

SRISTI FOUNDATION

POLICY

Table of contents

1. INTRODUCTION
2. STATEMENT OF PHILOSOPHY
3. WHO WE ARE
 - a. About
 - b. Vision
 - c. Mission
 - d. Scope
 - e. Core Values
4. BEING A PART OF SRISTI
 - a. Equal opportunity
 - b. Recruitment and Selection
 1. Employees
 2. Members
 3. School students
 - c. Conflict of Interest
 - d. After Induction
 1. Employees
 2. Members
 3. School students
 - e. Employee Duties
 - f. Personnel File
 - g. Probation
 - h. Salary
 - i. Professionalism
 - j. Discipline
 - k. Hours of Work
 - l. Working from Home
 - m. Public Holidays
5. DEPARTURE
 - a. Termination for Cause
 - b. Resignation
 - c. Employer Property
6. TIME AWAY FROM WORK
 - a. Casual Leave
 - b. Sick Leave
 - c. Compassionate Leave

- d. Unpaid Leave
- 7. BENEFITS
 - a. Housing
 - b. Board
- 8. PROFESSIONAL DEVELOPMENT
 - a. Attending courses
 - b. Expenses policy
- 9. CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY
 - a. Confidential Information
 - b. Intellectual Property
- 10. HEALTH AND SAFETY
- 11. ALCOHOL AND DRUG USE
- 12. AIR QUALITY
 - a. Smoke Free Environment
 - b. Environment
- 13. HARRASSMENT
- 14. WORKPLACE VIOLENCE
- 15. DISPUTE RESOLUTION
- 16. RULES AND REGULATIONS
- 17. CODE OF CONDUCT

INTRODUCTION

This handbook is a summary of policies, procedures and practices related to human resource management at Sristi Foundation which includes Sristi Village and Sristi School.

The Director and the General Manager are accountable for the development, maintenance and implementation of the policies outlined in these manuals.

All other staff should refer this manual to ensure organizational consistency in the application of these practices.

The General Manager is available to answer any questions or provide clarification on any content of this manual.

Definitions used in this document:

1. Management Team = It refers to Sristi management which consists of the Director and the General Manager.
2. Board = It refers to the board of directors of Sristi Foundation.
3. Employer = Sristi Foundation

STATEMENT OF PHILOSOPHY

Sristi Foundation wishes for a work environment that fosters personal and professional growth for all employees and members. It is the responsibility of each staff member to maintain such an environment.

We believe,

1. Every single person has got their own ability and has at-least one skill which when worked upon can create wonders.
2. Every single person regardless of their disabilities should be given a role and should be treated with respect.

It is the responsibility of all staff to:

1. Encourage cooperation and communication among each other and the community members.
2. Treat each other and the community members in a fair manner, with dignity and respect.
3. Promote harmony and teamwork in all relationships.
4. Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
5. Encourage and consider opinions of other employees or community members, and invite their participation in decisions that affect their work and their careers.
6. Encourage growth and development of employees and community members by helping them achieve their personal goals at Sristi Foundation and beyond.
7. Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
8. Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee and the community member has the right to fair treatment.
9. Recognize that employees in their personal lives may experience crisis and show compassion and understanding.
10. Respect the fact that all community members have gone through a lot in their personal life, so show compassion and help them become a part of a family and come out of that depression.

WHO WE ARE

About

Sristi Foundation was named after a Sanskrit word which means **creation**. Indeed, we want to create a world for those who are marginalized and people with intellectual and developmental disability, a world which they could call their own, and where everyone would be treated with equal respect.

To achieve this goal, we bought 8.39 acres of land in Thazhuthali Village (30 km from Pondicherry). There we started to establish our Sristi Village a self-sustaining and eco-friendly community (still upon completion) with our first members who already live, learn and work on the land. Through these two years experience, we realized that they had the chance to transform their lives. Besides, facts and figures reveal that in India, a large majority of people with intellectual disabilities live in rural area and do not benefit from any adequate training opportunity. This whole set of information and our own experience inspired us to launch and continue our activities.

Vision

An inclusive society where children and people with intellectual and developmental disabilities are respected, valued and have choices to lead an holistic and dignified life together. Sristi Foundation believes in an inclusive and eco-responsible world, where everyone would be given the opportunity to reach his full potential regardless of disability, race, gender, etc.

Mission

To enable persons with disability and other marginalized groups to live as independently and as fully as possible through economic and social empowerment.

Scope

The target group consists of people who are intellectually disabled and who belong to marginalized groups.

Why Sristi?

If you dream of a world where every single person regardless of their disability is treated with respect and given every single opportunity to prove themselves and create a place where they can sustain using their own abilities, if you want to create such world of equality and compassion, if you believe in what we believe, then Sristi is the place for you. Here we create such world with creators like you.

Sristi's Core Values

1. Inclusive Community: The community which consists of people from different backgrounds, some of them having some kind of disability and some of them without any disability, all live in a place helping each other in day to day works, surviving, progressing, learning and growing in to better humans.
2. Eco-friendly: The place which doesn't affect the Mother Nature and help the earth to survive.
3. Self Sustainability: The organisation which is marching towards self sustainability where it can survive on its own by producing and creating all its basic needs.

BEING A PART OF SRISTI

Equal Opportunity

Sristi provides equal opportunity to everyone which includes employees and community members regardless of their race, ancestry, colour, ethnic origin, language, creed, religion, gender, sexual orientation, age, marital status, and people with physical and/or sensory disability.

Recruitment and Selection

(i) Employees:

All full time employment opportunities at Sristi Foundation which includes Sristi Village and Sristi School for all type of posts are posted according to requirements on Sristi's website. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, a letter of motivation and a current cv, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Conflict of Interest

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family or someone they have an intimate relationship with. Intimate relationships with other employees or members of the Sristi's Board of Directors or other employees and community members of Sristi should be disclosed prior to accepting any offer from the employer. Failure to disclose this information would be considered contradictory to ethical standards.

In case relationships result between employees who are interdependent, where confidentiality matters become affected, a solution will be found in regards to the reporting party.

Confidentiality matters will become heavily affected if intimate relationships between staff members and volunteers, or staff members and volunteers will occur. Therefore any such relations are not accepted.

(ii) Community members:

All the community members who are invited to stay in the village as a community should meet certain considerations. This is because we want to provide a place for the people who are in real need.

1. They must have a story to tell, a story which is heart wrenching enough.
2. Not just orphans or abandoned, every single person who is in real need are invited to stay in the village. But always the first preference goes to the intellectually disabled and people having developmental disability because the village is primarily created for them, all others stay with them to support them and help them.
3. People at Sristi should feel they really need care and attention, so that they can be invited to stay with the community.
4. People who are invited to stay as a community member must have a minimum age of 16.
5. Final decision would stay with the board members of Sristi whether to accept a person to stay with them or not.

(iii) School students:

All school students who are inducted into the Sristi School should meet certain considerations because we want to completely change the lives of the children who have been inducted. By taking people who really are in need and considering the fact that we can provide facilities to only certain number of students, thus taking minimum number of students, we want to transform their lives for better.

Considering the fact that this a special school, they must have certain amount of intellectual disability and/or developmental disability.

1. Sristi school also allows students who have certain amount of physical disability along with intellectual disability but the decision of taking in the students with physical disability lies in the hands of the Head of the Institution or the board members because we want to provide complete care to students who gets inducted, if we feel we can't provide complete care, we can't take in such students because that'll affect the career and life style of such students and this we don't want. We want everyone to live a life which they are proud of.
2. Students are divided according to their age groups, not according to their intellectual abilities because we believe they should be provided with an environment where they can strive with their same age group and where they feel safe and confident.
3. Final decision would stay with the board members of Sristi whether to accept a student to be inducted in to the Sristi school or not.
4. But all the times when we reject a child for induction into the school, we feel bad. They are rejected not because they aren't good but because we aren't able to provide the

required necessities to the child. So as a part of good deed, every single time we reject a child, we'll make sure we refer you a place where they can be taken care of, a place which suits them better.

After Induction

(i) Employees:

All new employees will receive an Orientation session from the Managing Administration which will encompass an overview of general policies, procedures and operations.

This will also provide employees an opportunity to learn the performance expectations that the management has with regard to the position. The new employee will be given access to a copy of this Employee Handbook and will be expected to become familiar with its contents. They will also be made aware of policies, Rules and Regulations.

All 'in service' operations, positions and responsibilities will be introduced to the new employee. In this way, the new employee will understand how the staff is built up and who is responsible for what.

(ii) Community members:

All new community members after induction will go through a 10 days observation period during which they will be allowed to understand the premises and other community members. They also will be made comfortable for a good stay and they can decide whether they want to stay or not after that period. During this period all the other community members are also allowed to think whether they want the new person to be a part of their family or not.

This will help everyone become comfortable with each other and also this will avoid all the unnecessary conflicts and this will also help us to run village as a family thus making the family members decide whether they need the new one to be a part of their family or not thus giving them enough responsibility.

This observation period may increase depending on the person and on the approval of other community members.

(iii) School students:

All new school students who are inducted into the school also go through an observation period and are given special care to see they get comfortable and get used to the environment.

Employee Duties

Attached to an Offer of Employment is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and in the annual review process. If an employee is unsure of its contents, they should not hesitate to ask for clarification. From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by the management team.

Personnel File

Sristi does collect personal information for inclusion in personnel files. This information is available where applicable to the employee, the Managing Administration, and/or the Director. This information is kept in a secure location, and is not shared with our donors. Information which is contained in an employee's personnel file includes the following: CV, letter of offer, performance reviews, benefits and approved leave requests.

Probation

The first stage employment is probationary, and will normally be for 3 months but can be extended if required. In those cases where the probationary period is different, it will be detailed in the Letter of offer.

During this time both parties may assess suitability for employment with the organisation. This also provides the management team an opportunity to assess skill levels and address areas of potential concern. During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except in line with natural justice. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

1. Probation will end
2. Probation may be extended up to an additional six months (at a case to case base)
3. Employment will end

Salary

Salary scales shall be determined by the manager administration. The director will need to sign off on a case to case base. The setting of salaries in relation to job description and roles are based on those of similar organisations, budget considerations, and are in line with the level of experience of the particular applicant.

The organisation shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion. Currently, payday occurs before 5th of each month and covers the pay period ended the previous full month.

Any employee will be informed about the salary scale of the department he/she works in.

Performance Appraisals

The performance review document will be a living document for each employee and volunteer.

Each employee will develop a performance review document with the General Manager that outlines expectations for acceptable performance. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way. Performance reviews, for all employees, will occur as determined by their individual development plans, but at a minimum once per year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

Professionalism

When representing Sristi, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers. It's good to have a self understanding and know what's good and what's bad in which situation.

Discipline

Discipline within Sristi shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

1. Verbal reprimand
2. Written reprimand
3. Dismissal

Some circumstances may be serious enough that all three steps are used. Some examples of these types of situations are theft, assault or willful neglect of duty. In all cases, documentation should be included in the employees personnel file.

Hours of Work

Sristi is a place where creativity, ownership of responsibilities, pro-active self-planning is highly valued, however life-work balance should not come last.

Therefore, to be able to plan and work together efficiently, to schedule sessions as well as meetings, and not to get easily overworked, core working times are required. The core working hours for Sristi School staff are from 09.30 to 16.00, Monday to Friday (excluding holidays). Of course exceptions do occur and will be coordinated by the School Principal. The staff must be present half an hour before the scheduled time i.e, they must be present at 9.00am. Late comers will not be allowed to sign in the attendance register.

If volunteers want to work beyond these times, this is possible.

Working hours and working days for Sristi Village depends on individual to individual and their job responsibilities, so working hours and working days are conveyed to the employee while offering the job. Being an organisation which works for specially challenged people and being a residential one, sometimes the working hours or working days may vary according to the situation and it will be conveyed to the employee with advance warning.

Working from Home

Staff should be on site for the duration of their specified working hours at all times, unless they have written permission from their manager to work from home.

Written permission will only be given by a manager when there is a specific reason for working from home, which outlines why the employee is only able to carry out their particular task from home instead of on site. This reason must be related to the performance of the employee's role for Sristi Foundation.

Permission to work from home for personal reasons will only be given in extenuating circumstances, and must also be given as written permission.

Sristi Celebrations

Sristi celebrates certain days very grandly and expects its staff members and community members to participate in the celebration thus making it a success.

These celebrations are a part of Sristi since its inception.

Sristi celebrations are as follows

a. Pongal

b. World disability day - December 3

c. Foundation day - September 12

Public Holidays

Sristi recognizes public holidays and other days for which staff will be paid. Generally, they are:

1.	January 1st	New Years Day
2.	January 26th	Republic Day
3.	April 3rd	Good Friday
4.	April 15th	Vishu
5.	May 1st	Labour Day
6.	August 15th	Independence day
7.	August 27th	1st Onam
8.	August 28th	2nd Onam
9.	September 24th	Bakrid
10.	October 2nd	Gandhi Jayanthi
11.	October 23rd	Vijayadashami
12.	November 10th	Deepavali
13.	December 25th	Christmas

These days will be reviewed annually and will depend on operational requirements. If a staff member is required to work on a public holiday, they will be given compensatory time off.

Please see below for casual leave policy in addition to the above public holidays.

DEPARTURE

Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Causes include, but are not limited to; any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, carelessness, negligent or documented poor work performance, lack of positive attitude, breaching laws, rules and regulations, behaviour leading to personal conflicts, budget restraints.

Resignation

After completion of the first ninety (90) days of the probationary period, employees must give the Employer a notice of resignation in writing at least 1 month in advance. Specific notice times will apply to staff in sensitive positions such as Managing Administration. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived. Volunteers should give notice of an unplanned early leave at least one week in advance, depending on the length of their stay and the circumstances leading to termination.

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Manager Administration, in good condition, promptly and without being requested to do so.

TIME AWAY FROM WORK

Casual Leave

A casual leave allowance of 12 days per year for confirmed staff and 6 days per year for unconfirmed staff (still on probation) is permitted. No casual leave is allowed during first three months of probation period.

Casual leave must be requested at least two weeks in advance, and it is at the discretion of an employee's manager whether leave is granted.

Casual leave must be given via written approval from an employee's manager, using the Leave Form.

This leave is available in advance. If an employee leaves during the year, then casual leave accrued up to the time of departure will be paid out.

Casual leave is designed to give employees a chance to rest and rejuvenate, therefore taking of this leave is encouraged by the organization. Casual leave must be used during the actual financial year (1st April to 31st March) and cannot be carried forward to the next financial year.

Maternity Leave

Confirmed staff can take one month maternity leave for first delivery while half of their salary is credited.

Maternity/paternity leave will be applied according to general laws of the government.

Sick Leave

Employees will be entitled to up to 10 days of sick leave per calendar year. Sick leave is defined as being affected by illness that causes someone not to be able to work.

The employer reserves the right to request a doctor's note for absences of two days or longer.

If someone is too sick to be able to work, he/she will need to inform the head of department by phone, sms or email immediately.

The leave form should be signed by the manager when the employee returns to work, to record the number of sick days taken.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists. Such appointments should be informed to head of department **with at least two weeks' notice and written permission should be given on the leave form.**

The maximum sick leave allowance can only be used during the actual financial year (1st April to 31st March) and cannot be carried forward to the next financial year. Employees working part-time will have their rate of accumulation adjusted accordingly.

Sristi management team reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave.

Sristi Foundation is currently investigating the possibility of providing health insurance to permanent employees.

Compassionate Leave

Sristi grants up to three working days per event on the occasion of a death in the staff member's immediate family. Immediate family is defined as Grandparent(s), parent(s), brother(s), sister(s), children or Spouse. Additional compassionate leave may be granted at the discretion of the Managing Administration for reasons not covered elsewhere in this manual. These requests should be discussed in person with the Managing Administration followed by a written submission.

Unpaid Leave

Employees may take short unpaid leaves only in circumstances where the operations of the organisation is not negatively affected. Such leaves need to be applied for at least one month in advance and require the written consent of manager.

BENEFITS

Housing

Full-time, permanent staff will be provided with simple accommodation in Sristi Village as a benefit of employment with us. We ask that you abide by the expectations and code of conduct for living in the village.

Board

All employees are eligible for at least one meal per day and morning and evening tea on working days. Volunteers, volunteering for the foundation are eligible for full board – three meals per day plus morning and evening tea. In the exceptional case no food service is available, this will be communicated in advance. At Sristi we try to provide healthy meals. If anyone receives guests, it is possible for them to take meals at Sristi but only against a fee.

PROFESSIONAL DEVELOPMENT

Attending Courses

At the discretion of the management team, employees may be able to attend conferences, courses, seminars and meetings, identified through performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the General Manager, then Sristi may cover the cost of registration, course materials and travel expenses, or part thereof. This must be agreed in writing before the employee registers for the course.

If Sristi has agreed to pay for a course the fees will be paid on evidence of successful completion.

Expenses Policy

Sristi expects employees to act responsibly and professionally when incurring and submitting costs. The organisation will reimburse employees for reasonable expenses on pre-approved organizational related business. This includes, for example,.

Sristi Foundation will reimburse all reasonable expenses incurred during the enactment of an employees' duties for the organization, **as long as they are approved prior to the expenditure.**

Procedure:

- Written approval must be obtained from the Accountant before any expenditure is made.

- The Accountant will be available between 9.30am-11am and 3.30pm-5pm to grant approval for expenses.
- Receipts must be provided for any expenses and the Expense Claim Form must be filled in.
- Expense Claim Forms must be submitted within 15 days of the expenditure.

Expenses covered include:

- travel fares;
- accommodations;
- food if employee is entitled to meals at Sristi Village and is away for more than 24 hours on work duties;
- telephone and fax charges over and above normal personal usage;
- purchases made on behalf of the organization.

Expenses not covered include:

- any expense not necessary for the conduct of an employee's duties, including any food purchased while away from Sristi Village (unless employee is away for more than 24 hours);
- any expense that falls outside the approved departmental budget;
- any expense not given prior written approval;
- any expense for personal use including as toiletries, grooming products, expenses occurred by spouses, children, or relatives, mini bar, in-room movies or video games, sporting activities, film shows, drinks etc.

Travel Expenses:

Public transport must always be used except in cases where it is impossible to get to a place with public transport. In a case where no public transport is possible, private cars/bikes can be used **but only with prior written approval from the Accountant.**

- Train Travel: Travel in reserved compartment (2nd sleeper) for short trips and 3rd AC for long trips over 24 hours.
- Bus Travel: Overnight sleeper buses and/or AC buses.
- Air travel: Economy class with fare compare programs, best possible fare must be selected.

The Sristi vehicle can only be used for work related purposes. Whenever an employee is requested to drive this vehicle, he/she should inform the kilometres that are on the clock, the destination and reason to the guard on duty. Fuel expenses will be reimbursed on producing the fuel bill.

Sristi is not responsible for accidents, traffic and/or parking violations.

In case parking fees are unavoidable, these will be reimbursed against receipts.

Accommodation Expenses:

All accommodation expenses must be given prior written approval by the accountant.

If an inviting party is not paying for accommodation, employees will be reimbursed for reasonable hotel accommodation. Discounted room rates should be requested at the time of room booking. (Maximum of Rs 2000/- for accommodation in cities and Rs.1000 for accommodation in towns.

Food Expenses:

Food expenses can be claimed if the employee is entitled to meals at Sristi Village and is unable to take these meals. Food expenses can only be claimed for the meals that have been missed at Sristi Village (i.e. all meals cannot be claimed if employee would only have eaten lunch at Sristi) and only up to a maximum value of Rs.200 per whole day.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

Confidential Information

From time to time, Sristi employees may come into contact with sensitive and confidential information, including but not limited to information about Sristi team members, community members history, about donors, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them strictly confidential.

Furthermore, any such confidential information, obtained through employment with Sristi, must not be used by an employee for personal gain or to further an outside enterprise.

Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Sristi shall be the property of Sristi and the employee is deemed to have waived all rights in favour of Sristi. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

HEALTH, SAFETY AND SECURITY

Sristi, along with its employees, must take reasonable precautions to ensure that the workplace is safe. Employees and community members who have health and safety concerns or identify potential hazards should contact the Member's associate or the Managing Administration.

Sristi uses its own vehicle to transfer employees and/or community members who needs medical attention to the hospital. The hospital they are taken to depends on the severity of the issue.

In Village one should ensure the safety of their own belongings and if something unfortunate happens, they should inform the security in charge immediately. Security incharge has every right to check every place.

ALCOHOL USE

Alcohol consumption is not permitted on the village/school at any time. Alcohol consumption outside the village entirely depends on the person. At all working times Sristi employees are expected to be sober.

DRUG USE

Use of illegal Drugs or dealing in or promotion of the same is not permitted in any of Sristi's premises: this means at the village/school or at the place where accommodation is provided.

For the purposes of this policy, illegal drugs would not include drugs prescribed by a medical practitioner, or normal pharmaceutical drugs for low level disease such as aspirin, paracetamol etc.

AIR QUALITY

Smoke Free Environment

Smoking at Sristi Village is not permitted at any time. Outside of entrance gate is personal choice. Cigarette left-overs should be disposed of properly.

Smoking outside the village at other Sristi Properties is permitted in a reasonable way but only in consent of all persons staying there. It should not impact the health of any other person.

Environment

Sristi strives at keeping the village/school clean and environmental-friendly. All employees are expected to support this philosophy and follow the waste segregation rules distributed around the village.

As odours from building materials and noise levels for tools can cause discomfort to employees and community members, renovations will be scheduled to have a minimum impact on employees.

This may include renovating during non work hours (evenings & weekends)

HARASSMENT

Sristi wants to provide a harassment-free environment for its employees, community members and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Sristi will neither tolerate nor accept behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, swearing, racist statements, slurs, hurtful jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Note: Harassment in the village may happen in six ways, one staff member harassing another staff member, one staff member harassing another community member, one community member harassing another community member, one volunteer harassing another volunteer, one volunteer harassing a staff member or a community member or a staff member harassing a volunteer.

In the case where one staff member is harassing another staff member in any way, it should be immediately taken to the notice of the General Manager

In the case where one staff member is harassing another community member, it should be noted by the member’s associate and take appropriate action.

In the case where one community member is harassing another community member, it should be noted by the member’s associate and take appropriate action.

In case volunteers are being harassed, they should immediately take that to the General Manager or Director

In case any volunteers are harassing a staff member or community member, the person being harassed should take the matter to General Manager or Member's Associate.

But one should note all the community members being adults have their own sexual needs and if both the community members are on the same terms and have no problem, one shouldn't interfere.

WORKPLACE VIOLENCE

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker or a community member, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Sristi has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

DISPUTE RESOLUTION

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, Sristi recommends the following process for conflict or dispute resolution.

- ✓ Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- ✓ If speaking to the individual does not work, speak to the Member's Associate / General Manager. The GM will arrange a meeting between those involved in the dispute, to determine a resolution.

Sristi Grievance redressal process for employees

1. The employee should raise his or her grievance with the immediate supervisor/coordinator.
2. Identification of the problem: General Manager needs to identify and diagnose the problem stated by the employee.

3. If the decision taken by the General Manager is not acceptable to the aggrieved employee, he or she should be made known to whom next in line of the management, he or she should refer the grievance.

4. Collecting the facts and analyzing the cause of the grievance.

5. Taking Decision: The grievance should be handled promptly and ethically and a decision should be taken within reasonable time. In case the grievance is not resolved at the internal level, the grievance will, then, referred to an arbitrator who is acceptable to the employee as well as the management.

6. Once a final decision has been taken, the same should be implemented with immediate effect.

Disputes may be occur between staff or staff and community member or between two community members.

If disputes occur between staff, one shouldn't prolong that because it will affect the relations between community members and this will also affect their mental health.

If disputes occur between staff and community member, the staff should think wisely and make sure he/she don't over react. The member's associate should take care of this thing immediately.

If disputes occur between two community members, the member's associate should take care of this thing and make sure they resolve it peacefully.

In all the cases, if nothing happens, they should take the case to the General Manager.

ANNUAL REVIEW AND UPDATE OF POLICIES

The Sristi management reviews and updates the Sristi policies annually.

CODE OF CONDUCT

The Sristi village is shared by many individuals who come from different cultures and have different backgrounds; a code of conduct is created by all Sristi management for the betterment of all Sristi members. Here a few guidelines to be followed: If there are any issues between you and someone else, please talk to the person in question directly to find a solution. If you confront anyone with a problem, at the same time please provide a possible solution! In case the that cannot solve the issue, they should inform the General manager. Personal problems should be solved with the help of peers.

Sristi is a place where we respect each other through:

Honesty

Being honest every single time helps. As someone puts it, honesty is the best policy. Talking in English when someone who doesn't know the local language is around is something called manners.

Tolerance

Being tolerant is the least you can do. Understand every single person has their own problems, own headaches; they still come around, smile and help you and the organisation you work for progress. So understand that, stay tolerant. If someone suddenly shouts at you, don't shout back. Keep your calm and ask them what's wrong. Community members might have gone through a lot, their stories are so heart wrenching. So if someone loses their cool, don't hit back at them just because you are strong. But help them come out of that. Understand that it's not them speaking; it's the evil sitting comfortably inside them speaking.

Non-Sexist behaviour / Respect

Keep respectful distance to everyone. Being aware of personal space and personal integrity, touching without sexual intent is very necessary. Every single person needs privacy. We are working in an environment where humans of all gender work with you or you work for the betterment of them. So respect their space, understand they are not vulnerable just because they are intellectually disabled.

Efficient use of resources

Resources are scarce, every single time. You need to understand the fact that nothing is enough to anyone. So, one should use them efficiently. Take as much food as you want, but don't waste. A donor is sponsoring us, remember that. Don't waste electricity. It is so scarce, governments have to start a campaign stating not to waste electricity. We being an NGO, we should stand as an example.

Leading by example:

Being sober during sessions and when representing Sristi and offensive actions due to drunkenness are not acceptable. We are an NGO. People come and visit us on regular basis to get inspiration, to help us, to donate or to make us feel we are doing something good. At that time we need to act responsible. They need good inspiration not a bad one. Help all community members too lead by example.

Respecting beliefs

Every single person has their own belief, some people don't believe in anything at all. Understand this fact that every single person is different. Don't just rub your beliefs on someone

and make them follow yours. Respect other's beliefs, smile when they mention something and if you don't like it, just ignore. Help Sristi become a secular organisation.

Non-Provocation

Respect other's privacy. Don't gossip. Gossiping is as much evil as murdering someone. It just kills other's character. Every single person here is good. Before judging, try to know their story, sit back, relax, think and help.

Non-discrimination

Love to work with everyone, irrespective of region of origin, background, religion, gender, disability, sexual orientation, age, social affiliation. Create a friendly environment and make everyone feel comfortable.

Protecting Privacy

Anyone who wants to take pictures and/or put them in a public domain, should ask permission of the persons on the pictures first.

RULES AND REGULATIONS

Table of Contents

- ✓ Safety
- ✓ Energy
- ✓ Communication
- ✓ Guests
- ✓ Relationships in the village
- ✓ Cleanliness
- ✓ Emergency Information
- ✓ Prohibited in the village – Indian Law

Safety

Going Out

Everyone who leaves and returns to the village will need to register with the security guard.

Considering this a village, it's highly unsafe to stay outside at late nights. So for the safety of everyone, everyone should return to the village before 9PM.

Energy

In order to limit energy consumption as much as possible all the staff members and community members are requested to save as much energy as possible. Therefore,

- ✓ Whenever you leave any room, please ensure that all electricity items are switched off, including lights, fans and computers, if any. Fans should not be unnecessarily switched on.

Communication

Cell Phones

All electronic equipment, including mobile phones, need to be switched off during any form of assembly or at least put them on silent.

Guests

Relatives, friends or project related guests may visit Sristi Village, but only under certain conditions:

Day Guests

1. All guests should be announced beforehand to the General manager.
2. Guests must report to the guard on duty when entering the village.
3. Guests should never be a distraction to Sristi community members, including their hosts.

Over night Guests

In general overnight visitors on campus are not allowed. However, exceptions may be made on a case by case basis at the discretion of the management. If a guest is allowed to stay, they must abide by all of Sristi's Rules and regulations.

1. You are responsible for making your guest feel welcome.
2. You are responsible to ensure your guest follows the code of conduct.
3. To ensure that every Sristi Community member knows who is in the village, all visitors must be introduced to everyone at the beginning of their stay.

If a visit, for any reason, is not in the best interest of the project (lack of time, lack of space, personal reasons, etc) Sristi management will make a final decision whether a stay is possible or not.

Relationships in the village

Due to interdependency and confidential matters, intimate relationships between staff members and volunteers, staff members and community members or volunteers and community members are a strict no.

Yet, certain things like love and relations are not restrictable because love can blossom anywhere, anytime. If two persons have mutual consent and if it doesn't affect the Sristi Management and works related to Sristi, then there are no restrictions as such.

Cleanliness

Littering

To ensure cleanliness, littering is considered to be misconduct. Please be aware that we are living in a shared environment.

Waste Segregation

These are the rules to ensure that the Sristi waste management policy can be maintained as well as to keep up cleanliness and hygiene in our village. You find waste bins at certain designated places in the village, use it and help community members get used to it.

Personal Hygiene

All staff members, community members and volunteers are requested to maintain the personal hygiene in order to protect yourself and others from illness. Please remember you are living with a family at the village.

Emergency Information

First Aid/Medical Kits

A first aid emergency kit is available with the Members Associate. There is also a medical kit, with various medicines and medical supplies are available with the Member's Associate. If a community member or a staff member is feeling unwell or hurt, they should contact the respective person immediately.

Prohibited in the village - Indian Rules

All the people staying in the Sristi Village have to abide Indian laws, rules and regulations. If anyone notices what is perceived to be an unlawful activity please report it to the General Manager or another member of staff immediately.

Drugs

In India, using drugs is illegal. Drugs are forbidden on and off the Sristi Village.

Gambling

Gambling is legally not allowed and therefore not acceptable in the village.

News update/other publications

Sristi's news updates on the website, blogs, magazine, radio show, etc. may not be used for any religious or party political purpose. All publications have to go through the Sristi's management desk before publishing.

Offensive behaviour

Offensive behaviour is not tolerated.

Religious activity

Sristi is a secular institute that welcomes everyone with or without a certain religion. To protect the project, no religious symbols or activities can be presented in or around the village in a visible or audible way. All Sristi's members have to respect all religious beliefs and non beliefs. Discussions with religious context should be avoided as much as possible to prevent inter religious conflicts. No one should feel forced to believe what others believe. According to Indian visa regulations any missionary activities within in India are prohibited, so volunteers should take care of this.