

Human Resource Policy of *the ant*

(Personnel Policy)

April 2012

Overview of the Document:

- Recruitment, Appointment & Termination Rules
- Leave Entitlements & Rules
- Staff Welfare Entitlements
- Performance Evaluation
- Conflict Management Policy
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- Annexure 2: Gender Equality Policy
- Annexure 3: Sexual Harassment Policy
- Annexure 4: Ant Arogya Fund
- Annexure 5: Whistle Blower Policy

the ant
the action northeast trust
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Human Resource Policy (Personnel Policy)-April 2012

1.1 Purpose of the HR Policy

The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of the ant employees subject to their performing of the duties and responsibilities in their respective job descriptions. From the time of hiring, each employee will have access to this policy, so that she/he can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Board of Trustees of the ant deems it necessary. In such cases, employees will be fully informed of the changes made.

The HR Policy is further complemented by other policies of the ant which affect its employees such as the Gender Equality Policy, the Sexual Harassment Policy and Diversity Policy of the ant. While some of the provisions are included in the HR Policy, the details and provisions are kept with the particular policy which is given as annexure to the main HR Policy of the ant. Please see the particular Annexure for the details.

- **Annexure 1: Salary Rules of the ant**
- **Annexure 2: Gender Equality Policy**
- **Annexure 3: Sexual Harassment Policy**
- **Annexure 4: Ant Arogya Fund**
- **Annexure 5: Whistle Blower Policy**

1.2 Categories of Personnel

All personnel working for the ant are classified into following types

1.2.1 Volunteers

Volunteers are individuals who work at the ant out of their own choice or have been deputed at the ant by other organizations. They will be assigned tasks from time to time as deemed necessary by the ant. The organization will have a limited contract with volunteers and will not provide any compensation except under special conditions as agreed upon by the ant and the concerned volunteer. They will not be considered as full-time or part-time employees of the ant.

1.2.2 Full Time Staff (FTS)

Full Time Staff (FTS) are individuals who have been employed to work at the ant full time i.e. for at least 8 hours of work in a work for 6 days a week. They should not be doing any other job from where they draw a salary or which takes a substantial part of their time. It is understood that they will be available for the work of the ant most of the time. FTS are entitled to leave, PF, medical insurance, salary rise and all other entitlements as applicable to full time staff of the ant. Full Time Staff are expected to attend all monitoring meetings, evaluations and every other requirement of the organization.

1.2.3 Part Time Staff

Part time staff (PTS) are to be contracted and they will be reimbursed according to the amount of time / tasks that is fixed between the individual and the ant. This contract can change from time to time in accordance with mutual consent. PTS will not be given Pf and other benefits that FTS of the ant are entitled to but they should be reimbursed fairly and adequately for the time and the skills that they bring to the work.

1.3 Recruitment of Personnel

The ant will always strive to recruit the best person for the job but in doing so will also strive to be promote gender equality, be inclusive and also promote diversity among its staff. As part of its policy to promote gender equality and also inclusion of persons with disabilities, certain posts will be reserved for women and persons with disabilities. The reserved posts will be so announced by the HID Manager who will be responsible for seeing that such posts are filled up by the appropriate candidates.

the ant firmly believes in diversity and inclusion and will strive for diversity among its staff. In keeping with this, we will actively promote inclusion of staff from different communities, religions, caste, beliefs and background.

1.3.1 Notice of Vacant or New Position

It is the responsibility of the Board of Members to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Board must make sure that the positions can be filled under the organizational budget.

For all new positions, a job description shall be established and include the following elements:

- position summary
- description of duties and responsibilities
- conditions of work
- qualifications

Notice of a new or vacant position must be approved by the Board before it is released publicly.

Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through newspapers if they are regular positions, or if there is a limited tendering process for consultation.

1.3.2 Interview and selection

As a general rule, a selection committee comprising of, at least two members shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be short listed by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

1.3.3 Appointment Letter and Staff Orientation at the the ant

a. Joining Letter & Orientation

Any personnel employed with the ant will be issued a joining letter as soon as he / she joins the ant. This letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment, the terms of employment, salary and benefits and other relevant terms of employment. The individual will also be met by the HR Manager who will welcome and give the first orientation to the organization and provide the person with a welcome kit containing the joining letter, the Voluntary Code of Conduct, the basic rules of the organization, temporary ID card, staff entitlements and HR Provisions etc.

1.3.4 New Staff Orientation Programme

All new employees will have to attend a 2-3 days long formal orientation programme about the organization's mission and strategies, its core values, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc. This will be planned and coordinated by the HR Manager.

1.3.5 Probation Period

In general, for new field staff entering the ant with no experience of work, a probation period of three months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of the ant staff/board, even before the end of the 3 months probationary period, he/she could be given a notice, terminating the contract. The probation period can be changed for different posts according to the need.

1.4 Remuneration / Salary

the ant believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of the ant are entitled to a basic salary, depending upon their skills, qualification and experience. The salary and other terms of employment will be mentioned in the joining letter. Please see Annexure for Salary Rules Details

1.4.1 Salary Increment

There are two types of annual Salary increments in the ant. One will be based on the performance of the staff during the previous year and another one will be based on the government's Consumer Price Index to cover expenses due to increase in cost of food.

- a. Rising Costs Increment – Based on the consumer price index for the year declared by the government, the BOT will declare a certain percentage of salary raise for the staff. This will vary

year to year and could also vary across salary slabs. This will be mainly to offset the rising cost of food.

- b. Performance Increment - the performance rise will be calculated according to the grade obtained in the year at the performance evaluations and reviews (please see 1.10.2 for details of the Performance Evaluation Process)

1.4.2 Employee Salary Benefits in the ant

(a) Provident Fund: All regular employees are expected to set aside 12% of monthly basic pay to his/her provident fund. The ant will contribute the same amount on monthly basis. Both the employee's and the ant's contributions are deposited in a savings account under the employee's name. The provident fund can only be withdrawn as per PF rules upon the employee's resignation from the ant.

(b) Medical Insurance :the ant has a self administered medical insurance that covers some part of hospitalization costs for the staff and also immediate family members. Called the "Arogya Insurance Fund", this fund has a small contribution of 10% by the concerned staff while 90% is covered by the organization

(c) Gratuity :For staff who leave after completing 5 years of satisfactory service with the ant, the ant pays such staff a gratuity which is calculated at half a month's basic pay calculated at last salary drawn into the no. of years of service. . In accordance with the law, a gratuity fund has been created for this purpose with the LIC (Life Insurance Company) and the ant pays an annual premium towards this fund.

1.4.3 Compensation against Accident of the staff during Service

In the event that the staff succumbs to an accident while working for the ant, i.e. during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month salary of the individual to cover the medical expenses.

1.5 Working Days and Hours

1.5.1 Working Days

the ant will follow a 6 days a week working schedule. For non-office staff, weekly leave can be taken on any day of the week in lieu of field work on Sundays. Unless otherwise specified, the ant will observe the declared National holidays and regional festivals not exceeding 15 days a year. The Executive Director will prepare a calendar of public holidays not exceeding 15 calendar days at the beginning of each fiscal year and circulate it to all staff.

1.5.2 Office Hours

a. Office Staff : The office shall open from 9 am in the morning till 5 p.m. All employees are expected to complete 8 working hours daily. Timings can change in the Winter according to discussion with the office staff

b. Field Staff : Field staff are also expected to put in at least 8 hours of work on working days. The timings are subject to field conditions and will be monitored by the team leaders. Field team leaders' timings are to be monitored by their immediate supervisor.

1.6 Travel

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

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

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached.

Eligible expenses include:

1.6.1 Accommodation

All employees and volunteers are entitled to claim expenses incurred for accommodation for official trips and work outside their field area. Claim for accommodation will be reimbursed on actual upon submission of bills/receipts. There is a maximum amount which can be claimed as reimbursement for accommodation which has to be reasonable according to the cost of living in the place visited. The claim must be in keeping with the accountability top spirit of frugality will be made only in the official claim form and will be only entertained if there are valid and permissible accompanying bills/ vouchers.

1.6.2 Food

The organization recognizes that we spend more on buying food when we travel outside of our field areas than we would if we ate at home. To offset this extra cost, the ant allows the money spent on food by staff when travelling on official work to be reimbursed according to certain guidelines and rules. In keeping with the spirit of accountability to public money and hence to keep spending on our own selves as low as possible, we will reimburse for vegetarian food take by the staff. Any extras will be borne by the concerned person. The following is the allowed claim amount for vegetarian food (this is the maximum permissible claim and not a DA allowance). Payment for **such claims will be at actuals subject to maximum permissible** claim for different places of travel. After discussions with the staff, the following has been arrived at as a rough guide for food claims (with rising prices, this can be revised at a later date):

- a. Upto Rs. 40 per day for food if staying overnight at another work cluster of the ant
- b. Upto Rs.50 per meal if to Bijni/ Kokrajhar / Kajalgaon; maximum claim of Rs.100 per day
- c. Upto Rs.60 per meal if to Guwahati/ Siliguri / Shillong or maximum of Rs.150 per day
- d. Upto Rs.100 per meal if to metros like Delhi/ Kolkata/ Mumbai/ Blr etc. or maximum of Rs.300 per day
- e. Food during Train Travel – Rs.200 per day maximum claim
- f. Food during Flight Travel – Rs. 300 per day maximum Claim

1.6.3 Mode of Transport

the ant will pay only surface transport as far as possible, i.e. train / bus. If any individual is using personal vehicle for the ant related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. We discourage the use of official vehicles for any personal work but in such an eventuality, the concerned staff member will be charged for use of the vehicle at rates fixed by the admin team. Senior staff and team leaders under whose charge we keep some motorized vehicles and who keep the vehicles in their homes, are further required to make personal contributions for use of motorized vehicles. Though discouraged, it is inevitable they will use for some amount of personal work and it is also a convenience for them which is not available for others. Hence, in the spirit of fairness and transparency, they are required to make personal contribution of at least 10% to 25% of fuel costs that they claim from the organization.

1.7 Leave and Holidays

1.7.1 Leave

All employees are entitled to the following leave with pay. Such leave (except for monthly leave) must be applied for to the HR Manager of the ant .

(1) Monthly leave (ML):

4 days a month leave; for field level staff, this leave can be taken on any days in a month. If staff members have their homes within the Districts of either Chirang or Bongaigaon , then they should take leave for no more than 2 days consecutively or else if travelling outside or to home town, then allowed for 4 days consecutively.

(2) Casual Leave (CL)

All employees of the ant are entitled to 15 working days off as paid leave in one calendar year (i.e. January to December). This leave must be planned and applied for to the HR Manager and CL will not be allowed for first 6 months upon joining. If not all 15 days are utilized, then CL can be encashed at Rs.100 per day permissible up to a maximum of 5 days in one calendar year.

(3) Maternity Leave

All female employees are entitled to maternity leave of 12 weeks (90 calendar days). This leave is to be taken 6 weeks before EDD and 6 weeks post delivery and an employee can avail it two times during her employment with the ant.

(4) Paternity Leave

All male employees are entitled to paternity leave of 15 calendar days twice in their period of employment with the ant.

(5) Emergency Leave

In case of death of a parent, child or spouse, employees will be given Emergency Leave. Emergency leave is also granted to employees for any serious illness for which hospitalization of self is required. A total of 7 days per year can be allowed for emergency leave.

(6). Study Leave - Study leave can be availed of for not more than 1 month in a year; If more than 10 days, some of this will be treated as CL but the balance days will be leave without pay. To avail of this, the employee must apply to HR in Charge in advance at least 2 months in advance (to allow for us to make alternate arrangements during their absence from the field); the granting of this leave will be decided by HR -In -Charge.

(7). Travel Leave (TL): Those employees whose homes are overnight journey by road / train will get 2 days extra travel time up to 2 times a year; this will be considered as Travel Leave (TL) and must be decided upon by the HR In Charge.

1.8 Employee Termination Rules in the ants

1.8.1 Prohibition on Outside Employment and/or Engagement

Full-time regular employees of the ant are not allowed to undertake outside employment. They are also not allowed to take up any work which takes a considerable amount of their time and hence not allowing them to devote full time to the work for which they are employed by the ant.

1.8.2 Conditions for Termination of Employment

Employees shall lose their jobs under any of the following conditions:

(1) Voluntary Resignation

- i. Personnel wishing to resign from post may do so by giving a signed resignation letter to the Executive Director stating the reasons for resignation and effective date of the same. One month of prior notice is required for such resignations.
- ii. The date in which the written resignation letter is received at the the ant 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. Such employees will not get any experience or recommendation certificate from the organization.

(2) Redundancy of the Position

Depending on the nature and availability of funded projects and work, the ant may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from the ant with proper notice. While doing so, the ant will give at least 2 months notice in advance.

(3) Termination with Cause Grounds for employee termination are the following:

- I continuing inefficiency and gross negligence of duty.
- ii. fund embezzlement or any financial irregularities with an intent to cheat.
- iii. Misuse of office equipment, vehicle and other properties.
- iv. repeated unauthorized absences and leaves
- v. intoxication while on official work or in the village during field work.
- vi. unauthorized disclosure of official information
- vii. misbehavior with women – both within the ant and in the private spheres of family.

(4) Retirement

When an employee reaches the age of retirement, according to the country's law, the employment relationship comes to an end. the ant shall notify the employee by letter, stating the date the employment terminates.

The retiring employee shall receive salary up the date of departure and other allowances such as the Provident Fund, as specified in his/her agreement.

(5) Death

When an employee dies, his/her salary and benefits will automatically be paid to his/her legal heirs.

1.8.3 Procedures for Termination and/or Disciplinary Action

- i. the ant will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.
- ii. The employee is given 3 working days to submit his/her explanations.

- iii. Based on the written explanations submitted by the employee concerned and the strength of evidence presented, the ant may choose to decide on the charges or pursue further investigation of the case.
- iv. the ant can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:
- should the employee be in a position to tamper with the evidence against him/her.
 - should the employee's continuing presence in the organization be deemed inimical to the interest of the organization.

1.9 Conflict Management Policy in the ant

1.9.1 Conflict Resolution

Whenever a dispute arises among the the ant staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify HID Manager and if not resolved to the Executive Director immediately.

1.9.2 Staff Behavior

the ant expects its employees to adopt attitudes and behavior that uphold the values of the organization, maintain its professionalism, decorum and good image of the organization. the ant employees shall display an exemplary level of professionalism and integrity. Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, humility, honesty, punctuality), there are particular procedures of conduct for members of the organization which must be observed.

(1) Political Activities

Since the ant is a non-political organization, employees shall not participate in activities of a purely political nature during working hours or in the field area of work. It is also prohibited to use the organization's materials for these purposes.

(2) Discrimination and Harassment

Under the principles established by the ant, no employee, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work.

(3) Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by the ant, employees shall respect the following guidelines:

- It is prohibited to use the ant property for illegal or unauthorized purposes.
- It is prohibited for any of the ant employees having confidential information to disclose it without express authorization beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

1.10.1 Elements of the Performance Evaluation System

A performance evaluation system is composed of three main stages that generally take place over a period of a year:

(1) Performance planning

The performance planning stage enables employees and supervisors to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are used to facilitate this stage:

a) Job description or list of duties

Each employee must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

b) Setting of objectives

For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned.

c) Individual action plan

The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

(2) Performance Monitoring and Management

Staff performance and productivity should be managed on an on-going basis throughout the year. The following elements, among others, are involved:

a) On-going Supervision

This means taking the time to observe, examine sources of difficulty and seek solutions.

b) Regular Communication

This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision. This includes the mandatory monthly and other reports.

c) Periodic Evaluation

This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives, if necessary. A minimum of one meeting every month is suggested to ensure satisfactory results.

Policy for Performance Evaluation at the ant

(1) Performance Evaluation

Being a public institution with accountability to funds meant for public good, the ant employees are hence accountable for carrying out their work efficiently and maintaining a high level of work performance. Individual Performance will be evaluated at least 2 times a year. The ant follows a 180 degree system of performance evaluation wherein the concerned staff has a chance of self evaluation and then gets evaluated not only by their seniors but also by their own peers/ juniors. Team leaders and senior staff members will be evaluated both by their immediate supervisors as well as by their juniors. The ED of the organization will be evaluated by her / his juniors as well as by the Chairperson of the Board of Trustees. The evaluation will be carried out in a Staff Performance Evaluation format which has been developed in consultation with the staff.

The main objective of the Performance Evaluation remains to help employees understand themselves better so as to increase the efficiency and effectiveness of their work. Counseling and sessions with each individual member will be an important part of the process following the evaluation. To reward employees who do well and also motivate others to perform better, the average grade obtained by an employee in all the evaluations that year will form the basis of a performance raise for the next year. This will be announced in the start of the financial year in April.

1.11 Skill Training and Professional Development

Depending on available funds, the ant should foster the professional development of its employees in order to be as effective as possible in its activities. The training programs chosen should address the actual needs identified and expressed during performance evaluation sessions.

1.12 Bond

As part of the staff and organizational development activities, the ant may at times decide to send a designated staff person for trainings and/or further studies both abroad as well as at local level. the ant will bear the full/partial costs of the trainings/studies for this. However, the designated staff sponsored for the trainings/studies is required to sign a bond with the ant that requires him/her to complete the full tenure of working with the organization.

Annexure 1: Salary Rules

1. Salary

Salary Rules of the ant

General Rules Regarding Salary

- the ant shall strive to keep minimum salary of full time staff at least at par with the minimum wage of the state.
- Salary records will be maintained regularly by the admin section.
- Salaries will be paid directly into the bank account of employees with cash being paid only in emergencies with permission from the ED.
- Salary slips will have to be signed by employees. All salary deductions will have to mentioned in the salary slip. A record of the same will be maintained in office.

1.Salary Slabs

The following categories of staff will be included in the salary structure with entitlements being different for each category.

2a. Field / Project Staff

- Village Organizers (VOs)
- Senior Village Organizers (SVOs)
- Deputy PC (DPC) / Deputy Cluster Coordinator (DCC)
- Project Coordinator (PC) / Cluster Coordinator (CC)
- Programme Manager (PM)
- Core Team Member – HR In Charge, Prog In Charge, Training in Charge
- Executive Director

2b. Admin Staff

- Cleaner / Cook / Caretaker / Gardener
- Driver
- Office Assistant
- Cashier / JR. Accountant
- Sr. Accountant
- Deputy Admin In Charge
- Admin In Charge

2c. IDeA Staff

- Assistant Faculty
- Junior Faculty
- Middle Faculty 5-8 years experience
- Senior Faculty 8-15 years experience
- Super Senior Faculty 15 years + experience

1 Performance Raise

Performance Evaluation will be done two times a year – July & February – and the AVERAGE OF THE 2 performance grades will decide the percentage of increment for that year. This will be in the following manner :

- A Grade : 8% of Monthly Basic Salary
- B Grade : 6% of Monthly Basic Salary
- C Grade : 4% of Monthly Basic Salary
- D Grade : No Increment

2 Dearness Allowance

To offset huge rise in food prices every year and to maintain food security of the staff, in addition to the increment which is based on performance, every employee of the ant & IDeA will be entitled to a Dearness Allowance which will be based on the inflation in the Consumer Price Index over the last year. The BOT has the responsibility to study the CPI and declare the rate for that year's DA for the ant & IDeA. This will be in 2 slabs – those with Basic Salary less than Rs 10,000 will be entitled to get 100% of DA so announced whereas those with above Rs 10,000 Basic Salary will get only 75% of this rate. For Example, suppose the CPI has inflated to 15%, the BOT may decide to declare a DA of 10%, so those with basic salaries less than Rs 10,000 will get 10% of Basic Salary as DA while as those with above Rs 10,000 pm will get 7.5% of their Basic Salary as DA pm

3 Responsibility Allowance

There is a policy in the organization to promote field level staff from the local area to rise in positions of responsibility & leadership within the ant. But they may not as yet have all the requisite skills to play a full-fledged role in that position, though they are ready to responsibility for it, i.e., they are responsible for completion of the work even if it means taking help from others to do so. The Responsibility Allowance is to reward the taking on of additional higher level administrative responsibilities by staff and to encourage them to develop skills that can help them aim higher.

- a. A 3 month assessment period will be kept to determine the skills & capability of the staff appointed to the next level of responsibility. During this period they will continue drawing the existing salary of their previous position.
- b. After 3 months, the admin committee along with HR Manager will determine (either through a test, interview, feedback from others, etc.) if the person is capable of carrying out the responsibilities of that particular post. Upon the written recommendation of the committee, the person can be given a responsibility allowance depending on the position in which they are promoted from the date of completion of the three months and continuation in the responsible position.
- c. If after 3 months the Admin Committee & HR In Charge find that the person is not yet capable of performing most of the responsibilities of the post, the Responsibility Allowance can be withheld and the person can be given a fixed time to improve and come up to the required level of skills for the post. The person will have to be assessed again after that time to determine capability level. However, overall not more than 6 months may be provided to a person for assessing her capability for the next responsible position.

	Leadership Responsibilities	Report To	Responsibility Allowance
Senior VO	<ul style="list-style-type: none"> - independently carry out all tasks expected of a VO - looks after work of some of the new VOs - trouble shooting & finding solutions to problems faced in villages - responsibility for initiatives & small events at cluster level - capable of writing reports of events & 	Deputy PC (DPC) / Report to Deputy Cluster Coordinator (DCC)	- 5% of Gross Salary

	DPC/DCC or to the PC/CC.		
Deputy Project Coordinator / Deputy Cluster Coordinator	<ul style="list-style-type: none"> - Assists PC in coordinating all work in a project or in a cluster - Skills of planning, executing cluster level programmes & events - Monitoring of work of VOs - Reporting on field work & issues 	Report to Project Coordinator (PC)	- 10% of Gross Salary
Project Coordinator (PC) / Cluster Coordinator (CC)	<ul style="list-style-type: none"> - Planning, execution, monitoring & review of projects / OR of various work in the Cluster i.e. Coordinating activities, persons, money incl problem-solving. - In Charge of making sure the Outputs and outcomes of projects are being met - Maintaining required MIS and documentation under the project - project reports in English. 	Report to Programme Coordinator (PGC)	- 15% of Gross Salary
Programme Manager (PM)	<ul style="list-style-type: none"> - Managing various small projects under the programme - Conceptualising various Projects under the programme - Writing Proposals for small projects - Problem solving - Managing Handling various projects under the Programme 	Report to Core Team Member	- 20% of Gross Salary
Core Team Member –		Report to ED	- 30% of Gross Salary
Programme -In-Charge	<ul style="list-style-type: none"> - Overall responsibility for all programmes under the ant – seeing that project outcomes are being met, eye on budgets & programme finance, making sure the programme staff are working - Making Annual Work Plans & Monitoring & Review of the same - Maintaining MIS of all Programmes & Reporting on it - Mentoring Programme Managers & Project Coordinators 		
HID-In-Charge	<ul style="list-style-type: none"> - Human Resource Development - Implementation & review of various HR Policies of the ant including Recruitment; salary, staff orientation, performance evaluation, capacity building, dismissal, reallocation of staff, staff welfare, - Institution Building activities such as functioning of various sub committees - admin, maintenance, insurance committee gender equality committee etc. 		
Training in	<ul style="list-style-type: none"> - Assessing Training Needs within the ant and 		

	<ul style="list-style-type: none"> - Developing an annual training calendar along with HID in Charge for the ant team, especially of the Coordinators, Team Leaders , Core Team Members 		
Executive Director (ED)	<ul style="list-style-type: none"> - overall functioning of org – including legal, finance, admin, HR, programme, governance - Public Relations with Funders, Donors, Community etc. - report to Chairperson of Board of Trustees & BOT 	Report to Board of Trustees	- 50% of Gross Salary

4 Salary Rules for New Professionals

- All new professionals with no full time work experience after the qualification – with professional degrees above Graduate level will be taken at a fixed amount of Rs.8000 (including PF) with a provision for performance and skills review by a Board constituted for the purpose and final salary will be fixed only after the person is confirmed.
- Depending on the urgency of need of the ant for the particular professional, the above can be negotiated. The powers of doing so lies with the Core Team and the ED of the organization.
- Professionals with experience will join in at the salary negotiated but there will be performance review and a report should be given to the ED.

Annexure 2

Gender Equality Policy of the ant

The Gender Equality Policy of the ant

the ant is committed to promoting gender equality * within the organization and seeks to make it alive in all areas of our work.

* Gender Equality is the process of being fair to men and women. To ensure fairness, measures must often be put in place to compensate for the historical and social disadvantages that prevent women and men from operating on a level playing field.

I. How the Gender Equality Policy Evolved

The Gender Equality Policy (GEP) of the ant is an attempt to address concerns of gender inequality within the organization and in its field programmes. This policy was developed through April 2010-April 2011 through a process of action-learning with support from an organization called Gender@Work. In this process, a three member Change Team (CT) comprising of Jennifer Liang (Managing Trustee & ED), Roshmi Brahma (Coordinator) and Juren Wari (Coordinator) were chosen to anchor the change process of making the ant more gender equal. In a series of 3 workshops through the year, the change team was supported in by Gender@ at to work through the process of developing a dynamic gender equality policy within the ant in consultation with the others in the organization.

The ant team went through a series of consultations and trainings during this period of April 2010-April 2011. The following are some of the things that happened:

- a. Core team consultations and buy-in; including a 2 ½ day workshop to list out existing provisions and practices within the organization and need for new ones
 - b. Developing an in-house gender training team of 6 members.
 - c. gender sensitization training with all staff
 - d. Gender trainings with farmers, women and other groups at the field level.
 - e. Adapting and producing a toolkit for gender training in the field with support from development communication designers.
 - f. Framing the Gender Equality Policy.
 - g. Forming a Gender Equality Committee (GEC) within the ant.
 - h. Sharing the Draft Policy with experts from Gender at Work and incorporating the recommended changes
 - i. The Board of Trustees consulted on the Gender Equality Policy
- II. Concerns which necessitated the Gender Equality Policy
- a. Alarm about the diminishing and weak programmes to address women's inequality in communities we work in. The discourse and action on women's equality is negligible when compared to the other programmes.
 - b. Concerns about the lessening number of women staff within the ant compared to men in the organization and the high turnover of women in the organization. It is always a struggle to retain women staff.
 - c. The tension between being gender sensitive and yet demanding high performance from women needs to be opened up and addressed as this is causing heart-burn within the organization.
 - d. Concerns about the lower representation of women in managerial, supervisory and other leadership positions in the organization and over representation as field workers which are lower in position.
 - e. With new number of staff joining in and also staff turnover, it was getting difficult to hang on to the best practices for gender equality which existed in the culture of the organization. It can no longer be taken for

granted that everyone would automatically pick up these practices. Hence, a need was felt to institutionalize some of these practices within the organization.

In view of all the above, we felt that the gender lens of the ant has to be sharpened urgently if we are serious about changing women's status for the better, in society as well as within the ant. Besides, there is a necessity to set up policies and systems to ensure that the new lenses are used!

III. Political commitment to Gender Equality

- a. We believe that women become victims of discrimination, injustice and unequal opportunities because a patriarchal society promotes unfair differences in behaviour, role, responsibilities & entitlements of men and women.
- b. We believe that more women are among the marginalized and vulnerable both within the ant and also in the communities we work with. We will challenge policies and practices – within the organization, in our programmes and in society that make and keep women poor, vulnerable, marginalised and oppressed.
- c. We recognise the pluralism and diversity of women. That women are not a homogenous group and gender discrimination faced by women depends on and is often compounded by their class, community, religion, race, ethnicity, disability, sexual orientation and experiences of violence which they have faced.
- d. We will strive to be a dynamic and learning organisation that places women's empowerment at the heart of our organization and in our programmes and will address gender imbalance at the level of the individual, the organization and also in society.

IV. Gender Balance in our Programmes

- a. We will promote a stronger understanding of the links between gender inequality, patriarchy and women's discrimination among communities and groups we work with. This will be done through regular gender orientation and gender training programmes. We will strive to conduct basic gender and follow-up trainings with all the women, farmers, health committees, children and other village groups promoted by the ant.
- b. We will ensure that at least 30% women are present in all meetings, events, discussions, committees in the various field programmes conducted by the ant and try to strive for 50% representation. The field teams will also ensure that women are not just represented in numbers but are given a chance to voice their concern in meetings/ committees / programmes/ events where there are both men and women. Gender wise representation and role of women will have to be reported in the presentations of their work made by the various teams at the bi-monthly staff meetings. This may require a fine balance of asking women staff to be there in the villages at times when women would be able to spare the time for meetings and the family responsibilities of such women staff members.
- c. We will endeavour to secure resources to support our work on gender and women's rights, including promoting women's groups and federations, training programmes and advocacy work.
- d. All proposals for funding will be vetted by the Gender Committee before being sent to the funder to check if women's concerns are adequately represented in the proposal.
- e. We will engage with women's movements, organisations and networks to strengthen our work on women's empowerment.
- f. We will keep gender as a separate criterion along with other criteria by which we measure our programmes in our half yearly programme evaluations and any other evaluations of our programmes carried out by the ant.
- g. We will promote women as active agents for change and avoid using negative stereotyped images of women and girls during the conduct of our programmes as well as in our training and other communication materials.

V. Promoting Gender Equality within the ant

- a. We will actively promote our gender equality policy through recruitment, selection, induction and appraisal processes.
- b. Reservation in Recruitment

The ant will strive at all times to maintain a healthy women to men ratio within the organization ensuring that there are at least 50% of women staff in the organization at any point of time. A reservation policy for

reserving certain posts for women will be followed for every new project till the number of women staff is equal to that of men staff. The number of posts reserved for women will be announced before start of the recruitment process. The Gender Equality Committee will ensure that the reservation so announced will be followed and the GEC will have to be approached if there are any exceptions to be made. (What about reserving at least 2/3rd of supervisory posts for women, and spending money from the gender fund to train them in case one doesn't find a match immediately)

c. Promoting Women's Leadership

The ant will work to see that women are present in the organization not just in numbers but in decision making and leadership too. Special Effort will be made by the organization to promote women's leadership within the ant:

- i. The Gender Equality Committee will monitor the gender composition of the coordination team and also the strategic core of the ant i.e. the decision making body of the organization. Women will be given preference – if they so qualify – to rise in decision making levels in the organization. We will ensure that women form at least 30% of the coordination team as well as of the strategic core of the ant.
 - ii. Skills and competencies of women staff will have to be built up to ensure that they are able to provide leadership at all levels irrespective of the post or the work to which they are assigned. Women staff in the ant will be encouraged and helped to prepare individual plans for building their capacity, skills and leadership qualities. The ant as an institution will also develop a plan to build up leadership qualities and skills among women staff. This plan will be reviewed every year by the GEC.
 - iii. Computers and English are two skills essential for supervisory and leadership functions within the organization which women staff from the field lack. Hence, support in terms of fee concessions & also time allotment can be made available to women staff to acquire these skills if they so wish. Applications can be made to the GEC for these.
 - iv. Special encouragement will be given to women staff to pursue their studies. Applications for fee sharing and leave can be made to the GEC who will deal with it according to guidelines on a case to case basis.
 - v. Increasing Mobility of Women Staff: All effort will be made to address poor mobility of women in the organization which keeps them from rising to supervisory and higher levels. Some Resources for this could come from the "Gender Equality Fund".
 - Designated motorcycles and scooters to be made available for women staff to go to the field.
 - A second-hand motorbike will be made available for women staff to learn riding. Insurance for trainer and trainees
 - Women staff will be helped to acquire loans to buy motorcycles and bikes which they can use in the field.
 - The organization will reimburse all legally applicable fees and charges incurred by women staff for acquiring driving license. Reimbursement will be against actual money receipts. In addition, they will be allowed leave – up to a maximum of 5 days – in order to get their driving license.
 - The ant is committed to address the issues of mobility faced by women staff to ride motorcycles due to severe dress code restrictions on them by their communities. From working with designers to modify their traditional attire to bringing up the issue with traditional institutions which impose such strictures, the ant is committed to reduce this handicap faced by women.
- d. A Gender Equality Committee (GEC) will be constituted which will work to respect, protect, fulfil and promote the rights of women within the ant. (see VII for details on role of Ant Gender Equality Committee).

- e. A special "Gender Equality Fund" will be created within the organization from where programmes and projects to address gender balance issues within the organization can be supported. A strategy to build, manage and grow this fund will have to be designed by the Managing Trustee in conjunction with the Board of Trustees. A good start would be to keep a part or whole of any fees, consultancies and earnings made by any work done on gender by the ant into the "Gender Equality Fund" of the ant. (Good idea! But how is it to be created and minimum levels)
- f. The Sexual Harassment Policy will be reviewed and fused with the Gender Equality Policy of the ant (see Annexure1). This is to ensure that there is no duplicity and that the Sexual Harassment policy does not remain in paper alone. The GEC will also function as a Sexual Harassment Committee and address grievances whenever they arise.
- g. Similarly, we will ensure coherence between and among all our human resources policies – sexual harassment policy, diversity, gender, grievance, recruitment, remuneration, leave etc. The HR policy of the ant should reflect gender concerns of the gender policy with the following leave and allowance rules incorporated into it:
 - h. Maternity & Paternity Leave
 - For Women during Pregnancy
 - 1 hour rest / siesta in afternoon. Beds to be designated for this.
 - Office work / some other lighter work in last 3 months of pregnancy.
 - 3 months leave – 6 weeks before EDD (expected date of delivery) and 6 weeks after delivery.
 - For Women Post delivery
 - a. There will be an option of part time work till child is 2 years old with pay according to negotiated days. The person must apply to the ant's administrative committee for this and the gender committee can be consulted to decide on a case to case basis.
 - b. All full time women staff will be entitled to Bokali allowance of Rs.500 per month (and 10% increase every year starting 2012 automatically until reviewed by BoT) till the child is two years old. This is an allowance paid to keep a help to look after the child while the mother is on duty.
 - Paternity Leave for full time male staff of the ant
 - 15 days paternity leave will be granted for all men staff upon birth of their child and to be taken within the first 6 weeks of the birth of the child or as soon as return from any duty that may have kept him from being present at the time of birth.
 - Full time men staff will be entitled to Bokali allowance of Rs.500 per month till the child is 6 months old. (I am sure you all must have decided WHY men staff should get for 6 months while woman staff should get only for one month. Either parity should be there or at least an explanation should be forthcoming) This is an allowance paid to keep a help to support the wife in looking after the child while the father is on duty. This allowance is only for those who need it and the person will have to apply to the ant's admin committee for such an allowance.
 - i. Challenging fixed gender norms in culture

The ant will challenge all such cultural and societal practices which promote unequal freedom to men and women and also fix stereotypical roles for women & men in the organization. For e.g. Men in the ant are expected not to go around bare-chested or wearing vest or shorts on the campus as women do not have the freedom to do the same. Similarly, men are expected to cook, clean and tend to guests as much as women are expected to do. All staff and volunteers are expected to make special efforts to challenge gender norms in public fora as this would help change the community.

VI. Implementation and Accountability of the Gender Balance Policy

- a. The ED of the ant – helped by the Gender Equality Committee - will be responsible for ensuring implementation of the policy across the organisation.

- b. The policy will be reviewed (compulsorily during the annual meeting) to ensure that it is relevant and reflects progressive debate on gender equality and women's rights.
- c. A brief report of the same will have to be given by the ED to the Chairperson of the Board of Trustees.
- d. We will ensure that all staff understand the gender policy and have appropriate skills and tools to implement it in their sphere of work. Gender Orientation programme will be done within 6 months of new staff joining the organization. In addition, the gender committee will ensure that at least regular gender follow up training is done with all staff, at least once a year. Self reflection workshops & action planning on gender equity will be conducted once a year for senior staff on gender.
- e. All staff will be responsible for reflecting the ant's values on gender equality and equity in their attitudes and actions.

VII. Composition & Functions of the Gender Equality Committee (GEC)

1. Composition: The Gender Equality Committee (GEC) of the ant will be made up of at least 3 persons on a rotational basis – 2 women + 1 man – from amongst senior members of the organization i.e. coordinator level and above. One of the 3 members of the GEC will have to be from the ant's Admin Committee. This is to ensure a sync between the work of the admin committee and the GEC. For the first 2 years, to ensure that the Gender Equality Policy takes off smoothly and is institutionalised, the ED will be a part of the GEC as an additional member. If the ED is a man, the senior most woman staff of the ant will also be on the Committee as an extraordinary member. Beyond that, the ED will be available for consultation and support as and when required.
2. Functions & Term of the GEC:
 - a. Ensure that the GEP is implemented in letter and spirit by the organization. They will report on it to the ED and the ED is bound to report about progress of the GEP to the Board of Trustees at their meeting.
 - b. Review and put all proposals under the gender scanner before being sent to the funding agency.
 - c. Prepare an annual calendar of gender orientation programmes & trainings at the beginning of the year and ensure that the programmes are held according to plan.
 - d. Translate the GEP into the local languages and give to staff members. Ensure that all staff is made aware of the gender balance policy and the various provisions under it.
 - e. Attend to complaints and grievances related to gender and sexual harassment in accordance with the rules under the Sexual Harassment of Women in the Workplace Policy of the ant . The GEC will hereby also function as the Complaints Committee under the Sexual Harassment Policy guidelines
 - f. Ensure that the gender balance policy is reviewed periodically, failing which, it should be reviewed during the annual meeting of the organization.
 - g. Ensure that various projects and programmes include gender as one of the parameters on which their performance is evaluated. A report of the evaluation should be submitted to the GEC.
 - h. Take decisions regarding applications for the various provisions and entitlements made in the gender balance policy.
 - i. Take stock of the Gender Balance fund periodically and work with the ED to plan for it.
 - j. All GEC members will serve a term of 2 years with members changing on a rotational basis every 6 months to ensure continuity.
 - k. Initially for the first year, the GEC will meet once a month for short durations to review its work and take stock of where the GEP is. Later on, the frequency between meetings can be increased but not less than once every 3 months.

VIII. Plan for Installation of the GEP of the ant

1. The Gender Equality Policy must be passed by the ant's Board of Trustees and should become a policy before the start of financial year 2011-2012.
2. The Gender Equality Committee has to be formed immediately and it should start functioning. Have a first day-long meeting to orient the GEC and plan its activities. The GE will also plan out how the policy provisions will be rolled out and give a time frame for the various activities.

3. After policy is passed by the BOT, an orientation programme will have to be organized for increasing Staff awareness on the provisions of the GEP so that they can start using it. Translation of the Policy has to be done and given to the staff.
4. A plan for the "Gender Equality Fund" has to be prepared and money kept aside to start the fund.

Annexure 3

Sexual Harassment of Women at the Workplace Policy of the ant

Note: This policy has been drafted with the aid of the **Vishaka guidelines (1997) CEDAW/Convention on the elimination of all forms of Discrimination against Women) (1993) and The Sexual Harassment of Women at the Workplace (SHWW)** and aims to maintain their spirit

1.10 Definition of Sexual Harassment:

Sexual Harassment includes but is not limited to such unwelcome sexually determined behavior (whether directly or by implication) as:

- a. Physical contact and advances
- b. A demand or request for sexual favors
- c. Sexually colored remarks
- d. Showing pornography
- e. Sexually nuanced gestures, comments or jokes
- f. Any other unwelcome physical, verbal or non verbal conduct of a sexual gesture

1.11 Sexual Harassment is unlawful

It is unlawful for:

- a. An employer , supervisor or co-employee to , in any manner whatsoever , sexually harass an employee of the workplace which she/he s working
- b. An employer , supervisor or employee to , in any manner whatsoever , sexually harass any individual who is present in the workplace ,or who comes into contact with the employer, supervisor or employee through connection with work

1.12 Duties of the ant under the ACT and duty of the government:

1. Duties of the ant under the Act

- a. To constitute an Internal Complaints Committee. This shall consist of at least three members of which one will be an external expert. The Committee must be headed by a woman, who will be its Chairperson. At least two of the members of the committee must be women.

NB. Although it is recommended, it is not legally required for the ant to form this committee, as it has less than 50 employees.

- b. To designate a female employee to be a Special Officer whose role will be to receive complaints (formally written). The designation and duties of this officer must be publicized to everyone under the jurisdiction of the organization

1 . Duty of the Government under the Act:

- a. To approve a District level special officer for every district. This individual shall deal with complaints that fall under the circumstances outlined in Chapter IV, point 2.
- b. To draw up a list of a Group of Experts (eminent people from various fields who are involved in gender issues, counselors, social workers, lawyers etc) who can be called upon to constitute a Local Complaints Committee within 15 days of a complaint being lodged. The role of a local Complaints Committee is outlined in Chapter IV, Point 2.

1.13 Procedure for lodging a complaint:

1. Before the Internal Complaint Committee

- a. A complaint may be lodged with the Special Officer or with any member of the Internal Complaints Committee
 - b. Within one week of the receipt of the complaint, the Special officer or Member of Committee to whom the complaint is made shall communicate the complaint to the Chairperson of the Committee.
2. Before the District Level Special Officer/Local Complaints Committee
This will take place in cases where:
- There is no Internal Complaints Committee.
 - A Complaint is lodged before the Internal Complaints Committee, and it fails to take any action for a period exceeding one month after the complaint was lodged
 - The allegation of sexual harassment is against the employee/person in charge of the aggrieved individual, and therefore she/he finds it difficult to approach the Internal Complaints Committee
3. It is the duty of the Authority to whom the complaint is made to reduce the complaint in writing, read it out to the complainant and obtain his/her signature
 4. Where sexual harassment amounts to criminal offence under the Indian Penal Code, it is the duty of the Special officer/Member of the committee/District Level Special officer to immediately inform the complainant of his/her right to initiate action in accordance with the law. This will be in addition to the proceedings taken forward on sexual harassment

1.14 Procedure before the Complaints Committee:

1. Both the complainant and defendant have the right to be represented in proceedings by any person of their choice.
2. On receiving a complaint of sexual harassment, the complaints committee will conduct a preliminary investigation, which may include interviewing the complainant, defendant and any witnesses, determining if there are any individuals with direct or indirect information about the complaint, and if so, interviewing them. The following points apply.
 - a. Any investigation carried out by the complaints Committee must be recorded in writing and completed within one month of receiving the complaint
 - b. A copy of the investigation should be made available to the complainant and the defendant on the commencement of the enquiry
 - c. Whatever the findings of the preliminary investigation, the complaints committee will proceed to conduct a full enquiry as set out below from point 4.
3. Within a period of two weeks from the completion of the preliminary enquiry , the complaints Committee will induct onto the committee and enquiry officer who must be legally qualified in conducting domestic enquiries. She/He will proceed to conduct an enquiry as per the procedure set out below
4. The defendant must be given a notice in writing, along with a copy of the complaint, directing him/her to attend the enquiry at a time/place specified in the notice, and to file a written report of desired.
5. The complaints committee will not be bound by strict technicalities and will conduct the inquiry with as little formality as possible. This aims to reduce delay ad ensure that a prompt hearing can take place.
6. In conducting the enquiry , the Complaints Committee:
 - a. Must be sensitive to the covert and insidious nature of sexual harassment and must take into account that the aggrieved individual may be able to give direct or corroborative evidence
 - b. Must not permit any evidence or examination based on the aggrieved individual's character, personal life, and conduct, personal or sexual history.
 - c. Must take care of the respective socio economic positions of the two parties , their hierarchy in the organization and other power differences while evaluating the evidence
 - d. Must give the alleged victim the option of giving evidence in writing , provided she/he makes herself/himself available for cross examination

- e. May direct the defendant to submit his/her intended questions for cross examination in writing , and the committee may disallow questions that it feels are derogatory or irrelevant to the aggrieved individual
 - f. May, if requested , give the alleged victim the option of providing answers of a sensitive nature in writing in the enquiry proceedings during cross-examination
7. Any perceived delay in filing the complaint of sexual harassment will not be seen to determine the veracity of the complaint by the Complaints Committee
 8. The Committee will have the power to summon witnesses and call for any documents or information it considers relevant
 9. The Complainant and the defendant have the right to receive copies of the proceedings produced in the enquiry
 10. The enquiry must be completed within a period of 90 days from when the enquiry is commenced
 11. The Complaints Committee may, if requested by the alleged victim , try to resolve the matter informally by intervening and permitting the parties to resolve the matter mutually before the enquiry, If so,
 - a. The settlement must be mutually acceptable to both parties
 - b. The Conciliation process must be recorded and copies sent to the employer, alleged victim and defendant
 - c. The aggrieved individual has the right to withdraw at any time from the conciliatory process and challenge the settlement, on the grounds that his/her consent was obtained by coercion or fraud

1.15 Findings and Directions

On the completion of an enquiry by the Internal Complaints Committee or a Local Complaints Committee, the committee may

1. Dismiss the complaint which was the subject of the enquiry :or
2. Find the complaint proven and pass a finding to that effect, which may include one of the following
 - a. A declaration that defendant has engaged in unlawful conduct and she/he must not repeat it
 - b. A declaration that the defendant should pay the victim damages as compensation for any loss/damage suffered by him /her or legal heirs as a result of the conduct of the defendant
 - c. A direction that the defendant give a written apology to the aggrieved individual , stating such behavior will not be repeated and assuring that no retaliatory steps will be taken either by the defendant him/herself or anyone on his/her behalf
 - d. Where the defendant is an employee, the committee may direct that a punishment be imposed upon him/her by the employer. The following punishments may be imposed depending in the gravity of the act.

Minor Penalties:

- a. Giving a warning or censure in writing
- b. Fining the defendant
- c. Withholding increment for a period not exceeding one year
- d. Suspension for a period not exceeding four days

Major Penalties

- a. Withholding increment for more than a year
 - b. Reduce rank/grade
 - c. Terminate his/her services by discharge/dismissal, after paying any dues she/he is entitled to by law
3. Where the defendant is the employer or in a position of authority, and has as a result of the complaint made adverse change in the service condition of the victim or any witnesses, the committee may:

- a. Direct the employer to restore the particular service condition with full benefit from the date it was adversely changed
- b. Direct the employer to grant the aggrieved individual the service condition she/he would have been entitled to but for the act of sexual harassment, with full benefits, from the time it would have been granted to him/her

1.16 Duties and Liabilities of the ant:

- 1 Ensure a safe work environment free from sexual harassment
- 2 Maintain a proactive program to educate all employees as to the definition of sexual harassment and procedure for redress
- 3 Facilitate initiation of proceedings if an act of sexual harassment has been brought to its notice. Ensure that the aggrieved individual/witness /supporter is not victimized or harassed for initiating proceedings or giving evidence
- 4 Ensure that the complainant/supporter /witness is not punished by discharge
- 5 Respect the confidentiality and privacy of individuals reporting or accused of harassment to the extent possible
- 6 The ant will be liable and a complaint may be lodged with the Internal Complaints Committee/District Level Special Officer if it is found to.
 - a. Protect a person found guilty of sexual harassment
 - b. Pressurize the aggrieved person/witness/supporters from initiating or participating in the proceedings

1.17 Miscellaneous:

1. The Internal Complaints Committee shall make an annual report to the district level special officer of all the complaints dealt with, and all the action taken
2. Employees should be allowed to raise issues of sexual harassment at meetings or other appropriate forums

In case a Complaint is lodged against a member of the committee.

- As soon as a complaint is received against a member of the committee, the member will be immediately suspended from the post till the completion of the proceedings
- The other committee members in consultation with the management will appoint as ad hoc committee member to take over the post
- After the completion of the proceedings, if the committee member is found guilty, he/she will be dismissed from the post and a new member will be appointed.

During the proceeding.

- The complainant will be accompanied by a "Companion" of his/her own preference if he/she chooses to continue working for the organisation during the proceeding. This organisation will bear the expenses of the companion when he/she accompanies the complainant for any work of the organisation.
- On the request of the complainant, the service of a counselor will be made available to complainant or the defendant at the cost of the organisation.
- During the proceedings any one of the complainant or the defendant will be allowed paid leave and will be paid half the honorarium for sustenance. After the proceeding is over, the organisation will have to reimburse the remaining part of the honorarium to the victim while the offender will not be given any arrears.

If an ant member is harassed in the village by any villager: (This clause is strictly applicable and fails under the jurisdiction of the committee only when the ant member is in the village related to work of the organisation)

- Chapter IV, V and VI is applicable here
- After receiving the complaint, the committee within a week's time will meet the concerned village committee/village headman and inform them about the complaint along with an elaborate explanation about this document. It is necessary to read out the written complaint to the village committee/village headman.
- The village committee/village headman will be consulted during the proceedings and can also be present at the hearings.
- The committee will take into consideration the suggestions put forward by the village committee/village headman during the proceedings.
- During the proceeding, the complaint (ant member) will not be allowed to continue work in that village.
- In case the proceeding fails, defendant reluctant to accept the judgment of the Internal Committee, the Internal Committee with the approval of the complainant will approach the District Level Special Officer.
- All expenses related to the proceeding with the District Level Special Officer will be borne by the organisation.

Annexure 4

ANT- AAROGYA INSURANCE

1. Each member has to be a signed member of the scheme and must be an employee of the ant or aagor or one of members of the ant's Jagruti groups or an employee of aagor or a weaver of aagor. Any other person desirable to become a member can do so only with the explicit consent of the Insurance Committee.
2. The rules of the Scheme will be strictly followed as outlined below.
3. The insurance will settle claims of members against all provable expenses (with bills) of medical treatment during hospitalization and within 15 days of the claim being filed.
4. The insurance will allow claims of upto 50% of all expenses totalling upto 10,000 rupees, (i.e maximum Rs 5000 claim amount) and upto 75% of all expenses of the amount above 10000 rupees, (i.e., 5000 plus 75% of amount above 10000 rupees). Maximum claim admissible will be
 - a) Rs 15,000. per person per year and
 - b) Rs 30,000 for claims within one household per year.
5. Insurance if claimed from any other source like Mukhya Mantri Swasthya Bima Aachoni will be refunded to the ant – Aarogya Fund.
6. A 5 member INSURANCE COMMITTEE will be made with 2 serving staff members of the ant, 2 from the weavers of Aagor (preferably from their Executive Committee) and 1 from aagor staff with a President, Secretary & Treasurer. This team will work by rotation for a period of two years and 3 members may be replaced every two years. No member can remain on the Executive Committee for a period extending beyond 2 terms of two years each.
7. A bank account will be opened in Punjab National Bank under the name of ANT- Aarogya Fund and it will be the duty of the President and the Treasurer to maintain proper accounts and get them audited once a year and send a copy to Managing Trustee of the ant and of Aagor latest by the 30th of September of each year.
8. The Executive Committee will make rules for reimbursements of medical expenses in order to ensure earliest possible reimbursements.

RULES

The benefit of the insurance scheme will be available as under:

A. HOSPITALISATION EXPENSES:

The insurance will come into effect 3 months after the date of payment of the FIRST annual premium except for accidents and emergency operations.

The policy covers reimbursement of Hospitalisation expenses for illness / diseases suffered or injury sustained by the Insured Person. In the event of any claim becoming admissible under policy, the liability of ANT – AAROGYA FUND (henceforth called AAF) in respect of all claims including Maternity Benefit admitted during the period of Insurance shall not exceed the Sum Insured of Rs.30,000/- per person or family as mentioned at the time of booking the policy.

Total claims for any one illness is limited to Rs.15000/- (other than
Maternity Benefit)

The insurance will come into effect 3 months after the date of payment of the FIRST annual premium except for accidents and emergency operations

The Policy is extended to include one Maternity Benefit with liability under the Section being restricted to Rs.2,500/- for normal delivery and Rs.5,000/- for caesarean delivery. A waiting period of 12 months from inception of the policy is applicable. The above amount would also cover the medical expenses incurred in respect of new born child upto 3 months. However, this benefit is within the overall limit of Sum Insured of Rs.30,000/-.

This benefit is available only once to an insured person during the currency of the policy or its subsequent renewals. ie. only once during the life time of insured person.

The insurance will allow claims of upto 50% of all expenses totalling upto 10,000 rupees, (i.e maximum Rs 5000 claim amount) and upto 75% of all expenses of the amount above 10000 rupees, (i.e., 5000 plus 75% of amount above 10000 rupees). Maximum claim admissible will be

- a) Rs 15,000. per person per year and
- b) Rs 30,000 for claims within one household per year.

The claims may be awarded for all illnesses as above with exceptions as below:

- Injury / disease directly or indirectly caused by or arising from or attributable to invasion, Act of Foreign enemy, War like operations (whether war be declared or not)
- Circumcision unless necessary for treatment of a disease not excluded hereunder or as may be necessitated due to an accident, vaccination or inoculation or change of life or cosmetic or aesthetic treatment of any description, plastic surgery other than as may be necessitated due to an accident or as apart of any illness.
- Cost of spectacles and contact lenses, hearing aids.
- Dental treatment or surgery of any kind unless requiring hospitalisation.
- Convalescence, general debility; run-down condition or rest cure, Congenital external disease or defects or anomalies, Sterility, Venereal disease, intentional self injury and use of intoxication drugs / alcohol
- All expenses arising out of any condition directly or indirectly caused to or associated with Human T-Cell Lymphotropic Virus Type III (HTLB - III) or lymphadenopathy
- Associated Virus (LAV) or the Mutants Derivative or Variation Deficiency Syndrome or any syndrome or condition of a similar kind commonly referred to as AIDS.
- Charges incurred at Hospital or Nursing Home primarily for diagnosis x-ray or Laboratory examinations or other diagnostic studies not consistent with or incidental to the
- diagnosis and treatment of positive existence of presence of any ailment, sickness or injury, for which confinement is required at a Hospital / Nursing Home.
- Expenses on vitamins and tonics unless forming part of treatment for injury or diseases as certified by the attending physician
- Injury or Disease directly or indirectly caused by or contributed to by nuclear weapon / materials
- Purchase of Blood unless the total blood requirement has been in excess of 5 units within a week of illness. However, legitimate expenses made on tests of donated blood may be permissible.
- any form of oral, oesophageal and gastric cancers for habitual smokers or those habituated to betelnut. Claims for lung cancers will not be admissible for expenses if any family member is a known smoker for more than a few years.

- Naturopathy Treatment

B. PERSONAL ACCIDENT COVER TO EARNING HEAD

If the Insured Person (earning head of the family) shall sustain any bodily injury resulting solely and directly from Accident caused by outward, violent and visible means, and if such injury shall within 6 calendar months (unless otherwise specified) of its occurrence lead to death then AAF shall pay to the Insured the sum as specified below :

Death of Insured Person (earning head of the family) solely due to accident	Rs.25,000/-
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C. DISABILITY COMPENSATION FOR EARNING HEAD AND / OR SPOUSE OF THE FAMILY

If the Earning head of the family / spouse is hospitalized due to accident / disease / illness for which there is a valid claim admitted under Section I of the policy then after a waiting period of 3 days, the AAF shall pay to the earning head of the family or spouse a

compensation of Rs.75/- per day from the fourth day of hospitalization upto a maximum of 10 days per policy period.

Note : The maximum liability of the AAF is limited to Rs.750/- in all during the policy period, EXCEPT FOR:

- i. Death directly or indirectly arising out of or contributed to by or traceable to any disability already existing on the date of commencement of this policy.
- ii. Death injury or disablements arising directly or indirectly from or traceable to:
 - a) Intentional self injury, suicide or attempted suicide if WITHIN 3 months of starting the policy
 - b) Whilst engaging in any risky sport.
 - c) Whilst under the influence of intoxication, liquor or drugs
 - d) Directly or indirectly caused by venereal diseases or insanity
 - e) Arising or resulting from the insured committing any breach of law with criminal intent
 - f) War and war like perils, nuclear perils, radioactivity etc.

DEFINITIONS:

AGE LIMIT

This insurance is available to persons between the age of 15 days to 65 years. Children between the age of 3 months and 5 years of age can be covered provided both parents (unless mother is separated/ divorced/ widowed) are covered concurrently.

HOSPITAL / NURSING HOME means any institution in India established for indoor care and treatment of sickness and injuries and which:

has been registered as a Hospital or Nursing Home with the local authorities and is under the supervision of a registered and qualified Medical Practitioner.

Or

(a) Hospital /Nursing Home run by NGOs / Government

Or

(b) Should comply with minimum criteria as under:-

(i) It should have at least 5 inpatient beds.

(ii) Fully equipped operation theatre of its own wherever surgical operations are carried out.

(iii) Fully qualified Nursing Staff under its employment round the clock.

(iv) Fully qualified Doctor (s) should be in-charge round the clock.

'Surgical Operation' means manual and / or operative procedures for correction of deformities and defects, repair of injuries, diagnosis and cure of diseases, relief of suffering and prolongation of life.

Expenses on Hospitalisation for minimum period of 24 hours are admissible.

However, this time limit is not applied to specific treatments, i.e, Dialysis,

Chemotherapy, Radiotherapy; Eye Surgery, Dental Surgery, Lithotripsy (Kidney

Stone removal), D&C, Tonsillectomy taken in the Hospital / Nursing Home and the

Insured is discharged on the same day, such treatment will be considered to be

taken under hospitalisation Benefit. This condition will also not apply in case of stay in Hospital of less than 24 hours provided:

The treatment is such that it necessitates hospitalisation and the procedure involves specialised infrastructural facilities available in hospitals.

Due to technological advances hospitalisation is required for less than 24 hours only.

Note: When treatment such as dialysis, Chemotherapy, Radiotherapy., etc is taken in

the hospital / nursing home and the insured is discharged on the same day the

treatment will be considered to be taken under hospitalisation benefit section.

Liability of the AAF under this clause is restricted attached hereto.

REPORTING OF HOSPITALISATION/ ACCIDENTS: Upon the happening of any event which may give rise to a claim under this policy, notice with full particulars shall be sent to the ant immediately and in case of emergency within 24 hours of Hospitalisation.

All supporting documents relating to the claim must be filed with the ant within 7 days from the date of discharge from the hospital. Rarely, if ever, must the claim be allowed for any delay beyond this period.

DETAILS OF INSURED PERSON : The insured shall be required to furnish a complete list of insured persons in the following format. Any additions and deletions during the currency of the policy should be intimated to the AAF Exec Committee in the same format. However, such additions and deletions will be incorporated in the policy from the first day of the following months subject to pro-rata premium adjustment.

Sr. No.

S. No	Names of Insured persons	Relation with Insured	Age	Sex
1.				
2.				
3.				
4.				
5.				
6.				

NOTE: No refund of premium will be allowed for deletion of Insured person in the event of Insured Person having made / recovered a claim under the policy.

PAYMENT OF PREMIUM:

The yearly premium will be as follows:

Category	the ant / aagor contribution	Own contribution	Total
Individual	750.00	150.00	900.00
Family upto 4 members	1250.00	250.00	1500.00
Family upto 6 members	1500.00	300.00	1800.00

Family (not exceeding 4) consisting of Insured and/or parents below 55 years/ spouse and/or dependent children

Family (not exceeding 6) consisting of Insured, spouse, dependent children and/ or one or both parents.

Annexure 5

WHISTLE BLOWER POLICY April 2012

The following guidelines are being laid down to promote people within the organisation to keep the functioning of the ant at a very high ethical standard and shall be called the ant's Whistle Blower Policy.

1. Anybody within the ant is welcome to point out or bring to the notice of the Board of Trustees and others, any wrongdoing within the ant, which maybe against its Core Values as mentioned at various places, or against the law or against general ethical principles of truth, honesty, fair-play and justice.
2. Any act or policy that violates principles as given in the ant's Trust Deed or rules of the organisation, or the law of the land, whenever it comes to the notice of anyone within the ant or brought to the notice of anyone within the ant, s/he shall bring the wrongdoing to the notice of the Executive Director in writing. Where the complaint is made verbally, the ED must record the observation and take due course of action as explained in the succeeding paragraphs. However, if the act or policy that has been deemed to be against law/rules or ethics, has been made by the Executive Director, the same may be brought to the notice of the Managing Trustee or other members of the Trust.
3. The ED on receiving a complaint of this nature must reassure the complainant of her/his safety and take due course of action that may not reveal the identity of the complainant. However, in the interest of the investigation, if there is no other way to reveal the identity of the complainant, the same must be informed to the complainant and a fresh choice must be made available to her/him to either reveal the identity or even withdraw the complaint if need be. The same process needs to be followed by the Managing Trustee in case the complaint involves the ED and by the BoT in case the complaint involves the Managing Trustee.
4. The complaint must be looked into within a week's time – or earlier if need be - and action taken based on the report. A report about the complaint, investigation and the action taken needs to be conveyed to the Chairperson of the Board of Trustees within a week of the same.
5. The name of the complainant and her/his complaint documents must be kept confidential at all times. If for some reason, the identity has been revealed inadvertently or due the process of investigation, all possible help must be provided to her/him keeping in mind her/his and her/his family's safety. If need be, the police may need to be informed.
6. If the nature of complaint necessitates that the complainant have to leave the job, the ant will provide extraordinary leave up to 2 months with full salary and allowances. In case the person making the complaint has to move out of the area, the ant will provide for money for transferring the person to another city/area and provide financial help to the tune of salary and allowances for upto 6 months, so that the person can rehabilitate to a new life and job.
7. This may be read out at least once a year in the meetings and pinned on the notice board at least once a year so that all employees in the ant are aware of the policy.

