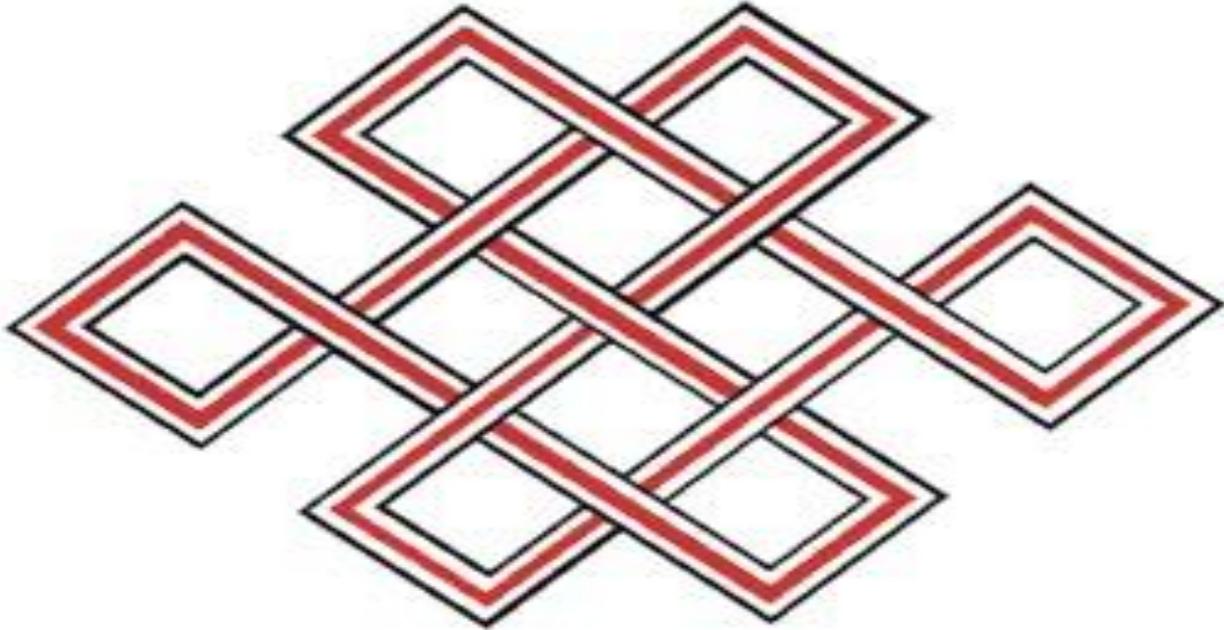


WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL



WIDE ANGLE HUMAN RESOURCE POLICY MANUAL

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WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

Purpose and Scope of the Human Resource Policy Manual

The objectives of Wide Angle Human Resource Policy manual are to:

- a. Provide Wide Angle and its employees with a statement of Personal Policy.
- b. Define the terms of employment and the condition of service for all Wide Angle employees.
- c. Outline the procedure governing the conduct of employees and operation of policies.

The manual will serve as a basis for an understanding between Wide Angle and its employees as regards mutual expectations and obligations. These terms of employment and conditions of services may be revised, amended or altered by Wide Angle Executive Committee from time to time.

Wide Angle Executive Committee Reserves the right to interpret, the meaning of the rules pertaining to the service conditions of its employees.

Personal Classification

There shall be following classification of appointment in the organization:

- i. **Regular employment:** All staff hired under different program budget shall be the regular employees of Wide Angle. They are entitled to all benefits as specified in the Personal Policy Manual and they will be provided with all possible opportunities for career growth and advancement. They are recruited on a contractual basis until the termination of such project/program. Wide Angle office fixed term contract (normally one year) to all its regular employees. This contract may be renewed at the sole discretion of the Wide Angle Executive Committee
- ii. **Part time employees:** Part time employees are those who are appointed for specified hours of work in a day which is less than the normal hours of work. They will be paid a fixed remuneration or on the basis of actual hours worked computed monthly. The terms and the conditions shall be decided in each case.
- iii. **Consultants:** This status applies to part time/full time personal who are hired due to their functional specialization/ experience. These are generally for the specific short-term periods. They receive fixed fee and are not eligible for other benefits. TDS at the applicable rates will be deducted.
- iv. **Volunteers:** Men and women with varied skills and knowledge from different parts of the country may be invited to volunteer for specific activities in various programs. They will be deemed as employees and will therefore not enjoy the salaries and other benefits available to the regular employees. They will not carry any official title and will play only the support role. Separate induction and orientation guidelines are available for the volunteers.

Working Hours

Purpose: It shall be the endeavor of the organization to provide a climate for working which facilities thought and action. Therefore, the statement of working hours is a guide rather than a limitation.

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

Scope and Applicability: - This policy is applicable to all regular employees and fulltime consultants of Wide Angle.

Policy Rules and Procedure:

- ✓ The organization will observe a 40 hours working week.
- ✓ The daily working hours would be from 10.00 am to 4.30 pm. Daily with a half an hour break between 1.00 pm and 1.30 pm.
- ✓ The employees are expected to sign in on the attendance register at the time of entering the office. The attendance register will form the basis for calculating the number of working hours for all employees.
- ✓ Employees who are required to travel (local or outside) for official purpose will have to submit their travel approval forms to the administrative head.
 - The forms will have to be submitted either before proceeding on travel or immediately after their return. These forms will be used to update the attendance register for the appropriate days.
- ✓ Notwithstanding anything in this section, the work exigencies might require the employees to work beyond 6 pm on any day or more than 40 hours per week.
- ✓ The administrative coordinator will be responsible for calculating the hours worked for each employee and for maintaining the attendance register.
- ✓ Employees who cannot work during the prescribed hours, because of personal reasons, can do so after obtaining prior approval from his/her superior.

Holidays

Purpose: The organization realizes that festivals and days of national significance are important days for the employees. To celebrate these days, the organization would provide holidays to the employees.

Scope and Applicability: - This section is applicable to all the regular employees, part-time employees, consultants and volunteers of the organization.

Policy Rules and Procedure:

- The organization would provide 13 days of holidays per calendar year.
- These holidays will be in compliance with the statutory provisions applicable to the organization, such as “The National and Festival Holidays Act” and will include the three national holidays of 15th August, 26th January, and 2nd October.
- If a holiday falls on a Saturday or a Sunday then a holiday in lieu of that one would not be provided.
- The list of holidays would be decided by the third week of December of every year and a copy of the list of holidays would be displayed in the notice board for the benefit of all the employees. This is responsibility of the administrative coordinator.
- Normally an employee should not ask to work on holiday but work exigencies might require the employee to work on holidays. Compensatory leave can be used within one month period or it will lapse. If any employee works on Saturday in the office, no pay will be made, but if employee is going to any other place for office work, local conveyance can be claimed.

**WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL**

- The total numbers of holidays Wide Angle will observe in one year are 13.
- The following 12 holidays will be observe by all employees.

S	Date	Name of holiday/festival	No of days
1	1 st January	New year	1
2	26 th January	Republic day	1
3		Holi	4
5		Cheirouba	1
6		Charak Puja	1
7	23 rd April	Khongjom day	1
8	1 st may	May day	1
9		kang	1
11	13 august	Patriots day	1
12		Krishna janma	1
13		Idul fiter	1
14	30 th September	Irabots day	1
15	2 nd October	Gandhi jayanti	1
16		Durga pooja	1
17		Dipawali	1
18		Ningol chakkouba	1
19	25 th December	Christmas	1
		TOTAL	20 DAYS

Total no of days:-365 days

Total no of holidays including Sundays=20+52=72

Total no of working days: =294

Compensatory off

- In order to meet work requirements, if employees are required to work on holidays and weekends, they can apply for Compensatory off.
- Compensatory off and authorization by concerned authority, is to be filled in the “Leave Application Form.”

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

Eligibility

- Employees working on a Sunday or a public holiday, are eligible to take one day compensatory off.
- Work off related travel is considered a valid condition for availing of Compensatory off.
- Part-time employees, who work for a minimum of 3 hours on a Sunday or a public holiday, are eligible to one compensatory off.
- Compensatory off must be availed of within a month.

Leave

- Every employee is entitled to 10 working days leave on pay, on pro rata basis, during the financial year i.e. April 1 to March 31.
- Leave may be availed of as half day or full day.
- Leave beyond 10 days will be treated as leave without pay.
- Leave less than 12 days can be encashed at the end of the financial year.
- In exceptional conditions of frequent travel, employees are entitled to half day or full day leave after consultation with the reporting head. Such a leave will not be considered part of the 10 working days leave.
- A monthly leave update will be maintained by the Administrative Officer, who will maintain a record of the “Leave Status” of all employees.
- Employees, who are required to leave office for the personal work, are encouraged to apply for half day leave prior to leaving office.

Disciplinary Action

Purpose: The objective of the policy is to make sure that the employees understand and adhere to the established norms of organization.

Policy Rule and Procedure

- **Misconduct:** The term misconduct shall denote any offence or act of commission or omission on the part of any employee. Misconduct shall refer to wrong and improper behavior, disobedience, insubordination or gross negligence.
- Apart from the breach of any clause in the manual, the following shall be generally considered to be acts of misconduct (these are illustrative in the nature and not exhaustive).
- Misconduct affecting discipline
 1. Acts subversive of discipline
 2. Willful disobedience or default
 3. Disobedience of order
 4. Willful disobedience or insubordination
 5. Disorderly or riotous behavior

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

6. Illegal strike, go slow
7. Threatening or intimidating any official of Wide Angle.
8. Unorganized Use of Wide Angle property for personal use.
9. Writing to superior authority without proper channel
10. Malafide criticism of organization, authority
11. writing anonymous letters

Misconducts affecting suitability of employee for a particular employment

1. Dereliction of duty
2. Non-performance of duty
3. Absence without leave
4. Sleeping during duty hours
5. Consistent indifference to work
6. Irregular or late attendance
7. Habitual late attendance
8. Lack of efficiency
9. Damage to property/funds
10. Doing personal work during duty hours
11. Carelessness in handling office equipments

Misconducts affecting morality

- Personnel morality-moral turpitude
- Theft
- Dishonesty, fraud, lying misrepresentation submission or false reports, documents
- Acceptance of bribe
- Disloyalty
- Drinking alcohol while on duty
- Conviction in court of law
- Sexual immorality, scandal, harassment
- Use of abusive language in office, physical violence
- Refusal to accept orders
- Gambling in office premises

Procedure for initiating disciplinary action

- Once a complaint of misconduct against an employee is received, the supervisor will examine the case by conducting discussion with the concerned employee and representative from the HR department.

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

- The supervisor will follow such procedures as he deems to be fit without being prejudiced to either the complainant or the accused employee.
- If the superior finds the concerned person guilty then he/she may recommend appropriate action to be taken against the employee.
- The entire process of examination along with the recommended action would be documented and submitted to the Wide Angle Executive Committee.
- If the complaint of misconduct is relating to sexual harassment or intimidation then the case would be examined by the “Gender Committee” of the organization. The gender committee would comprise of members of the Wide Angle Executive Committee and the representative from the senior and junior member of the staff.
- If the employee is not satisfied with the method of examination of the superior (or the gender Committee) he/she may ask for an inquiry committee to be set up and investigate the case further. This appeal should be made to the management committee along with proper explanation.
- If the management committee is satisfied with the explanation then an Inquiry committee headed by enquiry Officer would be set up for this purpose.
- The Inquiry committee shall intimate the employee, in writing, of the date and time when the inquiry will be held and be asked to attend. Then a charged employee can also engage any fellow employee as his defense agent with the approval of appointing/disciplinary authority.
- The employee charged, along with the person permitted to defend him, shall be entitled to be present during the hearing of witnesses. If the employee charged fails to attend the enquiry, or fail to take part in it, the Inquiry Officer would be competent to proceed ex-parte.
- The Inquiry Officer shall follow such procedure, as he deems fit. The charge sheeted employee shall be given a chance to cross examine the management’s witnesses as well adducing evidence in his defense.
- After the Inquiry is over, the Inquiry officer shall as soon as possible, submit this report to the management committee indicating clearly whether all or any of the charges leveled against the employee are established.
- If the charges are proved in the Inquiry, the management shall take into account the extent and aggravating circumstances that may exist. The nature of punishment shall be communicated in writing to the employee concerned.
- If any employee is suspended pending investigation, inquiry, trial or during the pendency of any legal proceedings against him/her, he/she shall be paid a subsistence allowance to be decided by the management. If the suspension is awarded as a punishment for misconduct as established in inquiry, the suspension will be without pay and allowances.

Kinds of Penalties

Wide Angle management can impose any one or more of the following disciplinary action on an employee for good and sufficient reason:

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

- Censure or fine
- Warning
- Recovery from pay or any pecuniary loss caused to the organization by negligence or break of orders
- Suspension without any payment for a period not exceeding 10 days
- Withholding of increment
- Demotion to a lower post and scale of pay
- Dismissal from service

Local Conveyance

Purpose: Employees may need to commute within the city limits for official purposes, this policy provides guidelines for such travel and to ensure that employees do not incur any personal expenditure on such travel.

Scope and Applicability: This section is applicable to all the regular employees, part time employees, consultants, Executive Committee members and volunteers.

Policy Rule and Procedure:

- Employee must claim their Per Diem as per the local conveyance expense statement.
- The entitlements for reimbursements on use of own vehicles or use of public conveyance within the state will be as follows:

Grade	Imphal		Bishnupur	Thoubal	Hill District
	Urban	Rural			
Staff	50	100	150	150	300
Executive committee / Project heads	80	120	250	250	500

- The entitlement for reimbursements for boarding & lodging will be as follows :-

Grade	Boarding & lodging	Breakfast	Lunch	Dinner
Staff	400	100	150	150
Executive committee / Project heads	600	100	150	150

- The Per Diem reimbursement form should submit to the administration department by the end of the following month.
- Notwithstanding entitlements to travel only by specific mode an employee may be reimbursed travel by a higher mode in case where it is not possible to travel by the mode specified. All such exceptions should be authorized by the superior.

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

National conveyance

Purpose:

Employees may be required to travel with in the country for official purposes. The policy provides guidelines for such travel and to ensure that the employees have a comfortable travel and stay.

Scope and Applicability: This section is applicable to all the regular employees, part time employees.

Policy Rule and Procedure:

- The employee must obtain prior approval from his/her superior before proceeding on tour.
- The following table list the mode of travel that each grade of employee is entitled to:

Grade	Travel Mode	Metros - Lodging	State Capital - Lodging
Wide Angle staff	3 Tier AC/AC Bus	2000	1500
Executive committee / Project heads.	2 Tier AC/Air	3000	2000

- Notwithstanding entitlement to travel by a higher mode in cases where it is not possible to travel by the mode specified. All such exceptions should be authorized by the superior.
- All tickets would be booked by the organisation's travel agent or through any other agents provided that the fee is similar to charges made by organisation's travel agents.
- The approved expenses statement would then be forwarded to the accounts department by the employee.
- Advances for expected travel expenses can be requested from the accounts department a day before the commencement of the tour.

Recruitment and selection

Purpose:

This policy provides guidelines on hiring the right candidate for the right job. The objective of the policy is to fill in the vacancies with in the least possible time.

Scope and Applicability: This section is applicable to all the regular employees, part time employees, consultants and volunteers.

Policy Rule and Procedure:

All vacancies should be approved by the department head and the senior management.

For new positions a comprehensive job description would have to be prepared detailing out the roles and responsibilities of the post, the educational qualifications and the relevant experience of the candidate.

The candidate would be evaluated based on certain preset criterions. This would ensure transparency and accountability in the recruitment process. These criterions would be developed on the basis of the requirement that would be essentials for the applied position. The criterions would be developed before the beginning of the recruitment process.

This criterion would be developed jointly by the respective department heads and the HR administrative department.

The candidates would go through one or more rounds of interview process before being selected.

Once the candidate is selected a formal offer letter would be prepared and issued to the candidate.

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

The appointment letter will provide details such as job responsibilities, the salary structure and the other terms and conditions of employment.

Following records may be maintained in the employee`s files:-

1. Application of the candidate
2. CV
3. Reference (if any)
4. Copy of the educational qualifications certificates
5. Appointment/ Increment/ extension letter.
6. Joining letter
7. Any other personal memos
8. Termination letter / resignation letter.

Probation

Purpose: The objective of the recruitment process is to hire the right person for the right job. To ascertain that the person hired is the right person for the job, all new employees would be placed under probation during the initial stage of employment.

Scope and Applicability: This section is applicable to all person hired as regular employees.

Policy Rule and Procedure:

- All employees hired as regular or part-time employees will be under probation for the initial three months.
- The period of probation is meant not only to evaluate the individual, but is also a period during which the employee is provided guidance to enable him/her settles in the organization.
- The superior and the administrative department will help the employee get acquainted with the work and culture of the organization through the process of continuous and ongoing feedback.
- The reporting officer or the immediate superior of the probationer would be his/her evaluator.
- At the end of the probationary period one of the following will be issued to the probationer.
 - Letter of confirmation: If the probationer meets the requirements of the job, then on the organization recommendation of the evaluator, a letter confirming his employments in the organization will be issued to the employee.
 - Letter of extension of Probation: On the basis of the evaluation report prepared by the superior, the probation can be extended to a further period of six months.
 - Letter of Termination: If the performance of the probationer during the probation period does not meet the expectation, then a letter terminating the services of the probationer would be issued.
- The letter of extension of probation of letter of termination should be accompanied by supporting reasons. In addition to this, the letter of extension of probation should also detail out the areas of improvement for the employee. This communication would be signed by the superior. (evaluator)

No Smoking

Purpose: To promote a safe working environment that supports health and well being of the employees

WIDE ANGLE SOCIAL DEVELOPMENT ORGANISATION
HUMAN RESOURCE POLICY MANUAL

Scope and Applicability: This section is applicable to all the regular employees, part time employees, consultants and volunteers.

Policy Rule and Procedure:

- The premise of inside the Wide Angle office is a “No Smoking” zone. This includes the entire office space.
- Employees, who wish to smoke during office hours, may do so outside the office building.
- The same policy applies to all the visitors to the organization and the employees are requested to inform the visitors of the policy.

E-mail and Internet Access:

Purpose: To facilitate communication and knowledge enhancement the organization would provide internet access to all the employees.

Scope and Applicability: To facilitate communication and knowledge enhancement the organization would provide internet access to all the employees.

This section is applicable to all the regular employees, part time employees, consultants and volunteers.

Policy Rule and Procedure:

- Email use by the employees shall ensure that employees do not send broadcast mail to everyone unless critical, foul language shall not be used in e-mail messages and e-mail shall be used with discretion.
- Internet access to prohibited sites by employees shall be viewed critically: employees must use Internet access for business purposes only management may have to cancel internet access if these rules are violated.