



HUMAN RESOURCES MANAGEMENT AND ADMINISTRATIVE POLICIES

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HUMAN RESOURCES MANAGEMENT AND ADMINISTRATIVE POLICIES | 2012

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(I) HUMAN RESOURCES POLICY

1.INTRODUCTION

SNDAYP is a non-governmental social development organization established in 1994 by a handful of energetic and enthusiastic youth at the village level. The organisation seeks to positively change and uplift the lives of the most marginalized and oppressed section of the society by advocating for equity, health, peace, education and dignity of life for the disadvantaged including women and children especially those that are double disadvantaged by having disability. The organisation currently implements projects **in Puri Sadar block, Puri district, State of Orissa.**

SNDAYP has been able to achieve the above objectives through Individual Rehabilitation plans and individual non-residential specialist therapy for Children with disability (CWDs). Disabled Persons Organisations (DPOs) were also formed and strengthened and their capacity and linkages built for advocacy and lobbying both government state organs and service providers. These DPOs also play a major role in lobbying policies that would secure the rights of people with disability. This include infrastructural development to enable accessibility to private and public buildings and in monitoring and evaluating service provision and holding the state to account. Needs assessments and development of Individual rehabilitation plans have been realised in support to health and equitability in relation to prevention, early detection, diagnosis and treatment of disability, including improving mobility, sight and hearing through relevant access to aids and appliances. Through group activities, PWDs have increased their participation and involvement in family & community events and traditional institutions organised by their families and community at large.

Through creative and innovative solutions, SNDAYP has been able to mobilise local funding and community resources to facilitate fabrication and improvement of home grown solutions that

enhance mobility such as CP rollers, standing frames, special sitters etc depending on the specific needs.

SNDAYP has been and continues working towards the economic empowerment of People and children with disability through micro- enterprise development and training in business management and financial literacy, vocational training for school drop outs and young adults and also by environmental conservation through training in organic farming. CWDs have also secured education sponsorships.

Overall, SNDAYP has been able to protect people and children with disabilities and enable overall social inclusion within the family and wider society.

1.1 WORK PROFILE

- Networking, linkages and partnership building
- Policy, Advocacy and Lobbying
- Capacity Building and Education
- Economic and Social Empowerment
- Provision of health and related services including HIV/AIDS and TB
- Natural Resource Management and Disaster Risk Reduction
- Resource Mobilization

1.2 VISION

To create a better world for everyone by inclusion without discrimination

1.3 MISSION

To mainstream all special groups and enable them coexist in community with dignity and with all natural and special rights.

1.4 GOAL

To achieve holistic participatory social change in the community

1.5 VALUES

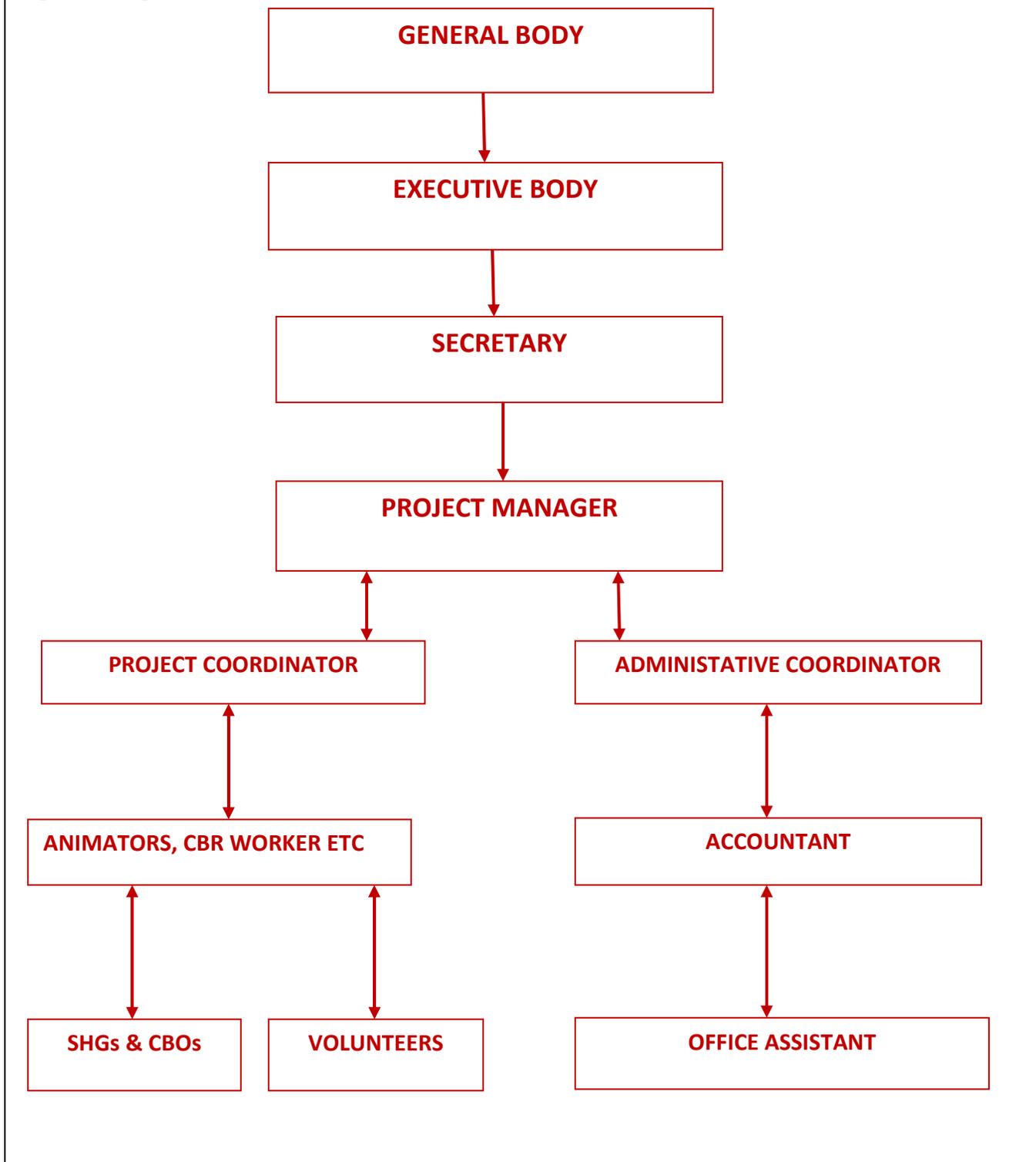
- Social Justice
- Transparency and Accountability
- Democratic governance
- Environmental Sustainability
- Non discrimination by religion, caste, gender or disability

1.6 ORGANISATIONAL STRUCTURE

SNDAYP recognizes that an effective organizational structure is essential for the development and maintenance of institutional capacity. SNDAYP is therefore committed to developing and regular review of flexible structures that will enable it respond effectively to challenges of its operation.

The levels in the organizational structure include: The General body, Members of the Executive Body, Secretary, Project manager, Project coordinator, Administrative coordinator, Animators/cbr workers, Chgs &cbos, Volunteers, Accountant, Office assistant. This structure is as indicated below:

Figure 1: Organizational Structure



1.7 PURPOSE AND USE OF THIS MANUAL

- (a) The policies and procedures contained in this **Manual** have been developed to ensure that there is a uniform and consistent way of managing human resources issues in line with the constitution of the SNDAYP the labour laws of India and the best practices in Human Resources Management.
- (b) The policies will also endeavor to remove all possible negative impact of the environment for staff member living with disability.
- (c) This manual serves as a reference document for staff members of their rights, responsibilities and obligations; and it is a guide to the management team in making decisions affecting the management of people in the organization.
- (d) From the time of hiring, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

1.8 AMENDMENTS OF THIS MANUAL

- (a) These policies and procedures are subject to modifications and further development. Therefore, changes of intent, interpretation and administration of the policies and procedures will occur periodically.
- (b) All changes will be recorded in the form of an official memo from the directors so that all will be aware of the change.
- (c) Major changes in this manual will be approved by all the directors
- (d) Minor changes will be passed through minutes of a staff meetings

2. RECRUITMENT AND SELECTION

2.1 CATEGORIES OF STAFF MEMBERS

Employees designate salaried/honorarium, individuals who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more ongoing/prospective projects of the SNDAYP

All the employees of the SNDAYP are classified into categories. These categories are as follows:

2.1.2 Regular Staff member

A regular staff member is a person:

- i. Who is employed on a fixed term contract which may be renewable, depending on performance and availability of funds via and stipulated in the Appointment Letter;
- ii. Is paid a salary;
- iii. Is assigned an employee number;

Works at least 40 hours per week and maintains continuous employment status

This category also includes persons who are engaged on specific time span determined by durations of a programme or project being implemented by SNDAYP.

2.1.3 Contract / Casual worker:

A contract worker is a category composed of workers engaged for a specific time. A casual worker is a person who is **paid to do specific tasks**. The agreement for the services to be performed is managed through a contract. Contract/ Casual worker does not receive benefits, allowances, or leave, and is paid daily wages for the work they perform

2.3.4 Consultants:

Consultants are professional experts hired by SNDAYP on short-term basis only for the completion of specific tasks and assignments related to SNDAYP or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

2.3.5 Interns:

An intern is one who works in a temporary position for a project or department with an emphasis on work experience and on-the-job training rather than strictly employment. Interns are usually college or university students, but they can also be others seeking skills for a new career. Internships provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, or gain school credit.

2.1.4 Volunteers

A person who offers his / her services to SNDAYP on voluntary basis. The organization may from time to time pay a token compensation to cater for the costs of such staff members. The volunteer will fill up a volunteer contractual form once engaged.

Management Category:

President

Vice-president

Secretary

Asst. Secretary

Treasurer

Members of the Executive Body

Professional Category:

- a. Project Head/Program Manager/Dist.Co-Ordinator
- b. Regional Co-coordinator/Cluster Head
- c. Account Officer/Finance Officer/Accountant
- d. Teachers/Professional /Technician/Field Worker/CBR Worker/Volunteers'

Support Category:

- a. Administrative/Office Manager/Executive/Assistant
- b. Office care taker

2.2 PERSONNEL RECRUITMENT

SNDAYP is an “equal opportunity employment organization” committed to hiring qualified individuals regardless of race, caste, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, Service-veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

2.2.2 Notice of Vacant or New Position of SNDAYP

It is the responsibility of the Board of Members of SNDAYP to fill vacant positions as well as new regular positions and new temporary positions within six months. The Board must make sure that the positions can be filled under the organizational budget. Notice of a new or vacant position must be approved by the Board/SNDAYP before it is released publicly.

For all new positions, a job description shall be established and include the following elements:

- Position summary
- Description of duties and responsibilities
- Conditions of work
- Qualifications

Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through available media if they are regular positions, or if there is a limited tendering process for consultation.

2.2.3 Interview and selection

As a general rule, a selection committee comprising of, at least two members like secretary and one member of executive body and Project Head/Line Manager of SNDAYP'S shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee(SNDAYP) The interviews will serve to make a final choice and also to establish a database of potential future candidates.

2.3 APPOINTMENT LETTER AND STAFF ORIENTATION OF SNDAYP

2.3.1 Appointment Letter

Any personnel employed with SNDAYP will be issued an appointment letter prior to his/her employment by SNDAYP. The appointment letter will officially announce his/her position within the SNDAYP, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment .

2.3.2 Probationary Period

A probation period of three months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended for one month. In case, if a new employee fails to perform in accordance to expectations of SNDAYP staff/board, he/she will be given a notice, terminating the contract at the end of the probationary period.

2.3.3 Staff orientation

All new employees will get an orientation about the SNDAYP's mission ,vision and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc.

2.3.4 Remuneration

SNDAYP believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of SNDAYP are entitled to a basic salary/honorarium, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter.

2.3.5 Salary Increment

Salary increment will be based upon an employee's position and performance and also project donor funds.

2.4 EMPLOYEE SALARY BENEFITS SNDAYP'S

2.4.1 Salary Benefits

Currently salary benefits are under review annually and depend on resources available to SNDAYP.

2.4.2 Compensation against Accident of a staff member during Service

In the event that a staff member is involved in an accident while working for SNDAYP, i.e. during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month salary.

3. WORKING DAYS AND HOURS

3.1 Working Days

SNDAYP will follow a 6 days a week working schedule from Monday to Saturdays. and Sundays are considered non-working days. However need of the project may require flexible working days.

Unless otherwise specified, SNDAYP will observe the same public holidays as those prescribed by the Government not exceeding 12 days a year. The SNDAYP will prepare a calendar of public holidays not exceeding _____ calendar days at the beginning of each fiscal year and circulate it to all staff.

3.2 Office Hours

The office shall open from 09.30 am till 05.30 pm . All employees are expected to complete 8 working hours daily. There will be one hour lunch-break.

During the winter season, the office hours will be from 9 am to 5 pm.

3.2.1 Overtime

SNDAYP does not pay any overtime.

4. TRAVEL RULES & REGULATIONS

4.1 Travel

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted SNDAYP applies to all employees regardless of job category. It also applies to the consultants, when mentioned in their agreement.

The employee can take the advance for his/her estimated expenditure and the appropriate forms available for instance travel Bill, advance requisition form.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached. Eligible expenses include:

4.2 Sustenance Per Day

All employees and volunteers are provided per day of Rs. _____ (Breakfast Rs _____, lunch Rs _____ and dinner Rs _____) to cover the cost of food for each night spent outside the city as approved by SNDAYP.

4.3 Accommodations

All employees and volunteers are entitled to claim expenses incurred for accommodation for official trips outside of City/district/state/Country. Accommodation claims shall not exceed Rs500 per day. Claim for accommodation will be reimbursed upon submission of bills/receipts.

4.4 Mode of Transport

SNDAYP will pay only surface transport i.e. Bus/Train. If any individual is using personal vehicle for SNDAYP related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. However, the private transport must be shared by more than one SNDAYP's member or employee.

5. LEAVE AND HOLIDAYS

5.1 LEAVE DAYS

All employees are entitled to the following leave with pay.

9.1.1 Annual Leave

All employees of SNDAYP are entitled to 20 working days off as paid leave per year. This leave is accrued monthly at the rate of 1.5 working days.

9.1.2 Sick Leave

SNDAYP's Employees are entitled to 12 working days of sick leave with pay per calendar year. Sick leave is accumulated at the rate of 1 day for every full month worked.

SNDAYP's Employees have to present a medical certificate to substantiate claims for sick leave with pay for absences exceeding two successive days.

5.1.3 Maternity Leave

All female employees of SNDAYP are entitled to maternity leave of 90 calendar days.

5.1.3 Paternity Leave

Male employees are entitled to paternity leave of 11 calendar days.

5.1.4 Compassionate Leave

In case of death of a parent, child or spouse, employees SNDAYP be given mourning leave of 15 days each.

5.1.6 Emergency Leave

Emergency leave is granted to employees of SNDAYP for any serious illness of a parent, child or spouse and/or personal emergencies. A total of 7 days per year can be allowed for emergency leave.

5.2 ABSENCE

1. An employee SNDAYP who is unable to come to the office is required to notify the office of the reason for his/her absence.
2. Unauthorized absences are grounds for disciplinary action. The following procedures shall apply by the SNDAYP
 - i. An employee of SNDAYP that has been absent for two consecutive working days without notice or explanation shall be personally sought out by the Secretary. He/she shall be asked to put in writing the reason(s) for his/her absence.
 - ii. If, after seven consecutive days of absence, the employee of SNDAYP continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.
 - iii. In cases where the employee of SNDAYP cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Secretary, the employee may be subjected to disciplinary action.

6. STAFF REASSIGNMENTS AND TRANSFERS

6.1 Assignments and Transfers

According to project needs, any employee of SNDAYP can be transferred temporarily or permanently to any location where SNDAYP conducts its activities. The transfer may be the result of a promotion, a change in role due to service requirements or other reasons.

A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal. In addition, the employee concerned shall be notified one month in advance of his change in situation.

6.2 Interim positions and promotions

An employee of SNDAYP may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, SNDAYP shall reclassify the employee in the category of the new job or return him/her to his/her former duties.

An employee of SNDAYP who receives a promotion can be required to complete a trial period in the new position for three months. If the trial period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his former position. If the trial period is not satisfactorily completed, the employee will be reinstated in a position at the same level as his former position.

7.EMPLOYEE TERMINATION RULES

Employees of SNDAYP shall lose their jobs under any of the following conditions:

7.1 Voluntary Resignation

- i. Personnel wishing to resign from post may do so by giving a resignation letter to the Secretary stating the reasons for resignation and effective date of the same. 15 days of prior notice is required for such resignations.
- ii. The date in which the resignation letter is received at the NGO office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

7.2 Redundancy of the Position

Depending on the nature and volume of its operation, SNDAYP may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from SNDAYP with proper notice. While doing so, SNDAYP will give at least 2 months notice in advance.

7.3 Retirement

When an employee reaches the age of retirement, according to the SNDAYP's law, the employment relationship comes to an end. SNDAYP shall notify the employee by letter, stating the date the employment terminates.

The retiring employee shall receive salary up the date of departure and other allowances such as the Provident Fund, as specified in his/her agreement.

7.4 Death

When an employee of SNDAYP dies, his/her salary and benefits will automatically be paid to his/her legal heirs.

7.5 Other reasons for Termination

- i. Continuing inefficiency and gross negligence of duty.
- ii. Fund embezzlement.
- iii. Misuse of office equipment, and other properties.
- iv. Repeated unauthorized absences and leaves
- v. Intoxication while on official business or within office premises
- vi. Unauthorized disclosure of official information

vii. Working for another organization that has conflict of interest

7.6 Procedures for Termination and/or Disciplinary Action

- i. SNDAYP informs the employee in writing of the offence deemed committed by the employee concerned and given a warning. Three warning letters lead to dismissal. Serious offences such as theft and child abuse will attract immediate suspension
- ii. SNDAYP informs the employee in writing of the offence deemed committed and the intention to terminate or discipline the said employee. The charges are clearly stated with the particulars of the facts relied upon to support it. SNDAYP will ask the employee for a written explanation.
- iii. The employee is given 3 working days to submit his/her defense to the Management.
- iv. Based on the written explanations submitted by the employee concerned and the strength of evidence presented, SNDAYP may choose to decide on the charges or pursue further investigation of the case.
- v. SNDAYP can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:

a. should the employee be in a position to tamper with the evidence against him/her.

b. should the employee's continuing presence in the SNDAYP be deemed detrimental to the interest of the organization.

- vi. The employee is then served with the Termination letter.

8. CONFLICT MANAGEMENT

8.1 Conflict Resolution

Whenever a dispute arises among the SNDAYP staff, it shall be mediated in manner that will resolve the conflict amicably. Employees who feel unfairly treated or who have complaints about a

situation or about working conditions should notify their Line Manager and if not resolved satisfactory, He/She should inform the Management.

8.2 Staff Behavior

SNDAYP expects its employees to adopt attitudes and behavior that maintain the good image of the organization. SNDAYP employees shall display an exemplary level of professionalism and integrity.

All employees must be guided by the principles of SNDAYP which are social justice, Transparency and Accountability, Democratic Governance, Non-discrimination by religion, caste, gender or disability.

The day to day expectations of SNDAYP such as respect, courtesy, punctuality, clean and smart dressing code should also be observed.

8.3 Political Activities

Since SNDAYP is a non-political organization, employees shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the organization's materials for these purposes.

8.4 Discrimination and Harassment

Under the principles established by SNDAYP, no employee, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work.

Sexual harassment is defined as unwelcome verbal or physical conduct of sexual nature, which causes personal offence, or the abuse of the authority conferred on staff members by their position or the use of pressure to obtain favors of a sexual nature. Sexual harassment can occur between a man and a woman, between two men or between two women.

A staff member who feels that he or she is being subjected to sexual harassment should make his/her disapproval or unease known to the offender immediately. If the offensive behavior continues, a complaint (oral or written) should be brought to the attention of Management.

The Management will then follow the procedures on termination/ suspension as stated in the employee termination rules (section ...)

8.5 Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by SNDAYP, employees shall respect the following guidelines:

- It is prohibited to use SNDAYP property for illegal or unauthorized purposes.
- It is prohibited for to disclose confidential information without express authorization beforehand.
- Employees of SNDAYP cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees of SNDAYP shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees of SNDAYP cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties

8.6 Grievances

If an employee SNDAYP feels unfairly treated by circumstances that infringe on his/her rights or change his/her employment conditions, he/she should discuss the situation with his/her immediate supervisor. If, after the matter has been discussed and corrective measures taken, an employee feels it has not been satisfactorily settled, he/she can submit a grievance to the Management, who will discuss and provide appropriate solution. All grievances shall be handled internally because there is no recourse to external mediation or arbitration.

9. PERFORMANCE EVALUATION AND SKILL TRAINING

9.1 Performance Evaluation System

The performance evaluation system is a means by which SNDAYP can increase its efficiency and that of its employees. The purpose of the system is for the organization to fulfill its mission by attaining its objectives and for employees to grow and have work satisfaction through proactive performance supervision.

The system enables harmonization of individual employee objectives with those of the organization; measurement of employee potential and work performance; support of employee capacity building and overall organizational synergies.

9.1.1 The annual performance evaluation seeks specifically to:

- Promote top- bottom, bottom-up and lateral communications between employees and their line managers and the Secretary.
- Manage and clarify expectations concerning objectives and performance;
- Review employee performance through on-going monitoring and feedback;
- Assess and reward individual performance;
- Allow employees to express their strengths, weaknesses, opportunities, training requirements and any additional resources required.

The performance evaluation focuses on the individual employee of SNDAYP in relation to the tasks and responsibilities assigned to him/her. It is never a comparison of one employee's performance with that of another. Thus, the employee's work performance is to be assessed in relation to SNDAYP procedures.

The performance evaluation also allows SNDAYP to assess the quality of human resources in their department or organization, note important information concerning expectations and needs and clarify decisions concerning transfers or work assignments.

A performance evaluation system is composed of three main stages that generally take place over a period of a year:

9.2 Performance planning

The performance planning stage enables employees and Line Manager to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are used to facilitate this stage:

9.2.1 Job description or list of duties

Each employee of SNDAYP must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

9.1.2 Setting of objectives

For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned (SMART).

9.2.3 Individual action plan

The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

9.2.4 Performance Monitoring and Management

Staff performance and productivity should be managed on an on-going basis throughout the year. The following elements are involved:

9.2.5 On-going Supervision

This means taking the time to observe, examine sources of difficulty and seek solutions.

9.2.6 Regular Communication

This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision.

9.2.7 Periodic Evaluation

This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives of both administration and projects. Employees also get the opportunity to express their strengths, weaknesses, opportunities, training requirements and any additional resources required. A minimum of one meeting every six months is suggested to ensure satisfactory results.

9.3 Annual Performance Evaluation

The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop.

The performance evaluation form should include all the sections needed for the evaluation. These sections are: first, performance evaluation in relation to the objectives established at the beginning, the responsibilities of the position. Second, needs analysis for the employee's development. Finally, enable the employee and the evaluator to report on their evaluation. The form should also include a performance level classification and a definition of each of these levels.

The annual performance evaluation does not have any financial impact on salaries. It is first and foremost a tool to evaluate the employee's performance and take remedial action if necessary.

9.4 Skill Training and Professional Development

Depending on available funds, SNDAYP will foster the professional development of its employees for overall organizational development and increase efficiency and knowledge in project

management. The training programs chosen should address the actual needs identified and expressed during performance evaluation sessions.

10. SNDAYP OPERATIONAL POLICIES

1. Financial Management Policy
2. HIV/AIDS Policy
3. Communications Policy
4. Gender policy
5. Child Protection Policy
6. Disability Policy

(II) HIV/AIDS POLICY

SNDAYP recognizes the seriousness of HIV and AIDS pandemic and its significant impact on the workplace. The organization therefore supports International efforts to reduce the spread of the disease and its impact on the patients. It is therefore the policy of the organization not to discriminate against member of staffs or job applicants due to their HIV status. The organization will treat HIV patients like any other medical condition that may affect member of staffs. The following procedures shall be observed with regards handling people living with HIV and AIDS in the workplace:

- (a) HIV testing will not be a requirement as part of the recruitment process
- (b) Member of staffs will be provided with sufficient and update information to enable them to protect themselves from HIV infection and to cope with the presence of AIDS.
- (c) There will be no obligation on the part of member of staffs to inform Organization of their HIV & AIDS status.
- (d) HIV testing with the specific and informed consent of the member of staff may be required if fitness to work is impaired by HIV- related illness.

- (e) HIV infection or AIDS should not in itself constitute a lack of fitness to work or be considered as a basis for termination of employment.
- (f) Member of staffs affected by, or perceived to be affected by HIV & AIDS shall be protected from stigmatization and discrimination by other member of staffs or clients.
- (g) Member of staffs living with HIV and AIDS shall not be discriminated against, including access to and receipt of benefits from medical and other insurance related programmes.
- (h) The organization will endeavour to protect the confidentiality of member of staff's medical information including HIV & AIDS status at all times.
- (i) HIV infection will not, in itself, be considered as a basis for termination of services

(III) COMMUNICATION POLICY

1.0 PURPOSE

The main purpose of this Communication Policy is to establish guidelines for presenting information, both internally and externally. Furthermore, the policy is aimed at increasing the level of understanding among all members of staff as to how SNDAYP communicates with its stakeholders.

The use of electronic communications and media and its associated services, including computers, e-mail, instant messaging, telephones, voice mail, fax machines, wire services, and the Internet, is encouraged because they make communication more efficient and effective and because they are valuable sources of information about vendors, beneficiaries, technology, and new products and services. Electronic communications and media give staff members a useful way to exchange ideas, share files, and communicate with colleagues, whether they are located in the next room or thousands of miles away.

SNDAYP electronic systems are a valuable organizational asset. The data and information sent and received on these systems are the property of SNDAYP. As such, members of staff's access to SNDAYP systems and stored data will be terminated upon separation. This policy applies to all staff.

SNDAYP has rights to access electronic data and information on its systems

2.0 External Communications

External communication is the exchange of information and messages between SNDAYP and other organizations, groups, or individuals outside its formal structure. The main goal of external communication includes: sharing information with regard to SNDAYP Beliefs Core Values and Services provided; Meeting expectations concerning SNDAYP compliance with legislation, regulations and standards relating to stake holders; managing the image of SNDAYP, its services, and activities and Facilitating recruitment of staff.

3.0 Telephone Policy

A register will be maintained for recording all outstation calls.

- (a) It is expected private phone calls will be kept to reasonable levels
- (b) Personal calls using the office phone facility is discouraged unless in case of emergency
- (c) A standard fee per minute will be charged for personal calls. This will be adjusted according to the presiding rate.

4.0 Internet Use

Internet is provided by SNDAYP for operational use. Limited private use is permitted if the private use does not interfere with a person's work and that in appropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with the internet policy will subject one to the disciplinary procedure.

Members of staff need to be aware that some forms of internet conduct may lead to criminal prosecution.

5.0 Email

- (a) Email facilities are provided for formal operational correspondence.
- (b) Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
- (c) Limited private use of email is allowed if it doesn't interfere with or distract from staff members work. However, management has the right to access incoming and outgoing email messages to check if staff member's usage or involvement is excessive or inappropriate.
- (d) Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
- (e) All emails sent must include the approved organizational disclaimer.

To protect SNDAYP from the potential effects of the misuse and abuse of email, the following instructions are for all users.

- (a) No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of SNDAYP in the community or to its relationship with staff, community, suppliers and any other person or business with whom it has a relationship.
- (b) Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
- (c) The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
- (d) When using email a person must not pretend to be another person or use another person's computer without permission.
- (e) Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.

- (f) Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

6.0 Social Media

SNDAYP expects staff members to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all staff members, contractual staff, volunteers and sub-contractors of SNDAYP who contribute to or perform duties such as:

- (a) maintaining a profile page for SNDAYP on any social or business networking site (including, but not limited to LinkedIn, Facebook, MySpace, or Twitter);
- (b) making comments on such networking sites for and on behalf of SNDAYP
- (c) writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of SNDAYP and/or
- (d) Posting comments for and on behalf of SNDAYP on any public and/or private web-based forums or message boards or other internet sites.

6.0.1 Procedure for Use of Social Media

- (a) No Staff member, or contractual staff or volunteer of SNDAYP is to engage in Social Media as a representative or on behalf of SNDAYP unless they first obtain SNDAYP written approval.
- (b) If any member of staff, contractor or sub-contractor of SNDAYP is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of SNDAYP
- (c) All members of staff, contractual and volunteers of SNDAYP must ensure they do not communicate any:

- (e) Confidential Information relating to SNDAYP or its beneficiaries , business partners or suppliers;
- (f) material that violates the privacy or publicity rights of another party; and/or
- (g) information, (regardless of whether it is confidential or public knowledge), about children and other stake holders or suppliers of SNDAYP without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to SNDAYP and its stake holder, which is not in the public domain. This includes, but is not limited to information relating to beneficiaries of SNDAYP

All members of staff, contractual staff, volunteers and sub-contractors of SNDAYP must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

7.0 Internal Communications

Internal Communication is the dialogic process between members of staff and the organization, and between members of staff and members of staff.

Internal communication: makes sure that the SNDAYP goals, policies and guidelines are communicated; Strives to give members of staff the information they need, when they need it, in order to increase understanding and commitment, build motivation, and support organizational strategies; Communicate with members of staff about decisions and events that affect them before (if possible) and never later than when information is communicated externally; Increases each members of staff's knowledge about the SNDAYP and its development, objectives, strategies and values; and Internally disseminates success stories and good organizational solutions throughout the organization, in order to spread creativity and encourage cross-operating unit cooperation

(IV) GENDER POLICY

SNDAYP as an organization has the objective to see a society free of discrimination and barriers to women, children and persons with disability. A comprehensive policy helps the organization to shape up its activities to achieve the goals. Gender is taken as the inherent and very much integrated component in SNDAYP. A policy in this line got developed by the members and took approval of all.

The gender policy of SNDAYP believes in integrating the gender component in the activities and policy of the organization. However, an exclusive effort is made to see that it should not be alienated from the core issue and activity while framing this policy. And so it target to the approach at macro and micro level of the organization. Thus it speaks:

1. There must be more than 30% women members in the Executive Committee of the organization. The head of the organization preferably will be a woman.
2. All the project need to have fair proportion of women employees.(30% at least.) Effort will be made to see that all the project are represented by women, however in case of technical staff there might be a consideration in maintaining the percentage but preference should be given to the women always.
3. Women employees will be given opportunity to study further or doing professional course/skill up gradation during their service. However, if there is a provision for encouraging such act financially preference will be given to a woman employee.
4. Women employees are entitled to take maternity leave for four months with three months payment benefit.
5. The organization will adhere to the Supreme Court guideline on sexual harassment at workplace. (*The complain committee is already in place with a woman member as head of the committee*)