

HUMAN RESOURCE MANUAL



Jharkhand

Maharashtra

Madhya Pradesh

Bihar

Chhattisgarh

Odisha

Uttar Pradesh

Jammu & Kashmir

West Bengal



SOCIAL ACTION FOR RURAL DEVELOPMENT

.....Illuminating Rural India



About Us!

Social Action for Rural Development (“SARDA”) is a multi-dimensional Non-Government Organization registered under Societies Registration Act, XXI of 1860 as well as under the Foreign Contribution Regulation Act of 1976. The organization, working significantly since 18 Years, is professionally managed and has under gone different phase from field implementation to planning simultaneously, sharing own experience with other like-minded organizations as well different line departments. The organization is expertise in the field of Agriculture, Forest Development/Community-based NRM/ Tribal Development, Livelihood Promotional Activities, Rural Livelihood Promotion and Micro credit, Environment and Sanitation, Women Empowerment and other development programs. SARDA have been established as specialized and professional NGO capable in implementing & managing the anti-poverty programs of Ministry of Rural Development (MoRD) and also to relate effectively these to the overall effort of poverty eradication.

SARDA aims at covering the whole of India with the developmental works targeted to enhance the living of the poorer sections of the Indian Society and contribute with 100% zeal and enthusiasm towards the process of development of rural India and to help make India a better place to live.

Presently, we are working in 8 states as mentioned with direct interventions of different programs:

24 Districts of Jharkhand

07 Districts (Patna, Nawada, Jamui, Nalanda, Gaya, Sheikhpura & Aurangabad) of Bihar.

11 Districts (Gondia, Bhandara, Gadchiroli, Jalgaon, Chandrapur, Nagpur, Dhule, Amravati, Parbhani, Yawatmal, and Nandurbar) of Maharashtra.

05 Districts (Gwalior, Balaghat, Chindwara, Mandla, and Seoni) of Madhya Pradesh.

27 Districts of Chhattisgarh

06 Districts (Sundargarh, Angul, Bhubaneshwar, Jagatsinghpur, Kendrapada, and Jharsuguda) of Odisha

02 Districts (Mirzapur and Ghazipur) of Uttar Pradesh

02 Districts (Kathua & Reasi) of Jammu & Kashmir

03 District (Vardaman, Asansol, and South 26 Parganas) of West Bengal



HUMAN RESOURCE PHILOSOPHY

In consonance with the vision of transforming SARDA into an organized Institution, we recognize our employees as our biggest asset. We are committed to create an environment that attracts, develops and rewards highly effective people. Our goal is to be recognized as one of the best organizations to work for. We strive to assist and facilitate transparency and for that it is imperative to institutionalize processes across all functions and hierarchies which are accessible to all. We expect all our employees to abide by the general rules of the organization and the terms and conditions mentioned herein in this Human Resource Manual (“**Manual**”).

The issuance of Manual is an attempt to bring transparency in all aspects that touches our daily life at our workplace and thus helps us synchronize what is expected of us with what we expect of the system.

This Manual provides all information and guidelines and the information contained herein is to be considered contractual promises. **You are advised and requested to go through this Manual carefully and sign an acknowledgment for its acceptance.**

The policies laid down in the Manual are effective from your date of joining SARDA and supersedes all previous instructions. The management of SARDA reserves the right to modify the provisions of this manual as and when required.

We look forward to us working together as part of the team that continuously improves on its position as the leader in the sector.

The objective of the Manual is to provide support its employees through:

- Continuity and consistency of service.
- Better communication, internal & external, in SARDA.
- Enhancing orientation & focus.
- Mentoring reference.
- Improvement of in-house services on time.
- Promote teamwork amongst employees.
- Strive for continuous improvement in upgrading the competencies of employees through focused initiatives.
- Focus on defined values and principles.
- Facilitate people towards a multi-skilled and multi-tasking approach.

The attempt to put together this Manual is part of this initiative keeping in perspective the size that we have grown to. We, today, have around 200 employees spread across the country and it is important that we are all in tandem and on a same page.

The privileges and amenities mentioned in this Manual are the current set and obviously shall undergo changes as we progress in our journey. Any Amendment made in the Manual maybe communicated to all from time to time.



OBJECTIVE and VISION OF OUR MANUAL

1) Managerial Ethics

Our Business ethics are based on Integrity and Commitment towards achieving organizational goals. Our code of Ethics is enshrined in the values of good Humanity and Governance.

2) Leadership

Will encourage & foster Leadership with a Vision to focus on leveraging Opportunities and meeting Challenges.

3) Satisfaction

We are committed to benchmarking our success with the satisfaction of sponsors/Funding Agencies by attaining, delivering, and maintaining the highest standards of Quality & Cost-effective Services and Products.

4) Employee engagement

- ✓ Ensuring fair recruitment, enhanced performance, promotions, and improved quality of life for employees and their family members.
- ✓ Ensuring care for each other, transparency & trust with focus on institutionalizing the collective initiatives of all.
- ✓ Ensuring job rotation, job enrichment, training and re-training, career & succession planning, across the hierarchy.
- ✓ Enabling each employee to develop to his or her full potential with a shared sense of direction with a well-defined accountability and responsibility.
- ✓ Enabling each employee to evolve into self-starter team leader and meet the fast changing business environment and maintain a competitive edge.

5) Communication

Our focus is to facilitate free flow of communication with trust on people and policy and evolve a participative work environment.

6) Passion for Excellence

We strive for excellence with passion in all of our businesses and with a focused approach.



7) Concern for Environment

We are committed to preserve & protect our ecological environment and our heritage. We will do this by adopting an environment friendly attitude and promoting practices that enhance our esteem.

Our HR Strategy is encompassed by: **R E S P E C T**

Reliability - You can Count on us

Excellence- Is our Standard

Service– Sponsor Agency is First. Exceed meeting their needs

People- Serve beneficiaries people with fairness and firmness

Empowerment- Enabling each to attain his / her Potential.

Caring- Care for all as we wish to be cared for

Teamwork- Foster a spirit of Teamwork



SARDA



CLEAR DISTINCTION SHALL EXIST BETWEEN EACH LEVEL OF THE ORGANIZATION AND LIKEWISE ROLE CLARITY SHALL BE DISTINCTLY MANIFESTED FOR EACH LEVEL.

Level-1

MANAGING DIRECTOR CUM SECRETARY

Implementation Wing

Administrative Wing

Level-2	EXECUTIVE DIRECTORS	HR & ADMIN HEAD
Level-3	STATE HEAD	SENIOR MANAGERS Class II
Level-4	DISTRICT PROGRAMME MANAGERS	SENIOR MANAGERS Class I
Level-5	PROJECT CO-ORDINATORS	JUNIOR MANAGERS

GRADE 6 STAFF i.e. peons, gardeners, officer boys et

SARDA



1. RECRUITMENT

The Recruitment Policy and process at SARDA Group aims at enriching its talent pool by acquiring skills and functional expertise that strengthen its goal to become a Leader in its chosen verticals on the pivots of a set of committed, motivated and empowered employees.

OBJECTIVE

The objective of the Recruitment Policy is to source the best talent from internal and external resources to achieve the objectives and goals of the SARDA GROUP.

SCOPE

- New vacancy
- Replacement
- Demobilization / transfer

RESPONSIBILITY

- Requirement identification –Project Head
- Demobilization /Transfer plan –Project Head
- New vacancy approval – Managing Director
- Other Activities in the process –HR Head

2. EMPLOYEE REFERRAL PROGRAM

- To make recruitment cost-effective.
- To encourage employee involvement in sourcing potential candidate(s).
- To recognize employee efforts.

KEY POLICY-CLAUSE

- a) Employees on permanent roll and on direct contract are eligible to participate in the program.
- b) Prospective employee who has been offered employment with SARDA and are yet to join will also be eligible.
- c) No obligation on Management to recruit all referred candidates.
- d) The policy is not valid for Trainee recruitment.
- e) On selection, Managing Director shall mark the resume as “Referred by”
- f) The Referring Employee shall be given a Certificate in recognition of his /her participation in building the team.



3. REGULARIZATION OF TRAINEES

RESPONSIBILITY

Extension of training period – Concerned REPORTING MANAGER

Regularization – Managing Director sum Secretary

KEY POLICY-CLAUSE

- a) All Regular Trainees shall be engaged on an Introduction Training for three days at respective work place.
- b) All Regular Trainees shall be engaged on a Probation Period of 3 Months.
- c) Trainees will be provided with a *Training Dairy* wherein they shall maintain an Activity Schedule and Tasks done on daily basis.
- d) The Reporting Officer shall review the *Training Dairy* and submit a monthly report to Managing Director by 10th of every month.
- e) It is mandatory for trainees to maintain the *Training Dairy* and keep it up-to-date.

5. MEDICAL EXAMINATION

To ensure the medical fitness of the New Entrants.

- ✓ All appointments in the organization shall be subject to being found medically fit.
- ✓ A new entrant may obtain a Medical Fitness Certificate from a Certified Medical Centre before coming to join SARDA Group.



6. JOINING FORMALITIES

- a) No Candidate shall be entertained for joining without presenting authentic Offer Letter
- b) Following authentic documents shall be verified:
 - i. *Appointment Letter*
 - ii. *Copy of Interview Evaluation Sheet*
 - iii. *Resume with 2 Photographs*
 - iv. *Employment Application Form*
 - v. *Compensation Package*
 - vi. *Medical Report*
 - vii. *Driving License*
 - viii. *All other documents as mentioned in letter of intent*
- c) Verification shall be carried out of all documents.
- d) Any non-conforming issues shall be communicated immediately to the HR Head/Managing Director as the case may be.
- e) Relieving Letter from previous employer shall be submitted by the new entrant.

7. REFERENCE CHECKS

To validate the information provided by the New Entrant or the prospective candidate(s) in the process of recruitment.

- Reference Check through appropriate authority like last employers (at least two), etc.
- Professional Reference(s) shall be requested in the *Employment Application Form*.
- Professional Reference(s) shall be networked via telephone etc.
- No one shall disclose or share the information and feedback extracted from the previous employer and professional references to the New Entrant.
- Reference Check shall be processed only on the prescribed format.



8. INTRODUCTION

To familiarize the New Entrant with SARDA GROUP's Operational processes, System & Practices and other crucial aspects.

- a) Introduction Program shall be organized every month.
- b) It shall be mandatory for New Entrants to attend Introduction Program.
 - Introduction Inputs provided to the New Entrant shall be:
 - About the SARDA GROUP (SARDA GROUP Profile)
 - Vision and Mission & Values
 - Achievements & history of the SARDA GROUP
 - Organization structure and introduction with Key role Executives
 - HR and other related Policies
 - Understand the Challenges that face the Organization
 - New Initiatives
 - Organizational Culture
 - Roles & Responsibility
 - Telephone Directory
- c) The Inputs during Introduction shall be provided through classroom presentations, discussions and sharing of experiences that shall be followed by visit to sites & interface with cross functional team members.

9. PROBATION PERIOD & EMPLOYEE CONFIRMATION

To encourage and facilitate the performance of the New Entrant or Trainee.

- ✓ New Entrants appointed against regular positions shall be kept on Probation for a minimum period of 6 MONTHS. During the probation period, the employee shall not be entitled for any leave.
- ✓ Performance of Employees on Probation shall be assessed only using the prescribed Probation evaluation format.
- ✓ *Probation Evaluation Form* shall be sent to the Managing Director 15 DAYS BEFORE the due date of confirmation.
- ✓ Evaluation form shall be sent back with necessary remarks to HR Unit 7 DAYSBEFORE the due date of confirmation.
- ✓ Concerned REPORTING OFFICER shall keep a track on the performance of the concerned probationer periodically.
- ✓ Extension of the Probation Period at the time of final assessment is not allowed without valid reason.
- ✓ Probationers shall be confirmed subject to all round performance of the probationer being adjudged satisfactory by respective REPORTING MANAGER.



- ✓ As deemed fit, the Probation Period shall be extended for THREE MONTHS at a time and not more than TWO TIMES.
- ✓ In case probationer is not confirmed even after the second extension of probation period, shall be issued a written communication on removal from the services.
- ✓ A reasonable time, maximum of SEVEN DAYS shall be allowed in regard to removal.

10. TRANSFERS

Request of Transfer	– HR Head (Via Reporting Officer)
Approval of Transfer	– Managing Director.
Other related Activities	– HR Head /Managing Director.

TRANSFERS BETWEEN DEPARTMENTS OR FUNCTIONS

- a) Transfers between different Departments and/or Functions in the same office/ project sites shall be covered under this head.
- b) No Transfer shall take place without prior mutual agreement between the concerned Reporting Heads of Departments and/or Function(s) with intimation to the concerned employee well in time.
- c) All Transfers shall be made strictly using the prescribed *Transfer Requisition Letter* via Application.
- d) Transfer from one site to another site is also as a part of demobilization plan time to time.



11. RECORDING OF ATTENDANCE

To record the attendance followed by Uknowva HRMS and bring discipline at work.

Ensuring the attendance – Each individual on Uknowva HRMS Software, Reporting Officer

Other related Activities – Head Office HR/Admin Department

- a) Recording of attendance shall be compulsory every time any employee enters or leaves the relevant premises. With a view to suffice with this requirement, the SARDA GROUP shall introduce & implement the electronic system wherever and whenever feasible.
- b) Otherwise employee shall follow the attendance marking system established at respective places.
- c) All new entrants must sign the attendance register till the Permanent Identity Card issued.
- d) Permanent I Card shall be issued within thirty days of joining.
- e) Every employee shall carry I Card all the time during working hours.
- f) Employees shall produce their I Card at any point of time on demand by the authorities while in transit in the SARDA GROUP vehicle or any place in the sites or offices.
- g) In case any employee loses /misplaced his or her Personal Identity Card, shall need to inform the Administration dept., and a new card shall be issued
- h) Actual cost of the card shall be recovered from the individual.
- i) When the employee leaves (gets relieved from services of the SARDA GROUP), shall return the Personal Identity Card to HR Department.
- j) Concerned **Reporting Officer** shall inform HR Manager for abnormal absenteeism of any employee.
- k) You are hereby informed that all attendance and leave records will be managed exclusively through the **Uknowva HRMS Software**. Please note that late arrivals will attract deductions on an hourly basis, calculated at 10% for each hour of delay.



12. PUNCTUALITY AND REPORTING

- a) All the staffs are supposed to report to their head regularly giving the work progress report. This would bring transparency in the work and provide a space for improvement and control and deviation in the work.
- b) All the staff, working in Field or Office, must reach their work place on time and report to Reporting Officer.
- c) All the project related work must be done as per the action plan already developed. Any discrepancy will not be tolerated. If any deviation required then employee will have to take approval from Reporting Officer and Managing Director.
- d) Monthly meetings should be conducted and maintained, dealing with all the issues of work in progress, outputs, drawbacks, suggestions, and challenges faced by the employees, which would be beneficial for the development of SARDA Group. Minutes should be maintained and will be shared with the Managing Director.
- e) The performance of each employee in their level of work will be examined, appreciated, and rewarded.

13. WORKING DAYS

The Working Days at SARDA GROUP is six days, i. e., Monday to Saturday.

An employee may be required to work in different work hours under special circumstances.

9:00 AM – 6:00 PM

14. WEEKLY OFF

- a) Sunday shall be the normal Weekly Off day at the project site/plant; the weekly off will be depending upon shift duties.
- b) Owing to work emergency or demand, an employee may be expected to work either on Sunday or a public holiday.
- c) In above case, after obtaining due approval from the Managing Director/Reporting Manager, the Employee is entitled to take any of the following weekdays as a compensatory off in lieu of the day of the weekly off/ public holiday.
- d) Compensatory off or holiday can be availed of with mutual convenience.
- e) Any change in Shifts or Weekly offs after mutual dealings or Departmental convenience must be communicated to Head Office immediately.



- f) No accumulation of compensatory off at the end of year is carried forward.

15. LATE ENTRY

- a) Employees are expected to be punctual at work place.
- b) If an employee anticipates late arrival within 30 minutes of the start of the normal duty hours, the concerned must inform his or her Reporting officer.
- c) Three such occasions in month would account for one day leave or one day without pay in case of non-availability of leave in credit.

16. LEAVES:

Followed by the Uknowva HRMS:

- ✓ There will be a total of 28 leaves in a year: 6 Medical, 12 Casual, and 10 Festive.
- ✓ Casual Leave will be paid up the number of days if the employee doesn't take the leaves.
- ✓ All Leaves will be taken after giving a week prior application of UKNOWVA HRMS to the Reporting Office as well as HR Head.
- ✓ The Leave may not be given if respective office. project area will have work pressure or need inputs from the employee. In case of emergency, approval of the Managing Director is required.
- ✓ Late attendance / leaving office early for an hour, and not more than two occasions in a month, may be allowed if prior permission of the REPORTING OFFICER is obtained.
- ✓ If employee goes out during Office hours on account of Personal Work, shall fill-in prescribed 'Leave Application slip' duly approved by the REPORTING MANAGER and submit with the reception.
- ✓ An entry will also be made in the register maintained at the Reception / Gate for the purpose. On return after Office Work, return time shall be entered in the register.

17. GROUP PERSONAL ACCIDENT POLICY and COMPENSATION ON MINOR/ FATAL ACCIDENTS

The objective of the Group Personal Accident Policy is to help employees and/or their dependents in reimbursing the medical treatment of the insured employee and also to provide financial assistance to the insured employee's family in case he or she dies of accident at work.

- a. This policy is purely an Accidental Policy, which has been taken by the SARDA GROUP to support the Workmen Compensation Policy.



- b. This policy requires the employee to take a term insurance plan of Rs. 1 Lac with any of the reputed Insurance Company where SARDA GROUP will bear the half of their annual premium amount.
- c. This policy will insist the entire employee to take a Mediclaim insurance plan of Rs. 50 Thousands with any of the reputed Insurance Company where SARDA GROUP will bear the half of their annual premium amount.
- d. After termination all the employee have full right to carry the policy as per their own discretion.

18. KEY PERFORMANCE INDICATOR (KPI) SETTING / TARGETSETTING

- a. The Performance planning shall be done latest by second week of April every year along with the Reporting Officer.
- b. Each KPI in the KPI sheet should be specific and have a fixed timeframe depending upon the nature of the task with built-in provision for carry forward.
- c. The broad areas of performance measurement in the KPI sheet are **Finance, internal process, People Development and Funding Agency.**

19. SELF-APPRAISAL

- a. The KPI achieved should be put in the quarterly review form every quarter.
- b. KPI achieved should have direct linkage with the Annual KPI Target for the relevant period.
- c. The reporting officer should comment on the self-appraisal for the employees both on the performance as well as the constraints highlighted in the self appraisal.
- d. Employees undertaking new or additional activities over and above envisaged in the Annual KPI Target for the relevant period may include new/ additional KPI in their self-appraisal in separate window with built-in provision to incorporate these activities in the Annual KPI Target.

20. DISCIPLINE MANAGEMENT

The salient features of the CODE OF CONDUCT applicable to the employees are as under:

- a) All the employees shall display complete loyalty towards the Organization.
- b) All the employees shall follow SARDA GROUP rules and regulations framed from time to time.
- c) All the employees shall strictly observe the working hours prescribed.



- d) All the employees shall obey and follow job instructions given to them by their superiors and achieve their mutually agreed targets.
- e) No employee will enter any contracts or other commitments on behalf of SARDA GROUP without prior written consent of the Organization.
- f) All the employees shall be expected to observe strict moral and ethical standards in their work and personal life.
- g) The employees shall not criticize the SARDA GROUP and the SARDA GROUP policies at any point of time within or outside the SARDA GROUP. If they have any suggestion, they shall be welcomed to route it through proper channel.
- h) All the employees shall be expected to follow organization hierarchy in accepting orders and giving instructions for work. Refusal to obey the instructions of the superior shall be a serious case of misconduct.
- i) All the employees shall work in such a way as to ensure complete personal integrity.
- j) All the employees shall be expected to protect SARDA GROUP property and keep the SARDA GROUP information confidential wherever required.
- k) No employee shall accept any part-time or full time paid job outside the SARDA GROUP. If they desire to take up some exceptional assignments outside, it shall be accepted only with the approval of the Managing Director.
- l) No employee shall publish or cause to be published an article written by him or her on any matter relating to the SARDA GROUP in any local, national or overseas newspaper, journal or any other publication without the written permission of the management.
- m) Such permission shall not be necessary for publication of articles that has no bearing on the affairs of the SARDA GROUP and which do not directly or indirectly affect the SARDA GROUP and for which no remuneration is given.
- n) No Employee shall neither consume nor bring alcohol inside the office premises / workplace nor shall he or she enter the office premises /workplace as well as not drive any SARDA GROUP vehicle or equipments, after consuming any kind of alcohol.

21. USE OF E-MAIL, SOCIAL MEDIA, VOICEMAIL AND INTERNET ACCESS

To discourage access to adult content on on-line electronic services and preclude other misuses of the system, SARDA, may filter content and continually monitor and update the filtering software. Any disclosure of confidential or proprietary information, disparagement of SARDA or other communication that is deemed detrimental to SARDA may result in



disciplinary action up to and including dismissal. SARDA will permit employees to use its electronic mail, voicemail systems and internet access subject to the following:

- a) Minimal personal use as long as it does not interfere with timely job performance and is consistent with applicable laws and appropriate protocols.
- b) The e-mail system and internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
- c) Employees should not attempt to gain access to another employee's personal file or e-mail or voicemail messages without the latter are express permission.
- d) SARDA's staff will not enter an employee's personal e-mail files or voicemail unless there is a business need to do so. System security features, including passwords and delete functions, do not neutralize SARDA's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
- e) Employee responsible use of social media includes activity both at work and outside of work. Social networking includes posting, commenting or other interaction with a social media platform that provides access to many individuals or members. Examples include but are not limited to Facebook, Digg, Instagram, Forums, LinkedIn, Twitter, etc. If you have a question about a certain public posting, ask your office manager.
- f) Social networking sites have varying levels of security and as public sites; all are vulnerable to security breaches. Proprietary information is not to be discussed or referred to on such sites, even in private messages between site members who have authorized access to the information. The information considered to be off limits includes the Organizations' financial information, intellectual property, information about customers, and so forth.
- (i) SARDA's relationships with clients, customers and partners are valuable assets that can be damaged through a thoughtless comment. Even a positive reference could be picked up by a competitor and used to SARDA's disadvantage. All employees are not to reference any clients, customers, or partners without obtaining express permission to do so by management.

22. DRESS CODE & PERSONAL HYGIENE

- a) The image we present to our clients, co-workers, and others is critical and lasting. Dress and environment can influence our own level of performance and professionalism. The purpose of this dress standards policy is to create and maintain a relaxed professional atmosphere and still achieve the highest levels of performance and professionalism.

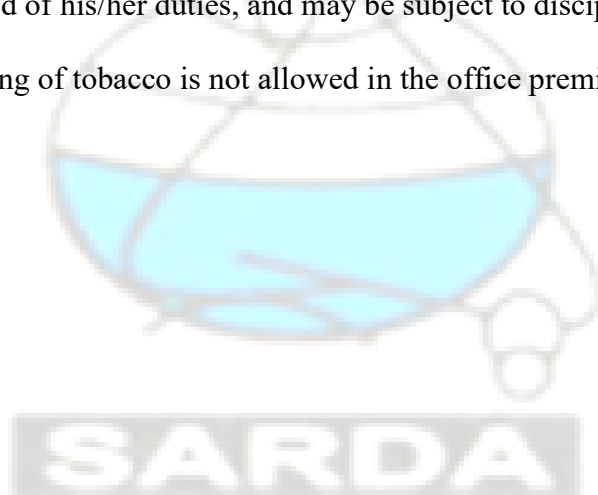


- b) SARDA expects all employees to come to work presenting a neat, clean appearance with good personal grooming and hygiene habits. Dress and appearance should not be offensive to customers or other employees.
- c) In terms of apparel, generally employees should wear, at a minimum, business casual clothes, such as:
 - (i) Trousers, dresses, skirt and blouse, saree, salwar kameez, or other ladies' business attire of comparable standards.
 - (ii) Neatly pressed and tailored dress slacks.
 - (iii) Long or short sleeved collared or banded dress shirt or blouse; collared polo or knit shirts with styles and colors that are of a conservative nature.
 - (iv) On Saturdays, Sundays and holidays, employees can be dressed in casual clothes, which include jeans, tee shirts and sneakers in good repair. (Weekend for this purpose is Saturday, Sunday)
- a) The following are general requirements for apparel:
 - a) All clothing worn must be free from any offensive words, pictures or logos.
 - b) All Clothing must be clean and in good repair and not faded, frayed or torn.
 - c) All clothing must cover shoulders, midriff (except in case of a saree) and back, and be non-provocative.
 - d) Jogging suits and sweatpants should not be worn.
 - e) Tank tops, halter-tops or tight fitting, sheer or revealing clothing should not be worn.
 - f) Jewelry items should not be distracting or interfere with the ability to effectively do the job.
 - g) Personal hygiene and good grooming habits are needed. Excessive use of perfumes and colognes, which may affect the performance of co-workers, should be avoided. You must not have bad breath and body odour.
 - h) Hair should be clean, combed and neatly trimmed or arranged. This also pertains to sideburns, mustaches and beards.



23. FITNESS FOR DUTY

- a) The impairment of any employee due to his/her use of illegal or legal substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as, clients or business guests.
- b) The Organization's position is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or other controlled substances are involved. To provide a safe, healthy, and productive environment for all employees, Organization management, in its sole discretion, will determine if an employee is "fit for duty" based on observed behaviors (i.e. slurred speech, unsteady gait, smelling of alcohol, marijuana, or inhalants, making incoherent statements, etc.). These types of observed behaviors can provide a "reasonable suspicion" that an employee is "unfit for duty."
- c) If such behavior is observed, the manager should immediately relieve the employee of his/her duties. If the behavior appears subtle or the manager is unsure, the behavior should be observed by another manager to confirm the determination. Human Resources Department should be notified as soon as possible. The circumstances of the situation may require that the employee be relieved of his/her duties, and may be subject to disciplinary action.
- d) Smoking and chewing of tobacco is not allowed in the office premises.





24. DISCRIMINATION

Discrimination means treating employees differently, in any aspect of employment, solely because of a trait or characteristic that is not related to their ability to do their job.

- a) The SARDA GROUP discourages discrimination based on a person's sex, race, caste, community, marital or family status, religion, national origin, age, sexual orientation, and disability.
- b) Charges on harassment and discrimination are likely to be grounds of termination of employment and strict actions will be taken in case of any such charges.

25. RESIGNATION

An employee who wishes to resign from the services of the SARDA GROUP will be required to give the notice of resignation as per the terms of his or her appointment or subsequent amendments thereof.

When the resignation has been accepted by Management, but requires final discussions with the Resigned Employee or Trainee, Managing Director shall undertake the Final Talks.

Resignation Acceptance Letter shall indicate the date of relieving and requiring him or her to return and handover all SARDA GROUP properties or document(s).

Full & Final settlement is subject to submission of NO DUES CERTIFICATE duly signed by respective:

Regional Office Account Department
Regional Head
Reporting Officer
Head Office HR Department

If an employee leaves the Organization before completion of Project(s)/Work(s) undertaken by it, then the employee can be called for assistance and he or she will have to provide his or her time and assist for the same.



26. TERM AND TERMINATION OF EMPLOYMENT

In case of Termination due to any disciplinary action, the concerned Employee will be relieved on the very same day. All the following are processes are undertaken on the same day.

- i. Full & Final Settlement dues cleared
 - ii. Full & Final Settlement cheque handed over
 - iii. All Legal dues paid without making any Notice period recovery
- ❖ The Employee's employment with the Organization shall continue unless terminated by the Organization or the Employee, as the case may be, in accordance with the terms hereof.
- ❖ Notwithstanding anything to the contrary contained in the Employment Agreement and/or T&C and/or the Manual, the employment of the Employee shall stand terminated automatically in the following circumstances:
- (i) The retirement of the Employee in accordance with Clauses hereof; or
 - (ii) Upon the death or total disability of Employee. The term "total disability" as used herein shall include the Employee's inability to perform the duties as required by the Company from time to time for a period or periods aggregating one hundred twenty (120) calendar days in any twelve (12) month period as a result of physical or mental illness, loss of legal capacity or any other cause beyond the Employee's control. Termination hereunder shall be deemed to be effective (a) at the end of the calendar month in which the Employee's death occurs or (b) immediately upon a determination by the Company of the Employee's total disability, as defined herein.
- ❖ Without prejudice to the above, the Organization shall have right to terminate the employment of the Employee in the following circumstances:
- (i) If the work or conduct of the Employee is found to be unsatisfactory by the Organization. The decision of the Organization in this regard shall be conclusive and binding on the Employee; or
 - (ii) If any declaration given or information furnished by the Employee to the Organization proves to be false or the Employee is found to have willfully suppressed any material information; or
 - (iii) If the Employee commits a breach of any of the terms and conditions hereunder, or its employment agreement; or
 - (iv) If the Employee is guilty of neglect, dishonesty, insobriety, misconduct or commits any act which, in the opinion of the Organization, is contrary to the interests of the Organization; or



- (v) If the Employee has committed or is guilty of a fraudulent conduct, a deliberate attempt to do an injury to the Organization, or conduct that discredits the Organization or is detrimental to the reputation of the Organization, including any criminal offence involving moral turpitude; or
 - (vi) If the Employee becomes physically or mentally incapable of performing his duties; or
 - (vii) If he remains absent from duty for more than six (6) days, which period shall include any overstay of leave, without prior permission of the designated superior.
- ❖ Notwithstanding anything to the contrary contained herein, upon termination of Employee's employment for any reason whatsoever, the Employee shall forthwith deliver to the Organization, the originals and copies of any and all documents (including but not limited to any letter of authority or power of attorney issued to the Employee), accounts, computer disks and printouts and all other property in possession of or under the control of the Employee, which belong to or relate, in any way, to the business, products, services of the Organization and/ or of its Affiliates, clients or any other entity with which the Organization or its Affiliates have/ had a business relationship during the Employment Period.





27. SALARY, INCENTIVES & PERKS

- a) The Payment of Salary will be made by 10th of Subsequent month.
- b) Every employee is compulsorily required to submit their Work Done Report for the month and action plan for the next month to head office, if mentioned papers will not be submitted then no salary will be resulted.
- c) Reimbursement of expenses for Project related works will be done by 15th of Subsequent month, if Bills are submitted by last date of the month and if bill will be submitted after last day of month then 15 day time will be taken for reimbursement.
 - i. There must be direct relationship between the work done report and bills along with necessary supporting vouchers. If any deviation found then in result expenses may be not reimbursed.
- d) Any employee would be entitled to salary, incentives, perks and reimbursement of expenses only if the work done report clearly shows qualitative target achievement.
- e) Salary will be reviewed annually basis or on a Financial Year basis whichever is higher. Any increment will be totally depending on the performance of the employee throughout the year.

STAFF'S SCALE AND SALARY STRUCTURE

<i>Scale Code</i>	<i>Sacel</i>	<i>DSA</i>	<i>Designation Covered</i>
<i>P5</i>	<i>80000-8000-120000</i>	<i>1200</i>	<i>Managing Director</i>
<i>P4</i>	<i>50000-5000-80000</i>	<i>800</i>	<i>Executive Director, CEO</i>
<i>P3</i>	<i>30000-4000-50000</i>	<i>600</i>	<i>State Head</i>
<i>P2</i>	<i>25000-1000-30000</i>	<i>300</i>	<i>Programme Coordinator, DPM, SMS, Finance Manager, HR Manager, Admin Officer</i>
<i>P1</i>	<i>20000-500-25000</i>	<i>250</i>	<i>Project Engineer, Project Coordinator, FPO-CEO</i>
<i>M3</i>	<i>15000-200-20000</i>	<i>250</i>	<i>WDT, Project Executive</i>
<i>M2</i>	<i>10000-200-15000</i>	<i>200</i>	<i>SCO, Technical Associate, SMS, Accountant</i>
<i>M1</i>	<i>5000-150-10000</i>	<i>200</i>	<i>CO, JCO, Trainees, Driver, Assistant/Office Boys.</i>



28. STATUTORY DEDUCTION FROM SALARY

- a. The SARDA GROUP shall deduct from the gross amount any income tax or any statutory tax, which the employee is liable to pay, and shall pay to the employee the net amount after deduction.
- b. The SARDA GROUP have full right to implement ESIC, EPF, Gratuity Act, if it is applicable to SARDA GROUP, and required amount will be deducted from the Employee's Salary.

29. INFORMATION TECHNOLOGY USAGE

- a) All information shall be shared on a need-to-know basis. Each user shall be given necessary (and restricted) access to the computers/shared network. It shall be mandatory to follow the access limits strictly.
- b) Employees shall be held responsible for inappropriate use of information, which they have access to. All passwords must be kept confidential and computers shall be locked/ logged out from while away from them.
- c) Employees are expected not to use SARDA GROUP's technology for personal financial gain or profit.
- d) Carrying information in printed or soft copy shall be prohibited without prior sanction from the Managing Director. Any employee shall copy no information illegally.
- e) Employees shall not install any software on the computers. All software required for business purposes shall be installed and upgraded by the Management.
- f) There shall be no toleration for the use of technology for any actions that are harassing or discriminatory.
- g) A breach of any of the above guidelines or not following the policy guidelines shall lead to strict disciplinary action against the concerned employee.
- h) The SARDA GROUP shall have the right to monitor any and all of the aspects of its technology.
- i) Employees shall be required to read and follow the Technology Updates sent from time to time. These shall include tips for effective use of technology, information security, new technology and upgrades.
- j) All personal greetings, displays or messages on any technology shall be formal and professional.
- k) Using technology for entertainment shall be prohibited.
- l) Technology is linked hence inappropriate use of one technology can cause unintended consequences in another. An employee shall always consider the availability of resources for others as well as the overall operational efficiency of the technology system.



30. USAGE OF PERSONAL COMPUTERS & LAPTOPS

- a) Employees must maintain SARDA GROUP's professional image and reputation in their use of the PCs & laptops.
- b) They will store only work-related programs or information on their PC, laptop or the servers.
- c) They must at all times be conscious that the hardware is networked and others may view files stored on their computer.
- d) Employees will be held responsible for the data stored on their machines, its security & use.
- e) The SARDA GROUP reserves the right to replace, remove or recall hardware at any time.
- f) Separating employees who have been assigned PCs or laptops must return them prior to leaving.
- g) Employees are expected to strictly comply and must never share the hardware (PC or laptop) with friends or family members.
- h) Employees must not install unauthorized hardware devices or software on the machines that they have been assigned.

31. SAFETY

Periodically all safety means, such as fire hydrants, fire fighting equipments, etc. shall be checked and refilled.

Every year the month of March is observed as Safety Month.

Safety Committee shall ensure the compliance of safety measures.

32. COMMUNICATION

- a) The above rule applies to publication of articles/ press notes in newspapers/journals/ books/ electronic media.
- b) Employees are expected to use their discretion and judgment while making personal calls during office hours.
- c) Periodical /Need based departmental & cross-functional meetings as well as Open House Meetings with employees shall commit to provide a platform for equal opportunity to express the existing and foreseen issues – including the personal work-related issues – for individual & organizational improvements.



33. MOVEMENT OF VISITORS

Any unknown person (individuals other than employees, trainees, contractual workmen & workwomen) while entering the SARDA GROUP premises must be attended by the concerned person standing on the gate.

Such a person shall be allowed to remain in the premises only when he or she presents any authentic document(s) and/or telecom with person-to-be visited in the SARDA GROUP. The same shall be treated as a proof to support his or her identity and purpose of visit.

The employee to whom the visitor intends to meet shall be contacted over phone and when allowed & agreed, the visitor shall be taken to the appropriate place.

All reporting VIPs shall be escorted (if need be).

Any other person(s) than those covered above, for instance visitors, goods vehicle drivers, their co-workers etc. On account of any such person's entry or exit, the security officer on post must check the person thoroughly.

34. ACCEPTANCE OF GIFTS & GRATUITIES

- a) Employees are prohibited from accepting any gift, entertainment, cash, merchandise, special accommodations, or use of property or facilities, either directly or indirectly, from anyone with whom the employee does business or is negotiating business on behalf of the Organisation.
- b) This policy is not intended to eliminate ethical and tradition related business functions, such as lunches, business related outings, or to prevent receiving items of minimal value, such as, pens, coffee mugs, etc.
- c) Employees soliciting a gift of any kind or value or the acceptance of gifts or gratuities, as described may be subject to disciplinary action.



35. CONFIDENTIALITY AND PROPRIETARY INFORMATION

Establishment of Confidential Relationship

The employee understands that:

- a) As part of services performed by the employee, employee acknowledges that he/she will be involved in discussions and will gain the knowledge that relates to the Organization's confidential information, business details including its business strategy, and, in the course of performing services for the Organization during his/her employment, may develop new ideas or inventions for the Organization. This employment creates a relationship of trust and confidence between the employee and the Organization with respect to any information which is applicable to the business of the Organization or any customer of the Organization, and is made known to the employee by the Organization or by any customer of the Organization, or is learned or comes in the knowledge of the employee while performing services for the Organization.
- b) Employee undertakes that he/she will hold in confidence and not disclose or, except in performing the Services, use any Proprietary Information.
- c) Employee undertakes that mails marked as 'confidential' should be opened only by the person to whom it is addressed.
- d) Employee undertakes to use only honest, legitimate means to collect information. Whenever practicable, obtain the information directly from the individual concerned.



- e) Employee undertakes to refer all inquiries from the press about the operations of the Organization or employees to the Human Resource Department.
- f) “Proprietary Information” shall mean all information related to the Organization or its business (including, information related to the Organization’s affiliates, customers, agents, advisors, shareholders, directors, officers, employees or vendors), strategies, plans, products, services, technology, and finances or any other information related to third parties received or obtained by the Organization in confidence, of which the employee gains access to or learns or obtains during the term of their employment and any such information developed by employee during the performance of services under the employment. For avoidance of any doubt, Proprietary Information shall include, but shall not limited to (i) all inventions, developments, designs, applications, improvements, derivatives, know-how, methods of processes, discoveries, techniques and data, (the “Inventions”); (ii) plans for research, development, new products, marketing and selling, information regarding business plans, budgets and unpublished financial statements, licenses, pricing and costs and (iii) any trade or business secrets or similar information that is important for the operation of the Organization or its business.



ANNEXURE – A
CODE OF CONDUCT

1. Dealing with SARDA's counterparts during your Employment Period

1. **Gifts from agencies/suppliers/customers:** You shall not, directly or indirectly, accept from any agencies, suppliers or customers, gifts, in cash or kind including any pecuniary advantage/saving whether in India or abroad.
2. **Anti-Corruption:** You are strictly prohibited, whether directly or indirectly, personally or through the mediation of third parties, to be involved in corrupt activities, offer, give, promise, request and receive payments or make payments to simplify administrative, bureaucratic and other formalities in any form including cash, valuables, services or other benefits to any person or from any persons or organizations, including governments and local authorities, government officials, private companies and its representatives.
 - a) You will not either directly or indirectly be associated with supplies of goods/materials/services to SARDA.
 - b) You will not have either directly or indirectly any business arrangement outside the ambit of SARDA's dealings with the SARDA's customers agents' suppliers.
 - c) Concealment of information with regard to the above will be viewed very seriously by SARDA.
3. Consumption of Alcohol and Tobacco is strictly Prohibited in the office Premises. Any act of breach of understanding or failure or refusal to obey the instruction of the organization is liable to disciplinary action against you.



ACKNOWLEDGEMENT OF RECEIPT OF THE HUMAN RESOURCE MANUAL

PLEASE READ THE **SARDA HUMAN RESOURCE MANUAL** AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE Manager, OR HR DESIGNEE.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received and read a copy of the *SARDA* Human Resource Manual (“**Manual**”). I have read and understood the contents of the Manual, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Manual. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Manual.

I understand that the statements contained in the Manual are guidelines for employees concerning some of *SARDA*'s policies and benefits, and are intended to create contractual or other legal obligations of my employment with *SARDA*.

I understand that except for employment contract specifics, any and all policies or practices can be changed at any time by *SARDA*.

Employee's Signature: _____

Employee's Name: _____

Date: _____