



## **HR Manual / Employee Handbook**

Doctors For You - HR Manual / Employee Handbook (Updated 2024)

**Prepared in 2013, edited 2017, 2019, 2023**

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## Article 1. **Introduction**

This employee handbook is a summary of policies, procedures and practices related to human resource management at Doctors for You. The Board of Directors is accountable for leading an effective team and is thereby concerned about the development and implementation of the policies outlined in this manual. This manual shall act as a reference to the Managers in their endeavour to implement human resource management within their own teams and would ensure organisational consistency in the application of these practices.

The HR Director is responsible for the maintaining the procedures and systems which support human resource management for the organisation and is available to answer any questions or provide clarification on any content of this manual.

### **1.1 Statement of Philosophy**

The organisation wishes to maintain a work environment that fosters personal and professional growth for all employees while keeping the goal of altruism in mind. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

### **1.2 Who We Are**

Doctors for You (DFY) is a humanitarian organisation based out of India, formed by doctors, medical students and like-minded people. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations and on capability building to improve disaster preparedness of the vulnerable communities.

Today, DFY is working on various projects in more than twenty eight states of India and four Union Territories involving not only doctors but also the youth of our country. DFY works towards efficient, effective and equitable distribution of health care for all.

### **1.3 Vision & Mission**

“Health for All”

Providing sustainable, equitable, effective and efficient health care services to the most vulnerable individual & communities

#### **1. Guiding Principles - (building bricks which help an organisation achieve its Mission)**

- Rapid response.
- Reaching the unreached.
- Accountable to our Partners, Donors & Communities.
- Community Participation in decision making.
- Neutrality & Non-Political.

## **Article 2. Policies**

### **1. Purpose of this document**

This manual establishes human resource policies, procedures and service rules applicable on all categories of employees/staff and consultants. This manual establishes a procedure for final settlement of differences concerning the interpretation, administration, application, or alleged violation. The plural and feminine in this Agreement includes the singular and masculine throughout, and vice versa. This Manual is to be interpreted as a whole rather than by individual sections or sentences in isolation and out of context.

This HR Manual shall be deemed to have come into force with effect from the date January 1, 2023 and will remain in effect until December 31st, 2027 or till a revised version is available, whichever is earlier. Although every attempt has been made to anticipate all situations requiring formalised policies, circumstances may arise which are not covered in the manual or a situation may warrant deviations from the stated policy. In such case, the provincial laws/ rules shall prevail. All amendments and additions/deletions to these policies shall be notified by means of circular by the HR Dept.

### **2. General Conduct**

- Respect and uphold the work of Doctors for You and its vision and mission to provide humanitarian aid to all without any biases whatsoever
- Treat other employees with fairness, dignity, respect, and without discrimination.
- Promote harmony, mutual understanding and teamwork in all relationships.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding.
- DFY have full time employees (working for minimum of 48 hours a week) and part time employees (scheduled to work less than 48 hours weekly). All the provisions of this documents is applicable for all staff of DFY (Part-time or Full-time) except for Article 4 (Holidays) and Article 6 (Benefits) which are not applicable for Part-time staff.
- **President of DFY** is the final authority for the interpretation of the rules contained herein and decisions made by him/her shall be final and binding on all employees of DFY.
- Queries and concerns arising under this Code will be dealt with properly and may be addressed to the HR Department.

### **3. Standard Principles for Performing Duties**

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will detail be the basic expectations of employees and will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to reach out to HR Manager for any clarification. From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance; based which the final decision on implementation will be made by management. In performing duties related to the job, employees are expected to observe the following:

- ! Be familiar with the Objectives of DFY, its rules and policies.
- ! Encourage growth and development of other employees by helping them achieve their personal goals at DFY and beyond. Employees are expected to keep updating the concerned personnel's/ departments regarding their work, problems faced and suggestions for improvement.
- ! Administer all policies equitably and fairly, recognising that jobs are different but each is important; that individual performance should be recognised and measured against predetermined standards; and that each employee has the right to fair treatment.
- ! Avoid behaviour that can be interpreted as discrimination, harassment, or intimidation.

### **4. DFY Policy on Conflict of Interest: Avoid conflict of interest situations**

- ! The general rule is that disclosure should be made at the time the conflict first arises, or it is recognised that a conflict might be perceived, to the Head of Department. When in doubt, employee

should always disclose an interest in advance. If the Head of Department has an interest in the matter to be discussed, the disclosure shall be made to the Director HR & Admin.

- ! Many situations will require nothing more than a declaration of the interest and/or activity and subsequent authorisation by Head of the Concerned Department. Some instances will, however, need to be dealt with by agreeing how the conflict can be managed. The approach adopted should be documented and copies provided to the relevant parties with a copy to HR.
- ! Any unresolved matter shall be referred to President of DFY. In cases of particular difficulty, resolution may be sought through the employee grievance procedure.
- ! Avoid personal relationships with other employees that may give rise to conflict of interest. For instance – bring it to attention of management when an employee is required to supervise another employee with whom there is a personal relationship.
- ! Any party or political associations may be revealed to the management on account of the humanitarian nature of the project. DFY does not have overt political leanings. In case of an employee considering assuming any public office, specific information with all related reasons must be provided to the Authority for approval.
- ! Avoid engagement in any other occupation or business whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of DFY or in any business or undertaking having transactions with the organisation except with the organisation's consent in writing.
- ! Avoid entering into any commitment or dealings on behalf of the organisation for which he/she does not have express authority nor alter or be a party to any alteration of any principal or policy of the organisation or exceed the authority or discretion vested in him/her without the previous sanction of the organisation or those in authority above.
- ! Where the conflict of interest situation cannot be avoided, employees may take steps to disclose to the management.
- ! Hiring and career development decisions will be fair and objective. Immediate family members and partners of employees may be hired as employees or consultants only if the appointment is based on qualifications, performance, skills and experience and provided that there is no direct or indirect reporting relationship between the employee and his or her relative or partner. In case of a relative, any member of selection committee may be barred to be a part of selection process.

#### **5. DFY Policy on Tobacco, Alcohol & Drugs:**

DFY strongly condemns use of alcohol/tobacco/Drugs and other substances of abuse, and use, distribution, or sale of such substances is not permitted in all field area and office area. These practices is prohibited in all of the enclosed areas within the DFY worksites, without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

#### **6. DFY Policy on Media interaction:**

- ! Only authorised persons are allowed to talk to media. If approved for one project, it doesn't mean they are approved to talk about other projects unless it's specified in the approval.
- ! All press releases should be approved by the Head of Media and Public Relations department.
- ! In disaster situation where communication is restricted limited media interaction may be allowed but only with permission from Director of HR or Director Operations.

#### **7. Addressing a Possible Breach of Code of Conduct**

If an employee has a concern about the conduct of another employee, it is important that he or she be able to raise the issue without fear of repercussions. DFY on its part:

- ! Will take all complaints seriously.
- ! Will act on formal complaints received in a timely and swift fashion. Inquiry has to be initiated within three weeks of receiving the complaint.
- ! Ensure the protection of the complainant and prevent victimisation

To address such complaints, the concerned persons will refer to the Grievance redressal committee. If the complaint is found to be false, frivolous, or malicious, this itself constitutes a violation of code of conduct, and DFY can initiate disciplinary action.

## **Article 3. Employment at Doctors For You**

### **1. Employment Equity**

DFY is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, handicap or financial ability. The staffing policy and its implementation will be fundamentally aimed at matching the human resource with the strategic and operational needs of the DFY and ensuring the full utilisation and continued development of employees. All aspects of the recruitment and selection of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions. This recruitment policy shall be applicable to all positions at all levels in the DFY both regular and contractual based unless otherwise specified.

### **2. Recruitment and Selection**

Vacancies so created shall be filled by Regular / Contractual employment as per procedure. The potential candidates shall be identified through the following recruitment sources or by any other means as identified by the management.

- Advertisement in leading newspaper.
- Advertisement in online portals like [devnet.org](http://devnet.org) or [indeed.com](http://indeed.com).
- Advertisement on the DFY's Web site.

All employment opportunities at DFY are posted for an average of 30 working days. Due to urgencies of DFY's on ground work, recruitments are done on a rolling basis from time to time during emergency response, however all possible steps will be taken to ensure all candidates are provided the same platform during recruitment process. Current employees are allowed to apply for these vacancies but their application would be screened in the same way as outside applicants. If the interview is positive, references will be contacted as applicable. Any employee can apply to a post vacant in DFY in same or different office, if they fulfill the eligibility criterion. They should do so through internal official channel and will be shortlisted for interview based on fulfilment of the conditions and qualifications. Any application from DFY employee through any other channel will not be considered.

A requirement for recruitment shall arise in order to fill a position which may have become vacant due to departure of an existing employee or budget of additional staff requirement. It is the responsibility of the concerned department head to ensure that the Position Requisition is sent/communicated to HR Department as soon as possible. HRD shall make efforts to collect sufficient applications with relevant qualification and experience. Screening and short listing shall be done by HRD from stock of the applications which have already been held in record with HRD, through employee referrals, advertisement in the newspaper or advertisement on the Website. All short listed candidates will be informed through any of the following means of communication i.e. letters/ telephone calls or via E-mail as applicable. Interviews shall be conducted by at least two executives of DFY one of which should be Director HR/ Admin. Recruitment Committee will evaluate each candidate against the selection criteria and will record its assessment.

Detail background check up preferable by a third party would be conducted for all recruitment for managerial level staffs and also staff in Finance department - before recruitment. Police verification can also be done wherever required or necessary. For previous DFY employee reference check from respective program manager or Head of department in which employee was working would be sufficient. Depending on the feedback provided, a position may be offered to the applicant.

#### **2.1 Non-Eligibility**

Following people shall not be eligible for employment at DFY:-

- Those who have been previously terminated or dismissed because of fraud and forgery from any organization.
- Those who have been convicted for major offences by the law enforcing agencies or have any criminal record.
- Re-hire under any circumstances those ex-employees who were terminated / discharged / dismissed / asked to submit forced resignations due to Disciplinary action.
- Any person below the age of 18.

### **3. Job Description**

The Job Description Document including Person Specification shall set the criterion for selection. These documents shall be used to set out the duties of the job and the skills needed to fill it for advertisement purposes. For all newly created posts, these documents shall be prepared and made available by the HRD in consultation with the concerned departments before recruitment process is initiated.

### **4. Nepotism**

No candidate will be hired to a position where they may report or supervise a member of their immediate family. Immediate family is defined as: parent(s), step parent(s), sibling(s), grandparent(s), spouse, step child(ren) or ward, father-in-law or mother-in-law. Personal relationships with other employees or members of the DFY's Board of Directors or Committees of DFY should be disclosed prior to accepting any offer from the employer.

### **5. Orientation Program**

All new employees of DFY shall receive an orientation session, which include an overview of general policies, procedures and operations. This will cover the following areas:-

- Overview of the Organization
- Organisation's Mission, Vision and Department's Objectives
- HR Policy
- Duties of the Individual

Orientation will also provide employees an opportunity to learn about the performance management and appraisal policy. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also make aware of policies such as, Code of Ethics, and asked to sign off on their adherence to same.

### **6. Personnel File**

DFY does collect personal information for inclusion in personnel files. All employees will submit the following documents on the first day of joining to HR department:-

- Three photographs
- Photocopy of detailed CV
- Attested Copies of Educational & Experience Certificates
- Bank Information i.e A/C No., Bank Name, Branch Name, Bank Code, and Address

This information is available to the concerned employee, concerned HR Manager, Documentation Incharge and the Head of HR. This information is kept in a secure location, and is not shared with members of our Board or with our donors. Information which is contained in an employee's personnel file may include the following: résumé, letter of offer, performance reviews, job descriptions, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

### **7. Probation**

The first six (6) months of employment are typically probationary<sup>1</sup>. During this time both parties may assess suitability for employment. This including the term of probation is decided during the recruitment process and will be communicated to the staff through the offer letter. The term of probation can be increased or cut short of the initial notice based on periodical review of staff and any changes will be communication prior to the same with the concerned staff. This exercise also provides management an opportunity to assess skill levels and address areas of potential concern. During the term of probation, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except as may be minimally prescribed by the law, as may be amended from time to time. Upon satisfaction of the requirements under the law, as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the law, as amended, or at common law.

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<sup>1</sup> except for short term projects where the term will be decided and communicated to the candidate on a case by case basis.

At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. Probation will end
- ii. Probation may be extended for an additional six months
- iii. Employment will end

## **7. Annual Salary**

DFY pursues a compensation policy of establishing and maintaining consistency and equity within the organisation as well as aligning its overall remuneration policies with the marketplace. All recruitment within DFY shall be against approved budget and sanctioned posts. Salaries shall be determined by the Governing Body through the Salary matrix annually, and individual compensation will be decided by the Director of HR in conversation with Director of the Dept based on budget considerations and commensurate with the experience of the successful candidate.

Any recruitment done against available budget of yet to be opened branches/units/offices may temporarily be posted in the existing branches/units/offices by keeping a separate headcount and track record.

The organisation shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion. Currently, payday occurs before the 15 of following month and covers the pay period ended the previous month. Queries with respect to salary payments will be taken up after the 17th of following month.

## **8. Performance Appraisals**

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year. This goal plan will be jointly developed with the management. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur near the end of February annually (near end of contract term). For some exceptional employees, an appraisal could take place mid-year as well. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organisation. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

All employees will be assessed based on continuous evaluation report and based on that they will be given their due promotion in job/increment/renewal of the contract term. However it is not must or binding on part of DFY to provide such promotion. Promotion will only be decided on basis of performance and availability of relevant openings at the time.

## **9. Best Employee Award**

Every quarter DFY board members will select 1 employee as best employee and cash award would be given.

## **10. Feedback and continuous assessment**

During their tenure, employees will be continuously assessed in regard to their professional and personal discourses. The employees' in-charge will submit a confidential report periodically (ideally every three months) and at the end of service to HR head in this regard. All increments, promotion and bonuses will be



awarded based on these reports not- withstanding anything to the contrary herein contained. Project/ office heads are required to prepare and send such reports based on their assessment as well as feed- back from other concerned colleagues.

### 11. Professionalism

When representing DFY, employees should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

1. Punctuality	4. Communication with clients & Colleague
2. Sincerity	5. Contribution to organization vision & mission
3. Dressing sense	6. Overall feedback from other colleague or seniors

While your employment term lasts with the organisation, you shall observe the highest standards of ethical conduct consistent with the values of integrity and impartiality. Any work in office or on field shall be deemed within the scope of the organisation and you shall be expected to work on your assigned duties with the above principles. The nature of the work involved is social and you would be expected to be completely impartial towards any race, gender, colour, caste or religion while in service irrespective of your personal beliefs.

## **Article 4. Holidays and Leaves**

### **1. Hours of Work**

The regular office hours for DFY are 9:30 a.m. to 5:30 p.m. Monday through Saturday inclusive (excluding holidays), with core operational hours being 9:30 a.m. to 5:30 p.m and medical/clinical practitioners are based no local schedule as applicable. Employees may also be expected to work such other hours as may be requested or required, from time to time and compensatory time off will be given for the time worked. Employees hired on a part time basis will have schedules determined on a case by case basis. Employees are required to notify their supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected. As a courtesy, the Administrative Assistant should also be notified of absences.

### **2. Holidays and Leaves**

All full-time employees of DFY are eligible for the following.

#### **2.1. Statutory Holidays**

Every year, the organisation will allow for 14 paid holidays. The list will be made public each year at the beginning. The holidays may be cancelled on a later instance in case of any emergency that requires the full staff support of DFY and an alternate day will be allocated.

#### **2.2. Annual Leaves**

1. Total of 1 paid leaves are allowed in a calendar month.
2. Employee should inform their respective in charge well in advance regarding leaves, and take their approval; otherwise it will be considered as unpaid leave.
3. More than 3 unauthorised leaves in continuity or total of 10 or more unauthorised leaves in a calendar year would deem the employee absconding and may be considered grounds for appropriate disciplinary action including termination of the contract.
4. Employees are encouraged to use their leaves in order to maintain high level of efficiency. Also no payment will be made in lieu of remainder leaves and no more than 5 annual leaves can be forwarded to new calendar year.

#### **2.3. Sick Leave**

Employees will be entitled to 7 days of sick leave per calendar year. Moreover, regardless of the amount of sick leave accumulated, sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason. Furthermore, since Sick Leave has no cash value, employees may not use more than they have accumulated, without the express written permission of the Director of HR. Employees working less than full time will have their rate of accumulation adjusted accordingly.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists. The Employer reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also reserves the right to request a doctor's note for absences of three (3) days or longer.

### **5. Disability Leave**

The organisation provides leave for 15 days per year to any employee who is accidentally injured on work. The decision to provide any such leave and the wages paid during the leave is on sole discretion of the HR head and is final. The full period of the leave is granted without pay. DFY will issue a Record of Employment on

commencement of leave which allows the employees to make claim for Insurance Benefits. When the employee returns to work, employment is guaranteed in a similar position at the same salary level. During the full period of leave, vacation and sick leave shall not continue to accumulate. During the period of the leave the employee may retain coverage under the Group Medical Health plans and the full premium costs of all benefits will be paid by the Employer. Where applicable, employer contributions to the EPF will only be made after evidence of an employee contribution to said plan. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

## **6. Unpaid Leave**

Employees may take unpaid leave with the written consent of the President DFY or HR Head. During periods of unpaid leave, medical, life coverage shall continue to be paid by the employer and seniority shall be maintained. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

## **7. Unauthorised Leave**

Employees if taken unauthorised leaves, the program manager can decide on making the leave days as unpaid leaves or s/he will be penalised salary equal to 2 working days. If the unauthorised leaves are extending more than 3 consecutive days or more than 5 days a year, penal action can include termination of contract.

### **4.2.8 Maternity and Parental Leave**

Official govt rules ([Maternity Benefit Act 2017 \(Amendment\)](#)) regarding the same may be applicable.

- An employee is eligible for maternity leave upto 26 weeks i.e more than 6 months.
- However, a woman who already has two or more children is entitled to 12 weeks of maternity leave.
- The maternity leave with full pay is granted on completion of at least 80 days in an establishment in the 12 months prior to her expected date of delivery.

The maternity leave benefit is applicable to regular salaried employees. Maternity leave for fixed-term employees will be consistent with the labour law mandates. However, the duration and pay structure will vary based on the project duration and funding arrangements.

DFY will issue a Record of Employment on commencement of leave which allows the employees to make claim for Insurance Benefits. When the employee returns to work, employment is guaranteed in a similar position at the same salary level. During the period of the leave the employee may retain coverage under the Group Medical Health plans and the full premium costs of all benefits will be paid by the Employer. Employer contributions to the EPF will only be made after evidence of an employee contribution to said plan. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

## **3. Overtime**

All overtime must be authorized by the DFY in advance of being worked. Employees working overtime will be reimbursed via a time off system. The accumulated time off has to be utilized within a 3 months period.

Business travel for conferences, meetings, etc, which may cause an employee to depart or arrive home on a non- work day does not constitute overtime. If travel is part of the employee's job, or could be reasonably expected to occur in the course of performing one's duties, it is merely an inconvenience. Some travel, which may be exceptional to the employee's normal duties, may qualify as overtime at the discretion of the HR Director. Any overtime worked and not taken in lieu will be paid out in the event that the employee leaves DFY for any reason.

## **4. Employee Information**

Employees are expected to keep the management informed of any change in your residential address, contact nos., or civil status. More details of leave policy in appendix 1 and appendix 2.

## **Article 5 . Termination and Resignation**

This policy covers the discharge of employees by normal retirement or end of contract. This option is available to employees. Retirements are classified in two major categories:

### **1. Termination for Cause**

An employment contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

### **2. Termination without Cause**

An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead, and severance pay if applicable from time to time. The notice as described in this paragraph is inclusive of all statutory and common law entitlements to notice or payment in lieu of notice. Upon satisfaction of the requirements under this paragraph, the Employer shall have satisfied any and all obligations to the employee, whether under the law, as amended, or at common law. The notice requirement contained in this clause constitutes a material inducement to the Employer to enter this agreement.

### **3 Resignation**

If for any reason, you wish to discontinue from the services with the organisation, you will at liberty to resign from the employment on the expiry of one month prior notice in writing of your intentions to do so, which notice must be handed over to your superior at whichever division you happen to be attached at the time or to the HR department. In the event you fail to give such notice, management will be at liberty to not release your terminal benefits and may refuse to issue you a NOC.

It will be the organisation's discretion to decide in the event of their serving notice as to whether you should work for full period of notice or your service will terminate at some earlier date determined by the management. The NOC will be only issued upon submission of No Dues Certificate signed by concerned authorities including but not restricted to immediate superiors, accounts, assets in-charge, etc.

### **4 Layoff**

Operation requirements are subject to change based on workload and the funding levels received on an annual basis. All efforts will be made to keep employees in a position similar, in scope and salary, to that they have become accustomed to. If the organization is unable to do this, then employees will receive one (1) week notice for each year of service or minimum as required by law whichever is minimum. For employees who have a minimum of six years of service, this amount will be augmented by one (1) week of severance pay (or equivalent notice) for each year of service.

### **5 Dismissal Due to Death during Employment**

When an employee dies while working with DFY, procedures relating to the policy on Retirement shall be followed. The relevant Manager will require to notify HR Department at the earliest so that appropriate notification and actions would be taken by the Finance & Accounts Department. The HR Department will make final settlement and make arrangements for the return of keys and all other DFY property.

### **6. Exit Interview**

Exit interviews will only take place when the employee resigns voluntarily from the services of DFY. The HR Department will arrange an exit interview on the last day of service. Exit interview will be conducted to ascertain the cause of the resignation and feedback about the working conditions in DFY. The outcomes of the interview will be recorded on Exit Interview Form and will be made available to Manager HR/ Admin for review and appropriate action.

## **Article 6. Benefits**

### **1. Medical & Life Insurance**

DFY offers its employees group benefits. These benefits include medical and life insurance paid for by the employer. All employees of DFY who are eligible (upon completing probation/6 months of service with DFY) will be provided with medical insurance in the next cycle. (Typical new additions are done once a year around November of each year).

### **2. Provident Fund (EPF)**

Employees begin participation in the plan after completion of three (3) months of employment. The contribution by each employee is at least five percent (5%) of their gross salary, which is deducted from their payroll. This is matched by the employer to a maximum of five percent (5%). Employees may not elect to place these contributions with another investment broker / agent while employed by DFY.

### **3. Professional Development**

At the discretion of the Director of HR, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Director of the Dept or Director of HR, then DFY will cover the cost of registration, course materials and some travel expenses. If DFY has agreed to pay for a course the fees will be paid on evidence of successful completion. If DFY sponsors a course (or courses) and the employee departs DFY within a year of completion, the course fees will become repayable in full.

## **Article 7. Harassment**

DFY wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between employees. DFY believes that all employees are entitled to a workplace free of harassment and expects employees to treat each other and our clients with courtesy and respect. Conduct which violates this policy includes, but is not limited to foul language, dirty jokes or comments pertaining to race, religion, sex, gender identify, colour, national origin, age, or disability, regardless of whether the conduct was intended to offend/ intimidate or not.

### **1. Harassment at Workplace**

DFY will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment. There are several forms of harassment but all can be defined as any unwelcome action by any person whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment. Specifically, racial harassment is de- fined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person. Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands. All cases of sexual harassment should be treated as per the organisation Prevention of Sexual Harassment (PSEA and POSH) at workplace Policy DFY.

### **2. Workplace Violence**

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

DFY has a zero tolerance with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges. The penal action will be decided by the committee constituted to look into these issues.

## **Article 8. Training and Capacity Building of Staffs**

DFY recognises the responsibility to enhance employee's opportunity to develop skills and abilities for performance maximisation within the position and for career advancement within DFY. HRD will also assist departments by developing and presenting training courses. Trainings of all Managerial level staffs should be organised at least once every year by their respective departments.

The aim and objectives of staff development is to assist the development of each individual and thereby enhance the overall DFY's performance through improved organisational efficiency and effectiveness.

- Preparation of employees to deal with new technological and other developments.
- Development of additional work capabilities.
- Increasing the employee's level of competence.
- Increasing the employee's opportunities for promotion within the organization.
- Increasing efficiency and productivity.
- Aligning the performance, efficiency and effectiveness of individuals with the overall performance and development of organization.

The following training is mandatory for the designated group(s) of staff employees:

- All new employees shall attend new employee orientation within three (3) days after their first date of employment.
- All newly hired or promoted supervisory employees shall complete a supervisory training program.
- All employees with supervisor responsibilities shall complete coaching, feedback, and performance appraisal of managerial competency skills.

Also,

- For Staff involved in Disaster Response organisation can send them for fellowship or Internship with other organisations including for capacity building and trainings.
- For Finance Department Staffs training on International accounting standards & on UN HACT should be done by DFY Account section staffs during orientation program and by UN within 2 years of employment or earlier.

### **8.1 Needs Assessment Procedure**

It is the responsibility of the immediate supervisor to define the Job Descriptions or Key Performance Indicators (KPIs) and decide the area where performance of the employee is lacking, so that the employee can be trained in that particular deficient area.

- Any gap between the targeted level of competencies and employee's current capabilities will be identified as a future training need.
- The competency framework will cover job related requirements, skills, managerial effectiveness and any other relevant skills as identified by the supervisor.
- Supervisors will also be given the opportunity to identify any training need that they deem necessary.
- Department heads may recommend any training and development activity, which would benefit the department or the staff employee. Department and division heads are also encouraged to develop departmental or divisional staff development programs peculiar to the needs of the department or division.

### **8.2 Local Trainings**

Scheduled training programs for employees will be intimated by HRD through memos distributed to all department heads, web sites and other DFY publications.

- After approval by the department head, a staff / employee may attend a training program conducted by HRD or other institution.
- A staff / employee may request the nomination/registration for announced training programs.
- A staff / employee nominated for training may attend during working time, after approval of the department head.
- An employee who registers for training for personal objectives may attend on personal expense at the department head's discretion.

### **8.3 Foreign Trainings**

- Short term and contract employees shall not be considered for any foreign trainings. Similarly, employees whose employment period with DFY is ending within six months, at the time of training need assessment, will also not be considered.
- Should the employee resign / seek discharge before time-frame specified in the Bond, he / she will have to reimburse DFY expenses incurred on training on a pro rata basis; reducing every year proportionately.

### **8.4 Training Schedule**

- Annual Training Plan will be developed after considering the best available options for different trainings services providers.

In-house training resources will include a pool of Resource Persons / internal trainers. The HR Department is responsible to establish a list of Resource Persons / internal trainers and their areas of expertise which will be updated every year after completion of performance appraisal cycle. HR Department will also establish an approved list of external trainers available to conduct in-house trainings.

The supervisor will be responsible to discuss and agree with the expected area of improvement with the employee before sending him on the training. The supervisor shall review the performance of the employee during the next appraisal process. In this review the performance against expected outcome will be discussed and the result will be reported on the appraisal form.



## **Article 9. Committees**

The organisation shall constitute the following committees and the membership is decided by the Governing body from time to time. The purpose of these committees is to look at the various aspects of work and employment condition with DFY. The issues addressed by the committee will be as follows. Each of the committees will have at least an annual meeting to discuss the need for further modifications and appointments of the office bearers.

### **1. Purchase Committee**

This committee will be responsible for approval of all high value material or equipments purchase (especially with all fixed assets). Please refer to procurement policy for document for more details. It comprises of Procurement incharge, Director of Finance, Concerned Project Head / Program Manager.

### **2. Committee against Sexual Harassment**

This is the committee to handle all cases of Physical, Mental & Sexual violence of employees of DFY. Please refer to DFY Prevention of Sexual harassment at workplace policy. It comprises of Outside Expert- Ms Divya, a member of Governing Body Representative and a Program Manager.

### **3. Employee Welfare Committee**

The above committee discusses on all employee engagement and employee welfare programs, Director - Skill Development, an HR Manager, and a Nominated Employee Representative.

### **4. Grievance Redressal Committee**

Grievance redressed committee: Handle all complaint and conflicts related issues with DFY staffs. It comprises of 3 members - Member of Governing Body, Incharge of M& E and Director of HR and admin.

### **5. Appeal Committee**

The appeal against the decision of an internal committee will be forwarded to the Appeals Committee Chairperson or his/her designee for review. The committee will comprise of President, Director of HR, immediate supervisor of the concerned staff and Nominated Representative from Board of Directors. Within (15) fifteen business days, the Chairperson will issue a decision as to whether the Appeals Committee will accept the appeal for a hearing. The decision of the Chairperson of the committee shall be based on the provisions outlined in this section. An affirmative decision will allow the appeal to proceed. A denial will end the internal administrative remedies.

## **Article 10. Miscellaneous**

### **1. Confidentiality, Information and IPR**

Information Technology (IT) & Confidential Information Policy:

Confidential information consists of any information that is not or not yet public information. Unless required by law or authorized by their management, employees shall not disclose confidential information or allow such disclosure. This obligation continues beyond the termination of employment. From time to time, employees of DFY may come into contact with confidential information, including but not limited to information about DFY's members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential during their employment and even after termination of their employment with DFY. Furthermore, any such confidential information, obtained through employment with DFY, must not be used by an employee for personal gain or to further an out- side enterprise. Employee should not use their official email id for any personal communication as any messages and information sent through the DFY mailing services will remain on our system.

### **2. Social Media**

Use of Social Media sites (Facebook, WhatsApp, Tweeter, Instagram, Viber etc) during working hour is not allowed unless authorised by the HR department for Social Media Outreach purpose.

### **3. IT Information Storage and Security**

Any storage devices (CD's, USB's, Floppy Discs) allocated to employees at DFY - these devices and their contents are the property of DFY. Furthermore, it should be understood by employees, that organisation equipment should be used for organisation business only during normal working hours. Downloading of personal materials on organisation equipment can be harmful to said equipment and should not be done. Disciplinary message will be taken if employees are found to be using the officially allocated devices for personal purposes.

Except so far as may be necessary for the purposes of your duties, you will not, without the consent of the organisation, retain or make originals or copies of telegram, fax, letters, maps, reports, drawings, calculations, specifications, formulae, forms, licenses, agreements or other documents of whatever nature belonging to the organisation or any of its associates or notes as thereof, nor retain samples of specimens in which the organisation or any of its associate companies may be or may have been interested and which have come into your possession by reason of your employment. If, on the termination of your employment, you are in possession of any originals or copies of telegrams, fax, letters, maps, reports, drawings, calculations, specifications, formulae, forms, licenses, agreements or other documents of whatever nature belonging to the organisation or any of its associate companies or notes as thereof, or any samples of specimens as aforesaid, you will deliver the same to the organisation without being asked except so far as consent to retain them has been given to them by the organisation in written.

### **4. Intellectual Property**

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at DFY shall be the property of DFY and the employee is deemed to have waived all rights in favour of DFY. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

### **5. Health and Safety**

DFY, along with its employees, must take reasonable precautions to ensure that the workplace is safe. Employees who have health and safety concerns or identify potential hazards should contact HR manager. DFY as an organisation working in emergency settings will treat employee safety as the most important pillar of our activity. No staff will be asked to endanger their person to perform official duties.

Alcohol & Tobacco consumption or illegal drug use is not permitted during work hours on the premises. All employees using DFY Vehicles should exercise utmost caution and do so keeping in mind safety of self and others. For example wearing of helmets and safety equipments by bikers etc. DFY vehicles should be driven by drivers possessing commercial drivers license and driving of these vehicle by other/ other than the person responsible for the task is strictly prohibited. And strict action will be taken will be found if found guilty of breach.

## 6. Employer Property

Upon termination of employment by either parties (by employer or by resignation or by end of project) for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the HR manager on duty, in good condition, promptly and without being requested to do so. Employee should complete a full handover over the work done and submit all IT equipments to the HR department before getting the NOC from HR to formalise the end of association, to clear the final dues and get experience letters, references etc.

## 7. Transfer, Rotation and Career Planning

Career planning / job rotation is an organized approach used to match employee goals with the business needs of the Authority in support of employee development initiatives. Career planning / job rotation brings benefits to the Authority and to staff members, encouraging the broadening of the skills and experience of staff, avoiding the potential of their being locked into positions. Career Planning / Job Rotation Policy for DFY staff aims to provide staff with developmental opportunities, consistent with the staff performance management goals of the Authority. Career planning / business exigencies may necessitate rotation / transfer of the employee from one location to another or from one position to another.

### 7.1 Types of Rotation / Transfer

Transfer / rotation may take any of the following two forms:

**Intradepartmental Rotation:** The first Line Manager of the employee may rotate an employee within his/her department with / without the employee's consent, but must intimate the employee in advance. Such job rotation shall be effected in line with the general career plan of the employee in each category. Job rotation may also involve more than one employee where interchange of assignments is to be made.

**Interdepartmental / Unit / Office/Region Transfers :** Any transfer of an employee entirely into a new set up shall be executed strictly in accordance to the guidelines mentioned herein. All such transfers shall be against pre-approved positions that are unoccupied due to any reason (new position, resignation/transfer/dismissal/death of the previous incumbent etc.). The transfers may be voluntary or involuntary.

**Voluntary Transfer:** All those employees who wish to be rotated in future may submit their requests to HRD through proper channel against internally advertised positions. Employees completing certain number of years in a particular department / position (three years or as announced by the management from time to time) may also opt for voluntary transfers into other relevant areas through proper channel subject to the available budget / requirement at the new location.

**Mutual transfer between two staff members** of any department where employees (Manager Grade & Below) in both departments agree to switch on genuine need basis in similar functions / related experience, is also possible and allowed subject to the condition that consent of all concerned Line Managers is held on record.

No TA/DA, travel grant or relocation allowance shall be admissible in case of transfer upon employee(s) own request(s).

**Need-based Transfer:** The Management may make arrangements for initiating transfer(s) as deemed necessary keeping in view the nature of assignment and preferred management consent of the concerned Line Managers of both locations shall be obtained and held on record.

TA/DA, Relocation Allowance and Travel Grant shall be admissible as per DFY Policy for cases where change of residence is to be undertaken and as stated by the competent authority other than cases which does not justify award of such allowance / grant due to insignificant costs. The change of residence shall mean to involve a reasonable distance between the employee current location and the proposed location where same day travel to / from is not possible.

**Responsibility:**

The line managers of the staff shall be responsible for implementation of this policy within their office / unit. Staff members shall not be transferred more than once during the year. Any transfer affected more than once shall be fully justified by the recommending / approving authorities. Once the transfer has been approved, the immediate Line Manager of the transferee shall ensure that the incumbent must be transferred out immediately but not later than 15 days from the date of approval / issuance of the letter, unless specified otherwise in the transfer letter.

All cases of transfers / intradepartmental rotations shall be approved by the Director of HR or an executive authorized by the President.

**8 Other formalities**

On changing the job or leaving the Organization, Tax Authorities require us to inform them of the employee's next employment. Employees are therefore expected to inform DFY in this regard so as to enable DFY to discharge this duty under the law.

**9. Dispute Resolution**

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, DFY recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- Any DFY employee who is called as a witness before the Appeals Committee is required to attend the hearing. Failure to appear after receiving a written notice may result in disciplinary action.
- If speaking to the individual does not work, speak to the Director of HR DFY. S/he will arrange a meeting between those involved in the dispute, to determine a resolution.
- If S/he is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.
- The Director of HR or his representative must approve or reject, in writing, the recommendation of the Appeals Committee, which deals with the termination of an employee. A grievance recommendation relating to a termination that is rejected by the Director of HR or representative shall end the internal administrative remedies.
- Decisions rendered by the Appeals Committee on the grievance issues of loss of pay, written reprimand, suspension OR demotions, reclassifications, transfers, reassignments and changes in shift rotations resulting from a disciplinary action shall be final and binding on all parties.
- Any grievance not filed pursuant to the provisions of this procedure within (7) seven business days of the event on which such a grievance is based, shall be deemed to have been waived and no relief shall be granted thereon.

**10.1 Appeal Hearing**

Within (15) fifteen business days from the filing of the employee's appeal, the Appeals Committee with the concurrence of the HR Director, shall schedule a hearing on the grievance before the Appeals Committee. Human Resource shall prepare posting of the notice at least (7) seven days prior to the hearing. The notice shall also be distributed to the complainant, Chairperson of the Appeals Committee and Board members, the immediate supervisor of the complainant, his/her department Director, and the Director HR/ Admin & Finance.

- The employee who has filed a grievance will represent himself/herself before the Appeals Committee.
- The immediate supervisor of the employee who has filed a grievance will represent the DFY in grievance hearings before the Appeals Committee.
- The Appeals Committee shall have authority to call for the attendance of a reasonable number of pertinent witnesses and the production of documents, to administer oath from witnesses, to examine witnesses, including the employee and his/her supervisor, and to hear all evidence properly brought before it.
- The Appeals Committee shall use its discretion as to whether to accept a witness (es) whose name was not submitted in a timely manner.
- Within (15) fifteen business days from the date of the hearing, the Appeals Committee through its

Chairperson or his/her designee shall, at an open meeting, render its decision or recommendation which may then be publicly posted.

- Should the Appeals Committee want to comment on issues that were not contained in the grieving party's grievance appeal, but were discovered during the hearing, it may do so by submitting a supplemental comment report to the HR Director for his/her review.

Prepared by,

HR & Admin Dept:

Doctors For You

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## Appendix 1: Guidance document for taking Leaves: Employees

- All the employees are entitled for 12 Annual Leaves (AL) and 7 Sick Leaves (SL) per year after completing their probation period, if any. The entitlement year for the leave is from 1<sup>st</sup> January to 31<sup>st</sup> December every year.
- At the year end, all the pending leaves whether AL or SL will lapse and except for upto 5 AL. This is applicable for any employee of any rank. This benefit is provided only after the employee has completed one year of employment with the organization.
- During the probation period, employees are not entitled for annual leave. However, the employees are entitled for sick leave. Apart from this, any leave taken during this period will be considered as Leave without Pay (LWP) and all rules and regulations related to LWP will apply to it.
- The leaves available or entitled to the employee at any given time will be calculated on Pro Rata basis. The pro rata basis calculation is done at the end of every month and not in between.
- Leaves can't be granted or availed by the employee more than the calculated value as per the pro rata basis. However in special consideration it may be granted as per point no.

### PROCEDURE TO AVAIL ANNUAL LEAVE (AL):

- Annual leave is not an exclusive privilege for the employee but it is subject to certain terms and conditions and has to be applied for in proper format and will be granted considering the fact that the routine work of the center is not affected in any manner.
- Every employee has to apply for a leave in a prescribed format. The application has to be countersigned by another appropriate employee (if available) who will then take additional charge of the responsibilities of the employee who is availing leave. No leave can be granted without this countersign and readiness to take over the responsibilities of the leave availing employee.
- The properly filled leave application has to be submitted prior to availing leave.

Type of leave	Duration#	**Prior permission	Granting authority	Remarks
AL	1-2 day	1 day	Line Manager	Line manager to inform Project Manager
	3 days	3 days	Project Manager	Project Manager to inform HR Manager
	> 4 days and above	1 weeks	HR head	Centre Incharge will forward application for permission
SL	1-2 days	NA*	NA*	
	≥ 3 days			

# Excluding Sundays and Public Holidays (as per DFY notification)

\* SL can be availed without filling prescribed format; however the employee has to fill the format, at the time of joining. In case of sick leave ≥ 3 days, employee needs to submit certificate from RMP (Registered Medical Practitioners) within 7 days of joining. The SL can be availed by the employee on emergency basis by simply notifying the Line Manager by a call. Line Manager will inform the Project Manager in earlier case and a note is made in the daily report.

\*\*Only in genuine and emergency cases will the clause of prior permission time period will be relaxed

## The detailed explanation is in following point no 9.

- There will be two category of leaves and granting authority is different in both the categories:
  - For AL of 2 or less continuous days per application per person excluding Sundays and Public Holidays (as per DFY notification) and only if AL are available with the employee as per the pro rata calculation, then the granting authority is the *Line Manager*. *Line Manager* will inform the Centre Ic and a note is made in the daily Report. There is no requirement for *Line Manager* to sought permission from higher officials. His/her decision will be final and abiding. A prior permission of minimum 1 day is required to avail this leave.
  - For AL of 3 continuous days per application per person excluding Sundays and Public Holidays (as per DFY notification) and only if AL are available with the employee as per the pro rata calculation, then the granting authority is the Centre Ic. There is no requirement for Centre Ic to sought permission from higher officials. It will be included in the daily report. His/her decision will be final and abiding. A prior permission of minimum 1 week is required to avail this leave. (Only in genuine and emergency cases will the clause of prior permission time period will be relaxed)
- There is a mechanism of **ONLY** one plea against this decision. The employee can request the Centre Ic (for leaves of 1 or 2 days where *LineManager* is not allowing the leave) or DFY HR India Head (for leaves of 3 days where Centre Ic is not allowing the leave) through message or call to consider his plea and if he/ she thinks the plea to be genuine, can ask the Centre Incharge to reconsider his/her decision. However the final authority to grant the leaves lies with **Centre Incharge** in both the case. Grant/ Rejection/Plea for leaves will have to be recorded on the Personnel Performance Page in the Personnel register.
- For AL of more than 3 continuous days per application per person **excluding** Sundays and Public Holidays (as per DFY notification) , and only if AL are available with the employee as per the pro rata calculation, then the granting authority is the HR Manager and HR India Head in consultation with each other. They will consider the dire need of the employee for the leave, past record of the employee, number of leaves already taken, number of LWP taken and the work affected due to the leave. In case of disagreement the HR India Head will be the final authority. The Centre In charge has no powers to grant AL in this case. He will have to forward the application to HR Manger Head and HR India Head with his comments and recommendations, if any. Both the granting authorities are free to take their decisions irrespective of the recommendations of the Centre Ic. The decision taken by both the granting authority will be final and abiding.
- There is no mechanism of plea against this decision. The Grant or Rejection of AL will have to be recorded on the Personnel performance page **in the** Personnel register.
- There will be a Personnel Register in every centre with a Personnel performance page (PPP) for every employee where all the data regarding the employee will be captured like Personal data, date of employment, past employment history, Leave history, leave account and remarks. The leave history will show a snapshot of available leave, leaves taken in past, leaves requested at present and balance leaves.
- For the Doctors and all the staff who has working knowledge of computer and internet and uses mail, Leave application needs to be sent in a prescribed format via email to the Centre Ic. The Centre Incharge will then Grant/Reject the leave application and copy the decision to HR Manger.
- In case of leaves where the Centre Incharge is not authorized to take decision he will forward the application to the HR India head and HR Manger, who will then convey their decision to Centre Incharge, who will then convey the approval to the employee.
- For rest of the staff who cannot mail the application, they will have to provide a written application in pre-scribed format and submit it to the Centre Incharge. If the application needs authorization from higher officials then the Centre Incharge will send the application to HR India Head and HR Manager in pre-scribed format, who will then convey their decision to Centre Incharge, who will then convey the approval to the employee.

- All the leave record will be maintained in the Personnel Performance Page (PPP) of the employee in the Personnel register and also included in the daily and monthly reports.
  - **The AL will follow the Sandwich formula.** If two leaves are clubbed together with a public holiday/Sunday in between then the public holiday will be counted as AL.
  - **Rule for Leave on Monday:** Due to the heavy load of patients on Mondays, no AL will be granted on Mondays. If LWP is taken by the employee (as AL is not allowed), then it will be entered into the PPP as a negative remark. However in case of dire need of the employee to take leave on Monday, the Special Considered Leave (SCL) can be granted following proper procedure. Refer to point no 18 for this.
  - **Special Appreciation Leave (SAL):** As an appreciation for the hard work put in by the employees, a Special Appreciation Leave (SAL) will be allowed. This leave can be taken only on any one Saturday in a block of 8 Saturdays. Block of 8 Saturdays will be made starting from the week of implementation of these rules and regulations, and then one Saturday can be taken as SAL in this block of 8 Saturdays.
  - This leave can be taken by the staff after mutual consultation among all the relevant staff members. A application in the prescribed format with a countersign of another staff who will then take additional charge of the duties and responsibilities is to be forwarded to the Centre Incharge . It has to be recorded in the PPP of the Personnel Register. The Centre Incharge is the sole authority to grant SAL taking into consideration the work load at the centre. The decision of the Centre incharge will be final and abiding in this case. There is no mechanism of Plea in SAL. This SAL can be availed along with AL or Public Holiday if it falls on Friday. However, SAL can't be clubbed together with Sick Leave. This will be informed only in the daily and monthly report.
  - This leave can be taken by the Doctors after mutual consultation among each other considering the work load. A application in the prescribed format with a countersign of another staff who will then take additional charge of the duties and responsibilities is to be forwarded to the Centre Incharge . It has to be recorded in the PPP of the Personnel Register. The Centre Incharge is the sole authority to grant SAL taking into consideration the work load at the centre. The decision of the Centre incharge will be final and abiding in this case. There is no mechanism of Plea in SAL. This SAL can be availed along with AL or Public Holiday if it falls on Friday. However SAL can't be clubbed together with Sick Leave. This will be informed only in the daily and monthly report.
  - **Special Considered Leave (SCL):** This leave is granted only in special cases when there is a dire need of the employee to take leave and the allowed quota of leaves is not available. SCL has to be recorded in PPP.
  - **AL more than that calculated by Pro rata basis:** AL is allowed only on the pro rata basis which is calculated at the end of each month. AL beyond the pro rata basis till that point of time is not allowed and will be calculated as LWP, if taken. However in cases where there is a dire need of the employee to take leave then an application in the prescribed format is to be forwarded to the Centre Incharge citing reasons for such leave. For grant of SCL to the Centre Incharge, he/she will apply directly to the HR India Head and HR manager, who will then take a joint decision on this.



- The Centre Incharge is not authorized to grant SCL. However he has the authority to reject application for SCL. If he/she thinks that the dire need of the employee to take leave on any particular Monday is genuine and justified then he will forward the application to the HR India Head and HR Manager with his comments and recommendations. Both the HR heads with mutual consultation will decide on the grant/ rejection of the leave. In case of disagreement the decision of HR India Head will be final and abiding. The HR heads will forward their decision to the Centre Incharge who will then convey the decision to the employee. The grant/rejection of leave will then be recorded in PPP. The Monday SCL can be granted only when the application is made in advance. No SCL will be considered in any case, after availing the leaves. Any such leave taken without permission and without following the procedures will be considered as LWP and negative remark entered in the PPP. For grant of a Monday SCL to the Centre Incharge, he/ she will apply directly to the HR India Head and HR Manager, who will then take a joint decision on this.

- Sick Leaves (SL):

- Every employee is entitled for 6 Sick Leaves per year. The year account of SL starts from 1<sup>st</sup> January and ends on 31<sup>st</sup> December every year.
- There is no carry forward of SL in any case.
- It is not mandatory to use SL by the employees as this is a privilege for employees in case they fall sick. However it should not be misused for purpose other than sickness spell.
- For 3 or less consecutive SL, no medical certificate is required by the employee after joining the duties.
- For more than 3 consecutive SL, a medical certificate is required to be submitted within 7 days of joining the duties. The Medical Certificate should be from a doctor not less than MBBS degree, on his Letter Head/Prescription pad which clearly shows his degree and registration number. Medical certificate by Alternate Pathy doctors (BHMS, BAMS, BUMS or diplomas) even if they are the treating doctors is not acceptable as the Medical certificate.
- The Centre doctor or any doctor associated with DFY is not allowed to give such certificate. In case of failure to produce the appropriate medical certificate within the stipulated time, the leaves will be considered as LWP and a negative remark marked in PPP.
- The rule of pro rata basis does not apply to SL and they can be used as required by the illness.
- SL taken beyond the annual quota of SL will not be allowed and any such leaves over and above the allotted quota will be considered as LWP. The reason for this extra leave will be recorded in the PPP.
- SL leave will be exclusive of Sundays and Public Holidays (as per the notification of DFY). However the SAL and AL can't be clubbed with SL.
- The Centre Incharge is authorised and has all the powers to investigate the genuine ness of the Sick Leaves availed.
- If any employee is found to have availed the leave for any other purpose than the sickness, then strict action will be taken against him/her which can range from a warning to termination of contract with DFY.
- All the SL have to be recorded in the PPP of the Personnel register.

- Half day Leave (HDL): The grant of HDL will also follow the same rules and regulations as that for AL.

Other rules and regulations related to HDL are as follows.

- a. No HDL will be granted in the first half of the day as that is the time with maximum work load.
- b. HDL will be allowed at 01:30 for the staff and at 01:00 for Doctors.
- c. Only in the case of late coming, as per the rules and regulations, half CL in first half of the day will be utilized.

d. If employee takes leave in the first half of the day and requests to make that half as half LWP, then it's not allowed. It will be marked as LWP for the whole day and negative remark recorded in PPP.

e. All the half CL availed have to be recorded in the PPP.

- Unauthorized Leave (UL) : As a general rule, UL is taken very seriously by the organization, any UL will invite warning letter and a fine equivalent to two working days. UL of more than 3 days will lead to automatic termination of contract.
- Leave Without Pay (LWP): As a general rule, no LWP is allowed to any employee. Rules and regulations governing it, if taken is as follows:
  1. A leave availed by the employee which is not considered to be AL or SL will be considered as LWP.
  2. In case of non-availability of appropriate type of leave with the employee, due to dire needs to take leave, a LWP can be taken, provided it is applied in a proper format to the Centre Incharge. If LWP is taken in an emergency then employee should inform Centre incharge by mail or call. The Centre incharge will grant the leave considering the dire need and inform the HR heads in the daily and monthly report. This leave has to be recorded in the PPP.
  3. All the LWP taken by any employee will attract a negative remark in the PPP **except** that taken as per point 21 (a) and in case of extension of sick Leave beyond the allotted quota of SL.
  4. If a LWP is taken on a Saturday then the following Sunday will automatically be counted as a LWP. However, if a LWP is taken on Monday then the Sunday is exempted from LWP as it is the weekly off of the previous week. But as Monday is not allowed for a leave, a negative remark will be recorded in the PPP.
  5. If a LWP is taken on a day attached to the Public holiday (as per the DFY notification) then the public holiday will be considered as a LWP.
  6. No half day LWP is allowed. It will be considered as a full day LWP only.
  7. The LWP record and the Negative remark record will be the most crucial factor during the appraisal of the employee and can be the basis for termination of contract with DFY.

## **Appendix 2: Rules and Regulations related to Leaves for part time Consultants**

- Contract workers who are working for minimum of 3 days to maximum of 4 days per week irrespective of the number of hours per day or per week will be entitled for 1 day per month pre-compensated leave. They have to compensate by working one extra day within 7 days of the following month.
- These leaves can be availed only by an application to the Centre Incharge in prescribed format before taking the leave. No such leave will be granted after taking the leave without permission or information. Only in case of emergency the employee can inform the Centre Incharge through mail or call.
- The employee must adjust his/her work accordingly so that others are not inconvenienced because of lack of coordination.
- The additional compensated day should be informed to the concerned personnel well in advance so that the services are properly utilized.
- These pre-compensated leaves have to be recorded in the PPP.
- These leaves can be carried forward to the next month, till maximum 6 months after which they will lapse.
- These leaves will not be available to the consultants for the first 3 months of tenure.