

**Hill Social Welfare Society**

**(HSWS)**

**Primtarn Road, Sherpa Building**

**Kalimpong, Dist. Darjeeling**

**(WB) Pin- 734301**

# **Human Resource Policy**

**Revised for: 2013-2014**

**HILL SOCIAL WELFARE SOCIETY** is a non-political, non-profitmaking & a non-Government Organization situated at Primtam Road (Sherpa Building), Kalimpong running various activities for the upliftment & the empowerment of the community people, especially to women & the youth groups who are distressed & deserted due to unemployment, dropouts & poverty. Basically, it is a woman based organization carrying out activities on Women Empowerment, an aspiration visioning “feminist perspective”.

The Governing body/Executive members consists of 7 members (M-2/F-5) who are the senior most and the founder member of the organization. 23 nos. of staffs have been recruited including full time & part time in various projects and 2 nos. of volunteers under this organization.

### ***Objective of the HR Document***

1. To implement human resource policies and practices in a clear and sensitive manner for achievement of the mission of HSWS.
2. To ensure uniformity of HR policy for all members and staffs of HSWS, irrespective of gender, cast creed and colour.
3. To build a stable foundation for professional relationship in the organization and ensure continuity through the creation of a ready point of reference.

The following are the policies solved under the meeting held by the Secretary between the Executive members, Advisory members and the staffs of the organization on 30<sup>th</sup> July, 2013.

- ❖ People-men and women-are essential and important ingredients that make up a Society and organization. In respect of the above statement, valuing each individual member of the organization and various Project Team is of Primary Importance to the Organization.
- ❖ Special care in the welfare and well being of every individual is utmost.
- ❖ Corrective measures against individuals or forces attempting destruction of the organization or its team efforts will be dealt with firmly at the earliest stage possible.
- ❖ Speaking the truth in Love will be an applied policy in all Human Resource Management matters.
- ❖ The Members of the Governing Body is primary. Discipline from this level will percolate down to the staff and the community.
- ❖ Members must be loyal to the organization in Word and Deed.
- ❖ Any correction as needed must be timely and where required by consensus.
- ❖ Attendance in meetings and contribution to monitoring and supervision as required is compulsory with written report to the Secretary of the Organization from time to time.
- ❖ The MOA-signed at registration of the organization shall be binding and followed in Letter and Spirit.
- ❖ Staff and Volunteers of the project/s Team are also bound by a set of principled guidelines as follows and otherwise applicable by common sense of loyalty.

***General guideline***

All employees are urged to become familiar with HSWS rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting programme activities.

**Ethical Standards**

HSWS insists on the highest ethical standards in conducting its activities. Doing the right thing and acting with integrity are the two driving forces behind. When faced with ethical issues, employees are expected to make the right professional decision consistent with HSWS's principles and standards.

**Working Hours**

1. The Secretary only shall function as the Chief Functionary/Working Secretary from the board under the organizational activities undertaken.
2. The Executives of the Board shall function partly or fully guidance & suggestion as far as juniors are concerned.
3. The working hours for the equipped staffs and the full time clinic based staffs shall be 10 a.m. to 4 p.m. for 6 days a week and Sunday as leisure.

**Participation**

1. The Board of Executives including the Secretary and the other members shall support finance in case of emergency funds required in the Organization.
2. All the staff members including the Board members shall participate actively in programmes/trainings organized by the Society and other partner NGO's.
3. All the GB members along with the staffs will have active participation on child protection programmes in the country.

**Sick Leave/Holidays**

1. All the staffs are entitled 20 days paid holidays/leave output from National Holidays.
2. The casual leave granted for the equipped staffs shall be 2 days for a month procuring a leave letter.
3. The sick leave granted for the equipped staffs shall be 4 days in a month procuring a leave letter shall be approved and more days shall be extended in case of serious illness with due authorization from the Medical Practitioner.
4. The Maternity leave shall be granted not more than 3 months before or after deliveries procuring a letter before or after.
5. Govt. & local holidays shall be declared by the working Secretary/Board members under such circumstances in activities undergone in the Organization.

## **Responsibilities & Disciplines**

1. The Traveling allowances (T.A) shall be reimbursed by the Society in case of official purpose/ trainings organized by the partner NGO's.
2. Transparency of accounts/working capacities and duties of respective staffs shall be highly maintained.
3. Confidential talks shall be maintained by the Board members as well as the staffs regarding activities.
4. Resignation from the Board and respective staffs shall be entertained before 15 days from the date.
5. All the staffs shall be responsible for safe custody of properties and assets of the Society.
6. Information regarding Meetings/Trainings shall be displayed in the notice board 7 days before the date.
7. All the GB members and the staffs has to bear the responsibility of works towards safety of the children.

## **Identification**

1. All the Board members, equipped staffs, part-time staffs, volunteers and the members of the organization shall be provided an identity card in payment of subscription of Rs. 251/- (Rupees two hundred and fifty one only) with a renewal of Rs. 240 (two hundred forty only) annually and Life Membership of 1010/-.

## **Major misconduct**

1. Misuse of Identity Card by members/staffs shall be highly recorded as the major part of the misconduct.
2. Termination of Services will be undertaken by the Secretary/Board members in case of illegal work against the organization by the working members under specified notice if proved to be illegal.

## **Recruitment & Selection/Promotion**

1. Recruitment & selection of candidate shall be called for the interview found to be legal will be selected by the Board members of this Organization.
2. Promotion of staffs shall be decided according to Organization/Capability and years experienced in working under related activities of the Organization.
3. All the recruited staffs will have to bear the roles & responsibilities on child protection based on "Child Protection Policy" of the organization.