



Human Resource Policy

Version – 2025

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For private circulation only

APPROVED BY:

Board of trustees in its meeting on 28-07-2025

1. Chapter 01: Overview and Introduction

1.1 Purpose of the HR Policy / Employee Handbook

The purpose of this Human Resource (HR) policy is to provide a clear and consistent framework for managing human resources at Asian Bridge India (ABI). This manual serves as a comprehensive guide for all staff members, including employees, consultants, interns, and volunteers, outlining the principles, standards, and procedures that govern employment, performance, conduct, and organizational expectations.

The objectives of this manual are to:

- Ensure transparency, fairness, and uniformity in HR decisions.
- Align HR practices with ABI's mission of social justice, inclusion, and equality.
- Foster a safe, respectful, and inclusive workplace.
- Ensure compliance with Indian labour laws and NGO governance regulations.
- Promote employee well-being, growth, and accountability.

This handbook is intended to help all personnel understand their roles, rights, and responsibilities while contributing effectively to ABI's vision and mission.

1.2 Introduction to Asian Bridge India

Asian Bridge India (ABI), founded in 2009 in Varanasi, is a non-profit organization registered under the Indian Trust Act 1882. ABI is committed to empowering vulnerable and marginalized communities, including children, women, youth, Dalits, and sexual minorities. ABI's work is rooted in values of justice, equality, and dignity, as outlined in the Indian Constitution.

1.3 Vision, Mission, and Strategic Aims

Vision

To create a world where gender equality is not just an ideal, but a reality. A world where all individuals, regardless of their gender, enjoy the same rights, opportunities, and dignity, free from discrimination, prejudice, and violence.

Mission

To advance gender equality and promote the empowerment of all individuals, with a specific focus on youth, women, and marginalized genders.

1.4 Organizational Values and Culture

ABI's work is rooted in the core values of justice, equality, dignity, non-discrimination, and participation. These values are reflected in our internal culture and guide how we work with communities, funders, and among staff. Key organizational principles include:

- **Inclusivity:** Embracing diversity in gender, caste, ability, sexuality, and social background.
- **Mutual Respect:** Upholding dignity in interpersonal and professional relationships.
- **Integrity and Accountability:** Maintaining ethical behaviour and transparency in all actions.
- **Empowerment:** Fostering learning, leadership, and growth across all levels.
- **Participation and Dialogue:** Encouraging open communication, feedback, and collaboration.

We are committed to cultivating a hierarchical, team-based work culture that values the contributions of every individual.

1.5 Legal Compliance Statement

- Asian Bridge India (ABI) complies with all relevant legal and statutory frameworks applicable to non-profit organizations and employers in India, including but not limited to:
- The Indian Trusts Act, 1882 – Governs ABI’s legal registration and structure.
- Income Tax Act, 1961
- Foreign Contribution (Regulation) Act, 2010 (FCRA)
- The Indian Contract Act, 1872 – Governs employment and consultancy contracts.
- The Payment of Gratuity Act, 1972 – Statutory retirement benefit (to be complied with when thresholds apply).
- The Employees’ Provident Funds and Miscellaneous Provisions Act, 1952 – Complied with as soon as eligibility threshold is reached.
- Maternity Benefit Act, 1961, Equal Remuneration Act, 1976, and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH).

1.6 Applicability and Scope

- This HR Policy Manual applies to all individuals engaged in ABI’s work, including:
- Regular full-time and part-time employees.
- Contractual and project-based staff.
- Consultants, fellows, and interns.
- Volunteers and field workers.
- The provisions in this manual are binding, and every person covered under its scope is expected to comply with the policies and procedures herein.

1.7 Definitions of Key Terms

- **Employee:** Any person hired by ABI on a full-time, part-time, or contractual basis.
- **Consultant:** An individual or agency hired on a fixed-term contract to provide specialized services.
- **Volunteer:** A person who offers time and skills without receiving a salary or honorarium.
- **Intern:** A student or recent graduate gaining work experience through a temporary placement.
- **HR Policy:** The set of rules, guidelines, and procedures governing employment, conduct, and human resource management at ABI.
- **POSH:** Prevention of Sexual Harassment Act, 2013, applicable to all workplaces and all genders.
- **Chief Functionary (CF):** Person responsible for the day today management of the organization appointed by the board of trustees.

1.8 HR Policy Review and Amendment Process

This HR Policy is a living document and shall be:

- **Reviewed annually** by the HR team/board of trustees or designated committee/consultants.
- **Updated immediately** in response to changes in statutory laws or organizational structure.
- **Revised as needed** based on staff feedback, audits, or management decisions.

Any amendments must be approved by the **Board of Trustees** and communicated to all personnel. The updated version will replace previous versions and become effective from the date of notification.

2. Chapter 02: Governance and Management Structure

2.1 Organizational Structure

Asian Bridge India (ABI) operates under a clearly defined governance structure that ensures transparency, participatory leadership, and accountability across its operations. The structure includes:

a) Board of Trustees: The Board is the apex body responsible for the overall governance, strategic direction, and policy oversight of the organization. It meets periodically to review progress, compliance, and resource mobilization efforts.

b) Managing Trustee: The Managing Trustee provides day-to-day leadership to the organization. The role includes implementing Board decisions, ensuring legal compliance, managing programmatic and financial operations, and overseeing human resource functions.

c) Program Management and Administrative Team: The operational structure includes project coordinators, program staff, administrative personnel, and support staff. They report to the Managing Trustee and are responsible for executing programs as per strategic plans.

d) Field Teams and Volunteers: Field staff and volunteers engage directly with communities. Their work is guided and monitored by project coordinators and field supervisors.

2.1 Organogram of ABI

Organogram - Asian Bridge India



2.3 Roles and Responsibilities

a) HR/Admin Officer

- Maintain employee records and contracts.
- Implement HR policies and ensure compliance with labour laws.
- Manage recruitment, onboarding, leave, payroll (in coordination with Finance), and employee exit processes.
- Organize orientation, performance appraisals, and staff development activities.
- Handle documentation for statutory compliance (PF, gratuity, POSH, etc.).

b) Project Coordinators/Supervisors

- Provide technical and operational support to program staff.
- Ensure timely implementation of project activities.
- Participate in recruitment and performance assessments for their teams.
- Ensure that team members adhere to HR policies and organizational values.
- Escalate any HR-related grievances or disciplinary concerns to the HR/Admin Officer or Managing Trustee.

c) Employees and Field Staff

- Comply with job roles, work plans, and ethical standards.
- Maintain attendance, submit reports, and follow organizational policies.
- Respect timelines, team collaboration norms, and community protocols.
- Report any grievances or concerns as per the procedure outlined in [Chapter 11](#).

2.4 HR Function and Decision-Making Authority

The HR function at ABI is overseen by the **HR/Admin Officer**, under the supervision of the **Managing Trustee**. Decision-making in HR matters is based on the following principles:

- **Routine HR matters** (e.g., leave approvals, documentation, attendance) are handled by the HR/Admin Officer/Managing Trustee/Project Manager.
- **Hiring decisions**, salary structures, and contract renewals are approved by the Managing Trustee in consultation with the Board if needed.
- **Disciplinary actions**, terminations, and legal matters are done by the Managing Trustee and, in serious cases, the Board of Trustees.
- **Policy revisions** must be approved by the Managing Trustee and approved by the Board of trustees.

2.5 Grievance Redressal Committee and Internal Complaints Committee (POSH)

ABI is committed to creating a safe and respectful workplace for all employees, especially women and individuals from marginalized identities.

a) Grievance Redressal Committee (GRC)

The GRC handles non-sexual harassment-related grievances. It includes:

- One senior female staff member (Chair)
- One HR/Admin representative
- One program coordinator
- One external advisor/Consultant (as required)

Functions:

- Receive written complaints from staff.

- Mediate and resolve conflicts.
- Recommend corrective actions.
- Maintain confidentiality throughout the process.

b) Internal Complaints Committee (ICC) – POSH

As per the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, ABI has constituted an **Internal Complaints Committee (ICC)** to address cases of sexual harassment.

Composition:

- Presiding Officer (senior woman employee)
- Two other staff members (gender-sensitive)
- One external member with experience in women's rights/social justice

Key Functions:

- Receive, investigate, and resolve complaints of sexual harassment.
- Provide support and protection to the complainant.
- Submit reports to the appropriate authority.
- Conduct awareness sessions for staff and field teams.
- Conduct annual exercise to know if there was any case related to POSH and submit an annual report to the Managing Trustee

The ICC functions independently and reports directly to the Managing Trustee and the Board, ensuring no interference in sensitive matters.

3. Employment Policies

3.1 Equal Opportunity and Diversity Policy Asian Bridge India (ABI) is committed to ensuring equal opportunity in all aspects of employment and upholding a culture of inclusion, diversity, and non-discrimination. In line with our organizational values and in compliance with the Indian Constitution and applicable labour laws, ABI ensures that employment-related decisions are based solely on qualifications, merit, and organizational needs.

ABI does not discriminate based on caste, religion, gender, sexual orientation, disability, age, marital status, ethnicity, or any other status protected by law. We actively promote a diverse and inclusive workplace where each employee is treated with respect and dignity.

3.2 Affirmative Action Targets ABI recognizes the historical disadvantages faced by Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), religious minorities, women, persons with disabilities, and sexual minorities. To address systemic inequities, ABI has adopted an Affirmative Action policy that includes:

- Specific representation goals for marginalized communities.
- Proactive outreach and inclusive recruitment practices.
- Regular reporting and review of diversity indicators in staffing.

Our long-term targets include:

- At least 50% representation of women in staff, especially in field roles.
- Ensure a minimum of 3% representation of persons with disabilities (PWDs) and individuals from LGBTQ+ communities.

3.3 Dignity at Work: Anti-Harassment & Bullying Policy: ABI strives to provide a work environment free from harassment, bullying, intimidation, and victimization. Harassment based on gender, caste, religion, disability, or any other ground will not be tolerated. All employees are expected to act with respect and professionalism. Discrimination, verbal abuse, offensive gestures, and dissemination of inappropriate content (including emails and social media posts) are prohibited.

Violations of this policy will be investigated and may result in disciplinary action, including termination. Employees are encouraged to report incidents promptly to the HR/admin. department or their line manager/supervisor.

3.4 Prevention of Sexual Harassment (POSH) Policy: In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, ABI maintains a zero-tolerance approach to sexual harassment.

Key provisions:

- ABI has constituted an Internal Complaints Committee (ICC) as per the Act.
- The ICC includes a Presiding Officer (a senior woman employee), two employees committed to women's rights and gender equality, and one external member familiar with the law.
- All employees are trained on recognizing and reporting harassment.
- Complaints will be addressed confidentially and promptly.

3.5 Types of Employment ABI employs individuals under various categories:

- **Full-Time Employees:** Individuals working regular hours and entitled to full benefits.
- **Part-Time Employees:** Employees working fewer hours than full-time, with proportional benefits.
- **Contractual Staff:** Hired for specific durations or projects with fixed-term contracts.
- **Consultants:** External experts hired for specialized services.
- **Interns:** Students or fresh graduates engaged for learning, with or without stipend.

- **Volunteers:** Individuals offering time and skills without remuneration.

3.6 Recruitment and Selection Process

Recruitment at ABI follows a transparent, inclusive, and competency-based process:

Checklist:

- Approval of vacancy from the Managing Trustee/HR/Admin/Project Manager
- Preparation of Clear job description and terms of reference
- Diverse advertisement through open and targeted channels
- Shortlisting of candidates based on qualifications, merits, experience
- Form Interview panel with representation of women and/or marginalized communities
- Conduct interview in a transparent manner (Written and in person interviews)
- Background and reference checks of shortlisted candidates
- Documentation and HR file creation

3.7 Offer Letter, Appointment Letter, and Contract of Employment

All selected candidates will receive:

- **Offer Letter** stating role, location, compensation, and start date.
- **Appointment Letter** outlining terms and conditions, probation, and benefits.
- **Employment Contract** (if applicable) detailing scope, deliverables, duration, and compliance clauses (for contractual staff and consultants)

3.8 Probation and Confirmation Policy

New employees undergo a probationary period of 3 to 6 months, during which their performance is reviewed.

- Successful completion leads to confirmation of appointment.
- Probation may be extended by 3 months with written notice post 6 months.
- Unsatisfactory performance may lead to termination with due notice.

3.9 Background Verification and Reference Check

- Educational credentials, identity documents, and prior employment details are verified.
- At least two professional references are collected.
- A police clearance certificate may be required if management feels it necessary (case to case) for roles involving vulnerable populations (e.g., children, women).

3.10 Conflict of Interest and other Declarations

All employees must:

- Disclose any personal or financial interests that may conflict with their official duties.
- The employee must disclose any past or present accusations related to criminal activity, including but not limited to offences against women, children, or any other individuals

Declarations must be submitted during onboarding and updated annually or whenever relevant. Failure to disclose may lead to disciplinary action.

4. Job Assignment and Work Expectations

4.1 Job Descriptions and Role Clarity

Each employee at ABI is provided with a written job description outlining their roles, responsibilities, and reporting lines. This ensures role clarity and alignment with the organization's goals. Supervisors are expected to discuss job roles with team members periodically to update, review, or clarify tasks, especially when project needs evolve.

4.2 Work Hours, Attendance, and Punctuality

ABI follows a standard work schedule of 8 hours per day, six days a week, with Friday designated as the weekly off. Unlike many organizations, ABI operates on Sundays and takes Fridays off. This schedule is designed to effectively engage with its target groups—such as slum dwellers and migrant labourers—who are more accessible on Sundays. Therefore, Sunday is treated as a regular working day to facilitate outreach and community organization efforts

- Working hours: 9:00 AM to 5:00 PM.
- Employees are required to record daily attendance (manual or biometric. Through online platforms).
- Frequent tardiness or absenteeism without valid reason will be addressed through the HR/admin. department.

Flexibility in timing may be allowed for field staff, parents, and employees with valid personal or health-related needs, with prior approval.

4.3 Outside Employment and Freelancing Restrictions

Employees are not permitted to engage in any paid or unpaid work, consultancy, or business activity outside ABI without prior written permission from the Managing Trustee. Any external employment that poses a conflict of interest or affects performance at ABI is strictly prohibited.

4.4 Workplace Ethics and Integrity ABI expects all staff to maintain high standards of personal and professional integrity, including:

- Honesty in financial and administrative dealings
- Confidentiality of organizational and beneficiary information
- Respectful communication and behaviour
- Avoidance of favouritism, nepotism, or misuse of authority

Any unethical behaviour must be reported to HR/admin/Managing Trustee or senior management and will be dealt with under the disciplinary procedures.

5. Compensation and Payroll

5.1 Salary Structure (CTC Components, Statutory Deductions) ABI follows a structured and transparent salary framework based on employee roles, experience, and project budgets. The **Cost to Company (CTC)** includes:

- Basic salary and DA
- House Rent Allowance (HRA) (if applicable)
- Employer's contribution to Provident Fund (if applicable)
- Statutory deductions: Provident Fund, ESI, and TDS as applicable

5.2 Payroll Processing and Pay Day

- Payroll is processed monthly by the finance team in coordination with HR and program team.
- Salaries are credited to employees' bank accounts by the **7th working day of following month**.
- Payslips are issued electronically/Manually.

5.3 Annual Increments and Salary Review Cycle

- Salary increments are considered annually based on:
 - Performance appraisal outcomes
 - Organizational budget
 - Market standards
 - Availability of budget in the project budgets
- Increments typically range between **5%-10%**. (on Basic +DA)

5.4 Bonus, Incentives, and Honorariums

- No incentives or bonus are provided to employees.
- No ex-gratia or festival bonus is guaranteed unless covered under a specific funding arrangement.

5.5 Provident Fund (PF), ESI, Professional Tax

- PF and ESI are deducted and deposited in accordance with government thresholds and rules. (if applicable)
- Employees above the threshold are enrolled in EPF (12% of Basic Pay by employee and employer).
- ESI is applicable for employees earning less than ₹21,000/month, as per the ESI Act.
- Professional Tax is not applicable for ABI.

5.6 Gratuity (as per Payment of Gratuity Act)

- Employees completing **5 years** of continuous service with ABI are eligible for gratuity as per the **Payment of Gratuity Act, 1972**.
- The amount is calculated at 15 days' wages for every completed year of service, based on the last drawn salary.

5.7 Income Tax Deduction and Form 16 Issuance

- TDS is deducted as per the applicable income tax slabs.
- Employees are responsible for submitting investment declarations annually.
- **Form 16** will be issued at the end of each financial year for tax filing purposes.

6. Employee Benefits and Welfare

6.1 Leave Entitlements

ABI is committed to supporting the health, well-being, and personal needs of its employees. Various leave entitlements are provided, balancing organizational responsibilities with individual circumstances and personal needs of the employees.

a. Casual Leave (CL)

- 12 days per year (post-probation).
- Maximum 2 days/month with at least 3 days' notice required (except in emergencies).
- Cannot be carried forward or encashed.

b. Sick Leave (Medical Leave)

- 15 days per year.
- Doctor's certificate required for leave exceeding continues 3 days.
- Limited to personal health issues only. Cannot be taken for the medical needs of family members.
- Up to 90 days of **unpaid extended medical leave** may be granted in serious health cases (hospitalization or bed rest), subject to review and at the sole discretion of the CF.
- Employment will review if absence exceeds 90 days.

c. Maternity Leave (as per Maternity Benefit Act)

- Up to 90 days paid leave for up to two children during service.
- May be extended by another 90 days unpaid with medical advice.
- Minimum one year of continuous service required.

Explanation: Supports working mothers without penalty, aligning with the Maternity Benefit Act, 1961

d. Paternity Leave

- 7 days paid leave per child, for up to two children.
- Must be availed within 7 days before or after delivery.
- Not applicable to those on probation or short-term contractual employees/task short term consultants.

e. Leave Without Pay (LWP)

- Maximum of 15 days per year, only in exceptional cases.
- Applicable for staff with a minimum of one year of service.
- One-month prior approval required; subject to Chief Functionary's discretion.

f. Study/Educational Leave

- Unpaid leave may be granted for attending relevant training, workshops, or academic programs for upto a maximum of 30 days. They shall be subject to relevance, past performance, and prior approval of the Executive Director.

i. Annual Leave (Home Leave)

- 15 days per year for staff/consultant who have completed one year of service.
- Annual leave may be taken by an employee in two slots as per the convenience.
- Leave cannot be clubbed with any other leave.
- Must be applied and get it approved for **at least one month in advance**.

6.2 Holidays and Weekly Off

- ABI follows a standard weekly off on **Sundays**.

- Offices remain closed on **designated public and religious holidays** announced annually.
- Staff required to work on such days will be entitled to compensatory off within 30 days.
- Adjustments may apply for field teams based on project needs.

6.3 Consultants' Leave

Consultants who:

- Work regularly onsite or
- Are part of program implementation are entitled to the same leave provisions as staff, on a pro-rata basis aligned to their contract duration.

Examples:

- A 6-month consultant may receive 6 days of CL and 6 days of ML.
- Annual leave eligibility applies only to those with contracts longer than 6 months.

Unapproved leave will result in deductions from monthly consultancy fees or non-renewal of contracts.

6.4 Health Insurance/Mediclaim (if applicable)

- Where feasible and if budgeted under projects, ABI may provide **group health/Mediclaim coverage** for staff.
- The policy may include hospitalization, accidents, and critical illness benefits.
- Premium sharing and family inclusion details will be shared annually.
- Participation is subject to employment type and contract conditions.

6.5 Educational Support or Assistance

- ABI encourages continuous learning and may support course fees, training, or participation in conferences relevant to the job etc.
- Support is subject to:
 - Availability budget (un-restricted)
 - Relevance to job role
 - Prior written approval from the CF
- Full or partial reimbursement is at the discretion of CF

6.6 Employee Counselling Support

- ABI prioritizes staff mental and emotional well-being.
- Periodic access to internal or external counselling services may be arranged.
- Confidential support will be available for work-related or personal stress.
- Mental health and wellness sessions may also be conducted during the year.

6.7 Retirement Benefits and Pension (if applicable)

- Long-term staff may be enrolled in **Employees' Provident Fund (EPF)**, subject to registration and eligibility.
- **Gratuity** benefits will be extended as per the Payment of Gratuity Act, 1972, for those with 5+ years of continuous service.
- ABI does not offer a separate pension scheme

7. Travel and Expense Reimbursement

ABI recognizes that staff and consultants may be required to travel as part of their professional responsibilities. This policy ensures that such travel is planned, authorized, and reimbursed fairly and transparently, while maintaining accountability to donors and cost-efficiency for the organization.

7.1 Travel Entitlement Based on Role

Travel entitlements depend on the designation, nature of work, and funding availability. All travel must be **pre-approved** by the Line Manager or **Chief Functionary**.

Category	Mode of Travel Entitled
Chief Functionary	Air (Economy Class), AC 2/3-Tier Train
Program Heads/Project Leads	AC 3-Tier or Sleeper as required
Coordinators/Field Officers	AC 3-Tier / Sleeper / Non-AC Bus
Community Workers/Animators	Non-AC Bus / Shared Jeep / Local Transport
Consultants	As per contract/project agreement

- *Use of the most economical mode of transport is encouraged.*
- *Travel by personal vehicle must have prior written approval. Fuel reimbursement is allowed based on actual distance and fuel price.*

7.2 Local Travel Rules

- Local conveyance for meetings, fieldwork, or coordination visits will be reimbursed based on actual expenses.
- Preferred modes: public transport, shared autos, bicycles, or motorbike (own).
- Private two-wheelers used for work are reimbursed at ₹10/km or with actual reimbursement as per logbook and fuel bill.
- Parking and toll charges are reimbursable with valid receipts.
- Local travel logs must be approved by the Line Manager and chief functionary before payment.

7.3 Accommodation, Per Diem, and Food Reimbursement

a. Accommodation:

- Reimbursement is based on the actual cost within the prescribed limits below. Preference should be given to NGO guesthouses, budget hotels, or clean and safe lodging.

Designation	Max Allowable per Night (INR)
Chief Functionary	₹1800
Program/Project Staff	₹1,200
Field Staff/Animators	₹800

- *Stay with family/friends is acceptable but does not qualify for accommodation reimbursement of family or friends.*
- *Any exception must be pre-approved by the **Chief Functionary**.*

b. Per Diem:

- Per diem covers meals, incidental expenses (water, snacks, local communication).
- Per diem can be claimed only when actual food bills are not submitted.
- Rates:
 - ₹400/day for Program/Office Staff
 - ₹300/day for Field Staff
 - No per diem if food expenses are already covered (e.g., by training organizer)

c. Food Reimbursement (Alternative to Per Diem):

- Actual food expenses are reimbursable with original itemized receipts.
- Staff must choose either **per diem** or **actual food reimbursement**, not both.
- Actual food reimbursement shall not be more than per diem allowances.

7.4 International Travel (Approvals, Insurance, etc.)

While ABI's primary focus remains national, the following rules apply in case international travel is required or undertaken by any key staff for the organisational purpose under donor-funded programs:

- International travel must be specifically approved by the Chief Functionary and the Governing Board, where applicable.
- All costs must be budgeted and approved by the donor/partner agency in advance.
- Staff must travel via economy class, and stay in safe, modest accommodations.
- Travel insurance covering medical, baggage, and accident must be arranged prior to departure.
- A detailed travel plan and expense projection must be submitted for approval.
- A post-travel report and actual expenditure statement must be submitted within 10 days of return.

7.5 Documentation and Timelines for Reimbursement

To ensure accountability and timely processing, staff must follow the documentation and submission guidelines below:

a. Required Documents:

- Approved travel request (email or form)
- Travel tickets/boarding passes
- Hotel bills, food bills (if applicable)
- Local conveyance bills/log sheet
- Reimbursement claim form with date, signature, and verifying officer's signature

b. Timelines:

- Submit all reimbursement claims **within 10 working days** of return from travel.
- Claims submitted after this period require justification and approval from the **Chief Functionary**.
- Finance/Admin team will **process verified claims within 7 working days** of complete submission.

c. General Guidelines:

- Claims without receipts or approvals will not be reimbursed.
- Photocopies or digitally scanned copies are acceptable if originals are lost, but must be countersigned by the supervisor.
- Any intentional misreporting or overstatement of travel expenses will result in disciplinary action, including recovery of funds and possible termination.

8. Workplace Conduct and Ethics

This section outlines the expected standards of personal and professional conduct for all employees, consultants, and representatives of ABI. These guidelines are designed to foster a positive, respectful, and safe work environment while safeguarding the organization's integrity and mission.

8.1 General Code of Conduct

All employees, regardless of position, are expected to:

- Uphold ABI's mission, vision, and values.
- Maintain the highest standards of honesty, integrity, and ethical behaviour.
- Comply with all applicable laws, donor regulations, and organizational policies.
- Avoid any conduct that could damage ABI's reputation or credibility.

Violation of this Code may lead to disciplinary action, including termination of employment or legal proceedings.

8.2 Professional Behaviour and Communication

Employees must:

- Treat colleagues, partners, and community members with dignity and respect.
- Avoid discriminatory, harassing, or abusive language or behaviour.
- Use professional tone and clear communication in all verbal and written exchanges.
- Address grievances through appropriate internal mechanisms, avoiding gossip or public disparagement.

Constructive dialogue and collaboration are expected at all levels of interaction.

8.3 Dress Code and Personal Appearance

- Employees should dress appropriately for their role and the context in which they are working.
- Office-based staff should maintain business casual or formal attire during working hours.
- Field staff may adopt more practical dress as suitable for community settings but must remain modest and respectful of local cultural norms.
- Untidiness, provocative clothing, or offensive slogans on attire are not permitted.

8.4 Use of Office Resources (IT, Phone, Stationery, etc.)

- Office resources are intended strictly for official work.
- Computers, internet, phones, and stationery should not be used for personal activities unless minimal and approved.
- Downloading unauthorized software, accessing inappropriate websites, or storing personal media on office devices is prohibited.
- Mobile phone use during meetings or field visits should be limited to work-related needs.

Employees are expected to use resources responsibly and prevent wastage or misuse.

8.5 Social Media and Public Representation Policy

- Employees must not speak on behalf of ABI in public platforms (media, social media, public events) unless specifically authorized.
- Personal social media activity must not disclose confidential project information or defame the organization, its partners, or its stakeholders.
- Sharing internal meeting discussions, financial data, or images of community members without consent is prohibited.
- Staff representing ABI externally must do so in alignment with the organization's values and obtain prior approval from the Chief Functionary.

8.6 Policy on Receiving and Giving Gifts

- Employees must not accept or offer personal gifts, cash, or favours that may create a conflict of interest or the appearance of undue influence.
- Any offer or receipt of a gift of significant value must be disclosed to the Chief Functionary immediately.
- Bribery or facilitation payments are strictly prohibited.

8.7 Confidentiality and Data Protection

- Employees must maintain confidentiality regarding:
 - Beneficiary and partner information
 - Internal reports, financial documents, and donor data
 - Project strategies and organizational plans
- Information must not be shared outside the organization without written approval.
- Personal data of staff or community members must be stored securely and only used for authorized purposes.

Breach of confidentiality may result in legal and disciplinary action.

8.8 Smoking, Alcohol, and Substance Use

- Smoking and the use of alcohol or drugs are **strictly prohibited** in all ABI offices, training centres, vehicles, and project sites.
- Employees must not report to work under the influence of alcohol or illegal substances.
- Any violation will be considered gross misconduct and may result in immediate termination.

Support and counselling may be offered in case of addiction concerns.

8.9 Workplace Safety and Emergency Procedures

- Employees must ensure safety for themselves, colleagues, and visitors always.
- All incidents, hazards, or injuries must be reported immediately to the designated safety officer or line manager.
- Emergency contact numbers and exit plans must be visible in office spaces.
- Fire safety equipment, first aid kits, and emergency protocols must be familiar to all staff.
- In case of natural disasters, civil unrest, or medical emergencies, follow the directions issued by the Chief Functionary or safety committee.

9. Performance Management

Asian Bridge India (ABI) follows a structured and participatory Performance Management System to promote accountability, continuous learning, and employee motivation. The system ensures that individual efforts align with organizational goals and that performance is regularly assessed, supported, and rewarded.

9.1 Annual Performance Appraisal System

- Annual performance appraisal is mandatory for all employees upon completion of one full year of service, and subsequently each year.
- The process includes:
 - Self-appraisal by the employee (submitted in the prescribed format)
 - Manager's review with feedback and remarks
 - Scoring and final assessment by the Appraisal Committee

Appraisal Committee:

- The committee shall consist of:
 - Chief Functionary (or a designated senior leader)
 - Immediate Supervisor
 - HR/Admin Head or HR Representative
 - One additional member, if deemed necessary
- The committee shall **score performance** using an agreed rating matrix (e.g., 1–5 scale) across parameters such as:
 - Target achievement
 - Initiative and problem-solving
 - Teamwork and collaboration
 - Professional conduct and communication
 - Adherence to organizational values

Submission & Timelines:

- The **Annual Appraisal Form** must be completed and submitted to the HR Section or designated officer by the **10th of the month following the staff's appraisal month** (based on their date of joining).
- HR will compile the completed appraisals and submit a summary analysis to the Appraisal Committee for scoring and recommendation.

9.3 Poor Performance Management

- For employees whose performance does not meet expectations, ABI follows a structured improvement protocol:
 1. **Initial discussion** and feedback by the Line Manager
 2. Issuance of a **Performance Improvement Plan (PIP)**, typically for 30–60 days, with clear objectives
 3. **Follow-up evaluation** by the Manager and HR
 4. If no significant improvement is noted, the case may be escalated to the Chief Functionary and Appraisal Committee for action, including possible role reassignment or termination

9.4 Capacity Building and Training Opportunities

- ABI is committed to strengthening employee capacity through:

- Training and workshops (internal and external)
- Peer learning and mentoring
- Participation in exposure visits or seminars (based on role and funding availability)
- Training needs are identified during appraisals and incorporated into individual development plans.
- Employees attending trainings must submit a short report and, where appropriate, share learnings with the team.

9.5 Special Recognition and Awards

- Based on extraordinary performance or innovation, the **Appraisal Committee** or the **Chief Functionary** may recommend:
 - Acknowledgement and appreciation in the group
 - Promotions or new responsibilities
 - Letters of recognition or non-financial rewards
- These recognitions can be made during or outside the annual appraisal cycle.

10. Disciplinary and Grievance Procedures

Asian Bridge India (ABI) is committed to maintaining a professional, respectful, and just work environment. This section outlines the disciplinary measures and grievance redressal systems to ensure fairness, accountability, and transparency.

10.1 Misconduct and Disciplinary Process

Principle	Description
Investigation	No disciplinary action will be taken without a proper inquiry.
Written Notice	Employees receive written notice of hearings and charges.
Hearing Opportunity	Employees can present their case and bring a support person.
Right to Appeal	Available at all formal stages.
Confidentiality	All proceedings are kept confidential.

Examples of Misconduct:

- Repeated tardiness or absenteeism
- Abusive or inappropriate conduct
- Breach of confidentiality
- Policy violations

10.2 Disciplinary Hearing and Escalation Levels

All hearings are conducted by a **Disciplinary Committee** composed of:

- Chief Functionary (or nominee)
- HR Representative
- Department Head/Line Manager
- Neutral Observer (if needed)

Stage	Action	Trigger	Outcome	Record Retention
Stage 1	Verbal Warning	Minor misconduct	Improvement plan	6 months
Stage 2	Written Warning	Repeated or serious issue	Formal notice of consequences	Until issue resolves
Stage 3	Final Written Warning	Persistent or major misconduct	Final improvement chance	12 months
Stage 4	Dismissal	Failure to improve / Severe issue	Termination	Permanent record

10.3 Suspension, Termination, and Dismissal Procedures

Type	Purpose	Duration	Approval	Remarks
Suspension	Neutral measure during inquiry	Up to 7 working days (extendable)	Chief Functionary & HR	With full pay
Termination	End of service due to various reasons	As per contract/notice	Management decision	Post-investigation
Dismissal	Permanent removal for serious violations	Immediate	Chief Functionary & HR	Formal letter issued

10.4 Summary Dismissal and Gross Misconduct

Gross misconduct leads to immediate dismissal without notice. Examples include:

- Theft, fraud, or falsification of records
- Physical assault or threats
- Workplace intoxication
- Harassment or discrimination
- Deliberate damage to ABI's property or reputation

Step	Action
Investigation	Conducted by HR or designated authority
Hearing	Held with prior written notice
Decision	Dismissal with written explanation and no notice period

10.5 Grievance Redressal Mechanism (Informal and Formal)

Level	Process	Action Time	Responsibility
Informal	Raise with immediate supervisor	As early as possible	Employee & Supervisor
Formal – Step 1	Written complaint to HR or Chief Functionary	Within 7 working days	Employee
Formal – Step 2	Investigation and interview	Within 10 working days	HR/Designated Officer
Formal – Step 3	Hearing	Within 5 working days after inquiry	Grievance Committee
Decision	Written communication	Within 5 working days post-hearing	Committee

10.6 Appeal Procedure

Step	Action	Timeline	Responsible
Appeal Submission	Written request to Governing Body or nominee	Within 7 working days	Employee
Review & Hearing	Conducted by Appeals Panel	Within 10 working days	Appeals Panel
Final Decision	Communicated in writing	Within 7 working days post-hearing	Appeals Panel

Note: The Appeals Panel must include members not involved in the original decision.

These processes aim to reinforce organizational values, encourage improvement, and ensure that employee concerns are heard and addressed fairly.

11. Exit and Separation

This section outlines the processes and policies related to employee separation, whether voluntary or initiated by the organization.

11.1 Resignation Process

Employees who wish to resign must submit a formal resignation letter or email to their reporting manager with a copy to HR, clearly stating the reason and intended last working day. HR will acknowledge receipt and initiate the exit process.

11.2 Notice Period

Employees are required to serve a notice period as defined in their appointment letter or employment contract, typically:

- **Staff and Field Workers:** 30 days
- **Managerial and Senior Staff:** 60 days' Notice period may be adjusted or waived off by mutual agreement, with or without payment in lieu of notice.

11.3 Termination of Employment (for Cause or Without Cause)

- **Termination for Cause:** May occur in cases of misconduct, violation of policy, poor performance after due process, or legal issues.
- **Termination Without Cause:** May be initiated due to organizational restructuring, funding issues, or redundancy.

In all cases, applicable labour laws and fair procedures will be followed.

11.4 Retirement and Voluntary Separation

Employees approaching retirement will be notified in advance, as per the retirement age defined by the organization (usually 60 years unless otherwise stated). Employees may also choose voluntary retirement with due notice and approval from management.

11.5 Exit Interview

An exit interview will be conducted by the HR department to understand the reasons for leaving, gather feedback, and identify potential organizational improvements. Feedback will remain confidential.

11.6 Full and Final Settlement

The full and final settlement will include:

- Unpaid salary till last working day
 - Leave encashment (if applicable)
 - Gratuity or other benefits (as per eligibility)
 - Deductions (if any) for notice period shortfall, pending advances, or property not returned
- Settlement is processed within 30 days of the last working day.

11.7 Return of Property and Access Deactivation

The exiting employee must return all organizational property including laptops, ID cards, documents, and any other assets issued. Access to systems, email, and databases will be deactivated by IT/Administration on or before the last working day.

11.8 Experience and Relieving Letters

Upon successful completion of the exit formalities, the HR department will issue the following documents:

- **Experience Certificate:** A formal letter confirming the period of employment, designation, and role.
- **Relieving Letter:** A document stating that the employee has been relieved from duties effective from the last working day and has completed the necessary formalities.

These documents will generally be issued within 7–10 working days after the final settlement is completed.

12. Technology and Data Security

This section outlines the responsible and secure use of technology, including digital communication tools, data handling, and cybersecurity practices to protect the organization's information and assets.

12.1 Use of Computers, Internet, and Email

- Employees must use computers, internet, and official email accounts strictly for work-related purposes.
- Inappropriate or unauthorized use (e.g., visiting harmful websites, sharing offensive content, excessive personal browsing) is strictly prohibited.
- Official email addresses must not be used for personal or non-organizational communication.
- Employees should log off systems when not in use and ensure computers are password-protected.

12.2 Data Privacy and Confidentiality

- All staff must maintain the confidentiality of sensitive data such as beneficiary information, financial records, donor details, and internal communications.
- Personal data of employees and stakeholders must be handled in accordance with applicable data protection laws.
- Sharing or disclosing organizational data without proper authorization is a serious violation and may lead to disciplinary action.

12.3 Personal Device Use Policy (BYOD – Bring Your Own Device)

- Employees may use personal devices (e.g., mobile phones, tablets, laptops) for official work only with prior approval.
- Personal devices used for work must have updated antivirus protection and be password secured.
- The organization may require removal of official data from personal devices upon separation or request.
- Employees are responsible for securing data stored or accessed through personal devices.

12.4 Cybersecurity Protocols

- Staff must regularly update passwords and avoid using common or easily guessable ones.
- Employees should immediately report any suspicious activity, phishing emails, or data breaches to the IT/Admin team.
- Unauthorized software installation or use of pirated software is not allowed.
- Data backups will be managed centrally by the organization to ensure continuity and security.
- Cybersecurity awareness and training may be conducted periodically to enhance staff knowledge.

13. Communication Policy

13.1 Purpose

To ensure consistent, clear, and respectful communication within the organization and with external stakeholders.

13.2 Scope

Applies to all employees, volunteers, interns, and board members of **Asian Bridge India (ABI)**.

13.3 Key Principles

- Ensure clarity, accuracy, and confidentiality in all communications.
- Promote transparency and accountability.
- Use language that is respectful, inclusive, and culturally sensitive.
- Maintain a professional tone in all forms of communication.

13.4 Do's

- Use official communication channels (email, WhatsApp groups, internal platforms).
- Respond to messages and emails within 24–48 working hours.
- Keep communication focused and task-related.
- Verify information before forwarding externally.
- Use ABI's standardized email signature and letterhead where applicable.

13.5 Don'ts

- Do not use personal or unprofessional language.
- Avoid spreading unverified or sensitive information.
- Do not use personal devices or email accounts for official matters involving confidential data.
- Refrain from using ABI platforms for personal or political commentary.

13.6 Policy and Procedures

1. Internal Communication

- Utilize ABI emails and official WhatsApp groups for project coordination.
- Sensitive issues should be escalated to the supervisor or HR via email or in-person.

2. External Communication

- Only authorized representatives (e.g., Director, Communications Officer) may communicate with media, donors, or government agencies.
- All written communication must be done using official letterhead or email.

3. Digital Communication

- Use secure passwords; do not share login credentials.
- Avoid using public or unsecured Wi-Fi for accessing organizational communication platforms.
- Keep emails brief, professional, and structured.

4. Social Media Use

- Only designated staff may post or respond via ABI's official social media handles.
- Personal social media posts must not reference confidential program details or misuse ABI branding.

13.7 Non-Compliance

Violations of this policy including misuse of communication tools, unprofessional behaviour, or breach of confidentiality may result in disciplinary action such as warnings, suspension, or termination depending on severity.

14. Conflict of Interest Policy

14.1 Purpose

The purpose of this Conflict-of-Interest Policy is to promote transparency, accountability, and ethical conduct at **Asian Bridge India (ABI)** by ensuring that all employees, board members, volunteers, consultants, and interns act in the best interest of the organization. This policy aims to prevent situations where personal, financial, or other external interests may unduly influence an individual's decision-making, performance, or professional duties.

14.2 Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests—financial, relational, or otherwise—have the potential to interfere with their objectivity, loyalty, or professional responsibilities to ABI. A conflict may be actual, potential, or perceived and may result in decisions that are not in the best interest of the organization.

Examples include:

- Making decisions that benefit a family member or friend financially.
- Being involved in hiring or procurement processes where the candidate/vendor is a relative or a personal contact.
- Accepting gifts or hospitality that could influence professional judgment.
- Engaging in outside employment or consulting that competes or conflicts with the duties at ABI.

14.3 Scope

This policy applies to:

- All full-time and part-time employees of ABI
- Board members and trustees
- Consultants and contractual staff
- Interns and volunteers
- Partner agency representatives involved in decision-making with ABI

14.4 Examples of Potential Conflicts

Some common forms of conflict include (but are not limited to):

a. Financial Conflicts

- Having direct or indirect ownership or interest in an organization that supplies goods or services to ABI.
- Receiving personal financial benefits from any transaction involving ABI.

b. Relational Conflicts

- Family or close personal relationships with someone in a position to benefit from a decision made at ABI.

c. Dual Employment

- Working with, or providing services to, another organization whose interests may compete with or compromise ABI's mission.

d. Gifts and Hospitality

- Accepting substantial gifts, entertainment, or benefits from vendors, service providers, or stakeholders beyond nominal value (above Rs. 500 in a single instance).

14.5 Responsibilities of Employees and Stakeholders

All covered individuals must:

- **Act in the Best Interests of ABI:** Always prioritize the goals and reputation of the organization.
- **Disclose Conflicts Promptly:** Report any actual, potential, or perceived conflicts to the HR Department or the Executive Director.
- **Avoid Conflicts:** Where possible, recuse themselves from decision-making processes when a conflict exists.
- **Seek Clarification:** If uncertain, consult with HR or the designated Ethics Officer.

14.6 Disclosure and Management Process

The following process will be followed to manage conflict of interest:

1. Disclosure Requirement

- All staff and board members must declare any known conflicts upon joining ABI and thereafter annually using the prescribed **Conflict of Interest Declaration Form** (see Appendix X).
- Any new conflict that arises must be reported within 7 days of its occurrence.

2. Documentation

- All disclosures will be documented and maintained confidentially in personnel or board files.

3. Review and Evaluation

- The HR Manager (for staff) or the Board Safeguarding Committee (for trustees and senior staff) will review reported conflicts.
- An assessment will be made whether the conflict is manageable or requires additional action.

4. Resolution

Depending on the nature and severity of the conflict, appropriate steps may be taken:

- Reassigning responsibilities
- Removing oneself from specific decision-making
- Disqualifying vendor/consultant relationships
- In severe cases, recommending resignation or contract termination

5. Board Oversight

- For board members and senior leadership, any serious or unresolved conflict will be escalated to the Board Chairperson or Board Ethics Sub-Committee for final action.

6. Ongoing Monitoring

- Where a conflict has been conditionally approved or managed, regular review and follow-up will be conducted by HR or a designated supervisor.

14.7 Confidentiality

All disclosures and investigations will be treated with strict confidentiality. Retaliation against an employee or board member for reporting a conflict in good faith will not be tolerated.

14.8 Non-Compliance

Failure to disclose conflicts or attempting to conceal a conflict of interest is considered a serious violation of ABI's policies and may result in:

- Formal warning
- Loss of project responsibilities
- Termination of employment or engagement
- Legal action, if applicable

15. Volunteer and Intern Management

This section outlines the policies and procedures for the engagement, conduct, and support of volunteers and interns working with the organization.

15.1 Policy on Volunteer Engagement

- Volunteers are welcome to support the organization's mission in various capacities, including field activities, events, administrative work, and campaigns.
- Engagement is usually short-term or project-based, and may be full-time or part-time, as mutually agreed.
- A Volunteer Agreement outlining the scope of work, duration, and expectations will be signed before starting.

15.2 Code of Conduct for Volunteers

- Volunteers are expected to uphold the same standards of professionalism, ethics, and respect as regular staff.
- They must maintain confidentiality of any sensitive information accessed during their engagement.
- Discrimination, harassment, or any form of misconduct will not be tolerated and may result in immediate termination of engagement.
- Volunteers are expected to comply with all safety guidelines and follow organizational protocols.

15.3 Intern Selection, Onboarding, and Mentoring

- Interns may be selected through academic partnerships, open applications, or referrals, based on relevant qualifications and interest.
- Upon selection, interns will undergo a basic orientation covering the organization's vision, key policies, and assigned roles.
- A mentor or supervisor will be assigned to guide and monitor the intern's learning and contribution throughout the internship period.
- The duration of internships is generally between 1 to 6 months, depending on academic or project requirements.

15.4 Stipend, Travel Support, and Exit Letter

- Interns may be provided a stipend or reimbursement for travel and meals, subject to the organization's budget and prior approval.
- Volunteers generally serve without remuneration, but may receive travel support or a token of appreciation when feasible.
- At the end of the engagement, interns and volunteers may request:
 - **Internship Completion Certificate** or **Volunteer Appreciation Letter**,
 - **Experience/Exit Letter** detailing the nature and duration of work completed.
- Feedback will be collected from both the supervisor and the intern/volunteer for mutual learning and improvement.

16. GENERAL POLICY GUIDELINES

16.1 Identity Cards

To ensure security and access control, all employees of ABI will be issued organization ID cards upon joining.

- **Usage:** Must be worn visibly during working hours.
- **Loss or Theft:** Report immediately to HR/Admin.
- **Return:** Submit to HR upon exit or separation.

16.2 Politics and Religion

ABI maintains a secular, respectful, and inclusive workplace.

- Avoid political or religious debates or activities within office premises.
- Respect differing views and promote workplace harmony.
- Do not use organizational time or resources for personal belief promotion.

16.3 Use of Office Equipment and Resources

- Organizational equipment is to be used only for official work.
- Avoid downloading unauthorized software or accessing unsafe websites.
- Report damage or malfunction immediately to IT/Admin.

16.4 Data Protection and Confidentiality

- All employees must maintain strict confidentiality of internal, donor, and beneficiary data.
- Do not share internal reports or documents without formal authorization.
- Breach may result in termination or legal action.

16.5 Dress Code

- Employees must wear clean, culturally appropriate, and professional attire.
- In the field, clothing should respect local customs and community sensitivities.

16.6 Visitors Policy (Including Foreign Nationals)

- All visitors must sign in at reception or security and be accompanied by a staff member.
- **Foreign Nationals** visiting ABI must:
 - Be entered in a **Visitor Register (Foreign Guests)** with passport details.
 - Submit scanned copies of **passport and visa**.
 - ABI must file **Form C** with the **FRRO (Foreigners Regional Registration Office)** within 24 hours of arrival, as per legal requirements.
 - HR/Admin will maintain compliance records.

16.7 Workplace Etiquette and Cleanliness

- Keep work areas and common spaces tidy.
- Avoid loud conversations, especially in shared or open spaces.
- Respect shared resources and communal areas.

16.8 Use of ABI Name and Logo

- Do not use ABI's name, logo, or branding without prior written approval.
- Any external publication, event, or training using ABI branding must be pre-approved by management.

16.9 Intellectual Property and Publications

- Materials created during employment (manuals, reports, tools, videos, documentation) are ABI's property.
- Any external use requires prior approval and must acknowledge ABI's ownership.

16.10 Substance Abuse Policy

- Possession or consumption of alcohol, illegal drugs, or intoxicants is strictly prohibited during work hours, on-premises, or in the field.
- Violations will lead to strict disciplinary action.

16.11 Smoking and Tobacco Policy

- Smoking or using tobacco is prohibited in all ABI premises, vehicles, and during field visits, especially where children and communities are involved.

16.12 Emergency Preparedness and First Aid

- Offices will be equipped with **first aid kits**.
- Emergency exits and fire extinguishers should be accessible and regularly checked.
- Emergency contact numbers must be displayed on noticeboards.

16.13 Cybersecurity and Social Media

- Passwords should be private and regularly updated.
- Avoid opening suspicious links or emails.
- Only designated staff may post from ABI's official accounts. Personal social media posts must not misrepresent or defame ABI.

17. Statutory Compliance and Recordkeeping

The organization is committed to maintaining accurate records and complying with all applicable legal and regulatory requirements related to labour laws, employee welfare, and institutional accountability.

17.1 Labour Law Registers and Returns

- The organization will maintain all statutory registers and file returns as required under applicable labour laws, including:
 - Employees' attendance register
 - Wage register
 - Leave register
 - Register of fines, advances, and deductions (if applicable)
- Timely submission of returns under laws such as the **Shops and Establishments Act, Payment of Wages Act, Minimum Wages Act, ESI, PF, and Gratuity Act** will be ensured, where applicable.

17.2 Digital and Physical Employee Records

- Comprehensive employee records shall be maintained both digitally and in hard copy, including:
 - Appointment letters
 - Identity and address proofs
 - Tax and bank details
 - Leave and attendance records
 - Performance evaluations
- These records shall be securely stored, with access limited to authorized HR personnel, in line with data privacy norms.

17.3 Attendance and Payroll Register

- Monthly attendance will be recorded digitally and/or manually, verified by the respective reporting officers.
- A payroll register will be maintained and regularly updated to reflect salaries, statutory deductions (EPF/ESI/TDS), and disbursements.
- Salary slips shall be generated and shared with employees monthly.

17.4 Compliance with FCRA (if applicable) for Salaries Paid from Foreign Funds

- For salaries paid from foreign contributions, the following will be ensured:
 - Payments must be made from the designated FCRA account or sub-account.
 - Adequate documentation of salary allocation linked to project activities must be maintained.
 - Disclosures in annual FCRA returns (Form FC-4) must reflect accurate utilization details.
- Separate payroll cost centres will be maintained to distinguish FCRA and non-FCRA funded staff.

17.5 POSH Compliance Reporting and ICC Constitution

- The organization will comply with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.
- An **Internal Complaints Committee (ICC)** will be constituted, with mandatory representation of an external member.
- Annual reports will be submitted to the local District Officer, as mandated.
- All employees and volunteers will be sensitized about the POSH policy and grievance redressal mechanism.

17.6 Child Protection and POCSO Act Compliance

- In alignment with the **Protection of Children from Sexual Offences (POCSO) Act, 2012**, the organization will:
 - Ensure child protection training for all staff and volunteers who interact with children.
 - Enforce a strict **Child Protection Policy** to prevent abuse, neglect, or exploitation.
 - Establish a designated child protection officer and reporting mechanism for any concerns.
 - Maintain child-safe documentation and confidentiality in all child-related records and reports.

Appendices

1. Sample Offer and Appointment Letter
2. Code of Conduct
3. POSH Policy and ICC Member List
4. Grievance Form
5. Leave Application Form
6. Travel Expense Claim Form
7. Exit Clearance Checklist
8. Employee Handbook Acknowledgement Form
9. No dues form
10. Performance Appraisal Form

Appendix X: Annual Conflict of Interest Declaration Form (Sample)

Name: _____

Designation/Role: _____

Reporting Manager/Board Chair: _____

Please answer the following:

1. Do you or any close relative have a financial interest in any vendor, supplier, or partner organization working with ABI? Yes No
If yes, give details: _____
2. Are you engaged in any external employment, consultancy, or board membership that may influence your work with ABI? Yes No
If yes, explain: _____
3. Have you accepted any gifts, benefits, or favours exceeding Rs. 500 in value from any ABI stakeholder in the past 12 months? Yes No
If yes, describe: _____

Declaration

I declare that the above information is true to the best of my knowledge. I agree to promptly disclose any future conflicts of interest and abide by ABI's policy.

Signature: _____

Date: _____