

# सुजाग्रति समाज सेवी संस्था मुरैना म0 प्र0

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## Human Resource Policy



**Sujagriti Samaj Sevi Sanstha**  
**Morena, Madhya Pradesh**

## **1. Objective**

- The objective of this HR policy is to ensure transparent, fair, and consistent human resource practices across Sujagriti for all staff and volunteers.

## **2. Recruitment**

- Recruitment will be merit-based, aligned with organizational needs.
- All appointments shall be formalized through written offer letters.
- Background checks and reference verification will be part of the hiring process.

## **3. Working Hours**

- Sujagriti will operate 6 days a week, Monday to Saturday.
- Working hours: 10:00 AM to 6:00 PM
- Sunday will be observed as a weekly off.

## **4. Salary and Allowances**

- Salaries will be credited to employees' bank accounts by the 5th of each month.
- Annual salary increments may be granted based on organizational performance and individual merit.
- No cash payments will be made to maintain financial transparency.

## **5. Leave Policy**

- Annual Leave: 12 days per year
- Sick Leave: 6 days per year
- Casual Leave: 6 days per year
- All leave must be approved in advance unless it is an emergency.

## **6. Code of Conduct**

- Employees are expected to maintain high standards of integrity, professionalism, and commitment.
- Discrimination, violence, harassment, corruption, and any act that harms the reputation of Sujagriti are strictly prohibited.
- Misconduct will be subject to disciplinary action, including termination.

## **7. Termination of Service**

- Employees may resign with one month's notice or payment in lieu of notice.
- Sujagriti may terminate employment with one month's notice or equivalent salary, citing valid reasons.

## **8. Confidentiality**

- Staff must maintain confidentiality regarding internal processes, financials, donor information, and beneficiary details.
- Breach of confidentiality will lead to disciplinary action.

## 9. Volunteer Policy

- All volunteers must sign a volunteer agreement before starting.
- Volunteers will be briefed on their responsibilities, code of conduct, and working schedule in writing.

## 10. Gender Equality and Anti-Harassment Policy

- Sujagriti provides equal opportunity to all individuals regardless of gender, caste, religion, or background.
- An Internal Complaints Committee (ICC) will address any cases of sexual harassment as per the Sexual Harassment of Women at Workplace Act.

**Approved by:**

**Zakir Hussain, President**

Name Zakir Hussain  
Head of the Organization  
**President**  
Sujagriti Samaj Sevi Sanshodhan Mandal  
Morena (M.P.)