Policies of Voluntary Association for Social Upliftment (VASU)

1. *HR Policy:*

A. Purpose

The purpose of the Human Resource Policy is to set down the policies, conditions, rights and obligations of NGO employees subject to their performance and responsibilities, in their respective fields. VASU's HR policy is designed to give equal opportunities to any competent individual selected on the basis of their qualification, capacity or skill.

From the time of contract, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information. The policies described below may at any time be subject to modification if the General body of the NGO deems it necessary. In such cases, employees will be fully informed of the changes made.

B. Categories of Personnel:

All personnel working for the NGO are classified into the following types.

i. **Employees:**
Employees designate paid individuals who are given ongoing assignments, either part-time or full-time, subject to periodic evaluations and performance assessments, and are paid on monthly basis. They will have the responsibility towards the day to day functioning, and/or in any one of the ongoing/prospective projects of the organization. All employees of the organization are classified into Management Category, Professional Category and Support Categories.

ii. **Consultants:**
Consultants are professional experts hired by the NGO on short-term basis, for the completion of specific tasks and assignments related to the NGO or one or more of its projects.

Apart from employees and consultants there might be workers working for NGOs. Workers are the persons who do specified type of work like carpentry, electrical work, plumbing, daily wage work etc. All workers are assigned on a temporary basis.

C. Personnel Files:

The Organization maintains a personnel file for each of the employees. These files contain confidential documents and are managed and maintained by authorized staffs.

D. Personal Records:

During appointment of the employee the photo copies of qualifications and experience are collected, along with their joining report, which shall be kept in their respective files.

E. Classification of Staff:

i. **Regular:** Person appointed in a permanent vacancy and whose appointment has been confirmed in writing by the appointing authority.

ii. **Temporary:** Person appointed for a fixed period or a specified purpose of work which is essentially of a temporary nature, unless extended for a further specified period by mutual consent.

iii. **Contractual**: Individuals employed on a contract due to his/her experience and expertise for a stipulated time, or for a specific task, or for a project on completion of which, the contract shall be terminated. However, it may be renewed on the same or such other terms mutually agreed upon depending on the needs of the organization.

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iv. **Consultant:** An individual who is hired for a specific task which requires professional competence and specialization when the organization requires external assistance / guidance in areas such as Design Consultant for Handloom or Handicraft, Apparel making, evaluation, accompaniment, any other training, etc. VASU will identify a pool of such consultants in advance and review periodically. Appointment of such consultants would follow the set process laid down.

F. General Criteria for recruitment:

i. For any post other than consultant, the person recruited should be below 60 years.
ii. The minimum age for recruitment is 18 years
iii. For support staff, opportunities will be given to school drop outs, and for others as prescribed for the task;
iv. VASU will not permit child labor in any of the projects.
v. Any person recruited should not have any criminal background.
vi. The candidates should have sound mental health.
vii. There is no discrimination against people with disability, gender, caste, HIV / AIDS;

G. Recruitment Procedure:

As per requirement, the Executive Committee of VASU will advertise in local newspapers/social media for recruitment of staff. In case of Handloom, Handicraft, Apparel making or any rural based work like poultry, farming, piggery, fishery etc., the recruitment will be done as per personal contact of members of the Executive Committee and an interview will be taken.
The Secretary General or the CEO will issue appointment letters to them.

H. Staff Orientation:

All new employees will get an orientation about the organization's mission and strategies, its structure and the staff in it, the policies and conditions of employment, the internal rules and regulations, etc.

I. Remuneration:

All employees of VASU are entitled to salary/honorarium depending on their skills, qualification, experience and as per the guidelines of funding agencies. Amount of salary/honorarium will be mentioned in the appointment letter;

J. Working Days and Hours:

i. **Working Days**
The NGO follows a 6 days-a-week working schedule, from Monday to Saturday, Sunday being considered a non-working day. For the case of rural artisans and farmers, if they desire to work on a Sunday or on any other holiday, it is entirely their decision;

ii. **Office Hours**
The office shall remain open from 10 am. to 5 pm. All employees are expected to complete 7 working hours daily. There will be a one-hour lunch-break. The organization will not have any objection if the rural artisans or farmers desire to work more than the scheduled time, as they may want to earn more money and also, they may need to finish certain work within a certain timeframe;

K. Travel Rules and Regulations:

Staff members may be asked to travel away from their usual workplaces on authorized missions. The adopted policy on payment of travel allowances applies to all employees regardless of job category or status. It also applies to the consultants when mentioned in

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the agreement. After reimbursable expenses are made, the person making an expense claim should use the appropriate forms available.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached, except for per diem. Justified expenses also include mode of transport. The NGO will pay the surface transport expenses (i.e. train/bus fare) as far as possible. If an individual uses their personal vehicle for NGO related work, he/she can be reimbursed the actual fuel cost based on the mileage. Some maintenance cost may also be borne if required. However, the private vehicle must be shared by more than four NGO members or employees.

L. Leave and Holidays:

i. **Procedures and Operational Aspects of Leave:**

Availing of leave should be with proper leave application, applied for at least two days in advance so that the work of the Organization is not hampered. Absence without leave application or due permission shall be without payment. The staff can get casual leaves sanctioned up to 3 days by respective Project Coordinators. The Coordinators can get leaves sanctioned up to 3 days by the Secretary General or CEO of the organization. Leaves above 3 days will be sanctioned by the Secretary General of VASU or person authorized by the Secretary General, with the recommendation of the Coordinator. Weekly or other holidays occurring during the leave period will be counted as part of the leave. Granting of leave will be the sole discretion of the competent person and depend on the exigencies of the Organization's work.

ii. **Kinds of Leave:**

Casual Leave:

All employees are entitled to 14 days' casual leave in a financial year. Unutilized leave will lapse at the end of the year and are not en-cashable. However, under sudden or unforeseen circumstances, if an employee is unable to take prior approval for such a leave, he/she is expected to communicate either telephonically or in writing on the same day. Every employee can avail only 3 days of casual leave at a stretch with prior permission. Casual leave will not be combined with any other leave.

Medical Leave:

All employees are entitled to 15 days' medical leave in a financial year to meet the medical attention needed. In the normal course, it is expected that the application reaches the office on the day the individual wants to avail of. If the medical leave is taken for more than two days at a stretch, documents like Medical Certificate should be attached with Application for Leave.

Any employee suffering from any type of contagious or infectious diseases shall on doctor's advice be sent on compulsory leave. This will be treated as special leave if the employee is falling short of her/his own leave. Similarly, in the case of long-term illnesses, the absence from duty will be treated in the same manner as in the case of those suffering from contagious / infectious diseases. However, the discretionary power on granting of such leave rests exclusively with the CEO or Secretary General. The decision will purely be based on the merit of the case.

Taking of medical leave on false grounds with or without medical certificate, becomes an act of misconduct and will be called for appropriate disciplinary actions.

Maternity Leave

All expectant-mother employees will be eligible for 60 days' maternity leave with full pay and allowances. This is applicable to both permanent and long-term contractual employees. Further, a leave of 30 days, if needed, shall be granted without any payment. In case of miscarriage or other medical conditions related to gynecology, a female employee shall be granted a special medical leave, up to a maximum of 10 days. The request for such leave must be supported by a medical certificate from a qualified medical practitioner and

Debira Auhtan
Secretary General
Voluntary Association for Social Upliftment

accepted by the CEO/Secretary General. Maternity leave can be prefixed or suffixed by medical leave.

Paternity Leave:
The spouse of the expectant wife will be eligible for 7 days' paternity leave at the time of child- birth with full pay and allowances. This is applicable to both permanent and long-term contractual employees.

Holidays:
All employees are entitled to specified days of paid leave due to public holidays. Public holidays are specified in advance by the Secretary General in consultation with EC. Employees who are required to work on public holidays are entitled to compensatory days off. NGO will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leave shall be substantiated with this record and approved in advance by the CEO/Secretary General.

M. Absences:

i. An employee who is unable to come to the office is required to notify the office of the reason for his/her absence;
ii. Unauthorized absences are grounds for disciplinary actions. The procedures listed in the next section shall apply;
iii. An employee that has been absent for two consecutive working days without notice or explanations shall be personally sought of by the CEO/Secretary General. He/she shall be asked to put in writing the reason(s) for his/her absence;
iv. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position;
v. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the CEO/Secretary General, the employee may be subjected to disciplinary actions.

N. Discipline, Misconduct and Separation:

i. **Misconduct:**
The following acts of misconduct are illustrative and not exhaustive, and are to be considered as misconduct for which the employee will be liable for disciplinary action as per rules. Any violation of the Rules & Regulations of the Institution is a misconduct which needs to be corrected through disciplinary action by the management. Misconduct is enumerated as follows:

a. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
b. Theft, fraud or damage of the Institution's work or property;
c. Harming any employee because of personal enmity;
d. Harmful use of substance within the premises and on duty;
e. Taking or giving bribes or any illegal gratification;
f. Habitual absence without leave application and permission;
g. Habitual breach of any law applicable to the Institution;
h. Habitual late attendance;
i. Riotous or disorderly behavior during working hours at the Institution;
j. Habitual negligence or neglect of work;
k. Striking work or inciting others to strike work;
l. Criminal Activities;
m. Any act subversive of discipline or professional behavior in the premises of the Institution or elsewhere, including at residential premises if provided by the management;

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n. Sexual harassment;
o. Misrepresentation of personal information;
p. Misappropriation of Organization's Funds;
q. Cancelling or postponing programs without information;
r. Use of abusive language at work place;
s. Maligning reputation of co-employees;
t. Association with other Organizations without permission;
u. Taking bribe in any form, from a client/beneficiary for any kind of favor/activities.

ii. The Process adopted for disciplinary actions are the following:

a. Statement of the disciplinary problem;
b. Collection of full information on the case from all the concerned stakeholders;
c. Levels of disciplinary action – Oral Warning, Written Warning, Suspension, Demotion, Withholding of Increment or Salaries/honorarium, Termination of Service;
d. Application of appropriate penalties.;

iii. Consequences of Misconduct:

i. **Suspension:**

a. On receipt of a report in writing the appointing authority may suspend an employee for any of alleged misconduct pending enquiry.
b. The order of suspension shall take effect immediately on its communication to the employee. Charge sheet should be given within seven days.
c. Leave will not be granted to an employee under suspension.;
d. During the period of suspension, the employee must inform the management in case he/she decides to leave station;
e. A suspended employee will get subsistence allowance subject to the conditions that he/she does not take up any employment during the suspension period;
f. If a suspended employee fails to mark his/her attendance on any day he/she will not get subsistence allowance for that day;

O. Subsistence Allowance:

i. Where the enquiry is contemplated or pending, the subsistence allowance shall, for the first ninety days from the day of suspension, be equal to 50% of the salary to which the employee would have been entitled if he/she were on leave with wages;
ii. On the conclusion of the enquiry if the employee is found guilty of the charges framed against him/her and an order of dismissal is passed, he/she will be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him/her shall not be recovered;
iii. The management may proceed to institute an enquiry in respect of alleged misconduct as set out above or in respect of any alleged criminal misconduct committed by the employee. The management shall not be stopped from proceeding with the enquiry even if criminal proceedings have been initiated against such an employee;
iv. If the employee has been found to be not guilty of any of the charges framed against him/her, the person shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he/she would have received;

P. Disciplinary Action:

The CEO/Secretary General will have the power to take the disciplinary action against any employee with information to the Executive Committee. No order of punishment shall be made without the employee having been given an opportunity of explaining to the satisfaction of the CEO, concerning the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the

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event, the CEO is not satisfied with such an explanation, and disciplinary action is contemplated, the CEO will appoint an Enquiry Officer to conduct the enquiry.

Q. Right of Appeal:

Any employee aggrieved by the decision of the CEO may file an appeal in writing to the Executive Committee within fifteen days of the date of decision. The decision of the Executive Committee shall be final.

R. Termination and Separation:

i. Either party i.e. employee or CEO may terminate the service/contract of employment by giving thirty days' notice in writing or on payment of one month's salary in lieu of notice to the opposite party.

ii. Any employee found to be medically unfit for further service shall be liable to termination/discharge from service on the recommendation of a medical board constituted by the CEO.

iii. An employee may tender his/her resignation from the service of the Institution by giving a notice in writing as is stipulated above. The appointing authorities on receipt of such notice in its discretion, accept the notice of resignation forthwith and pay such employee for the notice period. In the alternative, such an employee would be required to work during the entire period of notice.

iv. In the event of separation from VASU the following documents are required:

a) To be received from staff:

I. In case of resignation: Letter of resignation;
II. No Claim Certificate;
III. Details of documents kept in the custody of the person both hard and soft copies and the list of the pending work as on the date;
IV. Other Properties of VASU in the possession of the individual. VASU must provide following documents to staff as appropriate;

b) VASU must provide following documents to staff as deems appropriate:

I. One-month notice in advance in form of a letter in the event of non-renewal of contract/termination/continuation.

S. Experience Certificate:

VASU shall retain the right for withholding certificates in situations including failure on the part of staff to return VASU property or reconcile all outstanding payments, failure of staff to sign the No Claim Certificate, or if the staff has initiated legal action against VASU.

In the under mentioned cases, three warnings may not be applicable for employee's termination. Employment may be terminated for just cause and without notice by the CEO after consultation with the Executive Committee of the organization for the following breaches in organizational Code of Ethics and/or Guiding Principles:

I. Sexual harassment;
II. Performance of assignment(s) while under the influence of alcohol or Mind-altering drugs;
III. Theft;
IV. Misappropriation of funds;
V. Abuse of organization equipment or materials;
VI. Falsification of organization records;
VII. Misrepresentation of personal information;
VIII. Illegal, violent or unsafe actions;
IX. Abusive treatment of clients or co-workers, either physically or mentally;
X. Projecting negative image about the organization;

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Secretary General
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T. Voluntary Resignation:

i. Personnel willing to resign from his/her post may do so by giving a resignation letter to the CEO stating the reasons for resignation and the effective date of the same. One months' prior notice is required for such resignations;

ii. The date in which the resignation letter is received at the NGO office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits;

U. Staff payroll:

i. Staff Payroll (salary sheet) is prepared by the Accountant as the basis of payment. The staff payroll contains information on the employees' salary/honorarium for the month, allowances if any, deductions and net salary payable. The staff payroll is checked by the Treasurer and approved for payment by the Secretary General or CEO;

ii. Advance payment is not given to NGO employees. For travel purposes, NGO employees shall be given cash advances for expenses to be covered on official trips. Request for cash advances is prepared by the personnel concerned, recommended by the Treasurer or Project Coordinator and is approved by the CEO. All cash advances for travel are to be liquidated within a week following the completion of the trip.

V. Income Tax Deduction at Source:

The NGO will deduct tax at source wherever applicable as per Government rules.

W. Professional Tax Deduction:

The NGO will register itself with the State Government where the employee has been appointed for the deduction of professional tax. The registration will be renewed every year. Professional Tax will be deducted from the staff and paid to the Commercial Tax Department.

X. Payment for Contractual Services:

Payment for contractual services is done through cheque disbursements. The schedule of payment depends on the Terms of Reference (TOR) agreed upon by the personnel concerned and the NGO. Payments are covered by a Request for Payment Form prepared by the accountant and approved by the CEO or Secretary General.

Y. Procedures for Fund Disbursements:

i. All requests for payments are to be made using the appropriate forms;

ii. Requests for payments are to be properly substantiated with bills/receipts and essential documents;

iii. Requests for payments are prepared by the accountant and submitted to the CEO for checking and approval.

2. *Finance Policy:*

The purpose of financial policy in the operation of all VASU activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, partners, funders, employees, and the community. In order to accomplish this, VASU commits to providing accurate and complete financial data for internal and external use by the CEO and the Board of Executive Committee.

A. Sources of Funds:

i. Income from short term professional services and consultancy assignments undertaken by NGO.

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ii. Grants received from Govt/Non-Governmental organisations for specific programs

iii. Donations.

B. Signatories to Cheque Books

At the Head Office, the cheque signing authorities are any two of the following: President, Secretary General and CEO. At the Regional/Branch offices, it will be Regional/Branch Head and Deputy Regional/Branch Head.

C. Types of Accounts:

i. Current Account

ii. Savings Account

iii. FC Account

D. Maintenance of Accounts:

All accounts are maintained on Tally in the double entry system. All bills in original are preserved for audit.

E. Auditing:

The funds are audited by a reputed and registered auditor.

3. *Fixed Assets Policy:*

A. Purpose:

To carry out its activities, the NGO needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed and maintained in good condition. The Fixed Assets Policy will aim at:

i. Precise identification of goods that are part of the asset base;
ii. Sensible use of goods;
iii. Taking of periodic physical inventory;
iv. Effective maintenance of goods;
v. Replacement of goods when required.

B. Asset inventory:

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods. Inventory is usually done once a year, and is the responsibility of the Treasurer and Secretary General.

C. Removal of items:

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

i. Steep rise in operating or maintenance expenses;
ii. Excessive cost of repair;
iii. Any other objective reason.

The Secretary General should give the authorization to take out or transfer or dispose of any items, and that should be noted in the book of assets.

4. *Communication Policy:*

A. Purpose:

The purpose of this policy is to control and reduce the communication cost in an effective way. Telephones are the most convenient and fastest mode of communication but for long

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distance communication, they are expensive. E-mail is a fast and affordable mode of communication. The NGO prefers to use e-mail for out of station correspondence to reduce the communication costs. Telephones can be used for local calls, and in the case of an emergency, for national & international long-distance calls. Internet service at the office can be used to download work related items, send emails and to conduct work-related research.

B. Guidelines:

a. Computer Policy:

The NGO seeks to effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Employees are responsible for ensuring that the procedures and policies suggested here are followed.

b. Use:

Using computer equipment requires special care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to NGO employees only. The employees who are unable to handle commonly used software will be given an orientation by a senior staff on request. At least one NGO employee will be trained in handling minor maintenance of computers and accessories at the office.

c. Security:

i. In order to safeguard the computers against viruses, the external drives at the NGO offices are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with latest anti-virus software.

ii. In order to safeguard computers from viruses, antivirus software's have been installed in the computers. The virus list for this program should be updated on a regular basis. It is the duty of the employee who has been assigned a computer to update the virus list on her / his computer.

iii. There should be at least two backups of all the important documents. One copy should be on the hard disk of the computer assigned to the concerned employee and a second copy on an external disc, to be kept in the office.

iv. The computers of the NGO should normally be used by its employees. Consultants and volunteers should seek prior permission of NGO employee before using his/her computer in the office

C. Saving documents in the Computers:

In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each employee should have a c:/mydocuments directory in his/her computer. This directory should be broken down into sub-directories to facilitate retrieval of important documents. Each employee will include a copy of all their important documents to be backed up on a directory entitled backup.

D. Back-ups of Documents:

In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on an external hard disk once every month and stored by the employee.

5. *Procurement/Purchasing Policy:*

A. Purpose:

The purchase of goods and services is necessary for the smooth operation of the organization. The aim of the internal control system for the supply of goods and services is to ensure that orders are handled by individuals skilled in evaluating what purchases are required from suppliers offering the best deals, to ensure that the purchases made do

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Secretary General
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not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

B. Methodology:

The NGO shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. There shall be a **Procurement/Purchasing Committee,** consisting of three members, who will overlook the process of purchasing goods and hiring services. The Purchasing Committee shall collect three quotations from three different vendors. The first criterion in choosing a vendor shall be the lowest price offering. However, if a vendor does not provide the required level of service or an adequate guarantee, then other quotations shall be considered. The Purchasing Committee shall specify, in the purchase file, the reasons for which the lowest quotation was not chosen. In case of buying of fabric, yarn, thread, buttons, lace etc. no quotation is required.

i. For purchases of single item up to Rs.10000/-, quotation is not required.
ii. For the purchase of more than one item up to Rs.20,000/- quotation is not required
iii. For the Purchase of items above Rs. 20,000/-, three quotation are required.

The purchase file shall contain all documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers, purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

C. Purchase:

i. At the Head Office, the CEO may make purchases up to Rs.20,000/- after following the procedure as laid down in procurement policy. For purchases above Rs. 20,000/-, the approval of the Executive Committee will be taken.
ii. At Regional/Branch office, the Head of office shall take the approval of the CEO for all purchases. For purchases above Rs 20,000/-, the CEO will obtain the approval of the Purchasing Committee and will communicate the same to the Regional/Branch office, after which the Regional/Branch head will follow the laid down procedure for purchases.

6. *Attendance Policy:*

Attendance registers/biometrics are maintained in all places where a staff may work. When an employee comes for duty they shall sign/scan fingerprint in the prescribed register/equipment. A separate movement register will be maintained in all the offices and the staff shall enter the date, time and purpose for leaving the office. In this attendance policy, the notification requirements are stressed. Excuses are reviewed and excessive absenteeism is a disciplinary issue.

7. *Internet & email Policy:*

Choice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Organization activities. Some job responsibilities at the organization require access to the Internet and the use of software in addition to the Microsoft Office. The only people appropriately authorized by the organization may use the Internet or access additional software.

A. Internet Usage:

Internet use is authorized to conduct organization activities only. Internet use brings the possibility of breaches to the security of confidential organizational information. Internet use also creates the possibility of contamination to the system via viruses or spyware. Spyware allows unauthorized people, outside the NGO, potential access to NGO passwords and other confidential information. Removing such programs from the organization network requires IT staff to invest time and attention that is better devoted to

Dekira Auhtam
Secretary General
Voluntary Association for Social Upliftment

progress. For this reason, and to assure the use of working hours appropriately for work, we ask staff members to limit Internet use.
Additionally, under no circumstances may organization computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

B. **E mail usage at Organization:**
Email is also to be used for the organization's activities only. The organization's confidential information must not be shared outside the organization, without authorization, at any time. Employees are also not permitted to conduct personal activities using the organization's computer or email.
Keeping this in mind, the employees should not indulge in non-business emails to associates, family or friends. Non-activity related emails waste the organization's time and attention.

C. **Discriminating Emails:**
Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.
These emails are prohibited at the organization. Sending or forwarding non-activity emails will result in disciplinary actions that may lead to employment termination.

D. **Organization owns employees' work-related emails:**
The organization owns any work-related communication sent via email or that is stored on organization equipment. Management and other authorized staff of the organization have the right lo access such material in email or on computer at any time. The employees do not consider electronic communication, storage or access to be private if it is created or stored at work.

E. **Annual Performance Evaluation Policy:**
The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop.
The Secretary General will submit an annual report to the President before the AGM. The President will present the Annual Activity Report to the General Body during AGM. The members of the present in the AGM will analyse the performance of the organisation. In case the NGO's performance is not satisfactory then the members will analyse the gaps.

These Rules and Regulations may be amended or altered or rejected at any time by the Governing Body and shall be superseded by such amendments. Amendments, if any, shall be communicated to all employees by a circular issued by the Secretary General.

Certified to be the true copy of the Policies of **"Voluntary Association for Social Upliftment (VASU)"**

Signature of three Members: -

Shahnaz Parbin
President
Voluntary Association for Social Upliftment

Debjira Akhtari
Secretary General
Voluntary Association for Social Upliftment

Firoza Begum
Treasurer
Voluntary Association for Social Upliftment