

HR Policies & Handbook

Version 1.0 | Effective Date: JUNE 2025

(This handbook applies to all employees, consultants, interns, and volunteers engaged with the Foundation.)

1. Introduction

This handbook outlines the policies, rules, and practices that govern your engagement with the Foundation. It is designed to ensure transparency, fairness, and consistency in all matters relating to employment.

2. Employment Classifications

- **Probationer: First 90 days of joining;** performance and suitability are evaluated.
- **Consultant:** After completion of probation, engagement continues as **consultant for 1 year**.
- **Employee:** Post 1-year successful consultancy, subject to performance and mutual agreement, you may be converted to employee status.
- **Interns/Volunteers:** Engaged for specific assignments/projects, not entitled to employee benefits.

3. Working Hours & Attendance

- **Part-Time Shift (Assistant Teacher role):** As per Offer Letter.
- **Reporting Time:** As per offer Letter.
- **Location:** Pune.
- Alternate Saturday is a **mandatory** working day for training & team meetings.
- Attendance is recorded daily. Late arrivals beyond 15 minutes may result in deduction of half-day salary/leave.

4. Leave Policy

1	Paid Leave (PL)	5	QUARTERLY (Pre-PLANNED & Approval Required)
2	Sick Leaves	7	YEARLY
3	Unpaid Leaves	7	YEARLY (Approval Required)
4	Special Occasion	1	YEAR
5	Public Holidays	As per Foundation calendar	
6	Unpaid Leave	Requires prior approval; salary will be adjusted	
7	ZERO Pay Leave	Imposed by management disciplinary/medical/mutual cases or opted by Person for long leave.	



5. Compensation & Appraisal Policy

- Salary is processed **monthly before the 7th working day** of each month.
- **No appraisal during the first year of service.**
- Annual **Appraisal Cycle**: Conducted in **May** each year.
- Salary structure, CTC, and statutory deductions are detailed in the Offer Letter Annexure (I) Of the offer letter.

6. Travel Allowance (TA) Policy

- TA applies to both **employees and consultants**.
- Covers travel to/from the workplace (bus, auto, cab, or personal vehicle).
- Bills must be submitted by the end of the month.
- **Co-Pay Model**: 50% reimbursement of actual expenses, capped at as per the Offer Letter..
- TA Reimbursements will be included in the next payroll cycle. e.g, Travel expenses for April should be submitted by the first week of May. After verification of bills, the approved amount will be added to the May salary
- Any **work-related expense** will be reimbursed asap only if pre-approved by the manager.

7. Benefits & Statutory Compliance

- **Provident Fund (PF)**: Employer/employee contributions as per law.
- **Medical Insurance**: ₹3,00,000 coverage for employee + immediate family members.
- **Gratuity**: Payable as per the Payment of Gratuity Act, 1972 (after 5 years continuous service).
- **Professional Development**: Based on management approval.

8. Code of Conduct

All members must:

1. Maintain **professionalism** in interactions with children, parents, and staff.
2. Follow **child safety & protection guidelines** at all times.
3. Maintain **confidentiality** of student and organizational data.
4. Avoid any conflict of interest with Foundation's objectives.
5. Uphold integrity, honesty, and respect in the workplace.

9. Disciplinary Policy

Violations of conduct may result in:

- Verbal/Written Warning
- Suspension
- Zero-Pay Leave
- Termination of engagement

Grounds for disciplinary action include (but not limited to):

- Misconduct or insubordination
- Breach of confidentiality
- Harassment or discrimination
- Absenteeism without notice
- Financial/ethical irregularities

10. Termination Policy

- During probation: **15 days notice** from either side.
- Post-probation: **30 days' written notice** or salary in lieu thereof.
- **Immediate termination for gross misconduct, fraud, or breach of trust.**
- On separation, all Foundation property (documents, books, equipment) must be returned.

11. Anti-Harassment & Equal Opportunity Policy

- AIF is an **equal opportunity organization**.
- No discrimination based on gender, caste, religion, disability, neurodiversity, or background.
- **Sexual Harassment** is strictly prohibited under POSH Act, 2013.
- The Internal Complaints Committee (ICC) will address grievances confidentially.

12. Health & Safety Policy

- Safe, inclusive, and child-friendly environment will be maintained.
- You must follow safety protocols and report any hazards immediately.
- In case of a medical emergency, Zero-Pay Leave or compassionate leave may be applied.

13. Confidentiality, Non-Compete & Non-Solicitation

- YOU AGREE THAT FOR A PERIOD OF SIX (6) MONTHS FOLLOWING THE TERMINATION OF YOUR EMPLOYMENT, YOU SHALL NOT, DIRECTLY OR INDIRECTLY, ENGAGE IN, BE EMPLOYED BY, CONSULT FOR, OR OTHERWISE PROVIDE SERVICES TO ANY BUSINESS OR ORGANIZATION THAT COMPETES WITH THE CORE ACTIVITIES OF THE COMPANY.
- DURING THIS PERIOD, YOU SHALL NOT SOLICIT, INDUCE, OR ATTEMPT TO SOLICIT ANY CLIENT, PARENT, GUARDIAN, OR EMPLOYEE OF THE COMPANY TO DISCONTINUE, REDUCE, OR TRANSFER THEIR ASSOCIATION WITH THE COMPANY.
- THIS RESTRICTION IS LIMITED TO THE GEOGRAPHIC AREA AND SCOPE IN WHICH THE COMPANY ACTIVELY OPERATES AT THE TIME OF YOUR SEPARATION.
- ANY VIOLATION OF THIS CLAUSE WILL ENTITLE THE COMPANY TO PURSUE APPROPRIATE LEGAL AND EQUITABLE REMEDIES, INCLUDING BUT NOT LIMITED TO INJUNCTIONS, DAMAGES, AND RECOVERY OF LOSSES CAUSED BY SUCH BREACH.

14. Grievance Redressal Policy

- You may raise concerns with their Reporting Manager.
- If unresolved, matters may be escalated to the CEO/Director.
- Grievances will be addressed confidentially within **15 working days**.

Acknowledgement

I, _____, acknowledge that I have read and understood the **Avyan Idris Foundation HR Handbook** and agree to abide by its policies during my engagement.

Signature: _____

Date: _____

