

# T4G Impact Tech Foundation

## Human Resource (HR) Policies

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## 1. Introduction:

This policy document (HR Manual) provides guidelines for T4G Impact Tech Foundation staff members (i.e. regular employees, interns, fellows and consultants) about HR related policies which aims to set the foundation for a culture of respect, fairness, transparency and addressing their issues. It ensures everyone understands their rights and responsibilities, fostering a positive and inclusive environment.

It provides clear guidelines for everyday situations and decision-making, promoting consistency and preventing confusion. This policy ensures that we, as an organisation, adhere to relevant laws and regulations, protecting both those engaged with us and the organisation itself. This policy applies to all who work with T4G, regardless of their location, background, or specific project assignment.

We've made this policy document clear, concise, and easy to understand. However, if you have any questions or need further clarification, please don't hesitate to reach out to your manager or the operations team. We're here to support you every step of the way.

Remember, this is not just a policy document; it's a commitment to creating a thriving fellowship community where everyone feels valued, empowered, and supported. We encourage you to actively engage with this policy, ask questions, and contribute to shaping a positive and impactful experience for all.

## 2. Purpose:

The Purpose of this HR Manual is to ensure that staff members have clarity on,

- a) Onboarding Process.
- b) Leave Policy
- c) Work from Home Policy
- d) Salary Payments Process
- e) Off-boarding process
- f) Grievance Redressal Policy

## 3. Onboarding of Staff Member:

- a. An **offer letter** may be offered to a prospective staff member (regular employees, interns or fellows), stating date of joining and compensation. This is not mandatory for all job positions.
- b. A **contract letter**, stating details of the employment or the nature of the contract, will be shared before the commencement of the employment. The letter will include date of joining, expected deliverables, CTC and details of other benefits.
- c. Everyone working with T4G will have to sign a **non-disclosure agreement**.

- d. Employees and consultants are expected to provide the organisation with all the information (including PAN and bank details) for ease of onboarding.

#### **4. Leave Policy:**

- a. There will be 13 public holidays in a calendar year, in addition to 7 days of annual holiday for the organisation.
- b. The holiday calendar for the year will be shared with the team on 1<sup>st</sup> January of every calendar year.
- c. There will be 10 days of combined sick and casual leave in a calendar year.
- d. Casual leave must be applied for at least 2 days in advance.
- e. To apply for leave, employees and consultants may log into the ERPNext platform and use the leave application form.
- f. Half day leaves will be permitted upon prior approval. Two half days of leave will be considered as one full day of leave.
- g. If the total number of available leave days have lapsed, one can avail leave without pay.
- h. Calculation of salary deduction for leave without pay: - Salary x Number of days absent /26 days.
- i. The operations manager shall approve the leave application for all employees and consultants.
- j. Official holidays and weekends that fall during the course of leave availed shall not be counted as leave.
- k. Leaves will not be carried forward to next year and will not be encashed.

#### **5. Work From Home Policy:**

- a. Employees and consultants are normally expected to work from the office.
- b. However, in case of need, employees may work from home with prior approval of their reporting manager.
- c. The need cases may include any of the following:
  - i. Work-life balance: To attain a balance between professional responsibilities and personal well being
  - ii. Parenting: For employees with parenting responsibilities
  - iii. Health condition: To accommodate health related needs and conditions
  - iv. Weather: To accommodate during adverse weather conditions that makes commuting difficult
  - v. Emergencies: Provide flexibility in case of uncertain events
- d. Employees may apply to work from home through the organisation's ERPNext platform.

#### **6. Salary Payments:**

- a. Salaries or consulting fees are transferred to staff members bank accounts via net banking by last working day of every month in line with the terms of the contract.
- b. Staff members are responsible to provide correct banking details i.e. (i) Bank account; (ii) IFSC Code; (iii) details of the branch where the account is maintained by you; and (iv) name as per your bank records. Staff members are solely responsible for ensuring that all details regarding your bank account are accurate and updated. In case of any change in such details, please contact the Finance department.
- c. Final salary includes salary or wages earned, less any mandatory or elected deductions. Mandatory deductions include taxes and other withholdings. Elected deductions are deductions authorised by the employee, and may include, for example, contributions to benefit plans.
- d. If staff member is reported as absent beyond the approved leaves as per the policy, payroll will be adjusted for pro-rated payments.
- e. If any unadjusted advances are there and same is not settled within 60 days, Finance / HR will adjust such advances from the Salary payable to staff member.
- f. All consultants are required to upload their invoices on the ERPnext platform of the organisation by the 25th of every month, for approval and processing.
- g. Staff members are required to notify supervisor if the salary appears to be inaccurate.

#### **7. Employee Off-boarding:**

- a. A staff member shall give a notice in writing as per the terms in signed contract, if they wish to resign from T4G. Similarly, T4G as well can give notice as per the contract to staff members for dis-engagement or termination.
- b. The resignation letter should contain the date of resignation, as well as the last working day. The resignation must be approved by the reporting manager.
- c. The employee is expected to continue to work until the last scheduled day of employment and to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work.
- d. In case of both termination and resignation, the employees are required,
  - i. To return all files, documents, equipment, keys, access cards, software or other property belonging to the company that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor.
  - ii. To participate in an exit interview which will be conducted by the reporting manager.
  - iii. To comply with obligations of confidentiality, non-solicitation and non-competing subsequent to the termination of employment, as per the terms of the employment agreement.

- e. The payment of final settlement dues will take place subject to submission of the following:
  - i. PC/ Laptop with all accessories, if any
  - ii. Company-provided SIM, if any
  - iii. Company-provided accommodation, furniture and car, if any
  - iv. All relevant official documents & files, logins under the employee's purview/control
- f. The full and final settlement of dues will be done by the organisation within 45 days from the date of resignation and subject to fulfilling all the obligations by the staff member.
- g. Any exceptions to the above mentioned shall be decided by the reporting manager.

## **8. Grievance Redressal Policy:**

The Grievance Redressal Policy is to provide employees with a framework for settlement of individual grievances.

For the purpose of the policy, grievance means individual grievances and includes all matters but excludes the following:

- a. Terms of appointment/employment settled and agreed to prior to joining.
- b. Annual performance appraisal/confirmation process.
- c. Grievances arising out of disciplinary action.
- d. Grievances arising out of termination or dismissal.
- e. A grievance already settled during last six months.

The objectives of the Grievance Redressal Policy will be:

- f. To settle grievances of the employees in shortest possible time;
- g. At lowest possible level of authority; and
- h. To provide for various stages so that the aggrieved employees derive satisfaction of seeking redressal, if required, even from the highest level of the authority.

### **Redressal Procedure**

#### **➤ Informal Stage:**

The employee should, in the first instance, raise the grievance verbally or in writing with their Line managers. In lack of a satisfactory response, the grievance can be escalated to next level manager in the hierarchy.

➤ **Formal Stage:**

In absence of successful resolution of the grievance through discussion, a formal written complaint can be filed to the Grievance Resolution Committee.

Grievance Resolution Committee will receive all formal complaints on behalf of the organisation. It will comprise of:

- a. Operations Head
- b. Finance Head
- c. Any one board member

An investigation undertaken by Committee will be in accordance with the principles of natural justice and will be undertaken confidentially and as expeditiously as possible with great sensitivity. The committee will submit the report along with its recommendations to the Board in 14 working days. Any delay in completion of the investigation needs to be suitably justified.