

LIFE FOUNDATION

HUMAN RESOURCES

POLICIES & PROCEDURES MANUAL



Life Foundation
Dakhin Bidyanagar, Ward No4
P.O. & P.S. - Hojai
Hojai 782435, Assam

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1. Overview & Purpose

Life Foundation (LF), established in 2010, is a Non-Governmental Organization (NGO) registered under the Registration of Societies Act 1860. It is also registered under the Section 12A and 80 G of the Income Tax Act 1961. It is also registered under FCRA Act 2010. Life Foundation, with its head office at Hojai, Assam operates in the Hojai District of Assam.

The purpose of the Organisation is to address the issue of Child trafficking, Child Education, Health, Women Empowerment, Youth affairs etc. the Organization has ventured into the fields of Community Health, Women and Child Development, Rural Development.

This document has been developed to communicate and manage Policies and Procedures related to Human Resources that come under the purview of Life Foundation for the operation of the Project through its offices in Hojai and its units in different parts of the state of Assam.

Life Foundation's main management and administrative activities centre around the Hojai Office. The Manual is designed to meet the special needs of the organization.

This manual is an internal document to be used only by Organizational Personnel. The manual should be used to inform staff, existing and new, of the HR policies and procedures that apply to them.

Life Foundation recognizes its policies and procedures need to ensure that the highest standards possible are maintained in protecting personnel and organization Assets. However, given the small size of the operations it also recognizes that that it will not be able to anticipate and set procedures for all circumstances.

The purpose of establishing policies and procedures for Life Foundation's Human Resource is as follows:

- To ensure that the best possible controls and procedures of the project are in place while at the same time the organization is properly supported in order to achieve overall organizational Objectives;
- Consistent systems and procedures and documentation of exceptions;
- Effective and efficient management of organizational Human Resource;
- Minimise risk of fraudulent.

Review and Maintenance

The point person for Review and Maintenance of this Manual is the Organizational Administrator who will draw upon other resources within the Organization as required. The Director will rely heavily on the Project coordinators for implementation of policies and procedures and monitoring of security and other environmental conditions relevant to the Project.

The Master copy of this manual is to be maintained by the Organization Management Unit.

Authority

The manual is approved by Life Foundation Management Committee. Proposals for changes or deviations in operations from the manual cannot be made without the express approval of the Director. The policies and rules stated in this document must be followed by all Life Foundation staff and where applicable consultants and visitors of the Project.

Version Control

Each version of this document will be maintained and identified using the version control convention of 1.0. Major changes will cause an increment of first digit with minor changes only increasing the second digit.

Desired result

Activities of the Organization are undertaken in accordance with policies and procedures as set out in this document.

Persons Affected

All persons and all locations involved in the activities of Life Foundation: Project Staff, Consultants, Project Visitors.

The manual will be used at all Project Offices and be considered for all activities undertaken.

Policy Compliance

All Project Staff and all Project Activities must comply with the policies and procedures provided in this document.

Other Life Foundation Policy Documents

Together with this manual, the operations of the Project will be guided by the following Policies & Procedures Manual developed specifically for Life Foundation:

- Administrative Policies Manual;
- Finance Manual Procedures & Policies; and
- Child Protection Policy Manual
- Gender Policy
- Fraud Policy
- Prevention of Sexual Harassment (POSH) Policy

2. Mission/Vision Statement/Core Value/Scope and Purpose/

Mission Statement

To promote inclusive development by empowering women, children, and marginalized communities through education, health services, livelihood opportunities, environmental stewardship, and human rights advocacy, ensuring sustainable growth and social justice for all.

Our Vision

To build a just, inclusive, and compassionate society where every individual—regardless of gender, class, or background—has the opportunity to live a life of dignity, health, security, and fulfillment.

Core Values

The Core Value is “Team work and Participation”

Scope and Purpose

This policy shall apply to all staff employed in the various units of Life Foundation. Its purpose is to safeguard the interests of the staff as employees, and the society as employer in order to achieve the objectives of the project.

Appointing Authority : The appointment authority for the Director shall be the Board of Society of Life Foundation

The appointing authority for the Project Administrator, Administrative and Field Staff, Professional and Non-Professional staff shall be the Life Foundation Management Committee. The Life Foundation Management team will comprise of Director, Asst. Director, Accountant and Project Coordinators.

3. Employment

3.1 By Regular Employment:

▪ Probation:

A person employed to a contract post shall be on probation for a specified period, usually 3 months or, as mentioned in the appointment letter. The period of probation may be extended or curtailed in individual cases, on the merits of each case by the appointing authority.

▪ Temporary:

An employee who is appointed for a limited period of time for a work which is essentially temporary in nature, or one who is employed temporarily as an additional staff in connection with temporary increase in work. His employment shall cease with the period of appointment.

▪ **Contracted:**

An employee who is employed for a fixed period of time on contract on renewable basis subject to performance and approval of the appointing authority

▪ **Seconded:**

An employee who is deputed, for fixed period of time, on request by appointing authority from another project of Life Foundation or other sister organization.

3.2 By specific, need based employment

▪ **Casual/ Daily**

A worker who is engaged for work which is essentially occasional or casual in nature and is not eligible for benefits granted to the regular staff. Payment is on daily wage basis/ per working day basis.

▪ **Part Time**

A worker who regularly puts in an agreed number of hours of work per day or week in a unit, on a mutually convenient schedule and is paid on weekly/monthly basis

▪ **Voluntary**

An employee who renders free service in a voluntary capacity and who may be paid an honorarium

▪ **Trainee**

An employee who is a learner or is gaining experience, who may or may not be paid a stipend during the training period.

4. Eligibility for Employment

- Relevant qualification to the post sought
- Relevant experience to the post sought
- A person of good report and moral character

5. Appointments

5.1 Applications

- All applications shall be made in writing in the prescribed form. This is to be accompanied with relevant certificates, a photo and references.
- Application for all posts shall be addressed to the Secretary, Life Foundation
- All applicants shall be subject to interviews and recruitment process

5.2 Finalization of appointments

- Applicants for the post of Project Administrator and other Project staff shall be interviewed and selected by the Life Foundation management team.
- Applicants thus selected may go through a probation period of generally 3 months. This may be extended for a period not exceeding 12 months.
- Renewal of contract will be made on the basis of the reports staff's Performance Appraisal which will be conducted at 6 to 12 months' interval.

5.3 Appointment Letter

- All selected candidates shall be given a letter of appointment. This will state the position to which appointed, salary scales, tenure of appointment, duties and responsibilities and any other terms. Seconded Staff may not need to be given an appointment letter. They will be given a position description at the time they join.
- On the receipt of the appointment letter, all employees will be required to return to the Secretary one copy of the 'Terms and Conditions of Employment' duly signed, and the appointment agreement signed by self and witnesses.
- The Secretary shall sign the appointment letter for all posts.
- All employees should get the Life Foundation HR manual and read it and familiarize themselves with the rules and regulations of the society. The declaration form should be signed, detached and returned to the Documentation officer.

6. Conditions of Service

- Each employee shall work at least seven hours a day, with half an hour lunch break, for five days in a week from Monday to Friday and Saturday till noon.
- However, if in the interest of the Project and the nature of its work it shall become necessary for a member of staff to remain a longer time on duty, he/she is expected to do so willingly. Working hours may vary in different units.
- All employees of Life Foundation can be transferred according to the requirements of the organization to any project site in Assam. Employees have to be prepared to move to their place of transfer within the stipulated time.

7. Notice (Termination / Resignation)

- All employees shall be bound by the following notice period for resignation or termination.

	Probationary	2 weeks
	Contract	1 month
	Seconded	2 months
	Temporary	24 hours
	Casual	24 hours
	Part time	24 hours
- In lieu of notice period for resignation or the termination, a compensatory sum equivalent to the salary of the staff for the period of notice shall be payable either by the employer or the employee as the case may be.
- An employee dismissed for misconduct shall not be eligible for any notice or pay in lieu thereof.

8. Code of Conduct

8.1 Expectations from all staff

- Loyalty – Loyalty and commitment to Life Foundation, its goals and objectives, initiative in promoting the work of the project, willingness to work extra hours in times of urgency, giving top priority to one's responsibilities.
- Skills and Abilities – Job knowledge for routine work, capacity and personal initiative to learn additional skills, adequate knowledge and skill for assigned job.
- Good relationships – Satisfactory interpersonal relationships with colleagues and seniors; capacity and willingness for team spirit and team work; concern for the co – worker
- Discipline – Reliability in words and in carrying out responsibilities. Punctuality in attendance; getting prior approval before taking leave or absenting from work
- Confidentiality – Keeping confidential all Project related matters; budgets, salaries, decisions by Management and other sensitive issues.

8.2 Misconduct

The following acts and omissions on the part of the employee shall amount to misconduct.

- Wilful insubordination or disobedience of any lawful and reasonable order of the superior
- Without leave or habitual overstay of leave without any grounds or satisfactory explanation
- Theft, fraud or dishonesty in connection with the employer's property, money and assets.
- Lost of office properties due to one's carelessness.
- Habitual late & irregular attendance.
- Habitual neglect of work
- Wilful damage to the property of employer
- Disclosing of confidential information to unauthorized persons.
- Quarrelling with other employees during the working hours
- Any act subversive of discipline or employer – employee relationship

8.3 Penalty for Misconduct.

- Warning Letter
- Fine
- Stoppage of Increment
- Compulsory Retirement
- Discharge/ Termination
- Dismissal Notice

The employee shall be given a reasonable opportunity to make representation and opportunity of being heard.

9. Disciplinary Procedures

9.1 Discipline and Appeal

- Every employee shall be subject to the discipline of Life Foundation and abide by the rules and regulations of Life Foundation and subject to the standing orders and office orders issued by the Director or Project Management Committee from time to time
- Disciplinary Authority: The appointing authority is competent to deal with all disciplinary matters.

9.2 Redress of Grievances

- Any staff member having a complaint / grievance arising out of employment may submit the complaint to the Asst. Director in first instance who will deal with it as expeditiously as possible and intimate his decision to the staff member concerned. If the staff member is not satisfied with the decision of, or the action taken by the Asst. Director he/she may refer the matter in writing to the Secretary who shall examine the matter expeditiously and intimate his decision to the staff. This decision shall be final.
- However, no grievances can be considered arising out of termination after the disciplinary procedure.

10. Leave Rules

10.1 General Leave rules

- Leave cannot be claimed as a matter of right. Discretion is reserved by the authority to grant leave; to refuse or revoke leave at any time according to the exigencies of service. Accounting of leave is from April to March, it being the financial year of the project.
- Temporary workers are not entitled to any leave with pay. Only weekly off days and specified holidays with pay are allowed to them. Casual workers are paid only for the days they work.
- No employee while on leave shall undertake any service or accept employment for financial consideration.
- Leave status record register shall be maintained for all employees.
- All applications for leave must be made in writing on the prescribed form, filling in the current status of leave, complete in all respects and submitted to the reporting authority for approval prior to forwarding the same to Administrative and Logistics Officer for record.
- On return from long leave, employee should intimate the reporting authority immediately.
- All leave shall be calculated within the financial year.
- Leave can be prefixed or suffixed to holidays or Saturdays/Sundays.

10.2 Casual Leave (CL)

Casual leave will be taken for emergency requirements only. All seconded/contracted staff can avail 12 days of casual leave in a year. For employees joining mid year, a proportionate number of CL will be granted till that financial year ends.

- Casual leave cannot be taken for more than 12 days in a year.
- Casual leave cannot be clubbed with any other leave

- Casual leave cannot be encashed.
- Casual leave cannot be accumulated.
- Casual leave cannot be both prefixed and suffixed with Saturdays or Sundays or any other holidays

10.3 Sick (Medical) Leave (SL):

Sick Leave can be taken for personal sickness. All contractual/ seconded staff can avail 6 days of sick leave for personal sickness in a year. For employees joining mid year, a proportionate number of SL will be granted till that financial year ends.

- All sick leave applications exceeding 3 days should be supported by medical certificate of a registered practitioner.
- Sick leave can be accumulated up to 24 days only. Sick leave exceeding 24 days will lapse

10.4 Maternity Leave (ML)

- Only married, female, contractual/seconded employees, shall be eligible for maternity leave
- Maternity leave shall be granted for 60 (sixty) days with Half Salary.
- Abortion or miscarriage will not be covered under maternity leave, but can be covered under sick leave.

10.5 Paternity Leave (PL)

- Only married male contractual/seconded employees shall be eligible for paternity leave.
- Paternity leave shall be granted for 7 working days
- Abortion or miscarriage shall not be covered by the paternity leave

10.6 Other Leave:

Any leave on terms other than those specified in the above-mentioned clauses shall require special sanction of the appointing authority.

10.7 Extension of Leave:

If any employee, after proceeding on leave requires an extension of leave he/she shall have to provide information at least two days in advance by phone call, whatsapp or email to the employer.

10.8 Leave without Pay:

Employees, who stay away from work without sanctioned leave or extension of leave, will, without prejudice to disciplinary action that may be taken against them, be marked absent and their pay and allowances will be deducted for the period of absence.

10.9 Absence Without Leave:

- Employees who stay away from work without sanctioned leave or extension of leave will, without prejudice to disciplinary action that may be taken against them, be marked absent and their pay and allowances will be deducted for the period of absence.
- An employee remaining beyond the period of leave originally granted or subsequently extended shall be liable to lose his/her right to his/her appointment unless he/she returns within ten days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave, his/her inability to resume duty immediately on the expiry of leave granted. No second extension can be granted.
- An employee not reporting in person within 10 days of the expiry of his/her leave may also be subject to disciplinary procedure as contained in these rules.

10.10 Loss of Pay:

If an employee has taken leave beyond his eligibility, he will incur loss of pay, and his salary will be deducted in the following month. Approval by the Director is mandatory for any deduction of salary.

10.11 Punctuality:

All employees are required to be at work punctually at the time fixed and notified. All employees should sign immediately in the attendance register on reporting for duty.

11. Holidays

The following public holidays shall be observed by LIFE FOUNDATION:

- Republic day – 26th January
- Independence Day – 15th August
- Gandhi Jayanti – 2nd October
- Durga Puja – 4 days
- Christmas & New Year Holidays (December 22nd to 3rd January)

(Note: No Holidays for staff of Child Care Institution and Specialized Adoption Agency)

12. Salary scales and Allowances:

- Salary will be paid normally at the end of each month to each contractual staff.
- Seconded staff will be paid their salary by their parent organization as per that organization's employment policy. They, however, can have some of their expenses reimbursed by Life Foundation, the nature and upper limit of which will be negotiated and given in writing by Life Foundation at the time of staff joining duty.
- Salaries will be directly transferred into staff bank account.
- Salary will be periodically reviewed and changes will be made based on financial position of the organization and performance assessment
- New staff will be hired either at minimum level or higher level based on their experience, commitment and qualifications.
- Salary Scale and Allowances will be applicable as approved from time to time by the Life Foundation Management Committee.

The various heads (presently) under which the salary is calculated are as follows:

Heads	% Calculation
Basic Scale	As Fixed
Special Allowance	Applicability as per special need.

13. Durga Puja Gift:

This will be decided by the Management Committee every year. This is not a matter of Right for Staff.

14. Performance Appraisal

- Life Foundation will conduct an annual formal written appraisal all staff every year
- This is to allow the concerned staff to discuss his/her job performance with her/his supervisors and to set goals for personal development for the next year
- All reviews of performance appraisals will be based on Job descriptions of the concerned staff. Job descriptions also will be discussed and reviewed from time to time
- Past work performance will be discussed together with the setting up of objectives for the next year.

15. Promotion

The Organization is under no obligation to promote anyone from one post to another. Only when a higher post falls vacant and the appointing authority decides to fill the post, the appointing authority may consider all eligible candidates within the existing staff. The promotion of staff from lower post to a higher post or from a lower grade to a higher grade shall be at the discretion of the appointing authority and will be determined on the basis of seniority, merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, and the individual's suitability for the job. This however, does not restrict the appointing authority's right to fill the post by an external applicant.

All staff shall go through annual performance appraisal.

16. Termination of Service

- In the event of reorganizing, shifting or closing down of the office or programs of Life Foundation, the Organization reserves the right to terminate the services of all its employees by giving 2 months notice in writing or 2 months salary in lieu thereof without any other compensation and other liability.
- Any confirmed employee may terminate his/her employment by giving notice as per criteria set in Section 9

17. Advances

17.1. Salary Advance

Salary advance can be availed (on need base) up to 50% of the gross salary which shall be adjusted in the current month salary payable. All such request to be made in prescribed format before 10th day of the current month to the Secretary.

18. Rules on Travel, D.A. and Accommodation: (Refer to Administration and Finance Manuals)

19. Removal of Doubts

Where a doubt arises as to the interpretation of any of the provision of these rules, the matter shall be referred to the Life Foundation whose decision shall be final.

20. Exceptions

Anything not specially mentioned in these rules shall be decided by the Life Foundation and such decision shall be binding on all employees.

21. Amendments

Life Foundation shall have the right to amend, alter, add to or delete from these rules from time to time, and such alterations shall be binding on the entire staff body from the date of informing them by letter

Note:

Any other rules pertaining to the internal functioning of the organization shall be issued as Inter Office Communication to staff from time to time.

22. ANNEXURES

Staff Schemes

1. Salary Advance Requisition
2. Terms and Conditions of Employment For Staff On Contract
3. Appointment Agreement

Annexure 1

Salary Advance Requisition

Date:

To

The Project Director

From:

Name:

Unit

Designation:

Dear Sir,

Kindly grant me a sum of Rs. ----- (Rupees-----
-----) as advance against my salary for the month of -----and the sum can be deducted from my salary without any intimation.

Applicant's Signature	Pay through Bank transfer (NEFT)	Approved by
	Narration:	

Annexure: 2

Contract Terms & Conditions of

Mr/Ms. _____ from _____

Your contractual appointment as _____ in the Life Foundation will be for a period of ____ year with effect from (DD/MM/YYYY). The appointment is on contractual basis for a period of ____ year (as fixed by the management). Your appointment may be renewed for a contractual period of 1 year (as fixed by the management) subject to satisfactory performance on review of your services at the end of every 6 months.

1. Your basic salary shall be **Rs.**_____/ - per month and you will be entitled to all applicable and relevant Fringe Benefits for the period of the appointment only.
2. Your Contract is liable to be terminated if you absent yourself without sanction of leave, overstaying of sanctioned leave without permission, dereliction of duty, refusing to undertake assignment allotted to you in any part of the state. The organisation would also be entitled to terminate your services, without assigning any reason, by giving you one month's notice in writing, or payment in lieu of such notice. In the event of you desiring to leave the services of the organization at any time after confirmation, you shall give the organization one month's notice in writing, or salary in lieu of notice provided that the organization may, at its sole discretion, waive such notice.
3. You shall be expected to undertake assignments given to you in any part of Assam and shall be prepared to travel in the most economical class or work extra hours without claiming overtime allowance.
4. You should generally feel committed to serving in Life Foundation, during your period of appointment. In the event of your services being terminated for any reason whatsoever, or on your leaving the service of the organization at any time, you will be obliged to account for and return all property of the organization in your possession, custody or charge.
5. You shall be prepared to undertake any additional work that may be assigned to you from time to time through Project Coordinator or any other such person authorized by Life Foundation.
6. You will be governed by the Life Foundation HR Policies & Procedures Manual 2015 – 2016 and any changes incorporated in it at a later date via revisions and/ or Inter Office Communication.
7. The job is transferable, according to the requirements of the organization, and you are liable for such transfers anywhere in the Region.
8. On acceptance of the appointment, you shall abide by the terms and conditions, rules and regulations that are in force and as may be communicated to you from time to time.

I, Mr/Ms..... agree to the above terms and shall abide by the same.

Date

(Name / Signature)

Annexure: 3

APPOINTMENT AGREEMENT

To,
The Secretary
Life Foundation
Hojai

Sir,
I, **Mr./Ms**..... hereby accept your offer of appointment to the post
of ... placed at _____ in Life
Foundation under the terms and conditions of your Appointment Letter
dated _____

I shall abide by the HR Policy as may be in force from time to time.

Date:

Yours faithfully,

Place:

Signature

Witness:

- 1.
- 2.
- 3.

Accepted Appointment effective from _____

Date of joining duty _____

Date:

Place:

**Secretary
Life Foundation**