

Swashodhan Trust

Human Resources Policy

Effective date: 10th July ,2025

1. Purpose

This Human Resources Policy outlines the guiding framework for managing all personnel engaged with Swashodhan Trust, including staff, volunteers, and consultants. It aims to foster a transparent, inclusive, ethical, and supportive work environment that upholds the values of service, empowerment, and professionalism central to our mission.

2. Scope

This policy applies to:

- Full-time and part-time employees
- Field coordinators
- Volunteers and interns
- Consultants and contracted service providers associated with Swashodhan Trust in all program locations.

3. Recruitment & Selection

All hiring processes will be based on merit, equity, and alignment with the Trust's goals in education, health, and skilling.

- Preference will be given to candidates from local communities and underrepresented backgrounds.
- Selection panels shall include at least one female member and follow transparent documentation procedures.
- Roles and responsibilities will be defined in job descriptions, and appointments will be confirmed with offer letters.

4. Categories of Engagement

- Employees: Salaried personnel working on specific projects or administration.
- Project Consultants: Experts hired for defined deliverables (e.g., training, research, IT support).
- Field Volunteers & Interns: Youth or professionals contributing time to fieldwork, digital classrooms, health camps, or awareness campaigns.
- Community Facilitators: Women leaders from villages trained to deliver local support.

5. Induction and Orientation

All new recruits shall undergo an induction program covering:

- Mission and values of Swashodhan Trust
- Program guidelines and field protocols

- Safety and reporting procedures
- Use of technology platforms for reporting and feedback

6. Working Hours & Attendance

Standard office hours: 9:30 AM – 5:30 PM, Monday to Saturday

- Field staff may have flexible hours aligned with community schedules
- Monthly attendance to be recorded through digital or physical logs

7. Leave Policy

- Casual Leave: 12 days/year
- Sick Leave: 8 days/year
- Earned Leave: 15 days/year after 12 months of service
- Special Leave: For bereavement, medical emergencies (case-by-case)
- Maternity/Paternity Leave: As per Indian labour laws and Trust's inclusivity commitment

Leave must be requested in writing or via approved HR portal.

8. Performance and Conduct

Staff will be evaluated twice a year based on field impact, community interaction, and project delivery.

- A mid-year review will identify growth opportunities or support needs.
- Ethical behavior, respectful communication, and zero tolerance for discrimination or harassment are mandatory.
- Misuse of Trust resources or data confidentiality breaches will lead to disciplinary action.

9. Capacity Building

Swashodhan Trust invests in upskilling staff through:

- Monthly capacity-building workshops
- Collaboration with partner institutions for training in education, digital tools, and healthcare
- Access to digital content via T-SAT, online platforms, and NGO partners

10. Compensation & Benefits

- Salaries aligned with NGO sector benchmarks and based on project budgets
- Field support such as travel allowances, internet reimbursements, and accommodation (where applicable)
- Health insurance (if part of donor-supported projects)
- Staff appreciation, recognition programs, and well-being support

11. Grievance Redressal Mechanism

A confidential grievance cell will be established, consisting of a senior staff member, female representative, and HR coordinator.

- Complaints should be submitted in writing or via email to hr@swashodhantrust.org
- Resolution to be provided within 15 working days, ensuring fairness and non-retaliation

12. Exit and Separation Policy

- Voluntary resignation: Minimum 30 days' notice
- Termination: With cause or in case of ethical misconduct or repeated non-performance (following due process)
- Exit interview and asset clearance required for final settlement

13. Policy Review and Updates

This policy shall be reviewed annually or as required by legal, strategic, or operational changes. All amendments will be approved by the Managing Trustee and notified to staff.