits, other than travel related expenses/ reimbursements according to organization policy.
- d. **Procedure:**



Volunteers will follow the norms of volunteer engagement laid down by the organization.

Employment Age

- The age of all appointed employees shall not be less than 18 years and not more than 60 years.
- Applicants who are 60 years and older can only be appointed on contract or consulting basis, post approval by the approving authority.

Talent Acquisition, Appointment, and induction

The HR department aims to source and hire suitable candidates to fill vacancies to fulfil the organisation's objectives (as is mentioned in the annual/ approved budgets for the function). This could be through internal job postings or through external channels. Once a position is vacant or gets created a requisition by the appropriate manager, with due approval by the approving authority, will be raised to initiate the recruitment process.

ACT is an equal opportunity employer and all talent acquisition will follow this philosophy. ACT does not discriminate against aspects like gender, age, ethnicity, religion and disability. ACT wants all employees to treat each other with respect and professionalism. In practice, this means that ACT will hire and promote people based on skills, experience or potential and try to eliminate bias in every process, and accommodate people with disabilities.

Objective

This policy aims to promote and maintain high standards of professional recruitment practice by adhering to best practices. Throughout this process, we aim to keep candidates informed, communicate well with each other and give everyone an equal opportunity to work with us.

Recruitment and Selection Procedure

- a. The vacancy will be assessed and approved by the reporting manager and approving authority by taking into account the budget, salary, grade and peer group of the vacant position.
- b. Applications are invited, through internal and external references and advertisements. We encourage employees to refer someone who they think would be a good fit for a position at ACT.
- c. Responses received will be assessed, compiled and a shortlist created in consultation with the hiring managers and short-listed candidates are invited for the interview.
- d. The interview panel will comprise of the line manager and HR department to assess for competency and culture fit into the organisation.

Internal Recruitment Procedure

- a. An internal job posting disclosing the required experience, qualifications for the vacant position will be shared with employees. Internal candidates should reach out

to the HR function expressing their interest to apply, keeping their reporting manager informed and will be shortlisted based on eligibility and feedback from the reporting manager.

- b. Eligibility: The employee should have served for minimum 2 years in the existing position.
- c. The employees can apply for a lateral position which is not more than one level above.

Appointment

- All staff will be appointed post approval of the hiring manager and the approving authority.
- Appointment may be for either indefinite or fixed terms. If and when a fixed term contract is renewed, it can, by mutual consent, be for either an indefinite or a fixed term.

Letters of Offer

- Before issuing the Appointment Letter, an Offer Letter will be sent to the shortlisted candidate. The candidate has to acknowledge and accept the offer letter before the date of joining.
- If the candidate fails to join ACT on the stipulated date, ACT - may withdraw the offer

Letters of Appointment

- A letter of appointment will be signed by the Managing Trustee.
- The letter of appointment shall include remuneration details, other terms and conditions of service.
- The incumbent shall acknowledge and accept the appointment letter, returning a copy of duly signed acknowledgement letter and joining report for HR records.

Job Description:

On joining, the candidate will be provided with the job description. This will specify the scope and terms of reference for their position.

Probation & Confirmation:

Each appointment is subject to a 6 months probationary period, from the joining date. During that time, one week's notice of termination may be given on either side. The probation confirmation will be shared in writing, after the review period. The probation period can be extended by a maximum of 2 months if required.

Duration of employment

Unless otherwise stated, employment for all staff shall be on permanent basis subject to satisfactory completion of the probation period.

Notice Period:

Once an appointment is confirmed, and in case of exit, there will be a notice period applicable based as follows:

- Interns – 2 weeks
- Consultants - 1 month
- Part time employees – 1 month
- Full time employees- 2 month

Induction

The HR department shall follow up with the employee and ensure timely onboarding.

- During onboarding, the HR Manager shall ensure the documents as per the checklist are collected and the appointment letter along with JD is handed over to the employee.
- Appropriate Induction should be conducted to ensure the employee is briefed about his/her role and responsibility, along with the organisation's Vision, Mission and Objectives in the development sector.

- A. All new joining employees/consultants/interns will have a three-day induction to orient on various aspects of the organization's work.
- B. Respective line manager to ensure smooth induction of new employee
- C. Induction checklist to be used for inducting new staff member
- D. New staff induction is done in the following sequence:
 - a. Admin cum HR induction
 - i. Pre-joining formalities like sending offer letter, receiving acceptance, confirming joining date with acknowledgement and joining letter etc.,
 - ii. Welcoming, completing joining formalities, introducing to existing staff, briefing on benefits, HR rules, sharing of all related policies etc.,
 - b. Introducing with Senior Management and Board
 - i. Meeting with Managing Trustee and other Trustees (Non-Mandatory/As per requirement of the role)
 - ii. Introduction to the program and department
 - iii. Briefing about the program by Line Manager
 - iv. Orientation Plan for 3 days (including 2-day non mandatory field visit, will be allowed if required for specified role)

Compensation & Benefits

All employees at Akanksha Charitable Trust have standard components as part of the Gross Salary:

1. Basic
2. House Rent Allowance (HRA)
3. Special Allowance

Payroll will be processed within 5 days of month completion.

Provident fund

Once the organization employee strength reaches 20 or more then as per EPF & MP Act, 1952, all employees shall join the Provident Fund (PF) Scheme. 12% of the basic pay shall be deducted towards PF and an equivalent amount contributed by the Company shall be credited to employees PF account with the Office of the Regional Commissioner, EPFO Regional Office, Mangalore

Every employee to whom the Provident Fund and Employee's Pension Scheme Act is applicable on joining the organization, shall furnish his/her details and particulars in the prescribed declaration form. An employee is also required to make a nomination of a person(s) conferring the right to receive the amount that may stand to his/her credit in the event of his/her two months of unemployment, Retirement (age 60) or Death. Partial withdrawals from PF for specific needs like House Construction/Loan/Renovation payment, Medical Treatment, Marriages.

Gratuity scheme

Once the organization employee strength crosses 10 numbers, then as per Payment of Gratuity Act, 1972, all the employees are covered under the gratuity scheme from the date of joining. All those employees who complete 5 years of continuous service are able to avail the benefit of Gratuity. The member will not be entitled to any benefits of gratuity if he leaves the service before completing 5 years of service.

Statutory deductions

All statutory deductions towards Provident Fund, Professional Tax, Income Tax, ESIC etc shall be deducted from the payments made to the employees in accordance with the Rules and Regulations of the Government as applicable from time to time.

Travel & subsistence allowances

Allowance for Travel & related expenses are defined in the Finance; Accounts & Administration Manual and all reimbursements will be paid on the basis that.

Termination and Superannuation:

- Offer letters specifying contract periods will terminate automatically unless renewed in advance
- All contracts and regular employment letter will have a one-month notice period and two months notice period for full time employees
- The Employer may terminate this Contract immediately and without notice or payment in lieu of notice if the Employee is found to have committed an act of serious misconduct or willful breach of the terms of this Contract. Examples of serious misconduct include (but are not limited to) theft, fraud, insubordination, or gross negligence.
- Either Party may terminate this Contract **without cause** by providing the other Party with written notice equivalent to the **Notice Period** specified in this Contract.
- The Employer reserves the right, at its sole discretion, to waive the requirement for the Employee to serve the Notice Period and instead provide a lump sum

Payment in Lieu of Notice (PILON) equivalent to the salary and benefits the Employee would have received during the statutory or contractual notice period

- Superannuation is automatic when employee reaches 60 years of age

Exit Interview System:

- Akanksha Charitable Trust believes in obtaining feedback to improve its systems. Exiting employees are a major source of information. Hence, Akanksha Charitable Trust values the exit interview system and follows it religiously
- When an employee serves notice to the organization, Line Manager immediately informs HR
- Structured Interview is conducted either in person or over any online meeting platforms
- All Exit interviews are confidential in nature and responses are used only as feedback
- Employee to fill exit check list and hand over to HR for final clearance

Training & Development

Objective

Employees need to continuously replenish their knowledge and acquire new skills to keep up with the changing needs of the environment. The learning opportunity provided will benefit both the employee and ACT as by being confident, improving efficiency and productivity, new pathways will be formed for personal development and growth.

ACT has certain provisions regarding individual training programs. All employees that have worked for the organisation for more than four months are eligible to participate in external training programmes. A budget will be set aside for each function/programme at the beginning of a year, which will be reviewed annually.

Scope and Applicability

This policy applies to all permanent, full-time or part-time, employees of the organization. Employees with temporary/short-term contracts, consultants, interns and volunteers may attend trainings at their manager's discretion.

Employees, managers and HR department will collaborate to build a Continuous Professional Development (CPD) culture. It's an employee's responsibility to seek new learning opportunities. It's a manager's responsibility to coach their teams and identify employee development needs. It is the HR department's responsibility to facilitate staff development activities and processes.

General Guidelines

All eligible employees are covered under the purview of this handbook without discrimination. Managers should evaluate the success of training efforts. They should

keep records for reference and better improvement opportunities. All employee development efforts should respect cost and time limitations, as well as individual and business needs. Employees should try to make the most out of their trainings by learning and finding ways to apply the knowledge acquired to their work. Employees are encouraged to use their allocated training budget and time.

HR department's responsibilities include:

- a. Assessing training needs
- b. Maintaining budgets and training schedules
- c. Assisting with learning and development activities and strategies
- d. Promoting corporate training programs and employee development plans
- e. Calculating learning and development KPIs whenever possible and decide on improvements

Performance Management

Objective

The objective of this policy is to provide guidelines to managers and employees alike on the performance management process.

The policy helps to evaluate the performance of an employee in terms of contribution made to the development of the function or organization, against the goals set and achieved, feedback and overall assessment in terms of value addition, leadership qualities, attributes, client relationships, peer-to-peer interactions, compliances, accountability, responsibility, thought process, team or vendor management.

- Enable the organization and the employee to review and take stock of successes and areas of improvement.
- Constructively assist the employees themselves and the supervisor to work towards training and professional development.
- Provide an opportunity to the supervisor to communicate to the employee in case of non-delivery of targets and therefore, if possible, give an opportunity for improvement.

Scope and Applicability

The Performance Management process is applicable to all full time and part-time employees.

Policy/Process

a. Performance Review Schedule

Performance reviews are conducted semi-annually on dates announced by the HR department. Each line manager is responsible for the timely and equitable feedback of the performance against the self-appraisal form submitted by the employee.

b. Performance Ratings:

At the end of each employee's performance appraisal, the manager is required to evaluate the performance with the prescribed ratings given below

Score	Rating
1	Poor / Needs Significant Improvement
2	Average/ Needs Improvement
3	Good / Meets Expectations
4	Very Good / Exceeds
5	Outstanding

c. Salary Increase

A performance appraisal does not always result in a salary increase. The salary increase will depend on the availability of funds and the ratings given.

d. Processes

The following process will be followed:

HR will publish the annual performance appraisal schedule and circulate the appraisal formats to the heads of departments with clear timelines for completion.

Below are the dates for the review/ appraisal process

- June: Goal setting
- April-May: Performance appraisal
- November: Mid-year feedback

Employees who joined the organization on or before 1st November will be eligible for the performance appraisal for the upcoming cycle.

The HR department will ensure that training and briefing is provided to all staff and reporting managers to ensure they understand the Performance Management System.

The completed evaluations will be submitted to the HR department by the stipulated time frame. The focus will be on a 360-degree feedback, review, achievements, challenges and identification of areas of strength and a training plan agreed for areas of development. The appraisal rating will be disclosed to the employee. Managers may not discuss any proposed action with the employee until all written approvals are obtained.

HR will review all salary increases/adjustments to ensure compliance with company policy. HR will collate all information for comparison and review.

Normalization of employee ratings shared by the reporting manager will be done by Heads of Department, HR Head and Managing Trustee to finalize ratings and arrive at Promotions, Special Awards and any other recognition or fitments that need to be done. The HR department will intimate salary change post approval process. A copy of the increment / promotion letter will be retained in the employee's personnel file.

Special Circumstance and Exception

The HR Head / Managing Trustee has the authority to change, modify or approve exceptions to this policy at any time with or without notice.

Promotion:

Promotion is granted on the basis of:

- Consistency of performance across a minimum of 2 ratings, job proficiency as determined by qualifications and experience, skills and competencies required for the position and role.
- There should be a clear role differentiation and availability of position to be promoted into.
- Promotions shall be solely at the discretion of the Management.
- Promotion for Sr. Manager and above needs the approval of the Board.

Employee Engagement

Organizations have more success with engagement and improve performance when they treat employees as stakeholders of their own future and the organization's future. This means focusing on concrete performance management activities, such as clarifying work expectations, getting people what they need to do their work, providing development and promoting positive coworker relationships.

Approaching engagement as a strategy yields clear and better results. Simply put, engaged employees produce better outcomes than other employees do. ACT will conduct a survey every alternate year to understand employee engagement and thus identify areas of strengths and opportunities, and create an action plan to improve on opportunity areas.

The reporting manager and the HR manager will carry out a mid-point review of the action plan to evaluate the efforts being made to improve the team's engagement and course correct if need be.

Recording attendance

It is expected that staff will be present during scheduled working hours. If an employee faces an emergency that prevents him/her from coming to work, he/she should contact their manager as soon as possible. Unreported absences up to 3 instances will be excused in cases of serious accidents, acute medical emergencies. On resuming duty, the employee must regularize their leave on the portal.

Working Hours

- a. The workweek comprises a minimum of 48 hours, starting from Monday to ending Saturday of each week (Except 1st Saturday of each month) for all the departments.
- b. 1st Saturday of the month will be holiday
- c. The official working hours are from 9.00 am to 5.00 pm with 45 Minutes of Lunch break.
- d. Late arrivals, no later than 10.00 a.m., are permitted thrice in a month.
- e. For every two subsequent late arrivals one half day would be marked.
- f. Flexi Hours will be allowed for field work staff.
- g. All arrivals after 10.00 a.m. would be marked half day.

- h. All arrival after 1.00 p.m. would be marked as leave.
- i. It is expected that staff members shall comply with the exigencies of work requirements. No overtime payment shall be applicable to such occasional additional working hours.
- j. The offices would maintain an attendance register where the entry time and exit time will be mentioned by the staff while putting the signature. If any of the staff are at field work/WFH benefit higher manager or authority are authorized to mark the attendance in absence of staff

Recording Attendance

- a. The staff shall regularly record attendance as prescribed by ACT and observe punctuality in attending duty. Late coming and early leaving without prior permission of the reporting manager shall be treated as absent from work. Staff proceeding on duty outside the office, shall inform the reporting manager and seek approval.
- b. Repeated instances are likely to warrant disciplinary action.

Leave Policy

The primary objective of introducing leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work without any hindrance to the requirements of the workplace. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

Eligibility

All full-time employees of the organization are covered in the leave policy. The eligibility is as per the category of the employee.

Employees who are on probation will be eligible for one Casual leave per month, if not availed will be carry forwarded for the next month. Any weekly offs or declared holidays or national holidays which fall in between any leaves applied by an employee will not be considered as leave days.

Other conditions

It is the responsibility of the employee to get managerial approval before they go on planned leave. Leave availed in an emergency and only under unavoidable circumstances must be regularized in the system within 7 days of resuming duty, which otherwise will result in loss of pay. In the event an employee leaves the organization or becomes ineligible for leaves - leaves availed during notice period and/or overdrawn in excess of eligibility, will result in loss of pay (LOP).

Leave Period

The leave year begins from 1st of January to 31st of December each year. Leave will be credited to individual employees leave account in advance at the beginning of the year

and employees can avail of leaves in advance during the year. Employees who have joined during the year will be eligible for prorated leave from the date of confirmation of employment. In case the employee separates from the organization voluntarily or involuntarily, the recovery in lieu of leaves will be carried out on a pro-rated basis up to the date of exit.

Types of Annual Leaves

- **Casual Leave:** 12 days per annum. (A maximum of 2 consecutive days may be availed per instance.)
- **Earned Leave (EL):** 12 days per annum, accruing at a rate of 1 day per completed month of service. The maximum accumulation limit is 30 days.

Annual Leave (AL)

Employees are eligible for 24 days of AL per calendar year. However, employees can avail leave during the year in advance when credited to their respective accounts. Any unavailed AL during the year will be carried forward to the maximum of 10 days to the next year in addition to the next year's quota.

Approval of leaves is at the discretion of the Manager in line with the ground reality of any important assignments or client commitment that cannot be compromised.

Procedure to avail EL

Employees are required to obtain approval of their leave 2 weeks in advance. Post approval, the EL should be appropriately applied by request letter.

Maternity Leave (ML)

- a. As per the Maternity Benefit Act, 1961, once the employee strength of the organization reaches 10 or more, all eligible women employees who have worked for at least 80 days in the 12 months preceding the expected date of delivery shall be entitled to maternity leave of up to twenty-six (26) weeks with full pay for up to two surviving children.
- b. Maternity leave can be taken along with AL, the approval of which needs to be taken from the manager 2 weeks before the AL start date. The maximum leave under this clause is limited to one month in addition to the leaves (ML+AL) specified under this Policy.

Procedure to avail ML

The employee is required to obtain the manager's approval at least 2 weeks before going on planned maternity leave. The same needs to be applied on the portal/requested by letter before proceeding on leave.

Miscarriage Leave

If the employee undergoes miscarriage, she can avail leave up to 6 weeks provided the request is supported by a certificate from a registered medical practitioner and relevant medical records.

Procedure to avail Miscarriage leave

Employees are urged to keep their managers informed of the leave at the earliest. This needs to be regularized through the portal within 7 days of resuming work by the employee.

Compensatory off (CO)

All employees are eligible for a half a day leave which will be credited to the leave balance for those who have worked for more than 4 continuous hours of work on a holiday/weekly off. CO cannot be combined with any other leave. CO can be accumulated and must be taken within 60 days.

Procedure to avail Compensatory Off

Employees are required to take their manager's approval for availing the CO. This should be appropriately applied through the portal/requested through mail or letter before proceeding for leave.

Bereavement Leave (BL)

In case of the unfortunate demise of an immediate member of the family (parents, parents in-laws, spouse, children and siblings) employees (full time, part time, consultants, interns, apprentices) are eligible to take 7 working days as BL. This leave can be clubbed with the AL, if need be.

Procedure to avail BL

Employees must inform their managers at the earliest. BL should be appropriately applied through the portal within 7 days of resuming duty and or have the record of the approval maintained on the official email, in case they do not have access to the ESS portal.

Official Holidays

Apart from the weekly holidays and leaves, there will be 12 declared holidays and 2 Flexi holidays per year. The list of such holidays will be decided by the Management and published before the commencement of each calendar year i.e. by the end of December. The list of declared holidays may vary from state to state where offices are present.

Health and Safety Measure:

- Health and safety of staff / employee at workplace or while on official travel is important
- While travelling on personal vehicle wearing of helmet or usage of seat belt is strictly advised to all employees
- Late Night arrival or departure is discouraged specially for women employees as it increases security risk. Whenever they need to make a travel, they are advised to plan their travel in such a way that late night arrival and departure (both) are omitted or minimized to maximum extent
- Line Manager should know the travel details and employee should have an emergency contact number
- When trainings or events are conducted, ACT will ensure hygienic accommodation with secured place
- First Aid kit is made available at office
- All staff members undergo an orientation on usage of equipment to prevent electric shock, improper usage etc.,

- All employees would be provided with well-ventilated workplace, proper seating arrangement, rest rooms and drinking water
- Smoking, Alcohol consumption and usage of drug is strictly prohibited at office premises and at training / event venues

Guidelines on Use of Organization's Facilities:

- ACT provides its employees / consultants facilities for official use
- All equipment and facilities available are to be used strictly for official purpose only
- Staff member / consultant / is responsible for Laptop / Desktop and any item if issued to them. Any loss/damage to the equipment/item is the responsibility of individual
- Internet facility is provided at office. This must be used only for official work
- Shared equipment like Printer and Scanner are to be used by all staff members and everyone should own the responsibility of keeping it in good condition
- Use of stationary like print outs, pens, notebooks etc., are to be used judiciously
- For internet and communication purposes outside the office, Organization provides a fixed amount per month. Staff / consultant to make their own arrangements for the same
- Pantry facilities are provided for all staff/consultants. All **appliances and assets** (such as the water filter, microwave oven, fridge, etc.) are to be used carefully without damaging the assets.

General Administration

- The office will operate from Akanksha Charitable Trust (R.), Baipadavu, Kabaka Post, Puttur Taluk-574220, Dakshina Kannada, Karnataka., the registered office or Akanksha Charitable Trust (R.), Krishna Chetana Block, Vivekananda College Engineering and Technology Campus, Nehru Nagara, Puttur - 574203, Dakshina Kannada, Karnataka the Branch Office. of the Trust and whenever needed its personals are also expected to operate from other locations which will be agreed with the organisation.
- Wherever an organisation permits its personnel to work either from home or from distant locations, such things are considered as working places. No special claims for travel from home to the local locations or working lunch expenses are entitled
- Quarterly Board/Trustees meeting will be held to review the organization's progress and to seek approvals for any resolution to be passed.

HR Policy approved by the Governing Board on 04-12-2025.



Managing Trustee
Akanksha Charitable Trust (R.)
Puttur, Baipadavu, Kabaka
Dakshina Kannada - 574220

