

# **HUMAN RESOURCE POLICY AND SERVICE RULES**

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**Bhavishya Bharat**  
**143-144, 1st Floor, Udyog Vihar, Phase-IV,**  
**Gurgaon-122 015**

**Tel. Board: +91-124-4630800**

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# **BHAVISHYA BHARAT FOUNDATION**

## **Vision**

**To provide sustainable, high quality life solutions for achieving the twin objectives of rapid, regionally balanced economic development, and community harmony and goodwill.**

## **Mission**

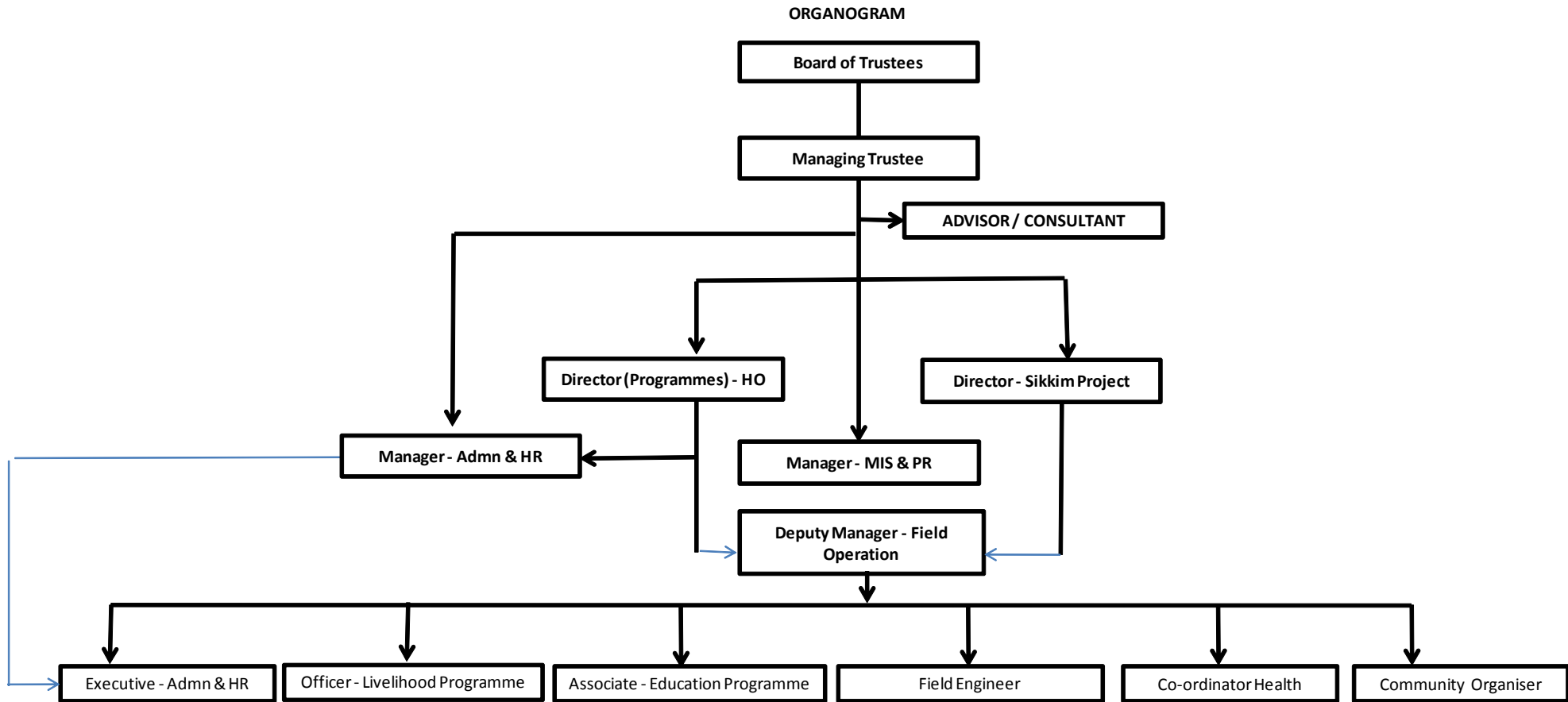
**To promote integrated and holistic well-being of communities impacted by energy and Industrial projects**

## **Values**

**We believe that**

- Communities shouldn't have to choose between harmony and development**
- Economic development can be channelised for the maximum benefit of local Communities**
- The political, social, economic and cultural entities surrounding economic Development can work together to build harmonious relationships between Business and society**

# ORGANOGRAM





# 1.

## Human Resource Policy and Service Rules of BBF

This document provides the norms, procedures and other requirements to be followed by BHAVISHYA BHARAT Foundation (BBF) – a registered charitable trust no.....for the human resource management of the employees of the organisation.

This document comes into effect, with the approval of the Board of Trustees of the BBF, from.....

In this document, unless otherwise stated specifically elsewhere in the document, the terms given below, will be defined as follows:

### 1.1. Definitions

- BBF** : Bhavishya Bharat Foundation – registered Charitable trust.
- Calendar Year** : Twelve-month period starting from 1<sup>st</sup> January to 31<sup>st</sup> December
- Employee** : Employee is one who is appointed to a designated position in the Organisation.
- Contract Employee** : A contract Employee is one who is appointed to a designated position for a limited, defined time-period, under a contract for a full time assignment
- Financial Year** : Twelve month period starting 1<sup>st</sup> April to 31<sup>st</sup> March
- Consultant** : Consultant is professional experts hired for specific tasks / assignments and required to complete his/her work within a specified time period. A consultant is not employee of the organisation and is not entitled to perquisites and benefits to which only employees are entitled.

## **2.**

### **Employment with the Organisation**

#### **2.1 GENERAL**

The primary objective of recruitment and selection in BBF is to ensure high standards of professional competence in the services rendered and outputs to be delivered. BBF is committed for Social Development from the grassroots level and its employees should worth enough to undertake/fulfill the requirement specified from time to time.

#### **2.2 RECRUITMENT AND SELECTION PROCESS**

Recruitment would be taken up by BBF in the following circumstances:

1. In course of expansion / diversification of the organisation.
2. Establishment of regional / branch offices etc.
3. To fill vacancies arising out of employee turnover, resignation, etc.

The Managing Trustee in keeping with the Organisational Personnel Structure approved by the Board will decide all vacancies. Vacancies will be notified only with the approval of the Managing Trustee.

#### **2.3 RECRUITMENT PROCEDURE**

##### **2.3.1 Recruitment Approvals**

- ✓ Vacancy and recruitment approvals to be accorded by the Managing Trustee.
- ✓ On approval by the Managing Trustee, Human Resource Manager, to initiate and complete the recruitment process.
- ✓ Board of Trustees to be regularly updated of the total employee status.

##### **2.3.2 Recruitment Strategy**

- ✓ Open market recruitment
- ✓ Campus recruitment from reputed institutions
- ✓ Promotion of existing staff wherever applicable
- ✓ By reference of internal staff/consultants.



## **2.4 RECRUITMENT / SELECTION PROCESSES**

### **2.4.1 Recruitment Processes**

In the absence of suitable internal candidates, sourcing to be done using the following

Methods:

- ✓ Data base search of resumes in miscellaneous job sites
- ✓ Recruitment advertisement
- ✓ Placement agencies
- ✓ College campus / MBA Campus recruitment for entry level position.

### **2.4.2 Advertisement Process**

Every job advertisement would cover the following areas:

- ✓ Brief profile of the BBF wherever the organisation name is being specified
- ✓ Designation of the position and brief outline of responsibilities
- ✓ Required qualification and experience profile
- ✓ Place of posting and tentative work timings
- ✓ Text should be non discriminatory in nature and will specifically avoid reference to sex, creed, religion
- ✓ The entire text and logo being used, to be in compliance with branding and advertisement guidelines

### **2.4.3 Application Processing**

All applications received should be screened and sorted as below:

- ✓ All applicant's CVs to be maintained soft/hard copy (according to how they were submitted)
- ✓ For applications not meeting minimum requirements – action:
- ✓ If through advertisement : indicate in advertisement, the time frame after which candidate should presume not meeting criteria
- ✓ For write in: no action if not meeting minimum criteria
- ✓ For applications meeting minimum criteria – action:
- ✓ Enter into recruitment system
- ✓ Short listed resumes should be further sorted to identify the best applications. Rest of the applications to be placed on resume-hold for future requirements.
- ✓ For candidates whose resumes are on hold, write to them, thanking for their interest and advising them that their applications are being stored in data bank for future reference.
- ✓ Best applications to be sorted and taken to the next stage within two weeks of receipt.

#### **2.4.4 Written Test**

- ✓ All persons identified for any job vacancy, will be given at least one written test.
- ✓ Written tests will assess general aptitude, logical reasoning and decision making, analytical skills, computer knowledge and where relevant functional/technical skills.
- ✓ Candidates who have passed the first written test to be called for a personal interview within two weeks of writing the test. Score obtained to be entered into recruitment system.
- ✓ For some positions an additional written test will be administered to those top (3-6 candidates) called for short list interviews.
- ✓ Any waiver of written tests must be approved by Managing Trustee – waivers are only likely for senior and very junior level positions.

#### **2.4.5 Interview Process [See Format No.: [01, Interview Call Letter](#)]**

- ✓ The personal interview process ensures that there is an appropriate match between the ability and aspirations of the candidate and the expectations and requirements of BBF.
- ✓ It is important that there is clarity about the expectations and requirements of the job for which the candidate is being considered and panel of interviewers spend time to ascertain the aspirations and abilities of the candidate.
- ✓ Every candidate being considered for final selection for senior / middle management level must be met by the Managing Trustee.
- ✓ The interview panel (of a minimum of two persons) should fill in the details, where not available in the candidates resume, such as education and percentages, discuss each previous employment and understand key achievements in each job, identify the key strengths and weaknesses of the individual, assess style of interaction, offer situations and assess response, assess ambition/ carrier expectations and remuneration aspirations.
- ✓ The data obtained will be utilised to assess the candidate for judgement, initiative, creativity, interpersonal skills, assertiveness, enthusiasm, adaptability, oral and written communication skills and financial / analytical ability.
- ✓ For the top performers in the interview, terms of appointment e.g. salary expectations will be discussed up-front, and documented in the interview and assessment form.
- ✓ Based on the above, best fit candidates to be identified for appointment. The decision to be communicated to the successful candidates/s within two weeks of the interview in the form of an appointment letter or a letter indicating time frame in which the BBF would revert with suitable opening.

- ✓ The rest of the candidates may be rejected or their resumes to be placed in a data bank to review after six months/ a year. Written communication to this effect to the candidates to be made within two weeks of the interview.
- ✓ Any special requests by any candidate to assist with outstanding loans or to pay for notice salary, will be discouraged. Any exceptions may be approved by the Managing Trustee.

#### **2.4.6 Recruitment Expenses–Travel**

- ✓ Candidates called from outstation locations for interviews to be clearly informed about the nature of expenses that are reimbursed for attending interviews and also the supporting documents that need to be produced for the same.
- ✓ Candidate to fill in the necessary reimbursement forms and ensure that he/she receives the payment at the earliest. The travel expenses limits are based on the limits applicable for the level in which he / she are likely to be employed.
- ✓ Administration Manager may settle the expense claims by way of reimbursement in cash or obtain a statement of expense and reimburse the candidate subsequently.
- ✓ Travel Claim should reimburse only after submission of original/copy of travel proofs and in the prescribed format attached. [See Format No.: [02, Interview Travel Reimbursement](#)]

Sl.	Category	Travelling	Local Conveyance
1	Director/Deputy Director [Programmes]	Air (Eco)/ Train IIAC/ Bus	Taxi fare To & fro Office
2	Managers	Train II AC/ Bus	Actual/ Taxi To/ fro nearest Railway Station.
3	Up to Sr. Officer / Officer / Executives	Train III AC/ CC/ Bus	Actual/ Taxi To/ fro nearest Railway Station
4	Up to Sr. Assistant & below	Train 2nd Class Sleeper / Bus	Actual Auto To/ fro nearest Railway Station

#### **2.4.7 Pre–Employment Check**

- ✓ The following checks may be done – according to the need (waiver if any, to be approved by Managing Trustee):
- ✓ Proof of education and marks obtained
- ✓ Address proof
- ✓ Date of Birth proof
- ✓ Reference checks

#### **2.4.8 Appointment Conditions & Terms**

- ✓ Managing Trustee will be responsible for defining the position and salary to be offered to each candidate and will do so considering the work experience, peer profiles and other relevant factors.
- ✓ All letters of appointment in *BBF* are normally signed by the Managing Trustee.
- ✓ The candidate records acceptance by signing and returning to *BBF*, a copy of the appointment letter.
- ✓ Any exceptions to the policy or in salaries need to be approved by the Managing Trustee before an offer is made.
- ✓ Sample contract letter is attached [See Format No.: [03, Sample Contract Letter](#)]

#### **2.5 Probation and Confirmation**

- ✓ All candidates selected would be placed on probation for a period of six months.
- ✓ Probation period could be six months or more as may be assigned
- ✓ The HR Department initiates the confirmation process by sending a completed appraisal form to the Managing Trustee upon completion of the probationary period or periods, as case may be.
- ✓ The HR Department will then complete the appraisal and get the same reviewed and approved (or otherwise) by the Managing Trustee. Any decision to defer confirmation is made before the completion of the probationary period.
- ✓ Confirmation letters will be issued by the Managing Trustee on the due date subject to a satisfactory report or latest by one week after the due date and the same to be duly acknowledged by the employee.
- ✓ Confirmation will not be automatic after expiry of probation period/s as the case may be, unless written orders are issued.

#### **2.6 Contractual Employment/Agreement**

The candidates will be employed for a fixed period as may be determined by the Managing Trustee by policy, a contractual employee has to give at least 30 days notice (or one month's pay in lieu of notice) from the date of resignation before he / she can be released. However period of notice can be waived at the discretion of the Managing Trustee. While waiving this notice, it should be ensured that sufficient time is provided for the employee to complete his/her handover as well as separation formalities including settlement of dues.

The tenure of the employment/agreement can be extended on mutual terms, on a case by case basis.

## **2.7 Part Time Employment**

Part Time recruitment may be required, to manage increased growth / or to control costs.

### **Specification**

- ✓ The candidate will work for 4-5 continuous hours specified by the organisation for 3-5 days a week.
- ✓ A candidate cannot take up a part time assignment in case he/ she is already in a full time job.

## **2.8 Part time employees-Recruitment**

### **Eligibility**

- ✓ Final year graduates / correspondence students
- ✓ Good ex-employees who may have left due to some personal reasons
- ✓ Graduates pursuing post graduate studies / vocational courses (through correspondence/ evening college / Day College, etc.)
- ✓ Consultants / experts with specific skills which will add value to the work of BBF.
- ✓ Sourcing could be through references / various web sites offering part time employment opportunities/ personal contacts of the employees.
- ✓ Short-listing to be done as per BBF recruitment norms

## **2.9 Compensation**

To be decided on a case by case basis depending on number of hours of work, skill levels, qualifications etc., as per the law, as applicable.

## **2.10 Tenure**

A contract of one year, or smaller period, will be put in place with the Part Time Employee (PTE) which will be reviewed, depending upon performance and requirement.

## **2.11 Leave**

To be decided on a case to case basis.

## **2.12 Permanency**

Part Time Employees will not to be taken as regular full time employees immediately after their tenure. However, they may be given preference for regular employment after getting consent from Managing Trustee.

### **2.13 Placement Agencies**

**BBF** may use placement agencies to facilitate the recruitment process. In addition to placement agencies, internet based agencies will also be accessed for recruitment services. Remuneration to the placement agencies can be worked out on a case to case basis with the approval of the Managing Trustee.

## **3. Induction/Joining**

### **3.1 Induction Process**

- ✓ The employee's is designated by the Managing Trustee.
- ✓ The Reporting Authority devotes sufficient time to the new employee to familiarise him / her with the *BBF* team, operations and the organisational culture.
- ✓ The Reporting Authority provides the new employee/consultant with all the relevant manuals, booklets and information to enable the new employee to join the mainstream work.
- ✓ The Reporting Authority to facilitate the necessary administrative arrangements for office space, and other requirements.

### **3.2 Joining Formalities**

- ✓ Education proof and Date of Birth proof [copies should be enclosed]
- ✓ Address Proof
- ✓ Passport details
- ✓ Personal History Form plus 1 colour photograph [See Format No.: [04, Staff History Form](#)]
- ✓ Blood group details and emergency contact numbers
- ✓ Curriculum vitae
- ✓ Employee ID card
- ✓ Various forms as required under various laws, as applicable.

## **4.**

### **Terms and Conditions of Service**

#### **4.1 Hours of Work**

The normal scheduled working hours in BBF will be from 9:30 a.m. to 6:30 p.m., Monday through Saturday with a lunch interval from 1:30 p.m. to 2:00 pm. Second and Forth Saturdays and all Sundays will be Holidays. But the same time the office timing for project location may be differ and based on the season.

#### **4.2 Signing of Attendance**

All employees / contractual employees will be required to sign in the attendance register/sheet, mentioning the time immediately on arrival. The register shall be kept with the Reception or as determined by the HR department.

#### **4.3 Short Leave**

In case of an employee / contractual employee requiring leaving office early or having to come late to office, sanction must be taken in advance from the respective head.

#### **4.4 Late Coming**

Half-day leave will be deducted of any employee / contractual employee who are late by more than fifteen minutes per occasion for more than four times a month. The Accounts office on the basis of the records maintained and checked by the HR office will make the deduction. The concerned Group Head is to be also informed of such action.

In the case of any employee / contractual employee whose pay is deducted more than twice a month, the HR department will raise the issue with the concerned Head and the employee / contractual employee counseled.

However, in case of a habitual offender, the HR department is to inform the Managing Trustee, the operational head concerned and seek advice on further action.

#### **4.5 Probation**

All employees on appointment to any position will be initially placed on probation. During this period the person monitoring and supervising the person on probation, will appraise the Managing Trustee about the performance of the individual.

At the end of the probation period, the Managing Trustee will appoint a two-person review team to assess the performance of the candidate. The candidate will also prepare a report of the activities



undertaken by him during their probation and their assessment of their own performance, including explanation for any shortcomings in their work.

The minimum period of probation will be six months. On successful completion of probation BBF will issue a letter of confirmation. [See Format No.: [05, Confirmation Letter](#)]

The period of probation may be extended at the discretion of the Managing Trustee on the recommendation of the Review team, without assigning any reason or notification thereof. Ordinarily such an extension shall not exceed six months.

#### **4.6 Employment of Relative**

Employment of relatives of employees/ contractual employees is discouraged. However, in any case where the relative of an employee / contractual employee is hired, all the details of relationship must be disclosed. Failure to do so will be treated as an act of indiscipline.

#### **4.7 Personal File**

The HR department will maintain personal files of all employees. / Contractual employee. This will include the personal data form to be filled up on joining BBF, relevant documents and performance appraisal reports.

#### **4.8 Performance Evaluation**

<b>Sl.</b>	<b>Guidelines</b>
<b>4.8.1</b>	<p><b>Background</b></p> <p>The appraisal process is a key milestone in the year for employees to reflect on what they have accomplished and what the employees would like to strive for in the coming year.</p> <p>An evaluation of skills and behaviours of all employees is critical for maintaining the BBF's value system and achievement of the organisational goals. Employees of the BBF including senior management, middle management and junior management are ranked on the basis of their performance appraisal. During this process, an assessment of employees' skills, their utilization and potential for further development is done.</p>
<b>4.8.2</b>	<p><b>Conduction of performance appraisal exercise</b></p> <ul style="list-style-type: none"><li>• The objective of this exercise is to review employees' performance during the year. Productive discussions are held between employees and their superiors to assess employees' performance, skills &amp; behaviours, progress and note achievements keeping in mind the organisational goals and financial targets</li><li>• While reviewing performance the appraiser explains the purpose of the review, provides ongoing feedback and direction to the employees and answers questions that employees may have. At this time specific examples/ instances of performance may be presented by the appraiser to support his/ her assessments</li></ul>

Sl.	Guidelines
	<ul style="list-style-type: none"> <li>• The appraiser can also obtain feedback on the individual's performance as appropriate from his/ her team members, patrons, in-charges etc.</li> <li>• The appraiser and appraisee together address needs and obstacles that may have arisen during the year. During this discussion they also need to identify and respond to changes in organisation environment or a change of role</li> <li>• In addition to assessing the performance, the appraisal process also includes an assessment of how the employee has developed skills and behaviours over the review period</li> <li>• During the half- yearly review the appraiser will update the appraisee on progress made till date and give direction for the rest of the year</li> <li>• The year end appraisal is conducted to discuss the employees' performance over the review period, acknowledge employees achievements and identify future development opportunities. The appraisal is conducted based on the parameters such as: <ul style="list-style-type: none"> <li>○ Skills (including technical skills, problem solving ability and building relationships)</li> <li>○ Behaviours (drive &amp; resilience, accountability and professionalism)</li> <li>○ Organisational values</li> <li>○ Financial and business goals</li> </ul> </li> <li>• It is important that the employees benefit from the feedback received. The evaluation process should help the employees identify their strengths where they add real value, and therefore help both the employee and the BBF achieve the business goals.</li> </ul> <p>[See Format No.: 6 Performance Appraisal Form for Junior management] [See Format No.: 7 Performance Appraisal Form for Senior management]</p>
4.8.3	<p><b>Increment and promotion guidelines</b></p> <p><b><u>Increment Guidelines</u></b></p> <ul style="list-style-type: none"> <li>• The Performance Appraisal process seeks to enrich and develop individual to his/her fullest potential to contribute to the organization and thereby, maximizing his/ her professional satisfaction.</li> <li>• The amount of increment is based on the performance appraisal and at the discretion of the Managing Trustee.</li> <li>• The performance evaluation and subsequent ranking will be done in a fair and objective manner to motivate employees to attain yet higher standards of work efficiency and performance targets.</li> </ul> <p><b><u>Promotion Guidelines</u></b></p> <ul style="list-style-type: none"> <li>• It is solely based on the performance appraisal and at the discretion of the Managing Trustee. Generally, however, the candidates would have to be in the same grade for a minimum period of three years for being eligible for any promotion.</li> </ul>

Sl.	Guidelines
4.8.4	<p><b>Methodology for conducting ranking of Junior Management</b></p> <ul style="list-style-type: none"> <li>• Employees will be ranked by their immediate Reporting Authority. Separate ranking is done for each grade of employees based on the employee's skills and behaviours.</li> <li>• An interim ranking is done on a half yearly basis and annual ranking is done at year- end.</li> <li>• At project office, ranking for staff is done by the immediate reporting Authority/ reporting manager.</li> <li>• At the Head Office, ranking for support staff is done by the immediate Reporting Authority/ reporting manager while moderation for the same is done by the HOD of the respective department. Ranking is done again annually using the same methodology.</li> </ul>
4.8.5	<p><b>Methodology for conducting ranking for Middle/ Senior Management</b></p> <ul style="list-style-type: none"> <li>• Evaluation of Senior and Middle Management is done by the HOD of the respective department.</li> <li>• Moderation of the ranking is done by the Managing Trustee.</li> </ul>

## 5.

### Separation from the Organisation

#### 5.1 Resignation

Resignation letters submitted in writing on plain paper (i.e. not on letter head). They are to be dated and signed by the concerned officer. Immediately on receipt of intimation, the Reporting Authority must inform the Managing Trustee and the HR Manager. The Reporting Authority and the HR Manager recommend acceptance of the resignation and also mentions the date of the release as may be decided by the Managing Trustee. The Reporting Authority's responsibilities and responsibilities of various departments are listed in the attached clearance form.

By policy, a confirmed employee has to give at least 30 days notice (or one month's pay in lieu of notice) from the date of resignation before he / she can be released and Programme Director/Deputy Programme Director to give at least 2 months notice (or 2 month's pay in lieu of notice). However period of notice can be waived at the discretion of the Managing Trustee. While waiving this notice, it should be ensured that sufficient time is provided for the employee to complete his/her handover as well as separation formalities including settlement of dues.

After all formalities are completed, a letter of acceptance of resignation is then sent out to the officer by the Managing Trustee.

The officer is required to complete the separation clearance formalities including a no dues certificate [See Format No.: [08, No Dues Form](#)] before a relieving letter confirming release from the services can be issued.

#### 5.2 Termination of Employment

BBF can terminate employment by giving written notice or salary in lieu of notice, as per letter of appointment, with immediate effect if services are not required due to any reason whatsoever, at the sole discretion of Managing Trustee, without assigning any reason.

#### 5.3 Separation Clearance Process [See Format No.: [09, Full & Final Settlement Form](#)]

- ✓ To stop payroll effective the last working day.
- ✓ To make pro-rata payments for all the allowances and benefits (subject to the provisions/limitations outlined above).

- ✓ To settle any advances.
- ✓ Initiate the process of making all the payments that are due to the employee.
- ✓ Settle all expense claims made by the employee including business related expenses.
- ✓ Reporting Authority is responsible for ensuring that all manuals/files given to the officer are taken back, all IDs on the system deleted, and all equipment that the officer has with him like calculators, computers, mobile phone, employee name stamp etc, are returned.
- ✓ It is the Admin. & HR Manager's responsibility to ensure that the notice period is served and also that the resignation letter is forwarded on time to the Managing Trustee for the separation process to be completed and to record the resignation for access control purposes.

## **5.4 Retirement**

The retirement age from organisation is 65 years.

## 6.

### Leave Policy

BBF endeavors to create an organisational climate of fun in doing. BBF encourages people to enjoy their work. However, it also recognizes that people need leave (i) for rest, (ii) for family or social occasions, (iii) for physical and mental fitness and (iv) for contingent events. To enable people to take time off, BBF extends the following types of leave to employees / contractual employees.

#### 6.1 National Holidays

The Managing Trustee to release the list of public holidays applicable to the organisation in December each year in respect of the following calendar year.

The total declared holidays in a calendar year shall not exceed 10 days.

#### 6.2 Leave Entitlements

Type	Entitlement
Casual Leave	8 days
Earned Leave	20 days
Medical Leave	As per need bases
Maternity Leave	12 weeks
Paternity Leave	6 Days

All leave accounts are calculated from January to December every year, as per the provisions of the labor laws applicable at the time of applying for the leave. [See Format No.: [10, Leave Application Form](#)]

#### 6.3 Casual Leave

- 6.3.1 Employee / contractual employee are eligible for casual leave of 8 days per annum.
- 6.3.2 The employee / contractual employee may request casual leave for any reason although it shall ordinarily not be granted for more than 2 consecutive working days nor be granted in conjunction with Annual leave.
- 6.3.3 Wherever possible, the employee / contractual employee should apply for casual leave at least 1 day in advance, and can be sanctioned by the Reporting Authority and the casual leave approval forwarded to HR/Administration.
- 6.3.4 Casual leave cannot be carried forward or encashed.

## **6.4 Medical Leave**

- 6.4.1 Medical Leave may be sanctioned at the discretion of the Reporting Authority.
- 6.4.2 Medical Leave after 2 days must be supported by a Medical Certificate.
- 6.4.3 While on Medical Leave, a part or the whole of the last pay drawn by an employee / contractual employee may be paid with the approval of the Managing Trustee or on the basis of norms and procedures, as laid down from time to time, by the Board in this regard.

## **6.5 Annual Leave (Earned Leave)**

- 6.5.1 Employee / contractual employee is eligible for Annual Leave of 20 days per annum. All staff, who have completed 1 year service with BBF are entitled for an Annual Leave of 20 days per annum.
- 6.5.2 Annual Leave needs to be applied for at least a month in advance.
- 6.5.3 Annual leave may be applied for on the approved form, and forwarded with the approval of the Reporting Officer to Administration/HR. The leave will be sanctioned by the Department Head after assessing work requirements and organisational commitments.
- 6.5.4 Unused Earned Leave can be carried forward to a maximum of 10 days but not encashed.
- 6.5.5 Earned Leave may be adjusted against shortfall in notice period or for recovery of dues, on a Case-to-case basis.
- 6.5.6 Notwithstanding any of the above, every employee / contractual employee shall utilize at least 10 days of the Annual Leave accruing to the employee in a year. This is to ensure that employees take time off for rest and renewal and are not exhausted and drained from continuous work.

## **6.6 Maternity Leave**

The maternity leave entitlement is as per the provisions of the Maternity Benefit Act, 1961 or any such Act that may be in force from time to time. Maternity leave is applicable for only 2 living children.

- 6.6.1 All women employee / contractual employee will be entitled to maternity leave.
- 6.6.2 Total leave duration will not exceed 12 weeks. The leave can be availed for a maximum period of 6 weeks before the expected date of delivery/adoption.
- 6.6.3 During the period of the Maternity Leave the employee / contractual employee will be paid a salary as per the last drawn salary.
- 6.6.4 Maternity leave can be approved by the reporting officer and Department Head and forwarded to the Administration.

## **6.7 Paternity Leave**

- 6.7.1 All male employee / contractual employee will be entitled for 6 days paternity leave during the delivery period of the wife.
- 6.7.2 The leave can be taken in not more than two parts, before and after the expected date of Delivery/adoption.
- 6.7.3 The leave can be availed for maximum of 2 surviving children.
- 6.7.4 During the period of Paternity Leave full pay will be paid to the employee / contractual employee on the basis of the last drawn pay.
- 6.7.5 Paternity leave will be approved by the reporting officer of the employee.

## **6.8 Leave against Work (L-a-W)**

Organisation offer LaW to the staff who working on Sunday or in any declared Holiday is entitle for half day leave. LaW should not be carry forward and not availed more than 1 day in a month.

BBF would encourage employees to complete the allotted work within the stipulated office working hours.

## **6.9 Leave without Pay**

- 6.9.1 When an employee / contractual employee is absent from duty for other than authorized annual, casual, maternity leave; such absence shall be treated as leave without pay.
- 6.9.2 While on leave without pay, the Sundays and scheduled holidays, which fall within that period, shall be considered leave without pay. However, only official workdays, which fall within the period, shall be considered when calculating deductions from salary.
- 6.9.3 Respective department heads will inform HR and Accounts of unauthorized absence of employee contractual employee under their responsibility.
- 6.9.4 Accounts will deduct pay for such unauthorized absence after the same is reported by the concerned Department Head/HR Manager.
- 6.9.5 If an employee / contractual employee absents for more than 20 days of continuous unauthorized absence, the employee / contractual employee will be liable to be dismissed from service / contract without any further notice



## **6.10 General Rules - LEAVE**

- 6.10.1 Leave cannot be claimed as a matter of right. Sanction of leave is always subject to exigencies of work and management's discretion. However every employee / contractual employee will have the right to utilize the 10 days Annual leave that have to be utilized in a calendar year. This may be utilized in two blocks.
- 6.10.2 No two types of leave may be combined. Sundays and/or holidays may be clubbed at one end of the leave and will not be counted as leave.
- 6.10.3 Intervening holidays/weekly offs during the leave period will be considered as leave, however holidays/weekly offs at the beginning or end of the leave period are not taken into consideration.
- 6.10.4 The Managing Trustee can sanction leave without pay, either after EL has been exhausted or if EL cannot be availed.
- 6.10.5 Employee / contractual employee applying for leave shall apply in the specified Leave Application form, in advance, to be maintained by the designated officer in every office of the organisation.
- 6.10.6 In case of an emergency, she/he shall inform the office telephonically and fill up the Leave Application form on the first day of joining back to duty.
- 6.10.7 Any unauthorized and uninformed absence will be treated as ABSENT with out pay even if there is unutilized leave in his/her leave account.
- 6.10.8 An employee / contractual employee on leave and who wants to extend leave for any extraordinary reasons must seek the sanction of his/her Department Head for extension of leave. Any continuance on leave without sanction will be treated as unauthorized absence from duty.
- 6.10.9 When leave is required for more than 7 days, the leave application should be submitted at least a month in advance.
- 6.10.10 An employee will entitled for EL after completion of 1 year and on prorate basis.

## 7.

### Travel Policy

#### General

Travel in BBF should be carried out as economically as possible after careful planning. The limits for expenses and allowances are in keeping with the objectives of the cost minimization while ensuring that basic requirements of hygiene and safety are adequately met. Additional precautions will be taken for women such as reliable transport arrangements from the airport, railway station, bus stand and booking them in safe hotels. [\[See Format No.: 11, Tour Approval Form\]](#)

- 7.1 All employees / contractual employees are expected to travel by the most economical mode of travel.
- 7.2 Original/ Xerox copy of ticket/Ticket Number must be compulsorily enclosed/written in the TCR [Travel Claim Reimbursement Form] for claiming the reimbursement. [See Annexure No. for travel Claim reimbursement]
- 7.3 Employees / contractual employees traveling by a mode of transport, for which they are ineligible, would have to take prior approval of the Managing Trustee or appropriate Authority.
- 7.4 For international travels, the eligibility and entitlements of employees / contractual employees will be decided by the Managing Trustee, guided by the donor regulations that are applicable to BBF. In absence of donor regulations, the Managing Trustee shall, at his discretion, based on funds position, expenditure norms and exigency, decide the eligibility and entitlements on a case to case basis.

**7.5 Inland Travel Expense Reimbursement Rules with effect from.....**  
[Category-wise maximum entitlements] – [\[See Format No.: 12, Travel Claim Form\]](#)

#### A: Travel Outstation

Sl.	Positions	Outside Travel – Entitlement		Local Travel - Entitlement
		By air	By Train	
1	Managing Trustee	Air Y Class	AC-I	AC Hired Car
2	Director/Deputy Director	Air Economy Class	AC-II	Taxi / Hired Car
3	Managers	-	AC-II	Taxi / Hired Car
4	Executives	-	AC-III	Shred Taxi / Auto
5	Assistant / Other Employees	-	Sleeper Class	Bus / Auto

## B: Daily Allowance

Sl.	Positions	Allowances - Entitlements	
		Out-of-Pocket Expenses	Accommodation
1	Managing Trustee	Rs. 1,000.00 per day in metros Rs. 500.00 elsewhere	As Per Actual
2	Director/Deputy Director/Senior Consultants	Rs. 600.00 per day in metros Rs. 300.00 elsewhere	Only Mumbai Rs. 3,000/- per day other Metros Rs. 1200/- per day and Rs 800/- per day elsewhere.
3	Managers	Rs. 500.00 per day in metros Rs. 250.00 elsewhere	Only Mumbai Rs 2000 per day and other Metros Rs. 1000/- per day and Rs. 500/- per day elsewhere
4	Executive	Rs. 400.00 per day in metros Rs. 200.00 elsewhere	Rs. 600/- per day in Metros Rs. 400/- per day elsewhere
5	Assistant / Other Employees	Rs. 300.00 per day in metros Rs. 150.00 elsewhere	Rs. 400/- per day in Metros Rs. 300/- per day elsewhere

Metros include Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Ahmedabad and all other state capitals.

**Important:** In case of travel, boarding, lodging provision should be arranged by the organisation or group of companies no amounts given as per the above entitlement.

### 7.6 General Rules – TRAVEL

- 7.6.1 Out-of-Pocket expenses include meals, laundry etc. No bills need to be submitted for these. Claims may be made on a flat basis.
- 7.6.2 Above mentioned boarding allowance will be available only when employee / contractual employee makes a night-halt outside headquarters with travel time of 12 or more hours.
- 7.6.3 Lodging expenses indicated are maximum limits including room rent, all taxes and service charges applicable. These expenses must be supported by bills. Wherever possible, male employees and/or male contractual employees traveling in a team, should take double occupancy accommodation to reduce the cost burden on BBF.
- 7.6.4 Official telephone/STD calls will be reimbursable on presentation of bills separately.
- 7.6.5 Travel Expense Statements must be submitted within five days of returning to headquarters. Attach all air tickets/AC rail tickets/hotel lodging bills.

- 7.6.6 In specific cases above, entitlements may be increased/decreased, on approval of the Managing Trustee, if found to be necessary due to unforeseen circumstances but dependent on fund availability and exigencies.

## **7.7 Reimbursement when personal vehicle is used for official work**

- 7.7.1 Employee / contractual employee will be reimbursed the cost of travel on work related travel. This should be claimed as Conveyance Expenses on the following basis:

Type of Vehicle	Average Km./Litre	Rate of Fuel [INR] – Bases on the rate of Petrol	Average Fuel Charges [INR]	Repair & Maint. [INR]	Total Charges/ KM [INR]
2 Wheeler	55	55	1.00	1.50	<b>2.50</b>
4 Wheeler	15	55	3.67	3.00	<b>6.67</b>

- 7.7.2 BBF will not be responsible for any kind of loss of a personal vehicle from the parking area of the office or from any loss resulting while being driven or parked anywhere.
- 7.7.3 The above rules would be reviewed by the Admin./HR/Management team, from time to time as it may deem fit and the Committee is empowered by the Board of Trustees to effect any change / alter / substitute the rules including the eligibility criteria and/or amounts.

## **7.8 Travel related expenses claims**

- 7.8.1 Employee / contractual employee shall be eligible to draw a travel advance for meeting the travel-related expenses. The travel advance shall be used only for travel related expenses. The expense claim shall be produced together with the tour report within five working days of return or commencing the next tour whichever is earlier.
- 7.8.2 No fresh tour advances will be issued till outstanding amounts are settled.

## 8.

### Compensation Package

BBF seeks to provide a compensation package, which attracts, retains and motivates the best.

#### 8.1 Salary

Salary is payable to employees as per the appointment letter issued by the Managing Trustee. Salaries for each month shall normally be paid to employees on the last working day of the month or first week of the subsequent month.

In cases where an employee leaves the organisation in between, the salary will be calculated on the following basis:

Gross salary  $\times$  No. of days worked / No. of working days in month.

#### 8.2 Salary structure

Each organisational level of BBF has a corresponding band of pay. In addition, there are other elements that constitute the emolument package. As the table below indicates, some are allowances, and others are reimbursement provisions, subject to ceilings.

Currently the Emolument package (that also collectively denotes 'gross salary') at all levels consists of the following:

##### Basic Salary

##### Allowances

HRA	40% of basic
Employer's Contribution to Provident Fund	12% of basic

##### Reimbursements

Conveyance Reimbursement	20% of basic
Medical Reimbursement	15% of basic
LTC	15% of basic

#### 8.3 Personal Accident Insurance

BBF will cover employees and contractual employees by Personal Accident Insurance Policy.

#### **8.4 Provident Fund**

This is applicable to employees in terms of the PF Act. The PF rules would apply to employees from their date of joining the organisation. The employer and employee will pay an equal contribution. The Provident fund shall be deducted @ 12% per annum on the basic. Each employee shall get an independent PF Account number.

#### **8.5 Advances**

The Managing Trustee may authorize a salary advance of one month's net salary. Recovery will normally be in five equal monthly installments or on termination of contract as applicable, whichever is earlier.

#### **8.6 Staff Loans**

<b>Sl.</b>	<b>Employment Duration</b>	<b>Maximum Loan Limit</b>	<b>Repayment terms</b>
8.6.1	Within one year of confirmation	Not Entitled	Not Applicable
8.6.2	Between one and two years of confirmed service	One month gross salary	10 equal installments
8.6.3	Between two and three years of confirmed service	Two months gross salary	14 equal installments
8.6.4	More than three years of confirmed service	Three months gross salary	20 equal installments

8.7 Loans are subject to fund availability as decided from time to time by the Managing Trustee.

8.8 However there must be a minimum gap of three months between two loans applied for by an employee.

#### **8.10 Income Tax**

8.10.1 BBF is required to deduct income tax at source in accordance with Income Tax Act, 1961 and rules hereunder.

8.10.2 It is the responsibility of the employee / contractual employee to finalize his/her tax assessments.

## 9.

### Policy on Technical Assistance to Other Organisation

BBF provides technical assistance to other organisations or institutions on quality assessment, quality enhancement and informed advocacy. BBF will offer its services on a **fee-for-service** basis with an objective of become self-sustainable.

#### 9.1 Consultancy Charges:

Personnel	Domestic	International
Managing Trustee	Rs. 20,000	\$ 454
Directors/Deputy Directors	Rs. 15,000	\$ 340
Managers /Sr. Executive	Rs. 10,000	\$ 227

All consultancies will be undertaken in the name of the organisation not in the name of any individual(s).

#### 9.2 Honorarium/Consultancy Received by BBF Functionaries

Honorarium/ consultancy received by BBF Staff for delivering sessions, conducting trainings etc. should be deposited with BBF if it is more than Rs 2000 in a financial year.

## **10.**

### **General Administrative Matters**

#### **10.1 Office infrastructure facilities**

Employees shall be provided with an appropriate workstation with comfortable seats, a landline telephone (with/ without STD/ ISD facility depending upon the level of the employee), and a computer with/ without Microsoft ID depending upon the nature of work being done by the employee and the designation of the employee.

#### **10.2 Visiting cards**

Visiting cards will be provided to Managers and above. Any employee below the designation of Manager will require approval from the HOD and Head of Administration department for issue of visiting cards.

The contents of the visiting cards will be as per the prescribed layout, logo and colour. Printing will be arranged by HR & A department based on requisition duly approved by the reporting manager.

#### **10.3 Stationery**

- ✓ The Administration department shall provide stationery, calculator and pen drive to the designated employees depending upon the nature of work. These shall be made available upon making a request to the front desk.
- ✓ For issue of any stationary the employee will seek prior approval from Head Administration.
- ✓ All stationary requirements should be given one month in advance.
- ✓ Calculator and pen drive will be issued to an employee only once in the duration of their employment. These can be replaced in case of normal wear and tear.

#### **10.4 Updation of Personnel Data**

Employees must regularly update any change in personal records such as changes in address, telephone number, marital status, number of dependents or changes in next of kin and/ or beneficiaries of Employees Provident Fund (EPF), Gratuity etc.



## 10.5 Mobile phone usage policy

Organisation Mobile Phones will be job based only on recommendation of HOD with full justification and approval of Director (HR). On approval, the limits mentioned below will be applicable.

### GENERAL

Recommending authorities are to ensure there is a genuine work need or other benefit to the Organization. Criteria under which staff may be allocated mobile phones include, but are not limited to:

1. A requirement to undertake frequent out-of-office duties, including travel.
2. A requirement to be on call.
3. Limited access to a fixed line phone (e.g. Outside staff).
4. Communication Expenses Limit for staff given hereunder:

Sl.	Category	Usage limit per month	Net Data Limit
1	Board Members	Actuals	Organisation
2	Director/Deputy Directors/Senior Consultants	1500	Actual
3	Sr. Manager / Manager / Senior Technical Persons	1000	As per requirement
4	Executives / Officer / Co- ordinators	500	Nil
4	Drivers / Support Staff	300	Nil

## 10.6 Issue of laptops

- 1 Employees of the Organisation can be provided laptops only on approval of the Managing Trustee. The employees are eligible for laptops based on their designation and job requirement.
- 2 Each employee will give a declaration for laptop in the prescribed form (**See Format No.: 13, Declaration for Laptop**).
- 3 Security of the laptop is the sole responsibility of the employee. Any loss or damage due to misuse is borne by the employee.
- 4 The eligibility to obtain the laptop is as per the matrix shown below:

Sl.	Category	Type	Cost limit for Instrument (INR)
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1.	Board Members	Notebook	65000 to 70000
2.	Director/Deputy Directors/Senior Consultants	Laptop	45000 to 50000
3.	Sr. Manager / Manager / Senior Technical Persons	Laptop	40000 to 45000

*Note: Laptops once issued will not be replaced/ changed/ upgraded for next 4 years.*

## **11.**

### **Intellectual Property Claim**

#### **11.1 Written Articles/Correspondence**

Any articles pertaining to BBF activities written by employees / contractual employee individually or jointly with any other person during the course of employment / engagement with BBF, and all correspondence that s/he may have with other organisations in connection with BBF activities shall become the sole property of BBF and employees / contractual employees shall have no claim over the same.

## **12.**

### **Gender Policy**

#### **12.1 Gender Mainstreaming at the Institutional Level**

To promote gender sensitisation amongst staff/consultant through terms and conditions of employment.

#### **12.2 Sexual Harassment**

Sexual harassment may be experienced by men or women. Sexual harassment includes, deliberate and unsolicited sexual comment, suggestion, advance, jokes, threats and physical contact that creates an uncomfortable working environment for the recipient and is made by a person who knows or ought reasonably to know that such action is unwelcome or expressions of gender bias, which may include remarks that are discriminatory, degrading or derogatory and create a poisoned work environment. Sexual harassment does not include friendly behavior that is mutually acceptable or stress associated with the performance of job duties due to gender roles.

#### **12.3 Grievances**

If a staff/consultant has a complaint about anything to do with his/her employment (including gender-related issues), they shall discuss it first with their Reporting Authority. In case the problem has emerged from the Reporting Authority, the staff member may discuss the issue with the next in line of authority. However, any complaint made with a malicious intent or in bad faith is regarded as a serious offence and subject to disciplinary action – including potentially dismissal for gross misconduct

## 13.

### **Code of Conduct**

The Code of Conduct aims at encouraging all employees / contractual employees of the BBF to achieve and maintain the highest standards of conduct and performance. It is therefore a pledge that all of us make to the organisation and the organisation makes to us. The organisation shall seek, as far as possible, to encourage the employees / contractual employees to achieve personal and professional satisfaction in their work and it shall strive to provide fair and equitable treatment.

#### **Obligations**

As members of the BBF, employees / contractual employees:

- 13.1 As a matter of policy, the organisation will not permit its employees to accept gifts from present or potential business associates in her/his official capacity, while in employment with the organisation. A token gift of flowers, fruits or sweets shall however be excluded from the above coverage. Acceptance of gifts in contradiction of the policy stated above shall render the employee liable for disciplinary action, including termination from the service.
- 13.2 No employee would be an office bearer of a political party or an organization which takes part in party politics.
- 13.3 Will behave in a disciplined manner in all their interactions with colleagues and outsiders. They will operate on a basis of trust and mutual respect
- 13.4 will not smoke in the work place in the interests of the good health and working comfort of all colleagues and visitors
- 13.5 will not indulge in substance abuse, or the excessive use of alcohol or drugs
- 13.6 will endeavor to behave in a manner befitting BBF, its values and mission.
- 13.7 Employees looking for a change in employment should inform the management or senior colleagues even when they are looking for a change and refrain from joining organisations associated with BBF's work, like – members organisations, associations, partners etc.

- 13.8 This is anticipated from all staff of Bhavishya Bharat that they not keep CHILD LABOUR in their home as servant during employment with BBF. If such cases arises any decision of Managing Trustee will be final.
- 13.9 While BBF will follow a procedure, which respects organisational and individual entitlements and obligations when taking any disciplinary action, the decision of the Managing Trustee will be final.

## **14.**

### **HIV/AIDS Policy**

#### **14.1. Introduction**

HIV positive employees are protected from unfair discrimination and stigmatization; and  
All employees have access to training, information and counseling services relating to HIV/Aids.

#### **14.2 Objectives**

- Prevent unfair discrimination and prejudice against HIV positive employees.
- Minimise fear and panic among employees.
- Ensuring stability and productivity in the workplace.
- Encourage disclosure by HIV positive employees without fear of victimisation or prejudice.
- Enable line management to respond appropriately in the event of:
  - An employee reporting that he/she is HIV positive;
  - Rumours that an employee is HIV positive;
  - Employees refusing to work with an HIV positive colleague.
- Minimise BBF liability for wrongful conduct by its employees in relation to HIV and Aids.
- Prevent the spread of HIV and Aids by educating and training of employees.

#### **14.3 An HIV positive employee has the same rights as all other employees & therefore will be:**

- Protected against unfair discrimination.
- Treated with dignity, compassion and respect.
- Managed in the same way as employees with other disabling conditions, diseases or terminal illnesses.
- Entitled to employee benefits as determined by the rules of such schemes.
- Allowed to continue his/her normal work as long as he/she is able to maintain the required performance standards of the job.
- Expected to meet the same performance requirements that apply to other employees.
- When necessary, provided with reasonable accommodation to enable him/her to meet established performance standards.
- Transferred to another department only if his/her doctor requests this in writing for medical reasons.
- Encouraged to inform the medical aid fund of his/her condition.
- Employees refusing to work with HIV-positive colleagues could face disciplinary action in line with disciplinary process.

## **15.**

### **Amendments to ‘Hr Policy and Service Rules’**

- 15.1 BBF reserves the right to amend the ‘HR Policy and Rules’ and any amendment shall take effect from the date it is notified to employees / contractual employees.
- 15.2 Amendments, modifications and changes to the ‘HR Policy and Rules’ will be issued with the approval of the Board or by the Managing Trustee wherever so specified in this policy.

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