



SAKSHAM TRUST
“Limiting Limitations”

HUMAN RESOURCE DEVELOPMENT POLICY / PLAN

Effective Period: April 2026 - March 2027

Prepared by: Program Director & HR Department

Approved by: Management

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1. Introduction & Objectives

Saksham recognizes that its people are the most valuable resource in achieving its mission of empowering persons with disabilities. The Human Resource Development (HRD) Policy is designed to:

- Ensure fair and transparent HR practices.
 - Promote inclusivity and equal opportunities.
 - Strengthen staff competencies through structured learning and development.
 - Provide clarity on rights, responsibilities, and entitlements of employees.
 - Align HR systems with organizational goals and donor requirements.
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2. Applicability

This policy applies to:

- All non-teaching employees of **Saksham Trust** and **Saktek Foundation**.
- Staff employed on **regular, contractual, project-based, or probationary** terms.
- All branches and centers of Saksham.

Teaching staff may have separate policies (academic regulations), but general principles of HR apply.

3. Recruitment & Selection Policy

- **Needs Identification:** HR initiates recruitment based on approved staffing plans or project requirements.
- **Job Description (JD):** Clearly defines role, responsibilities, qualifications, and reporting lines.
- **Selection Process:**
 - Applications invited (online/offline).

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- Screening of candidates based on eligibility.
 - Interview panel to include HR, program lead, and one senior management representative.
 - **Equal Opportunity:** No discrimination on the basis of gender, disability, caste, religion, or marital status. Saksham encourages applications from persons with disabilities.
 - **Background Verification:** Prior employment and references may be checked.
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4. Appointment & Contracts

- Every employee receives an **Appointment Letter / Contract** signed by management.
 - Terms include designation, joining date, probation, salary, benefits, and reporting authority.
 - Contracts are renewable annually, based on performance and funding availability.
 - Service conditions (notice period, termination clause) are clearly mentioned.
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5. Probation & Confirmation

- **Probation Period:** 3/6 months for new employees.
 - **Review:** HR and reporting manager assess performance mid-way and at completion.
 - **Outcomes:**
 - Confirmation as regular employee.
 - Extension of probation (max 3 months).
 - Termination if performance unsatisfactory.
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6. Performance Management & Appraisal

- **Annual Performance Appraisal Cycle:** April - March.

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- **Process:**
 - Self-Appraisal by employee.
 - Manager's Evaluation (KPIs, achievements, challenges).
 - Review by HR & Management.
 - **Criteria:** quality of work, initiative, teamwork, adherence to policies, innovation, community impact.
 - **Linkages:** Salary increments, promotions, contract renewals, training needs.
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7. Training & Capacity Building

Saksham invests in continuous professional development.

- **Internal Training:** Regular workshops on assistive technologies, inclusive education, disability rights, project management.
 - **External Training:** Staff may attend external courses with prior approval.
 - **Learning Support:** Access to resources, mentoring, and peer learning.
 - **Mandatory Sessions:** Orientation, POSH sensitization, and Data Protection awareness.
 - Minimum **2 development sessions per year per employee.**
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8. Compensation & Benefits

- Salaries are based on approved budgets and donor agreements.
 - Statutory benefits: **PF, ESI, gratuity** (where applicable).
 - Allowances: Travel, conveyance, or per diem as per **Travel Policy**.
 - Overtime: Compensated through **Compensatory Off Leave** (not cash).
 - Salary disbursed by **7th of every month** via bank transfer.
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9. Leave & Attendance Policy

All employees are expected to maintain regular attendance. However, the organization recognizes the need for leave due to personal, medical, or family circumstances.

Types of Leave & Entitlements

1. Probation Period Leave (PPL)

- Employees on probation may avail **up to 3 days of leave** during the 6-month probation.
- Unused leave will **not** be carried forward.

2. Contract Period Leave (COL)

- Employees on fixed-term contracts will be entitled to leave **pro-rata**, depending on contract duration.
- For contracts of 12 months, leave entitlements are same as regular staff.

3. Earned Leave (EL)

- **12 days per year** (1 day per completed month of service).
- Can be carried forward up to **30 days**.
- Encashment possible only if approved by management/donor guidelines.

4. Casual Leave (CL)

- **8 days per year**.
- Cannot be carried forward or encashed.
- Intended for urgent/unforeseen personal needs.

5. Sick Leave (SL)

- **12 days per year**.
- Medical certificate required if absence exceeds **3 consecutive days**.
- Can be carried forward up to **20 days**, but not encashed.

6. Maternity Leave (ML) *(as per Maternity Benefit Act, 1961, amended 2017)*

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- **26 weeks** (6 months) for up to 2 surviving children.
- **12 weeks** if employee already has 2 or more children.
- Additional **4 weeks unpaid leave** may be granted on medical grounds.

7. Paternity Leave (PTL)

- **7 days**, within 6 months of child's birth.
- Cannot be carried forward.

8. Compensatory Off (Comp. Off)

- Granted for working on **holidays/weekends** with prior approval.
- To be availed within **3 months**.

9. Leave Without Pay (LOP)

- Applicable when other leave balances are exhausted.
- Deduction of salary for the period of absence.

General Rules

- Leave must be **applied in advance** through the Leave Application Form (Annexure A) or HR system.
- Emergency leave must be communicated to the line manager by **phone/email/WhatsApp** at the earliest.
- Absence without intimation for more than **3 consecutive days** will be treated as misconduct.
- Attendance will be maintained via **biometric/manual registers** at all offices.

10. Code of Conduct & Workplace Ethics

Employees are expected to:

- Maintain integrity, professionalism, and confidentiality.



- Respect diversity and promote inclusion.
 - Avoid misuse of organizational property or funds.
 - Refrain from discriminatory or harassing behavior.
 - Declare conflicts of interest where applicable.
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11. Grievance Redressal Mechanism

- Employees may submit grievances to HR or their reporting manager.
 - If unresolved, escalation to Grievance Committee.
 - Complaints handled confidentially within 15 working days.
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12. Whistleblower Protection

- Employees may report unethical practices (fraud, corruption, misconduct) without fear of retaliation.
 - Reports can be made to HR, Trustees, or designated Whistleblower Officer.
 - Protection is assured under Saksham's **Whistleblower Policy**.
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13. Prevention of Sexual Harassment (POSH)

- Saksham has a **zero-tolerance policy** against sexual harassment.
 - An **Internal Complaints Committee (ICC)** is constituted as per the POSH Act, 2013.
 - Annual awareness workshops are mandatory.
 - Confidentiality of complainant is protected.
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14. Disciplinary Procedures

- Misconduct may lead to verbal/written warnings, suspension, or termination.

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- Examples of misconduct: habitual late attendance, fraud, harassment, substance abuse at workplace.
- Due process (notice + hearing) will be followed.

15. Separation & Exit Management

- Minimum **30 days' notice** required for resignation.
- HR conducts exit interview to capture feedback.
- Clearance includes return of assets, pending documents, and handover.
- Final settlement released within 45 days of exit.

16. Monitoring & Review

- HRD Policy reviewed **annually** by HR & Management.
- Staff feedback considered for improvements.
- Updates communicated via email and staff meetings.

