



HUMAN RESOURCES **POLICY MANUAL**

ABOUT SAKSHI

A pioneer in working for Gender Equality & Responsible Sexuality in India, Sakshi was founded as a rights based, capacity-building organization in 1992. It was the force behind two landmark PILs – '[Vishaka Vs. State of Rajasthan](#)' & '[Sakshi Vs. Union of India](#),' which paved the way for several gender-based laws including POCSO 2012 and POSH 2013.

Sakshi aims to empower youth, women, children, and marginalized groups with a focus on equality and transformative justice by developing life skills for dialogue, negotiation, conflict resolution and transformational leadership through training/workshops, communication and social arts for change. Its programs are informed and designed on the basis of research and 'evidence-based' data from the field that has worked towards strengthening systemic mechanisms and enabling preventive interventions for the practice of 'everyday equality' for the past 3 decades.

VISION OF THE HR MANUAL

Create a culture of Safe Spaces across the organization wherein emphasis is given to gender equality, responsible sexuality, and health- physical, mental, and sexual.

MISSION OF THE HR MANUAL

Build capacities of the staff to be resilient in the face of change and confrontation, lead conversations around prevention of sexual violence, create safe spaces for disclosure, understand POCSOA and report the abuse to secure the abused within their families and communities, thus interrupting the cycle of sexual violence, resulting in a Productive Human Resource and a Secure Environment.

PURPOSE OF THE MANUAL

The Human Resource (HR) Policy Manual is developed to document the policies applicable to the staff and as a guideline for conduct of the HR systems and processes at Sakshi.

Key objectives of designing HR Policies and its documentation are:

- To ensure that the staff related decisions are driven by set standards and principles in alignment with the overall vision and value system of the organization.
- To build fairness and consistency in staff processes.
- To enhance clarity and transparency.
- To establish the culture and working environment as required for the organization.



SCOPE OF THE MANUAL

This Manual is applicable to all staff of Sakshi working anywhere in India. Nothing mentioned in this manual confers the automatic right to any individual with regard to salary/compensation, benefits, facilities or other monetary terms of appointment unless explicitly stated for the individual in their letter of engagement or any other similar valid document issued to them by an authorized person in the organization.

AMENDMENT TO THE POLICIES

From time to time changes or addition or deletion to the policies and procedures contained in this document may be necessary due to exigencies or changes in internal / external environment. The Governing Council reserves the right to add, withdraw or amend policies as deemed fit, with or without a statement of cause or justification and such addition, modification or amendment shall be final and binding upon all staff of Sakshi. Such subsequent additions and deletions will be notified to the staff through notices or e-mails. However such changes will come in effect from such a date as mentioned in the amendments and will not depend on the date of notification to the staff.

The HR Manual covers the following policies:

RECRUITMENT POLICY

Sakshi's staff recruitment and selection policy describes our process for attracting and recruiting the appropriate talent for the organization. This recruitment policy sample can serve as a rubric that our recruiters and hiring managers can use to create an effective hiring process.

(Click [here](#) for the Recruitment Policy)

PERFORMANCE MANAGEMENT POLICY

This policy is also known as Succession planning. This is a process designed to ensure that the organization identifies and develops a talent pool of staff through mentoring, training and job rotation to replace key organizational leaders within the organization as those key organizational leaders leave their positions.

(Click [here](#) for the Performance Management Policy)

WORKING HOURS AND LEAVE POLICY

To ensure a disciplined work culture on the basis of set work hours, punctuality and recording of staff attendance to facilitate achievement of organizational goals.

(Click [here](#) for the Working Hours and Leave Policy)

EXIT POLICY

Every staff member leaving the organization goes through a handing-over process as per protocol and an exit interview which allows the organisation to get a recap on all the work done, policies, and challenges that the staff has faced during their time with the organization. This feedback received helps the organization's future strategizing and



implementation of human resources.
(Click [here](#) for the exit interview questionnaire)

CODE OF CONDUCT POLICY

The Code of Conduct helps put our values into practice. Everything we do in connection with our work at Sakshi is measured against the highest possible standards of ethical business conduct.

(Click [here](#) for the Code of Conduct Policy)

TRAVEL AND ALLOWANCES POLICY

The objective of this policy is to provide guidelines to all the members of the governing council and staff to facilitate convenient business travel and also to manage and control travel related expenses.

(Click [here](#) for the Travel and Allowances Policy)

CONFLICT MANAGEMENT POLICY

Problems, misunderstandings and frustrations may arise in the workplace. It is Sakshi's intent to be responsive to its staff and their concerns. Therefore, a staff member who is confronted with a problem may use the procedure described below to resolve or clarify their concerns. The objective of this policy is to provide a quick, effective and consistently applied method for employees to present their concerns to management and have those concerns internally resolved.

(Click [here](#) for the Conflict Management Policy)

CONFLICT OF INTEREST POLICY

The purpose of Sakshi's Policy on Conflict of Interest is to ensure fairness and a high standard of conduct and performance in Sakshi's decision-making processes to protect the reputation and integrity of Sakshi and its interests, and to ensure broad public trust and confidence in Sakshi's ability to properly manage its activities, by providing guidance and requirements in identifying and managing actual, potential or perceived conflicts of interest.

(Click [here](#) for the Conflict of Interest Policy)

ANTI CORRUPTION POLICY

Sakshi is committed to setting up utmost standards for transparency and accountability in all its affairs. Sakshi strives in attaining its mission through compliance with high legal and ethical standards. Sakshi does not tolerate any form of bribery, embezzlements or corruption, and will uphold all laws countering bribery, fraud and corruption in all forms.

(Click [here](#) for the Anti-Corruption Policy)



PRIVACY POLICY

Sakshi places utmost importance on protecting the privacy of donors. In accordance with that, all information about transactions received will be kept confidential. In addition, Sakshi does not share the email addresses or phone numbers of any of our donors or constituents. We deeply value all contributions made to help us sustain our mission.

(Click [here](#) for the Privacy Policy)

DATA PROTECTION POLICY

The purpose of this policy is to maintain the privacy of and protect the personal information of employees, contractors, vendors, interns, associates, volunteers, beneficiaries, donors, clients and partners of Sakshi and ensure compliance with laws and regulations applicable to Sakshi.

(Click [here](#) for the Data Protection Policy)

RISK MANAGEMENT POLICY

In line with Sakshi's objective towards increasing beneficiaries and stakeholder value, a risk management policy has been framed, which attempts to identify the key events/risks impacting the objectives of the organization and attempts to develop risk policies and strategies to ensure timely evaluation, reporting and monitoring and mitigation of the key organizational risks.

(Click [here](#) for the Risk Management Policy)

CHILD PROTECTION POLICY

The Child Protection Policy in Sakshi is a Zero Tolerance Policy that demonstrates our commitment to prevention of harm to children. This policy aims to reduce risks of child abuse and ensure Sakshi's representatives understand issues of child protection and are aware of the problem of child abuse. Furthermore this policy and procedure aims to minimize organizational risks and ensure Sakshi's duty of care is covered through implementing procedures in recruitment, placement and management that are designed to safeguard children through good practice.

(Click [here](#) for Child Protection Policy)

POSH POLICY

Given it is the policy of Sakshi to provide all employees a safe, healthy and equal work environment, sexual harassment will not be tolerated. A "zero tolerance" policy means working to prevent any inappropriate behaviour, so corrective actions, up to and including formal discipline, will be taken when policy violations occur, even if they are not so serious as to be unlawful. For example, even though a sexual comment does not in itself rise to the level of creating a hostile work environment under the law, such a comment is unacceptable in the workplace, and violates a zero-tolerance policy and will be subject to corrective action.

(Click [here](#) for the POSH Policy)

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