

PERSONNEL POLICY OF JANANEETHI

1. Eligibility

Jananeethi shall engage people with quality and commitment as its full time/part time staff depending requirements from time to time. Any one who has a blood relation or family connection with a Board Member of Jananeethi shall not be eligible for appointment in the organization.

2. Political/Communal links

Active members of political parties, extremist ideologies, communal organizations or faith groups shall not be eligible to be appointed in Jananeethi. Any one who wishes to be part of Jananeethi, a member or a paid staff, shall affirm his/her faith in secular values. Any thing in contravention to this will disqualify a member to continue in Jananeethi.

3. Member of Jananeethi Family

All who take appointment in Jananeethi automatically become members of the extended Jananeethi Family and continue to be members even after termination of their services until or unless they are removed from the roll of Jananeethi for obvious reasons. A member of Jananeethi Family shall endorse the aims and objectives of Jananeethi and its democratic and secular values.

4. Gender Perspective

Jananeethi gives top most priority to gender perspective in all its services, assessments, evaluations, facts finding missions etc. The takers of its services being victims of torture, organized violence, corruption and gender bias, gender friendly approach shall remain the strategic policy of Jananeethi.

5. Gender Equity

In all appointments and filling of vacancies in Jananeethi, gender equity shall be ensured as a norm. This principle shall also be a criteria even in the selection of office bearers and formation of various committees.

6. Principle of Equity

All members, inclusive of office and project staff, are treated as equals in Jananeethi, irrespective of their academic qualifications, assignments, designations or seniority in service. All are addressed by name respectfully, and no one shall be addressed as 'sir', 'madam' and so on.

7. Right-based approach

Jananeethi is a right-based organization; its services are right based as well. Hence those who approach Jananeethi for services are necessarily treated as 'entitled for services' and any help/assistance given to them shall be deemed as their due. Utmost care and diligence shall be taken to treat them with respect and they shall be attended without delay.

8. Appointment

All those are engaged in Jananeethi for various tasks on payment of salary shall be given letter of appointment explaining their specific designation, functional responsibility, date of joining and monthly salary. The Executive Director will have the full authority to assign and reassign responsibilities as per the organization's requirements.

9. Working days

Jananeethi observes a six day week, Monday through Saturday. However, being a grass root organization Jananeethi may have field programmes on Sundays/holidays and if so services of the support staff and field officers will be required. In such cases, those staff can compensate their loss of holidays during the following week.

10. Working hours

The normal working hours of Jananeethi shall be from 9.00 am to 6.00 pm. However, there may have slight variations in the schedule in consideration of the need and special contexts of the persons / matters involved. A general consensus with respect to the time schedule of each member may be worked out in the ordinary weekly meetings. As a matter of principle, Jananeethi gives priority to self responsibility and self discipline of members and prefers minimum intervention by the administration.

11. Holidays

Jananeethi has only few holidays in a year. The following special days will be holidays if they fall during the week days. They are: Republic Day (Jan.26), Good Friday, Vishu, Id-ul-fitr, May Day (May.1), Independence Day (Aug.15), Thiru Onam, 3rd Onam, Vijayadasami, Gandhi Jayanthi (Oct.2), Bakrid, Christmas (Dec.25). December 30th is the Foundation Day of Jananeethi and the following day (Dec.31) will normally be observed as Staff Picnic. Hence those are deemed as holidays in Jananeethi.

12. Probation

All fresh appointees in the office will be initially on probation for a period of six months from the date of appointment. Their monthly pay will be fixed finally on completion of probation which will afford opportunity for assessment of capacity and commitment of the candidate. The candidate will not be entitled

to any claim or compensation for the period under probation.

13. Leaves

There is no separate claim for annual and casual leave as such in Jananeethi. As per the need and context of each context, the concerned member can avail leave in consultation with the Executive Director. However, there shall not be more than 15 leaves in a year. Exceptions will be considered depending the merit of the case. Jananeethi, rather, relies on the sense of discernment of each member at such occasions.

14. Discipline

- a) Performance and sense of responsibility are placed higher than punctuality, but late coming regularly without notice will create wrong precedence in the organization. Hence such tendencies shall be discouraged.
- b) Each member in the office will enjoy freedom, independence and sense of belonging; however, the general decorum of the office, its dignified silence without disturbance to others at work shall be maintained.
- c) Personal works, conversations, visits, telecommunications, family chores etc shall not be entertained/encouraged during office time.
- d) Respect for seniors, privacy of individuals, religious faith and practices of members and courtesy for colleagues will define mutual relations.
- e) Members shall scrupulously refrain from any conduct which may be interpreted as sexual harassment. Any such conduct shall be immediately reported to a Committee set up for the purpose. Such Committee shall urgently inquire into the matter and report to the Management. Management shall promptly respond by taking stringent action, not excluding dismissal, if so warranted.
- f) Members will treat all matters communicated to them by the organization or by being part of the organization, and all documents coming to their notice and possession there of strictly as confidential. In no circumstances shall any such material or document be communicated to an outsider unless the organization authorizes you in writing for the purpose.

15. Termination

During probation, service may be terminated at any time without notice. After probation, service may be terminated by either side on giving one month's notice or one month's pay in lieu of notice.

16. Staff Care

Human capital is most important asset in Jananeethi. Deeply concerned with the human rights and Constitutional protection of the vulnerable and marginalized in the society, Jananeethi can not afford to ignore the well being of its own staff. Priority shall be given to their happiness and welfare. Any thing that affects their physical / psychological / emotional integrity will be looked into and topmost attention shall be given for sorting out any such issues. Family gathering at least once in a year shall be encouraged. Executive Director will visit the families of the staff occasionally to keep good rapport with the members of their families.

17. Meetings

There shall be weekly meetings of the staff. Office and project staff including volunteers and interns, if any, would attend such meetings. There shall be evaluation of programmes held in the previous week, progress of the on-going projects, forth-coming programmes etc would be assessed and evaluated. Each member shall be required to report in the meeting about his/her performance followed by questions and clarifications.

18. Participatory role

Jananeethi is ONE Family. Every member is expected to be concerned with its development and well being. All will share the house chores including monthly cleaning of the house (Labour Day). Internal responsibilities will be shared among all. All members shall participate in common programmes like picnic, family gathering, special day celebrations like Onam.

19. Grievance Redressal

A Committee specially constituted by the Board will attend to complaints / grievances of the members what-so-ever are the nature of the complaint. The Committee will report to the Board regarding possible solutions. Final decision will be taken with the concurrence of the Board and the same will be communicated to the parties concerned in not later than 30 working days since the date of the complaint received.

20. Training & Updating

The Executive Director on behalf of the organization will look into opportunities and avenues for further trainings and updating of the members when ever and where ever is possible. Workshops/seminars/panel discussions shall be arranged in the office for the members occasionally to keep them abreast of contemporary national/regional/global concerns.