




SAKSHAM TRUST
“Limiting Limitations”

RULES BOOK
Organization Policy Manual

Effective Period:
April 2026 - March 2027

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SAKSHAM

disability

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1. Introduction

Saksham Trust, established in 2003, is a national award-winning not-for-profit organization dedicated to promoting inclusion, accessibility, and dignity for persons with visual impairments and other disabilities. This **Rules Book (Organization Policy Manual)** provides guidelines, expectations, and responsibilities for all individuals associated with Saksham.

The policies outlined herein are binding on all employees, consultants, volunteers, and interns. The purpose is to ensure transparency, professionalism, and ethical conduct across all operations.

2. Vision, Mission, and Values

Vision:

To create an inclusive society where persons with visual impairment and other disabilities can lead lives of dignity, independence, and equal opportunity.

Mission:

- To provide accessible education, cultural experiences, and assistive technology to persons with visual impairment.
- To advocate for inclusive policies and practices.
- To empower communities through training, awareness, and capacity building.

Core Values:

- Respect & Dignity for All
- Transparency & Accountability



- Commitment to Accessibility
 - Innovation for Inclusion
 - Non-Discrimination & Equality
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3. Scope & Applicability

This manual applies to:

- All employees (permanent, contractual, part-time)
- Consultants, interns, and volunteers
- Partner staff working at Saksham offices or projects

The rules apply across all offices of Saksham, including Delhi, Noida, Shimla, and project field locations.

4. General Rules & Regulations

4.1 Employment Relationship

Employment with Saksham is based on mutual trust, accountability, and performance. Staff are expected to:

- Uphold organizational goals.
- Respect the confidentiality of beneficiaries and donors.
- Maintain professionalism in all dealings.

4.2 Equal Opportunity & Non-Discrimination

Saksham prohibits discrimination based on disability, gender, caste, religion, marital status, or any personal attribute. All hiring, promotions, and work assignments follow fair and transparent procedures.



4.3 Professional Conduct & Code of Ethics

- Employees must be punctual, respectful, and collaborative.
- Accepting personal gifts, favors, or payments from beneficiaries, vendors, or partners is strictly prohibited.
- All staff must act in the best interests of Saksham, avoiding favoritism or bias.

4.4 Conflict of Interest

Employees must disclose any relationship, financial interest, or external employment that could conflict with Saksham's interests.

4.5 Dress Code & Professional Appearance

Employees are expected to dress appropriately for professional settings. During public events, formal or semi-formal attire is required.

5. Office Administration

5.1 Office Timings & Attendance

- Standard office hours: **9:30 AM - 5:30 PM (Monday - Friday)**
- Lunch break: 1:00 PM - 1:30 PM
- Attendance is recorded daily via register/biometric system.

5.2 Leave Rules & Holidays

- Annual leave entitlement: 18 days paid leave per year.
- Sick leave: 10 days.
- Public holidays: As per the organizational calendar.
- Prior approval is mandatory for planned leave.



5.3 Remote Work & Flexibility

- Remote work may be approved for project-specific needs or special circumstances.
- Staff must remain accessible via phone/email during work hours.

5.4 Official Travel & Reimbursement

- All travel must be pre-approved.
 - Reimbursements require submission of bills within 7 working days.
 - Travel advances must be settled within 15 days.
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6. Use of Organizational Resources

6.1 Office Property & Equipment

- Equipment such as laptops, Daisy players, 3D models, etc. are property of Saksham.
- Staff are responsible for proper use and safe return upon exit.

6.2 IT Systems, Internet & Email Usage

- Official email IDs must be used for work communication.
- Unauthorized use of IT systems, downloading pirated material, or misuse of internet is prohibited.

6.3 Confidentiality of Information

- Donor, beneficiary, and staff data must be handled responsibly.
- Sharing organizational documents outside without approval is prohibited.

6.4 Social Media & Public Communication

- Only authorized staff may post on Saksham's official platforms.
- Staff must refrain from posting confidential or derogatory information online.

7. Financial & Legal Compliance

7.1 Adherence to Indian Laws

Saksham complies with the **Societies Registration Act, 1860, FCRA 2010, Income Tax Act, RPwD Act, 2016**, and other relevant laws.

7.2 Financial Discipline

- All expenses must be budgeted and approved.
- No personal use of organizational funds.

7.3 Donations, Grants & CSR Funds Usage

- Utilization must align with donor agreements.
 - Quarterly financial reporting ensures transparency.
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8. Workplace Conduct & Culture

8.1 Anti-Harassment Principles

Harassment of any kind (verbal, physical, or digital) is strictly prohibited. The organization follows the **POSH Act, 2013**.

8.2 Disability Inclusion & Accessibility

Saksham prioritizes accessible documents, events, and infrastructure to ensure inclusion of persons with disabilities.

8.3 Respect for Colleagues, Beneficiaries, and Partners

Mutual respect is mandatory across all levels. Beneficiaries must be treated with dignity at all times.

9. Disciplinary Actions & Procedures

9.1 Nature of Misconduct

- Repeated absenteeism
- Misuse of funds/resources
- Harassment or discrimination
- Breach of confidentiality

9.2 Corrective & Disciplinary Measures

- Verbal/written warning
- Suspension
- Termination of employment

9.3 Appeal Mechanism

Employees may appeal disciplinary actions to the Director/Trustees.

10. Policy Review & Amendments

This manual will be reviewed annually (end of March each year). Amendments may be made with approval from Saksham's Governing Body.



The image shows a handwritten signature in blue ink over a circular stamp. The stamp contains the text: 'SAKSHAM Disability', '486', 'New Delhi', 'Reinforce Nagar', and 'New Delhi-110060'.