

# General movement for Rural Education & Environment

## Human Resource Manual

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2022 – 2023



**GREEN**

General movement for Rural Education & Environment

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## **1. Background**

GREEN- General Movement for Rural Education and Environment is a Secular, Not for Profit (NFP) Organisation established by 1989 by the likeminded individuals, energetic youths committed for working for the upliftment of the rural poor and downtrodden in all spheres by adapting optimal utilization of locally based available resources and infrastructure with community involvement and result oriented strategies. GREEN envisions: "To ensure Sustainable Livelihood Environment for the Oppressed & Suppressed" and the Mission focused - To create a community with socio-economic development, To involve Biodiversity conservation efforts and To enrich the working community on Traditional/Native Science practices. To make rural / tribal masses to lead a dignified, equitable life style.

GREEN had legal registered (Reg. No: 02/1989) by Tamil Nadu Society's Registration Act 1975 u/s 27 and 12A & 80G Registrations for Income Tax Exemption. It had FCRA No: 075940332 for Foreign Contribution by Ministry of Home Affairs, Govt of India. It has 21 General body members and 7 Executive Committee members and with 12 of dedicated Staffs, 24 community volunteers for working.

GREEN is dedicated to protecting the natural diversity of plant and animal species and their habitats by preventing environmental degradation and extinction. GREEN develops and implements programs to prevent climate change and protect our valuable plant and animal species and their natural habitats through conservation education, action-oriented programs. Our organization explores community-based approaches to natural resource management, and GREEN was created with the aim of protecting and enhancing the hidden and forgotten nature ecosystem.

## **2. Vision, Mission, Goal**

### **Vision**

Biological diversity of our land is protected, conserved, managed and sustainably used, and its benefits are fairly and equitably shared for the social, economic and environmental well-being of rural and indigenous communities.

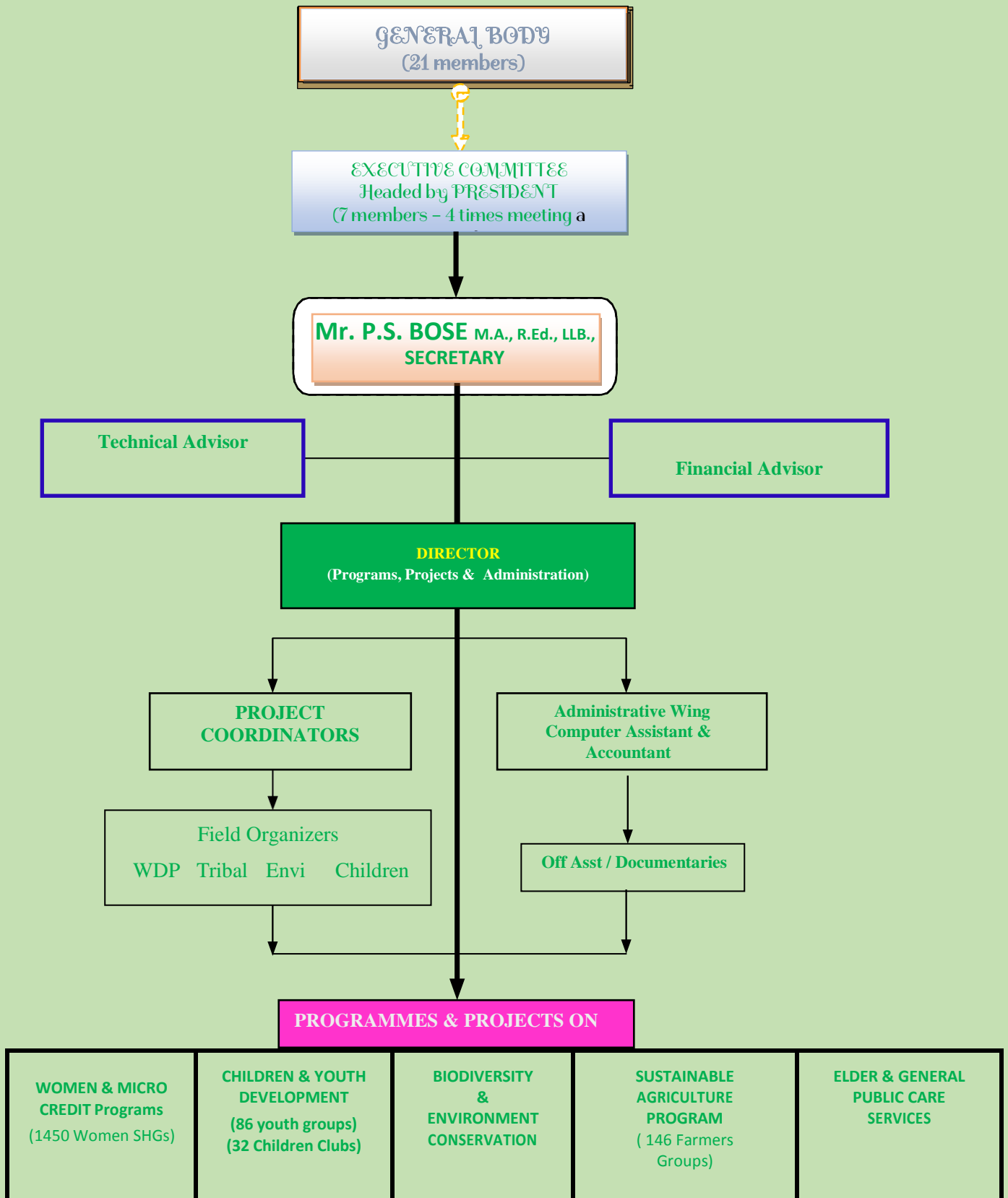
### **Mission**

GREEN's mission is to conserve and protect Nature, natural resources and ecosystems by inspiring rural and indigenous communities to care about and protect natural habitats and biological community diversity through actions based on conservation education, natural resource management, research, networks and partnership.

### **Goal**

The major Goals of the GREEN are: To plan and organize programmes and projects for greening our Mother Earth by setting out plans and projects for greening of mind, atmosphere, culture, wisdom, education, technology as well as development.

### 3. Organization Structure



## 4. Human Resource Policy

For sustainable growth, employee satisfaction and organizational effectiveness, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT deems it necessary to have a Human Resource Policy that encompasses the policies and procedures followed within the organization keeping in mind the vision and goals.

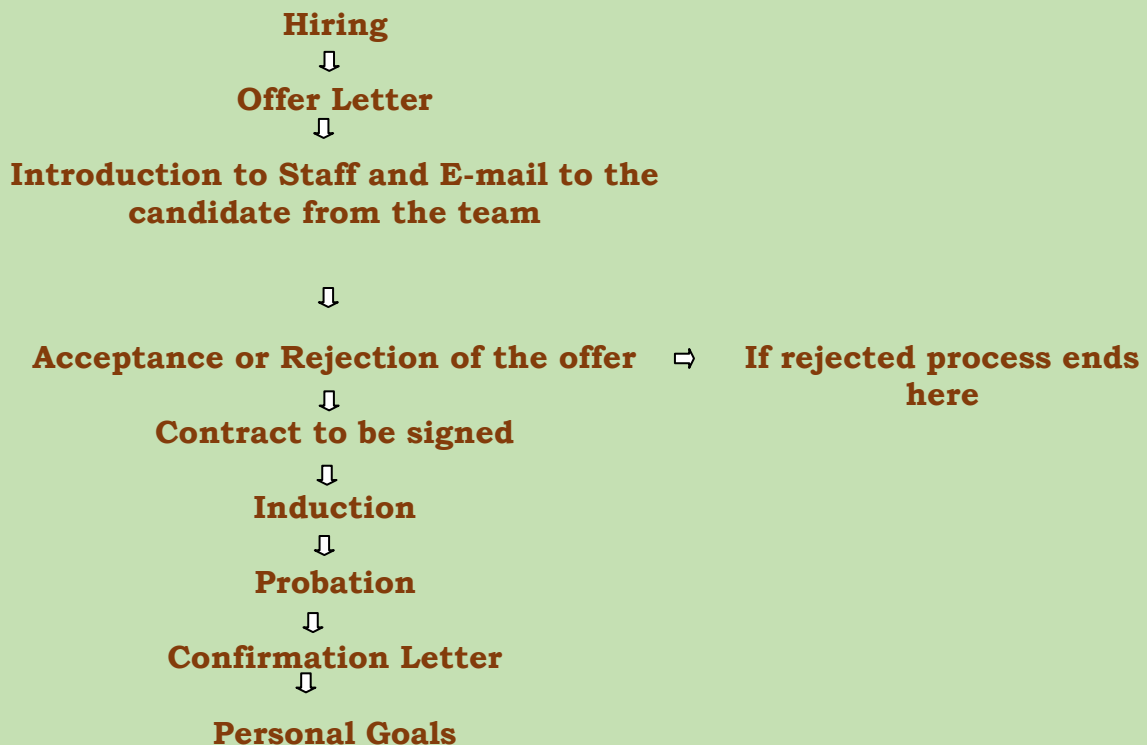
The GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT Human Resources Policy also provides guidelines that GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will use to administer these policies, with the correct procedure to follow.

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will keep HR policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. These policies and procedures apply to all employees, fellows and volunteers.

## 5. Recruitment

Recruitment at GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT is based on requirements and vacancies for each vertical. GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT focuses on keeping a healthy gender balance and a mix of national and international employees.

The following procedure is followed when hiring an employee at GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT



Although GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT follows a very horizontal workflow, for managerial ease and effectiveness, the given hierarchy is adopted within each vertical.



The following processes are followed at GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT

### **5.1 Hiring**

- i. Source: Web postings, direct applicants, word of mouth
- ii. 1st Interview: By Associates and Human Resource. Candidate data form is asked to be completed
- iii. 2nd Interview: By Managers and Senior Management. Case studies or writing assignments are given
- iv. Reference Check: If the candidate is selected then the reference check is done
- v. Selection or rejection: The candidate is either selected or rejected.
- vi. Offer Letter: If the candidate is selected, he/she is sent the offer letter.
- vii. Acceptance/Rejection: The candidate is free to accept or reject the offer

## **5.2. Induction**

Once the candidate joins GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT and becomes an employee, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT makes sure he/she feels welcome and is ready to start work safely and competently. The Induction is conducted on the first two days from the date of joining. Each GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT team meets the candidate to help him/her gain an understanding about the different verticals and projects underway. The employees are provided information and directed on how to reach out to various departments for additional support.

### **Human Resource**

- Contracts & Letters
- Leaves
- Policies and Procedures
- Reviews and Appraisals

### **Accounts**

- Reimbursements
- Salaries
- Advances

### **Administration**

- Pantry
- Stationery
- IT Support

**All employees are supposed to submit the following within two working days from the date of joining**

For Indian Nationals:

- Pan Card copy
- Adhaar Card Copy
- Two recent photographs
- Address Proof
- Passport copy

For Foreign Nationals:

- Visa copy or other documents
- Passport copy
- Other documents as required

## **6. Terms of Employment**

The terms of employment in GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT are contractual, either as a full-time consultant, as a fellow or as a volunteer/advisor. GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT has a policy of keeping a healthy gender balance within the organization.

### **Probation**

All staff shall undergo probation for a period of three months, after which time the staff member shall continue in the services of GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT if expected levels of performance are met. If performance does not match up to the expected levels, the staff shall be informed in writing of extension of probation or termination of service as the case may be. During the probationary period, the services can be terminated with one month notice from GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT or the employee.

### **Contract**

The terms of employment in GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT are contractual and are decided between GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT and the staff after the successful completion of the probationary period. Based on organizational needs and the staff's performance, a decision regarding the continuation of services after the period will be communicated to the staff a month before the end of the contract period.

### **Compensation**

The staff members will be paid a consolidated monthly professional fee, as decided at the time of employment. Salary will be disbursed through direct deposit into a salaried bank account at the end of each working month.

### **Health Insurance**

After successful completion of the probationary period, the staff member will be entitled to the benefits of health insurance according to the firm's rules in force at that time. There will also be a health card given to each staff member by the insurance company, through which he/she can avail services in specified hospitals. After completion of two years of employment, staff will also receive health insurance at that time for their spouse and children.



## **Deductions**

All income tax on professional/consultancy/ salary charges payable by the staff member will have to be borne and paid by the staff member. Accordingly, the organization will compute and deduct income tax at source (TDS) in monthly consolidated payments as per the prevailing rates and as per the government rules from time to time.

## **Transfers**

The organization reserves its right at any time to transfer staff to such other places as it may deem necessary.

## **Resignations**

A staff member desiring to resign may do so by notifying the company in writing, giving the reasons and the effective date. Failure to give at least one month's (30 days) notice may result in forgoing 30 days of salary accrued. The staff is not entitled to any leaves in the notice period. However, waiver of required notice may be granted by the senior management in the presence of a sound cause. A resignation feedback interview shall also be organized.

## **Dismissal**

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT may terminate an employee's services at any time by giving one-month notice or one month's professional fees in lieu thereof. During the probationary period, any staff member may be dismissed at any time and will not be afforded any severance. Dismissal during, or at the end of, the probationary period shall be based on the staff's unsuitability for the position as determined by senior management.

## **Final Settlement**

Settlements will be made only after GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT assets such as laptop, mobile telephone and any other material that may belong to GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT are duly returned.

## **Automatic Cessation of Service**

A staff member's services would be liable for automatic termination under the following circumstances:

- i. Misconduct
- ii. Continuous ill health
- iii. Violation of agreements
- iv. Continuous absenteeism for more than a week without any written notice to management
- v. Mental incompetence, unsound mind, insolvency and criminal status

#### **6.1. Other terms and conditions during the probationary period.**

- The consultant's services can be terminated with one day's notice by either party.
- In case of unsatisfactory performance, the consultant's probationary period can be extended, the tenure of which is at the sole discretion of the management.
- The consultant cannot avail of paid vacation but the same will be carried over on successful completion of the probationary period and accrue to his/ her account.

#### **During the contract period**

- The consultant will get, up to 20 working days, paid vacation inclusive of sick leave and personal leave per year starting April 1 to March 31 and will be calculated on pro-rata basis if the consultant joins midyear.
- In addition, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT gives a total of 9 national/ festive holidays allowing the employee to choose holidays they wish to avail of during the year
- Approval for vacation is to be obtained at least three weeks in advance but the consultant's responsibilities and workload may not be able to take a full month off at one time.
- This vacation time cannot be rolled over to the following year and will not be compensated for if not taken.
- The consultant will be covered under individual health insurance and personal accident insurance for 5 lakhs each as per the policy.
- This contract may also be terminated by mutual agreement by giving a notice period of one month.

- The Organization shall have the right summarily and without notice to terminate the appointment if the consultant is found guilty at any time of neglect, subordination or breach of any of the terms of the contract, or commit any act which is likely to be detrimental to the organization.
- All materials / documents and any property of the organization including intellectual property collected / handed over to the consultant in pursuance of this contract, shall remain the sole property of the organization and that the consultant shall not have any claim, title, lien on them, or divulge to any person, firm or any organization.
- At the end of the contract period the consultant will be bound to return all and any of the materials / documents and property of the organization including intellectual property which he/ she has used in pursuance of his/ her responsibilities.
- At the end of the contract period, based on the needs of the organization and the consultant's performance, a decision regarding the continuation of services will be made and communicated to the consultant a month before the end of the contract period.
- This agreement is executed in duplicate and one copy will remain with the organization and the other with the consultant
- Any disputes, disagreements and discord arising out of the contract are subject to Mumbai jurisdiction

## **7. Employment Policies**

### **7.1 Work Schedule and Leave Policy**

The guidelines below establish uniform policies for all staff (full/part time) of GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT at all locations. All staff is expected to become thoroughly familiar with and adhere to its provisions.

#### **Official Hours of Work**

The workday begins at 9.00 am and ends at 6.00 pm. Variations in the regular workday must be approved by Senior Management.

Travel time (except travel to and from work at the GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT office) will be considered as work time and logged accordingly by those individuals on authorized travel.

## **Daily Attendance and Punctuality**

It is the duty of all staff to report for work and be punctual on every official working day. If they are unable to attend or are late due to unavoidable circumstances, they should immediately inform their manager on the same day. All absences shall require reasonable explanation from employee and approval from managers. Absenteeism and habitual late coming patterns are eligible for disciplinary action.

## **Definition of Work Week**

The work week is defined as beginning on Monday and ending on Friday. GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT does not encourage employees to work on holidays. However, working outside office hours on Saturdays, Sundays or public holidays may be unavoidable at times. As a responsible staff member, one is expected to work additional hours whenever required.

## **Leave and Absence Policies**

**The leave year shall cover the period of April to March.**

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT believes in making time available to staff for rest, recreation to re-energize and for fulfilling various social obligations and needs.

In the event of situations such as floods, riots or any other eventuality that may prevent staff from being able to reach the office, Senior Management, upon receiving such information, shall make an appropriate decision accordingly.

All leave applications must be submitted in the stipulated time and must be approved by the supervisor. Any absence of work that is not approved by the supervisor will be treated as leave without pay. Any leave cannot be carried forward and will automatically lapse. There will be no encashment of leave.

## **Probationary Period**

During probationary period, the employee is entitled to take 5 days of paid leave (with another 15 days remaining in the year once the probationary period ends), subject to the same approval regulations. If any additional leave is taken, it will be deducted from the salary.

## **Earned leave**

All staff members are entitled to earned leave of 20 working days every year. This is not applicable to those staff who are on an employment period of 12 months or less than 12 months. Any leave entitlements for such staff will be decided on a case by case basis at the time of joining GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT

Staffs who wish to avail of annual leave of more than 3 days must submit their request in writing at least one week in advance to their manager for approval.

Any leave taken in excess of above entitlements shall be treated as unpaid leave. Application for such leave can be approved only by the senior management.

## **Attending Workshops**

Time employees are away from the office attending work related workshops, conferences, or events will not be considered as leave and will be treated as working days. All work-related events will require prior approval to attend.

## **National Holidays**

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT gives a total of 9 days festive/national holidays, allowing them to choose which holidays they wish to avail of. These are paid holidays. There are no compensatory holidays for days that fall on Saturdays or Sundays.

## **Extraordinary Leave**

Extraordinary leave (taken for medical grounds, personal family matters, etc.) may be granted by the management at its sole discretion and strictly on a case-to-case basis. In cases where all eligible leave is exhausted, the leave granted will be deducted from the employee's salary.

## **Maternity leave**

All women staff, who have worked continuously at GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT for at least eighteen months, shall be eligible for paid maternity leave to cover a period of confinement, miscarriage, abortion or adoption. In cases where the staff member has worked for a period of less than eighteen months, the staff member will not be eligible for any leave, and any leave taken will either be extraordinary leave or considered as a break in service without assurance of continuation.

Senior management must be notified of planned maternity leave at least four months in advance. The staff shall be entitled to 90 days of paid maternity leave which can be taken either prior and/or after delivery (pre-natal and post-natal) of the child or processing of adoption.

### **Paternity leave**

All male staff, who have worked continuously at GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT for at least one year following the initial probationary period, are entitled to 6 weeks of paid paternity leave for the birth or adoption of their children. Senior management must be notified of planned paternity leave at least a month in advance, and the leave shall be granted within one month before or after delivery or processing of adoption.

## **7.2 Travel Policy**

This policy should be adhered to by all employees of GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT (full time/part time/intern or volunteer) when undertaking any work-related travel, whether domestic or international.

This policy is subject to change without prior notice at the discretion of the senior management team.

Any questions related to this policy should be directed to HR.

## **Section 1 – Responsibilities**

### **1.1 Senior Management Team**

- All managers must be fully aware of GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT's current travel policy and be able to communicate to all staff the most up to date policy and procedures.
- The management team will determine if travel is really necessary to achieve a goal and will approve expenses only in accordance with the policy detailed below.

### **1.2 Employee (full time/part time/intern or volunteer)**

- Employees will notify the senior management team as early as possible of necessary travel arrangements. If travel plans are made 7 days or more in advance, the trip will, in most cases cost considerably less. If travel is requested less than 7 days prior to departure, a low-fare airline (if a flight is needed) must be used
- Employees must work around the donors/organizations schedule when requesting travel arrangements. GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT employees should never inconvenience a donor/organization

- Employees should only incur expenses that are consistent with the business needs and exercise care in determining appropriate expenditures
- Employees should only use company authorized travel providers and vendors the company has negotiated discount programs with
- Employees should submit expense reports as outlined in the expense section on this policy, on a timely basis.

## **Section 2 - Business Travel**

Business travel relates to any work-related travel by a GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT employee outside of their normal routine job duties. Business travel is defined as starting when the employee leaves their place of regular employment (or his/her residence) for the purpose of business. The business trip is considered as completed when the employee returns to his/her place of regular employment (or residence) whichever occurs first.

### **2.1 Insurance**

All employees of GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT (full time/part time/intern or volunteer) will be covered by the organizations health insurance policy when travelling on business. Full details can be obtained from HR.

### **2.2 Local Travel**

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will **NOT** reimburse any transportation costs or pay a transportation allowance to any employee for travel between the home and office.

Reimbursement will be given only for local travel if the employee is on company business. Employees should **ALWAYS** use the most appropriate and cost-efficient mode of transport available.

Reimbursement will only be provided on actual and on the submission of a completed expense report and valid receipt/s. Claims must be made within 7 days of the actual travel date to the finance team.

### **2.3 Mode of Transport**

#### **Train**

Please retain and submit your ticket for reimbursement. Female employees if travelling alone are permitted to travel in First Class Ladies for any local journey.

## **Bus**

Please retain and submit your ticket to finance to be reimbursed.

## **Rickshaw**

If travelling by rickshaw – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

## **Taxi**

If travelling by black and yellow taxi – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

If you are traveling by any other pre-book/pre-pay taxi – a receipt will be provided. You will need to retain this receipt and submit to finance for reimbursement.

## **Personal Car Reimbursement**

If an employee uses his/her personal car on approved business travel, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will pay 8 INR per KM. GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will also reimburse all actual auto tolls and parking fees, on submission of a receipt.

Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.

In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip.

The employee assumes the responsibility for all parking and traffic fines.

## **Section 3 - Domestic Travel (India)**

All the travel arrangements and bookings will be made by the administration team. The details of the travel should be shared with her per mail. Where possible all travel reservations should be made a minimum of 7 days in advance of the outbound travel date.



Any unplanned travel must be approved by a member of the management team before any reservation is confirmed.

A completed expense claim form and all valid tickets/receipts must be retained and submitted within 14 days of the outbound travel date to the finance team.

### **3.1 Mode of Transport**

#### **Air**

All travel by air will be in economy class.

Low-fare air carriers such as Jet Lite, Go Air, and Indigo must be used, wherever possible. All air travel must be via the most direct and economical means. Deviations from the lowest fare available must have the management team's approval.

Booking of "Non-Refundable" airfares is recommended. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must be changed or the trip, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.

Your boarding pass must be retained and submitted along with your ticket/e-ticket.

#### **Train**

Employees travelling by train on a journey that is over 2 hours and taken during the day should be booked in a 2AC Chair. If overnight travel is required, then travel should be booked in a 2AC Sleeper.

Please retain and submit your ticket for reimbursement.

#### **Bus**

Please retain and submit your ticket to finance to be reimbursed.

#### **Rickshaw**

If travelling by rickshaw – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

## **Taxi**

If travelling by local taxi – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

If you are travelling by any other pre-book/pre-pay taxi – a receipt will be provided. You will need to retain this receipt and submit to finance for reimbursement.

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In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip.

The employee assumes the responsibility for all parking and traffic fines.

## **3.2 Accommodation**

Accommodation will be provided for all employees travelling on business where an overnight stay is required.

All reservation for accommodation should be made in advance as far as possible.

Where possible please request that the host organization book accommodation in advance as they will often have a “regular” place that is used by them frequently.

Female employees must ensure that their safety and security are always paramount when reserving any accommodation.

### 3.3 Per Diem and Accommodation Standards/Rates

A per diem will be provided to all staff members on official business travel. The per diem is paid to cover food and boarding/lodging costs during business travel.

Staff members may choose, preceding a business trip to submit a claim for an advance per diem to a member of the senior management team for their approval.

Per Diems within India for all Metros/State Capital Cities\* are set at 1000 INR for food and up to 6000 INR for lodging as per actual. All receipts must be submitted within 05 days of the outbound travel date to the finance team.

Per Diems within India for non-Metros\* are set at 750 INR for food and up to 3000 INR for lodging as per actual. All receipts must be submitted within 05 days of the outbound travel date to the finance team.

The per diem can be claimed from the date of departure (outbound travel date) through to the day prior to arrival back (inbound travel date) to the office.

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will cover all expenses related to food and accommodation charge as per the above. However other out of pocket expenses that may be incurred such as working meals, local transportation, airport tax etc., may be reimbursed. All receipts must be submitted within 05 days of the outbound travel date to the finance team.

*In case of an invitation for national business travel from another organization, which will bear all the travel and other related costs, staff members may not claim a daily per diem.*

Reimbursement of any other out of pocket expenses that might be incurred may be reimbursed on approval from a member of the senior management team. All receipts along with an expense form must be submitted within 14 days of the outbound travel date to the finance team.

\* Metro cities, Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Jaipur, Ahmadabad (and State Capital cities)

\* Towns – non-metro cities/rural districts.

### **3.4 Passport and Visa**

#### **Passport**

It is expected that all staff members (full time/part time/intern or volunteer) will carry the necessary and valid documentation when travelling on business.

#### **Visa/Permit**

Should a visa or permit be required by any staff member (full time/part time/intern or volunteer) for work travel, then GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will cover these fees. The employee will be responsible for obtaining all the necessary paperwork and the visa/permit prior to the planned travel date.

### **Section 4 - International Travel**

Should International travel be required – it will be reviewed on a case by case basis.

### **7.3 Sexual Harassment Policy**

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT considers workplace sexual harassment to be a serious offense and will deal with such incidents in the strongest possible manner.

#### **Scope of this Policy:**

This policy applies to all individuals who are employed in a permanent, contractual, temporary, or fellowship capacity at any GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT office location. This policy document is also being forwarded to all the GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT offices with the clear advice to establish a similar approach in dealing with this issue.

This policy pertains to sexual harassment in the workplace, or during work related travel and meetings. However, as a representative of GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT, all staff is expected to act responsibly and respectfully both within the office and beyond office hours.

## **Definition of Issue:**

- A broad definition of sexual harassment consists of any physical or verbal behaviour and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:
- Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature
- Transmitting any message, by mail, telephone, e-mail etc. which is obscene, lewd, suggestive or blatantly sexual in nature
- Any explicit or implicit communication wherein a sexual favour or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment.
- Sexually charged jokes or remarks and behaviour which have sexually oriented innuendoes
- Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day-to-day dealings
- Any pervasive pattern of behaviour which makes others uncomfortable, insecure or feel humiliated or disadvantaged on the basis of gender differentiation
- Actual sexual assault

As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.

## **Complaints Handling Process:**

- GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT has established the following process to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously.
- Complaints Committee for Sexual Harassment: GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT has established a Complaints Committee for Sexual Harassment headed by GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT CEO, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT HR Head, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT Manager.
- Process for dealing with incidents of sexual harassment

- Any employee/fellow/intern who experiences sexual harassment can get in touch with any member of this Committee. Alternatively, the affected employee/fellow/intern may approach his/her supervisor and the supervisor will be expected to inform a member of the Committee immediately. All such complaints shall be in writing with full details of the incident.
- On receipt of such a complaint, the Committee will immediately arrange to fully investigate all relevant details of the matter. It will do so with all possible care, sensitivity and discretion in protecting the sensibilities of the impacted employee/fellow/intern. The member, who has allegedly committed the offence, will be given all reasonable opportunity to be heard by the Committee.
- The result of this investigation will be formally recorded and discussed within the senior management team for appropriate action.
- The Committee will normally complete this process and make its formal recommendation within 10 working days after receiving the complaint unless there are exceptional circumstances.
- Necessary action will then be taken with regard to the offending member based on the circumstances and seriousness of the offence.
- Where GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT is legally advised that any such incident constitutes a criminal offence, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will inform the relevant authority, provide full details and request appropriate action. If the aggrieved employee/fellow/intern directly takes any action, against the offending member, either civil or criminal, the Committee, on becoming aware of such action by the aggrieved employee/fellow/intern, shall be entitled to, Suo moto, start the internal enquiry / investigation and recommend appropriate action.
- GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will ensure that the career interests of the complainant are not adversely affected by virtue of the individual having drawn attention to such an offence.
- In order to ensure that this important matter is not trivialized, any complaint, which, in the opinion of the Committee, is blatantly false or frivolous or has been motivated by reasons that are clearly unconnected with gender issues, would be viewed very seriously by the company and appropriate action taken against such complainants.
- If the Committee receives an anonymous reference related to sexual harassment, it will draw the attention of the supervisor concerned with the relevant business or location. The matter will be fully examined by the concerned supervisor and its conclusions and plans for necessary action will be communicated to the Committee.

- Heads of departments and senior management at all GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT locations will also be expected to be sensitive to any circumstances or behaviour among their colleagues which appear to go against the company policy on this matter. In case they become aware of any such incidence, they will immediately inform the head of the Committee and take appropriate action as advised.

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT **has added the following instructions to ensure, to the best of its ability, the security of its Staff:**

- No employee will be subject to any form of retaliation for making a good faith report of conduct that they believe violates the above-mentioned policies.
- If attending work related social events, meetings, dinners, etc. outside of office hours, employees should try and have another GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT staff member accompanies them if possible. Employees must inform their supervisors of any such events they plan to attend.
- Employees must use sound judgment when socializing with external contacts developed through work initiatives.
- Employees travelling for work must inform their supervisors of the dates, duration, location, and purpose of the visit. Contact information for the partner organization must be documented and provided to a supervisor.
- During site visits, or work-related travel, employees must always use sound judgment and take every measure to ensure their safety. Examples of things to consider may include: Understanding if it is safe to go out at night on your own; keeping host and supervisor informed regarding where you will be staying; avoid attracting unnecessary attention to yourself with unruly behaviour; understanding from the host organization any cultural or local sensitivities.
- Employees /fellows/interns catching up after office hours have to be careful and should take care of themselves as GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT will have no control over any accidents that may occur after office hours

## **8. Performance Appraisal and Reviews**

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT considers performance appraisals and reviews an integral part of the entire career life span of its staff as any progressive organization. GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT understands and value the contribution of their staff, also realizes that management must bear responsibility for how their staff performs their jobs and the role that motivation and encouragement play in increasing efficacy of their work.

## What performance management is not at GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT?

Performance management is not an annual event. This is a continuous process that takes place throughout the year and that is what GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT believes in. It is also not a process used to determine salary or other material benefits as these can have a negative effect on development of staff, nor is it a tool to punish staff.

GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT strongly believes that a performance discussion should have no surprises! This means that the manager as well as the staff must be aware of all-important matters and nothing should come out as an unknown entity at the actual discussion itself. This also means that the process of performance management must be a followed in a committed manner. The manager's own performance is as much online as the staff member's! The focus should be on performance management and development.

As a part of the system, GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT practices the following Performance Appraisal and Review Process:

Performance Appraisal and Reviews			
April – June Quarterly review	April – September Half yearly review	April – December Quarterly review	April – March Annual Review
<ul style="list-style-type: none"><li>• Catch up with your supervisor</li><li>• Be in line with your personal goals</li><li>• No formal documentation required</li></ul>	<ul style="list-style-type: none"><li>• Cumulative 6 monthly review</li><li>• Formal documentation will be done</li><li>• Supervisor comments will be incorporated</li><li>• Catch up with your annual personal goals</li></ul>	<ul style="list-style-type: none"><li>• Catch up with your supervisor</li><li>• Be in line with your personal goals</li><li>• No formal documentation required</li></ul>	<ul style="list-style-type: none"><li>• Cumulative 12 monthly review</li><li>• Formal documentation will be done</li><li>• Supervisor comments will be incorporated</li><li>• Catch up with your annual personal goals</li></ul>

### 360 Degree Appraisal

For the 360-degree Appraisal, feedback is taken from peers, colleagues and team members within the organization to assess the employee's cultural fit within the organization. The appraisal is taken as an opportunity to provide honest and open feedback to the employee and also from the employee. The appraisal usually revolves around GENERAL MOVEMENT FOR RURAL EDUCATION AND ENVIRONMENT values.