



**Registered Office: Chennai 600073**

**Human Resources ('HR') Policy V1 Dt 05-10-2025**

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Volunteer, Urimai Kural Trust

## **I. Introduction**

1. About the Founder: Ms. Janaki is the founder of Urimai Kural Trust. She identifies as a cisgender woman. She is also a parent of a transmasculine person. She completed her SSLC in the 1970's. She was raised by a single mother and hails from the working class. All her life she had struggled as a semi-skilled labourer and hence formed this trust to help LGBTQIA+ communities and groups, children, youth, women and persons with disabilities.

2. About the Trust: Urimai Kural Trust (UKT or 'Trust') is registered as a Charitable Trust (Registration No iv/38/2024 dated 22 February 2024) with the Sub-Registrar, Selaiyur, Chennai. It is also registered with the

Income Tax Department (Permanent Account No AABTU3959M) and the Directorate of Income Tax Exemptions (Permanent 80G).

3. Vision: To work towards creation of a just and equitable society for people belonging to LGBTQIA+ identities, also known as Sexual and Gender Minority communities, Persons with Disabilities, Children & Youth, Women.

4. Mission: Urimai Kural Trust works as an agent of change to promote inclusion and non-discrimination through enhancing awareness of stakeholders to access and realise their rights enshrined in the Constitution of India.

## **II. About the Policy**

1. This draft of the Human Resources Policy aims to give employees of Urimai Kural Trust a clear communication of its policies and procedures concerning its administrative systems and Human Resources guidelines.

2. This draft was formulated to cover and shall be implemented to employees at all levels regardless of rank, level and status of employment, except for some policies with specifically stated coverage.

3. Policies are needed to set standard guidelines for all employees to have a uniform understanding and harmony in the workplace. The organization believes that fair and just policies and implementation thereof are due to all employees regardless of rank, level and status of employment. As such, all employees and officers are called upon to practice fairness in all their official dealings and in carrying out their functions based on these policies and procedures.

4. If there be non-implementation or neglect on its appropriate and proper implementation, employees have the right to bring such breach to the Director of Urimai Kural Trust and Governing Body of Trustees if required.

5. Policies can be changed or modified for some reasons but should be disseminated to all employees at least 15 days prior to implementation. In some cases, policies can be susceptible to different interpretations by employees.

6. However, the Director and the Governing Body of Trustees shall have the responsibility, to guide and give appropriate interpretation to all those policies, which have ambiguous meaning, and they have the responsibility to modify such policies, to make it clear and understandable to all employees.

7. The Management and its employees together have a shared responsibility in the attainment of the goals and objectives of the organization and the proper implementation of this policy.

### **III. Administrative Policies and Procedures Recruitment Procedure (Requisition for staff)**

1. A written requisition for recruitment of staff is to be submitted to the Board of Trustees by the Director in order to initiate the recruitment process.

2. It should contain the job description/job profile of the proposed staff as far as possible.

3. It should mention the competencies required with minimum academic qualification required for the post.

4. If the post requires previous experience, this should be specifically stated for how many years and from what type of organization.

5. The requisition should also mention the name of the project where she/he/they/them/zie/zir will be absorbed and for what period. 6. The amount of compensation (Salary/CTO) may be proposed as per the project. Any other relevant information justifying the recruitment.

### **IV. Approval From Board of Trustees:**

1. On receipt of the approval, the Director will start the actual recruitment process, Or may ask for more information from the unit, if required. After having satisfied the requirement, the Director will put an approval note on the face of the requisition as to the next steps to be followed.

#### **2. Internal Search**

a. In some cases of recruitment for key positions of a new project, if the Director feels that the position should preferably be filled up from among the URIMAI KURAL TRUST experienced personnel for the greater interest of the project, the trust may open the position to its existing employees through internal notice followed by the normal interview process. Criteria for selection will be decided on a case-to-case basis.

3. External Search through Public Notification- A public notice will be served through any or all of the following methods.

4. Advertisement in Job Portal Websites- website / or development or non profit websites/social media platforms/whatsapp groups

5. Serving 'Notice' in Urimai Kural Trust and unit office notice boards or. 6. Search from campus recruitment drives of premier organizations. 7. Reference to external recruitment agencies.

## **V. Shortlisting Of Candidates**

From among the applications received a list of candidates to be prepared for taking part in the recruitment process as per the published criteria through the following:

a. Call letters.

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b. Telephone/Online calls.

c. Walk-in interview.

d. Email.

## **VI. Recruitment Process**

1. The Director may conduct the interview either by himself or through his authorized representative (s).

2. The scrutiny of original testimonials in support of age, qualification and experience of candidates shall be carried out.

3. Candidates' registration sheet to be signed by each applicant. 4. For recruitment in the post of Programme Officer and above, outstation candidates may be interviewed through online video call or provided compensation for train tickets only upto Illrd class entitlement through the shortest possible route.

5. For some functional posts, travel allowance may be provided with the approval of the Director.

6. In special cases, air fare may be provided in consultation with the Board of Trustees.

7. The recruitment process may include all or any of the following methods: Written test, Computer test, Group discussion, Viva-voce interview.

## **VII. Recommendation Of Director after completion of the recruitment process**

1. A report containing the recommendation of the Director or his authorized representative for further course of action.

2. The report should clearly mention the name of the selected candidate and may add a list of 2/3 candidates to be kept in the panel.

3. All the documents of the selected candidate should also be attached with the report for future reference.

4. At least 10 days' time to be allowed between the issue of call letter and interview date.

## **VIII. Issue Of Appointment Letter**

1. Based on the recommendation report, the Director (in case of authorized representative) or Board of Trustees (in case of Director) will issue the offer letter for appointment.

2. Upon acceptance of the said offer letter, the Director will proceed to issue the appointment letter followed by agreement and job description wherever necessary.

## **IX. Joining And Orientation of New Staff**

The selected candidate will join the service on the agreed day and will officially inform her/his/their joining by:

1. A written 'joining letter'/email to the trust office.
2. This may have to be accepted by the Director.
3. Database to be maintained for all staff members.
4. A personal record form will be prepared immediately.
5. Staff identity cards may be issued by the trust.
6. The new staff member will undergo an orientation programme after joining the service.

## **X. Performance Review**

1. For all categories of staff, yearly review in general and earlier review of performance, if necessary, should be conducted.
2. Based on this review report, the change in salary and designation will be 6 made.
3. However, change of designation will be applicable at the time of fresh contract only.

## **XI. Salary Payment**

1. The salary is paid in the 1st week of every month for the previous month. 2. The date of payment may change due to unavoidable circumstances. 3. Salary payment is made through crossed a/c payee cheque or online

transfer. If anyone is unable to collect his/her/their salary on the payment date, then it might be collected on a mutually convenient date. 4. Also, any one may claim salary, on his/ her/their inability to collect the same, through a properly executed authorization letter.

## **XII. Induction Training**

1. Induction training is a process by which a new employee is situated into a new milieu to establish a relation with the goal, objectives, mission, vision, practices, policies and strategies of the organization.

2. It is a strategic means to welcome a new entrant and, in the process, to make him/her/them feel acknowledged as an honored member of staff. 3. Induction training is mandatory on joining as per the induction schedule. 4. The date of induction will be fixed in consultation with the Board and Director. In case any staff member fails to attend the scheduled induction, she/he/they must undergo the same while the next induction takes place.

## **XIII. Leave & Attendance**

A. Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently the following types of leave are available:

1. Casual Leave –

- a. This should not exceed more than two days in a row.
- b. At present the number of casual leaves in a year is 12 for all categories of staff.
- c. Unavailed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.

## 2. Sick Leave

- a. Application for sick leave should be submitted on the date of resumption of duty along with a medical certificate.
- b. The number allowed in a year is 7 for all categories of staff. c. This is also not encashable.

## 3. Earned Leave

- a. Prior approval is absolutely essential in case of earned leave. b. The no. allowed in a year for all categories of staff is 12

## 4. Compensatory Leave/ Weekly Off for One day- Applicable only for Director.

B. Assignment up to 3 months is not eligible for any leave, more than 3 months are eligible for one leave per month only.

C. For duties on weekly off days and trust holidays (other than the days undergoing training/ workshop), prior written permission from the Programme in-charge/Director is required to be obtained.

D. At least 6 hours and above will be considered for CPL/ weekly off.

## **XIV. Increment Of Salary**

1. This is generally as per terms of contract of each employee and normally increment is considered after the completion of each year/contract. 2. In case of a contract employee, a fresh contract is made with/without increment.

3. In the case of a regular employee, increment/no increment is considered after the end of each completed year of service.

4. Increments are considered based on the evaluation of performance, contribution to the organization and other factors like regularity, timely reporting and leaving the place of duty, absenteeism etc. These are to be generally followed as per findings of the Performance Evaluation Report.

## **XV. Promotion Policy**

1. The criterion for promotion would be knowledge, competence and experience.
2. For any senior roles, including the post of Assistant Director etc, educational qualification will remain as an additional requirement in general.
3. However, special considerations of promotion may be made on a case-to-case basis at the discretion of the Director.

## **XVI. Consultancy**

1. Employees may be called upon to do consultancy for which the organization gets consultancy income.
2. Out of such income, employees will be allowed a certain portion in recognition of their efforts.
3. This sharing of consultancy with employees will not be applicable if such consultancy service is provided to any unit / sister organization.
4. Consultancy to be done with prior permission from the Director. The entitlements of the employees will be as per the notified consultancy policy.

#### **XVII. Official Trip**

1. All employees, while leaving the station from their respective place of work for official trips, are supposed to furnish information as per an appropriate format with due approval of the Director.
2. A copy of the format, complete in all respects and duly approved, must reach the Director before the trip/journey is undertaken.

#### **XVIII. Travel Policy**

1. Only Bus allowance for all travel within the station (air to be considered for exceptional cases as decided by any official at least in the level of Director).
2. For Director and above- petrol fare/train fare/air fare.

#### **XIX. Other Entitlements**

1. For the Director, the trust will provide one Mobile phone set and pay/reimburse the monthly mobile bills.
2. For others, depending on the nature of the job, reimbursement of mobile phone calls will be decided by the Director only.

#### **XX. Boarding, Lodging, Travelling and Incidental Expenses**

1. While on tours, the employees are entitled to boarding, lodging and incidental expenses.
2. These are as per norms fixed by the Director and changes in the limits or conditions shall be duly notified.

#### **XXI. No Smoking/ No Tobacco Chewing/ No Alcohol/No to any other Substance use**

Smoking/Tobacco Chewing/alcohol and any other substance use is prohibited in the trust's premises as well as on any programmes/events conducted by the Trust.

#### **XXII. Finance Policy**

1. No more than Rs.2,000/- amount shall be disbursed by cash for any payment or transaction concerning or related to the Trust.
2. Approvals for payments shall rest with the Director.

#### **XXIII. Trust Policy On Important Issues**

The Board of Trustees shall adopt a Child Protection Policy, Sexual harassment at workplace (Prevention, Prohibition and Redressal) Policy and other policies as it sees fit in consonance with the Human Resources Policy of the Trust.

#### **XXIV. Grievance Redressal**

1. If any member of staff has a complaint or grievances arising out of employment may submit it to the Director who will deal with it as expeditiously as possible.
2. He/She/They will either intimate his/her/their decision to the employee concerned or if the case warrants refer the case to the Director. 3. If the employee is not satisfied with the decision of or the action taken by the Director, he/she/they may submit the matter in writing to the Board of Trustees.
4. The said grievance will have to be decided within a period of 45 days from the date of receipt of grievance/complaint.

#### **XXV. Applicability Of Personnel Policies, Service Rules and Regulations**

1. All employees and staff are subject to and are bound by the rules and regulation and procedures relating to conditions of appointments, emoluments, staff welfare (contribution) fund, retirement, leave etc. as they are in force as of the time of their appointment and as they may be modified from time to time thereafter.
2. When changes are made in these personnel policies, rules and regulations by the management, they shall apply immediately to all staff superseding the rules and regulations in force at the time of the appointment.

#### **XXVI. Amendments and Interpretations**

1. The Director, in consultation with the Board of Trustees, has the sole authority to amend, modify or in any other way to alter these rules from time to time.
2. The Director reserves the right to amend, modify or supersede any of the rules contained herein and to issue such orders or instructions as may be considered expedient and appropriate in specific cases.
3. Each employee will be provided with a copy of the service rules/personnel policies/human resource policy and with any amendment or modifications there to and of any order or instructions, which may be issued from time to time.
4. In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Director shall prevail subject to the final decision of the Board of Trustees.

#### **XXVII. Anti- Sexual Harassment Policy:**

1. 'Sexual harassment' means and includes sexually determined behaviour (whether directly or by implication) such as:
  - a. any unwelcome physical contact and advances, demand or request for sexual favours,
  - b. making sexually coloured remarks,

- c. showing of pornography,
  - d. sending any inappropriate or sexually offensive content by messages or emails,
  - e. or through any other form of technology making inappropriate comments on social media platforms/apps and
  - f. any other unwelcome physical, verbal or non-verbal conduct of a sexual nature,
  - g. from persons of the same or opposite sex/gender.
- h. Any of the above acts and instances which take place remotely or through virtual working mode will also be covered under the definition of sexual harassment.
2. The following circumstances/behaviour, including but not limited to, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment, is considered inappropriate and may amount to sexual harassment, during and in the course of employment:
- a. Implied or explicit promise of preferential treatment in employment;
  - b. Implied or explicit threat of detrimental treatment in employment;
  - c. Implied or explicit threat about present or future employment status;
  - d. Interference with work or creating an intimidating or offensive or hostile work environment; humiliating treatment likely to affect health or safety.
  - e. The list of instances mentioned above is illustrative and not exhaustive.
  - f. Any such or similar behaviour or act which may be perceived as sexual harassment by the aggrieved individual may be considered so, if agreed by the Internal Committee/grievance redressal committee constituted (in short hereafter known as IC) as per the provisions of all applicable Indian laws.
3. Any grievance/complaint of sexual harassment raised by any person (Complainant and the accused person/respondent can be any person including but not limited to Director/trustees/employees/workers), regardless of place of occurrence, shall be entitled to be heard by the grievance redressal committee/disciplinary committee/Internal complaints committee.
4. The grievance(s)/complaint(s) shall be heard and decided as per the principles of natural justice and the applicable laws in India at the time.
5. Such a committee shall conduct the enquiry and recommend action to the concerned authority (Director/Board of Trustees/External authority) as per the sexual harassment policy and all other relevant policies of the Trust.

Approved by: The Board of Trustees.