Human Resource Policy

Farmer Producer Company
(Nurtured by JEEViKA)

Bihar Rural Livelihoods Promotion Society

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Confidentiality of the Handbook

The handbook is a public document that belongs to the Farmer Producer Company (FPC). The contents may be reproduced wherever or whenever required to do so in part or full quoting the source.

CHAPTER II

INTRODUCTION

The Human Resource Policy Manual is a central reference for the chief executives, managers and employees and applies to all staff across all locations where Farmer Producer Company carries out its work. A Farmer Producer Company aims to enhance social and economic empowerment of the rural poor in Bihar through development of sustainable business model. The main objective of establishing Farmer Producer Organization is to increase the income level of the rural farmers by strengthening bargaining power of small and marginal producers and also strengthening the agriculture value chain through livelihood diversification, productivity enhancement and improved market access. The accountability of FPC lies with the shareholders and the Board of Directors.

This specific policy aims at promoting the philosophy of Farmer Producer Company with regard to the standards of excellence, terms of employment, employee's development and employee's services. It may be desirable to change the policy from time to time to reflect changes in the workforce, employment trends and economic conditions. However, any changes in policy will be consistent with the Company's approach towards:

- Employing talented individuals whose creativity and imagination will support and contribute in achieving Company's business objectives.
- Communicating Company standards and expectations in all aspects of employment including performance.
- Valuing diversity and assuring equal employment opportunity at a workplace where relationships are based on mutual respect.
- Treating all staff, workers, cadres and customers in a professional and non-discriminatory manner.
- Providing safe and effective working conditions.
- Providing competitive terms and conditions in workplace/ market.

The organisation reserves the right to interpret, modify, revise, supplement or rescind any policy or portion of the policy from time to time as it deems appropriate. Such revisions may be made at the organisation's sole discretion and may be made with or without prior notice. Any Policy change will be communicated to all staff through normal communication channels. This Policy Manual will also be updated as and when felt necessary.

1. Human Resource Policy

- Human Resource policy of Farmer Producer Company is based on the philosophy - OUR PEOPLE - OUR ASSET.
- Our principal strength as an enterprise collectively owned by the members and self -service providers is our human resources. That is the single most important factor influencing our success and long term sustainability.
- There is a need to continuously invest in people, build their capacity to enable them to perform better and to make performance and competency as criteria for career development.
- The policies aim to develop and sustain a work environment in which each employee feels confident, provided with opportunities for professional growth, is recognized and rewarded for the contribution made towards achievement of organizational objectives.
- The policies are transparent and informative.
- HR policies have been drafted keeping in mind the employees' welfare and motivation of the

employees.
- The organization believes in achieving and maintaining high quality standards with efficiency and cost effectiveness.
- This document is dynamic.

This document aims to create an understanding of the organizational values and align each member of the staff to these values to best achieve its objectives. It is expected that the HR policies would enable the organization and all staff members to maximize their potential through motivation, transparency, accountability, equal opportunity, fair assessment, good working conditions, high integrity, ethics and discipline.

1.1 Scope and Applicability

The Policies stated in this Manual will be effective from the date of circulation and will apply to all regular employees of FPCs.

1.2 Accessibility to/ Maintenance of HR Policy of FPC

The HR Policy of FPC will be kept at the program management unit and copies of it would be accessible to all employees. The CEOs at FPC offices are responsible for ensuring that the office copies are properly maintained and provisions enforced effectively.

1.3 Implied Obligation of an Employee

The Organisation expects its employees to devote their full time and attention to the work assigned to them. They shall treat the organisation's equipment and property with utmost care. They shall not utilize or divulge to any person or persons any of the organisation's internal policies or activities without proper authorization by the CEO/FPC Board. All employees are brand ambassadors of the FPC and it is expected that the conduct of employees would be such that the public image of the organisation is not diluted.

1.4 Role of the CEO- FPCs in HR Policy

The CEO is entrusted with the responsibility to interpret, administer and implement the HR policy of FPC. However, he/ she may, at his/ her sole discretion, delegate or withdraw this devolution of authority to/ from anyone by taking approval/consent from the board, since the final authority rests with the FPC board. It shall be established, except where specifically stated herein to the contrary, that the day-to-day administration of HR Policies shall be vested with the CEO/In-charge at the head office. Requests for approval and other correspondences, pertaining to employees' matter will be directed by the CEO to the Chairperson of the BOD.

2. Policy Review Process:

Policies and procedures contained in this Handbook may require updation from time to time. The Organisation reserves the right to interpret, add, modify, amend or withdraw any or all of the rules as and when deemed fit, with or without prior notice and such interpretation, addition, modification or amendment will be final and binding upon all the employees.

Such subsequent additions, deletions or any other modifications will be notified to the employees through suitable means. All such notifications will be maintained with the Human Resource Department.

Change Initiation Through one or more of the following reasons	**Action by the HR Department**	**Legal and CS Department**	**Action by Chief Executive Officer and BoDs**
Management Initiative	Draft new or update existing policies	Reviews new/update policies	Approval/Disapproval of updated policies
Periodic Updation			
Regulatory Requirement			
Others			

3. Level and Designation

Level	Level Definition	Designation
L - 1	Chief Executive Officer- Provides business leadership	Chief Executive Officer
L-2	Marketing & Procurement Manager –Backward linkage with producers and forward linkage with buyers and market information	Marketing & Procurement Manager
L- 3	Governance and Community Capacity Building Officer- Building capacity of the community members for business decision making and management	Governance and Community Capacity Building Officer
L-4	MIS Executive –MIS updation and data management Accountant- Maintenance of books of record and financial management Office assistant-cum-field supervisor- Office & Field management	MIS Executive Accountant, Office assistant-cum-field supervisor

CHAPTER V

4. Employment Terms

4.1 Non – Discrimination in Employment Policy

Organisation will not discriminate against any employee or applicant on the basis of caste, creed, race, color, sex, age, national origin, physical and /or mental disability or sexual orientation. All employees and external candidates /applicants will be treated equally.

4.1.1 Objective

The objective of this provision is to provide guidelines for resolution of employee's grievances arising out of perceived discrimination in employment policies.

4.1.2 Scope

This policy is applicable to employees from level L -1 to L-4 of the FPCs.

4.1.3 Methodology

This policy will include, but not be limited to the following:

1. Employment
2. Promotion or transfer
3. Recruitment or recruitment advertising
4. Layoffs or termination
5. All forms of compensation

All grievances of the employees pertaining to perceived discrimination in employment policy will be addressed through formal Grievance Redressal System of the FPC.

- All complaints will be treated with utmost confidentiality and sensitivity
- Decision of the Grievance Redressal Committee in this matter will be final

4.2 Guiding Principles

4.2.1 Law of the Land

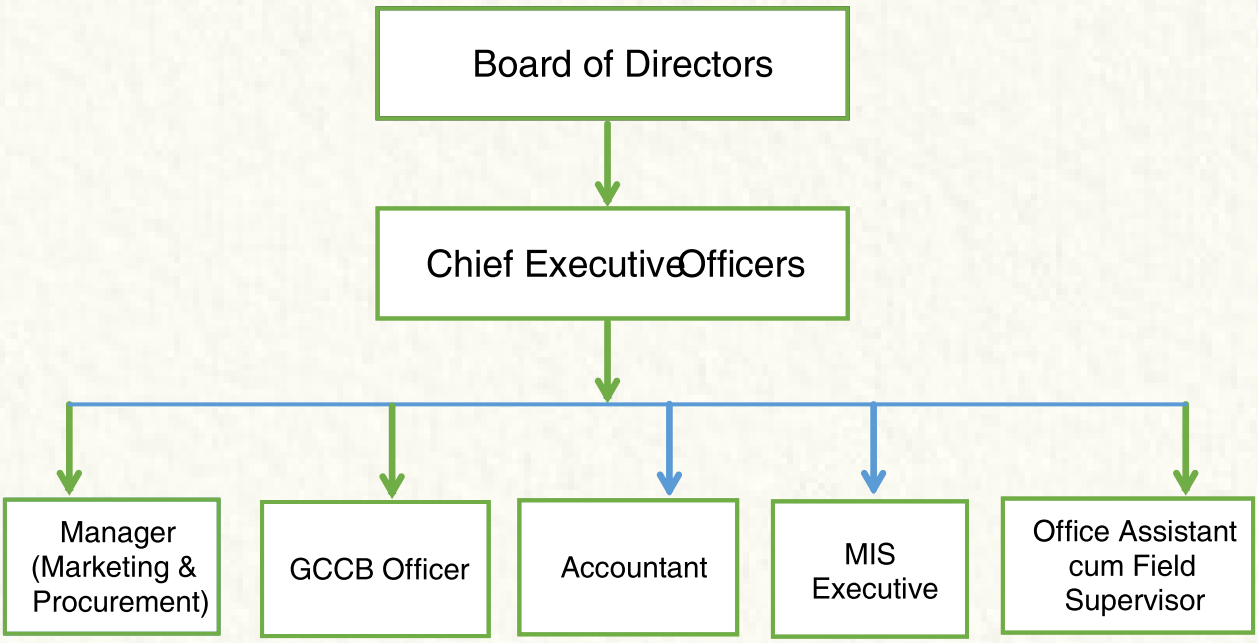
The organisation will respect and abide by the “law of the land” which it operates in. All dues will be paid strictly in compliance with the laws and employees need to ensure that they cooperate fully in this effort.

4.2.2 Equal Employment Opportunity

FPCs shall ensure to provide equal employment opportunities for all employees and equal career development considerations as well to all its employees and to subscribe fully to the doctrine of non-discrimination in employment based on race, nationality, ethnicity , colour, caste, creed, religion, marital status, physical disability, sex or age.

4.2.3 Appointments

FPC Organogram



4.2.4 FPC will follow a basic structure and organogram for running its operations- CEO, Marketing and Procurement manager, Governance and Community Capacity Building (GCCB) Officer, Accountant, MIS Executive, Office assistant – cum- field supervisors (on daily basis as per the requirement) etc. as per the above organogram. The Organogram will be revised by the Board from time to time depending on the nature and growth & expansion of the business and its growing requirements.

4.2.5 New Program/Project Team: The structure of the project and the positions would be approved jointly by the Board of Directors and the CEO.

4.2.6 All recruitment for a new position or a position falling vacant would be made only with the approval of the Board/ Chairperson.

4.2.7 A list of all new recruitment would be given to the Board of Directors in every BOD meeting.

4.2.8 Selection process and constitution of selection committee:

4.2.8.1 CEO (FPC): Board of directors with representation from JEEVIKA as promoting agency and one technical representative from third party agency.

4.2.8.2 All Program Positions: CEO with support from promoting and technical agencies.

4.2.8.3 Appointments would be approved in writing.

4.3 Issuance of Contract

4.3.1 All employees will be hired on annual contract initially. Further renewal will be based on performance, project life and organisational need. The CEO-FPC may recommend to the Board of Directors to offer contracts that would not require periodical extension to certain employees at the completion of initial contract and the Board may consider specific cases on merit.

4.3.2 No appointment in FPC is a guarantee of 'permanency' with the Organization whether or not

FPC continues its operations.

4.4 Appointing Authority

Appointment for all employees will be made by the Chairperson of the BoD and/or his/her representative (viz. CEO), who will issue the employment contracts to all new hires.
No person shall be considered an employee of FPC unless and until she/he receives and accepts an official Letter of Contract issued by the appointing authority. This contract would be issued only at the time of start of service. Initial communication of appointment would be made by way of Offer Letter.

4.5 Type of Appointments

4.5.1 Regular Employment Contract

1. All employees will be initially hired on a one-year contract or up to the life of the project/program/assignment whichever comes first. If in principle, agreement for project funding is for longer than initial signing period, the contract may be signed for a longer period. Further renewal will be based on performance, project life and organisational need.

   Subsequent renewal of full time employment contract will be made for a period of another one year or for the remaining duration of the project/program/assignment, whichever comes first. However, the project in which the employee is associated with comes to an end prior to the expiry of his/her employment contract; his/her services with the organization shall cease to exist as on the last date of the respective project/program/assignment.

2. A Letter of Renewal will be issued by the Chairperson for all staff. This would be done with the written consent of the CEO-FPC. The recommendation for renewal may be initiated in writing by the CEO-FPC.

3. In case, based on the assessment, the supervisor decides not to renew the contract; a written communication from the CEO-FPC detailing the rationale for non-renewal would be sent to the Chairperson in advance and served on the employee as notice for non-renewal.
4. A copy of the renewal of contract shall be duly signed by the employee for it to be valid.

4.5.2 External Consultancy Contract

External Consultancy Contract (ECC) is to be issued to an individual for a non-recurring, one time job drawing specific expertise and which is not of permanent nature and is unlikely to be consistently repeated in future.

i. External Consultancy Contracts should in no case be used as an alternative to regular recruitment to an already approved position or for filling temporary vacancies without proper justification duly approved.
ii. It is required that the policy of procurement of services procedures be followed for hiring such consultants.

4.5.3 Temporary Employment Contract

i. The temporary appointment contract will be issued only in the event of the following:
   - A sanctioned position available and appointing a suitable person to the “approved vacant”

position requires time during which regular work has to be carried on.

- Temporary vacancy falling against approved position arising because of long absence (exceeding a month) of an employee (e.g. maternity leave, etc.).

ii. Temporary appointment contract can be entered only for a period not exceeding six months. It is expected that within this period, a candidate will be recruited against the sanctioned position. Extension of all temporary contracts will require approval of the Board. In any case, the total period of temporary contract should not exceed One year.

4.6 Pre – Employment Requirement

4.6.1 Age

An employee shall have attained the age of 18 years on the date of appointment.

4.6.2 References

Letters of reference from two persons other than close relatives holding working relationships shall be obtained and are mandatory for the applicant's personal record prior to issuance of the appointment contract. The reference submitted by candidates must be cross checked by the supervisor.

4.6.3 Documentation

Staff hired in the above categories shall be required to complete the necessary pre and post-employment formalities/documentation as needed. This is not required for consultancy contracts or contracts for services. This implies that they would be required to submit the following documents /information as applicable.

4.6.4 Pre- joining formalities:

a) Acceptance of offer and intimation of exact date of joining
b) Self-attested copies of date of birth, educational qualification certificates and experience certificates from previous organizations/ employers

4.6.5 Post-employment formalities performed within 15 days of entering into the Contract

a) Relieving certificate from previous employer and Form 16.
b) Duly accepted Letter of offer and Letter of contract.
c) Bank account opening.

4.7 Probation

All employees shall initially be placed on probation for a period of three months. Staff on probation is required to be given a set of tasks along with performance indicators which they are expected to achieve during the probation period. This is the responsibility of the concerned supervisor. If the employment is immediately preceded by a service contract then the probation may be reduced to that extent at the sole discretion of the Chairperson.

An employee, who is selected for a higher/ different grade and/or position requiring substantially different competencies, will also be placed under probation for a period of six months.

4.7.1 Confirmation on Probation

The supervisor is required to submit a recommendation at least 15 days in advance to Chairperson stating clearly the employee's achievements/shortcomings against performance indicators established during the probation period and give recommendation.
For CEO-FPC: The Board of Directors would take the decision regarding confirmation, extension of probation or rejection.

For All Employees other than CEO-FPC: The Chairperson would take the decision regarding confirmation, extension of probation or rejection.

4.7.2 Probation Extension

Where an employee does not demonstrate satisfactory performance during the initial probation period, his/ her probation may be extended for a further period of 3 months.
The period of probation may be extended by the appointing authority by issuing a letter assigning reasons for extension. Although ordinarily the extension can be for three months but may go up to a maximum of six months.

4.8 Break-in-Service

If an employee re-joins service after separation his/her employment contract would be treated as a new employment for all purposes.

4.9 Employment of Relatives

It is incumbent upon the employee to bring to the attention of the appointing authority if he/ she is aware that his/ her relative is being (or has been) appointed by the concerned FPC. It is equally incumbent upon the applicant to indicate in the application and Personal History Form that he/ she has relative(s) in FPC and who that relative(s) is. Failure to do so in either case shall result in disciplinary action against both parties.

4.10 Conflict of Interest

Employees should avoid all situations that place them in conflict with the interest of the organization or give the appearance of such a conflict of interest. A conflict of interest arises when an employee has a direct or indirect financial or other interest that might influence, or appear to influence the employee's judgement on behalf of the organization. A conflict of interest exists if there is the potential to influence, whether or not the Employee's decision is actually affected. Each of the employees needs to sign a Non-Conflict declaration at the time of joining.

4.11 Job Description

Each regular, contractual, temporary and part-time employee shall be provided with a job description for his/ her specific assignment by the concerned supervisor with a copy to the CEO-FPC. All copies of the Job Descriptions shall be signed by the employee and by the CEO- FPC. One copy of the Job Description shall be given to the employee; one copy to be retained in the Office.

A file of Job Descriptions for all employees would be maintained the by the CEO-FPC.

CHAPTER VI

5. Joining Process

5.1. Pre-joining Formalities:

Before joining, the Human Resource will perform the following duties:

5.1.1 Receipt of report of health check up.

5.1.2 Issue of appointment letter.

5.1.3 Confirmation of date of joining to the concerned section of the FPC & the reporting manager.

5.1.4 Preparation of induction schedule in consultation with the concerned reporting manager, HR and the concerned theme and circular of the same at least a day prior to the date of joining.

5.2 Joining Day

5.2.1 The new hire will require to come on the day of joining to the location as mentioned in the appointment letter along with the documents listed below:

i. Copy of Birth Certificate /10th Mark Sheet
ii. Copy of Academic & Professional Certificates : a)Mark Sheet of Std. 10th b) Graduation Degree/Mark Sheet c) Professional Courses mentioned in the CV
iii. An updated and signed Curriculum Vitae (CV)
iv. Photo copy of Appointment Letter of the last organisation /latest revised salary letter
v. Xerox copy of last pay Slip
vi. Xerox copy of documentary evidences like passport/driving licence /photo ID of Election Commission etc.
vii. Photograph (1 copy)
viii. Relieving Certificate from last employee
ix. Bank account number
x. Form 16 (I) (pertaining to Tax Deducted at source) from the last employer or STATEMENT showing income. TDS & Savings on the letterhead of the Company

5.2.2 Prior to Joining, employees will be required to fill the joining form. Employees will fill the joining form on the day of joining itself.

5.2.3 The new hires need to fill the post employment background check form also.
Original copy of appointment letter will be retained by the employee and one signed copy will be handed over to the Human Resources (for the personal file and for the payroll).

5.2.4 The new hires will go for induction as per schedule. Once the induction is over, they will provide the induction feedback and will submit one report on the learning during the induction programme.

5.3 Joining Expenses

New hires will be paid joining expenses in case they are relocating themselves as per the relocation policy mentioned below.

5.4 Relocation Benefit

Relocation is defined as movements of employee from one location to another for meeting organisation related needs and new hires relocating themselves from one place to another.
To qualify for the relocation the movement of an employee should be beyond the limit of the city/town where the employee is posted or minimum 75 kilometres from place of posting whichever is higher.

5.4.1 The employee and the spouse will be allowed one trip for a maximum of 3 days to the new location to search of a new residence.

5.4.2 Reimbursement will include the cost of lodging, travel, meals and car rental as per the entitlement.

5.4.3 In case of school going children the Company would reimburse for one travel for admission test which will be clubbed the parent trip for house hunting

5.5 Housing

For new hires, assistance for a maximum of 7 days will be provided.

CHAPTER VII

6. Working Hours

6.1 Normal scheduled office hours for full-time regular, contractual, and temporary employees shall ordinarily be from 09:30 a.m. to 5:30 p.m., Monday through Saturday with a lunch interval of 30 minutes between 1:30-2:00 p.m. These hours, however, may be subject to changes. Moreover the nature of work/Field work in the organisation might require working beyond office hours as per the community needs without additional remuneration. Only those professionals/staff motivated for creating business for poor people and hence enabling better quality of life for the rural producers should apply for these positions.

6.2 There is no provision for Flexi Hours.

6.3 All Employees are expected to adhere to work timings as per clause 6.1. However a grace of 15 minutes is available on occasions.

6.4 Late arrivals, no later than 10.00 a.m. is permitted twice a month.

6.5 For every two subsequent late arrivals half day salary would be deducted.

6.6 All arrivals after 10.15 a.m. would be treated as on leave for 1st half.

6.7 All arrivals after 1.30 p.m. would be marked as on leave.

6.8 It is expected that staff members shall comply with the exigencies of work requirements. No overtime payment shall be applicable to such occasional additional working hours.

6.9 The offices would maintain an attendance register where the entry time and exit time will be mentioned by the staff while putting the signature in initial 6 months.

6.10 The offices will maintain a biometric attendance system within 6 months of operationalization of this policy. Later on, payment of salary of staff will be made only on the basis of biometric attendance.

CHAPTER VIII

7. Incentive/Bonus and Termination

7.1 Transfer

All employees of FPC shall, as a condition of employment, accept transfer within the operational area of FPC according to the requirements of the Organization.

7.2 Incentive/Bonus/Performance Appraisal

All employees of FPC will get the incentive or bonus on the basis of Net profit of the company based on the performance appraisal by the board. The CEO-FPC and the team would be eligible for incentive up to10% of the net profit (CEO-FPC share up to 5%) with due approval from the Board of Director and promoter of the company. The proposition of 5% share to the team members (other than CEO-FPC) is to be decided by the Board of Directors and the CEO of the FPC.

7.3Termination of the Chief Executive Officer (CEO-FPC) and other staffs

The Chief Executive Officer of the FPC (CEO) and other staff of the company may be terminated from the services if the Company suffers direct business loss for consecutive 2 years. After 1st year of loss the Board of Directors may issue a warning letter to the CEO- FPC & other staff and if the losses continue for the 2nd year, the Board of directors may terminate the CEO-FPC and other staff without giving any notice. The Board may initiate any legal action for any financial fraud.

CHAPTER IX

8. Remuneration

8.1 Gross Salary

The gross salary or salary as cost to company shall be composed of taxable and non-taxable components as applicable at a particular time. The compensation would consist of the following components:

1. Consolidated Salary
2. Conveyance
3. Other allowance

Salaries for each month shall normally be paid to employees in the 1st or before the end of the week of the subsequent month.

Reimbursement of expenses would be made as per actual only after documents in support are submitted. These components mentioned above are unrelated to claims for other official expenses and travel claims.

The employee is required to bear the applicable Income Tax. A declaration needs to be furnished no later than 15th March of the concerned year or within 15 days of joining employment in the form published by the Finance each year. The employee may be asked to pay any interest liability levied on account of wrong declarations made at the beginning of the year or at the commencement of service.

8.2 Increments : Annual Increment (to compensate increased cost of living)

An increment of up to 5% of the total remuneration would be provided to all contractual staff after completion of one calendar year of working with FPC. In addition, the CEO of the FPC will get 5 % of the Net Profit earned on business and another 5% of the Net Profit earned on business will be equally distributed among staff.

8.3 Over time payment

No overtime would be paid to any employee under any circumstance.

8.3 Pay Protection

Pay Protection would be applicable to the newly joined staff of FPC, based on the last gross monthly payable salary drawn from the previous employer upto maximum range limit in each category (as mentioned in the Chapter XX). The employee needs to produce the last salary slip of the previous employer and also the bank statement of the salary account for availing the benefit of Pay Protection. The rule shall not be applicable to employee who joins the FPC after retiring from the previous organization.

CHAPTER X

9. Leave Policy

9.1 Leave Policy

This policy aims to enable staff members to strike a work-life balance and avail their normal holidays each year for rest and relaxation as well as take time off work to attend to some personal/family exigencies/sickness or any other requirement. Health, efficiency, and productivity may be impaired if staff work for long periods without a break/holiday.

9.1.1 The year for the purpose of calculation of leaves is from 1st January to 31st December each year.

9.1.2 Various types of leave are included in the Organization's policy to meet organizational and employee needs. However, no leave can be claimed as a matter of right. Chairperson of the BoD will sanction the leave of CEO-FPC and has the discretion to refuse, postpone, curtail or revoke leave as per the exigencies of the situation. The leaves of other staff would be sanctioned by the CEO-FPC. CEO-FPC would have the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service and the situation.

9.1.3 The leave of Regular and Contractual employees shall be counted calendar year wise. The employee is entitled to get Casual Leave. Casual Leave (CL) will accrue @ 1 at the end of every month to his/her leave balance. For new employees, Casual Leave shall also be credited proportionately at the time of joining.

9.1.4 An employee who absents himself/herself without leave or without leave being granted or without intimating his/her whereabouts and the dates on which he/she will come to join for a period of more than ten consecutive calendar days shall be deemed to have left his/ her job.

9.1.5 If an employee does not have any leave to his/her credit, days of absence from duty shall be treated as leave without pay, which would be approved by the CEO FPC for all staff and for CEO-FPC it would be approved by the Chairperson of the BOD.

9.1.6 Leave granted shall be availed for the purpose intended. Different types of leaves may be availed if the provisions allow.

9.1.7 Accountant/Program Support officer of FPC is responsible for maintaining leave balance/records of all the employees.

9.1.8 It will be the discretion of the Board of the FPC to make any exception to the prescribed leave rules.

9.2 Types of Leave

9.2.1 Sundays/BRLPS Holidays may be allowed to be prefixed /suffixed to leave

9.2.2. Casual Leave

a) All regular and contractual employees (one-year Contract or more) shall be granted 12 days

Casual Leave which will be credited @ 1 leave after completion of every month of service. For new employees proportionate Casual Leave for the month of joining shall be credited to the employee's leave account at the time of joining. Half-day casual leave is also admissible.

b) If the employee is unable to obtain prior approval due to urgent nature & need, he/she should arrange to inform his/ her supervisor by phone or by message of his/her inability to attend office and shall submit a leave application immediately on resumption of duty.
c) Casual Leave is not encashable at any time.
d) Unused Casual leave will lapse at the end of every calendar year.

9.2.3 Earned Leave

All regular and contractual employees (one-year Contract or more) shall be granted 24 days of Earned Leave in a calendar year. No EL will accrue for the period spent on EL or LWP. There will be a break in service if the unauthorized absence is not regularized against any type of leave. Earned leave shall accrue for a maximum of 24 days and unused EL can be encashed after 3 years of service or on separation after one year of service.

9.2.4 Full Pay Sick Leave

9.2.4.1. All regular and contractual employees (one-year Contract or more) shall be granted 12 days Sick Leave annually at half pay which will be credited @ 3 leaves every quarter of a year.

9.2.4.2. For upto 3 day's absence on account of sickness, no medical certificate is required. However if such absence exceeds more than three days, certificate from a registered medical practitioner or equivalent rank to be submitted. The signature of the employee should be attested by the doctor on the said medical certificate.

9.2.4.3. Un-availed sick leaves shall be added up to the leave account as opening balance for the succeeding calendar year, provided that the total number of days will not exceed 100 days.

9.2.5 Maternity Leave

As per maternity benefit act, 1961

a) Maternity leave with pay shall be granted to women employees for a period of 180 calendar days.
b) Maternity leave shall be granted based on the submission of a doctor's certificate of pregnancy and is subject to the following conditions:

   I) It will be granted only twice in the employee's tenure with the organization.
   ii) Availing maternity leave beyond entitlement and without approval would be the cause of strict disciplinary action that could also result in termination of employment.
   iii) An employee who absents herself beyond the maternity leave entitlement, without leave authorization, shall be deemed to have left her job.

9.2.6 Miscarriage

In case of miscarriage a leave up to a maximum of 45 calendar days may be granted on submission of doctor's certificate.

9.2.7 Paternity Leave

Paternity leave with pay shall be granted to employees for a period of 7 calendar days.

9.2.8 Leave without Pay (LWP)

a) An employee may be allowed to take LWP in case he/she does not have any leave (Earned, Sick, and Casual) in his leave balance at that point of time. Grant of LWP would require prior approval from the CEO FPC. For CEO the prior approval needs to be obtained from the Chairperson of FPC. While on Leave Without Pay, all days including holidays would be taken into account to be considered when calculating deductions from salary.
b) Method of Calculation: No. days on LWP x Annual Salary (all components) /360.
c) Employees who are called upon to work during the weekend or FPC holiday would be entitled to reimbursement of local conveyance as per local Conveyance Policy, provided no vehicle is made available to him/her at the cost of Office/FPC.

9.3 Encashment of leave:

9.3.1. Un-availed earned leave subject to a maximum of 240 days will be encashed at the time of separation after one year of service for any reason whatsoever.

9.3.2. In case of death of employee while in service, encashment of leaves will be made in favour of the nominee and in absence of a nomination, to the legal heirs of the deceased employee as may be decided by the competent authority.

9.4 Holidays

FPCs shall observe 15 holidays (15 days) each year which shall be determined and published at the beginning of the year by the Board of Director and should be displayed on the notice board.

CHAPTER XI

10. Business Travel Policy

The Travel Policy aims at providing and facilitating safe, economical and efficient travel arrangements for its employees to enable them to discharge their official duties.
It is expected that the employee while undertaking travel would at all times be judicious and exercise prudence in selecting the most economical, safe and efficient mode of travel and stay, which is in keeping with the organizational ethos.

10.1 Travel Approval

An employee who has to travel officially shall be required to seek approval through Travel Approval Form (TAF). Upon completion of the tour, a Travel Expense Report (TER) needs to be submitted within 15 days. These shall be approved by his/her immediate supervisor/Team Leader for onward submission to the Program Support Unit.

10.2 Mode of Travel

All employees & Board of Directors are entitled to travel in train as per point 10.5(i). Deviation from this policy needs special approval from the Governing Board.

(Note: This is not part of the policy document and may be read as a procedure: When submitting the Travel Expense Report (TER) all employees are required to state a reason for deviation from travel policy. At the time of approval of payments, these notes would be reviewed by the CEO-FPC, and she/he may approve or choose to seek clarification. The travel approval of CEO-FPC will be made by Chairperson)

10.3 Daily allowance will be admissible at the following rate for Outside State

Sl.No	Designation	Accommodation charges subject to max. of (Rs./day)			Allowances for food & incidentals (Rs./day)		
		Metro cities (M)	Capital Cities (C)	Others (O)	M	C	O
1	Chief Executive Officer	4000	3500	3000	1000	950	900
2	Marketing & Procurement Manager	3000	2500	1500	800	750	700
3	Governance &Community Capacity Building Officer	2500	2000	1500	500	450	400
4	MIS Executive & Accountant	2000	1500	1000	400	350	300
5	Office assistant –cum- field supervisor	1500	1000	500	300	250	200

10.4 Daily allowance will be admissible at the following rate for Inside the State

Sl.No	Designation	Accommodation charges subject to max. of (Rs./day)		Allowances for food & incidentals (Rs./day)	
		Capital Cities (C)	Others (O)	Capital city	Others
1	Chief Executive Officer	3500	3000	950	900
2	Marketing & Procurement Manager	2500	1500	750	700
3	Governance &Community Capacity Building Officer	2000	1500	450	400
4	MIS Executive & Accountant	1500	1000	350	300
5	Office assistant –cum- field supervisor	1000	500	250	200

i) Where the accommodation is not available in any of the empanelled hotels, employees may choose an alternative hotel within the maximum permissible lodging limit.
ii) Employees are expected to carry sufficient advance with them for settling their bills/payments while on official travel.
iii) All lodging expenses will be reimbursed on actuals only against original bills/receipts.
iv) All travel expense reimbursements need to be settled at the earliest, within 15 days, upon return to the place of posting.

10.5 Local Conveyance-Outside FPC geographical jurisdiction

Staff while on tour, will be entitled to reimbursement of local conveyance as and when used and as applicable to their Grades.

I. Employees are entitled for reimbursement of actual expenses incurred on local conveyance in discharging official duties as per need as under:

Designations	Mode of local conveyance	Mode of Domestic Travel
Chief Executive Officer and BoD	Actual charges by Taxi or three wheeler, where available, limited to Rs. 10.00/km in the later case.	AC 2nd Class
Marketing & Procurement Manager and Governance & Community Capacity Building Officer	Actual charges by Taxi or three wheeler or fare of a single seat in taxi, where available, limited to Rs. 9.00/km in the later case.	AC 3rd Class
MIS Executive & Accountant	Within 3 Kms – Rs. 30/-, Within 4 to 8 Kms – Rs. 60/-, Within 9 to 15 Kms – Actual fare of three wheeler/shared taxi, limited to Rs. 6/Km.	Sleeper Class
Office assistant –cum- field supervisor	Within 3 Kms – Rs. 30/-, Within 4 to 8 Kms – Rs. 60/-, Within 9 to 15 Kms – Actual fare of three wheeler/shared taxi, limited to Rs. 6/Km.	Sleeper Class

ii. Local conveyance reimbursement should be claimed within 10 days from the date of incurring expenses

Local conveyance amount for employees who use their own vehicle (two wheeler) for discharging official duties will be made as per the following
Employees, who choose to use their own vehicle, in the discharge of official duties, shall seek reimbursement as under:

2 Wheelers : @ Rs.4.0/- Per Kilometre

For availing local conveyance all the employees needs prior approval from the CEO-FPC, the CEO-FPC in his own case would seek prior approval from the Chairperson FPC to avail local conveyance of his/her.

Note: In initial years of FPC, all staff should prefer to travel by motorcycle in the field for discharging official duties.

CHAPTER XII

10. Organizational Conduct

The FPC is committed to the high ethical standards that have long been an important part of its history and culture. Preserving these standards has never been more important than in today's competitive and rapidly changing business climate.

11.1 Statement of the Policy

11.1.1 By accepting an appointment with FPC, an employee shall there by agree to work in a responsible, disciplined, harmonious, and productive manner, to be loyal to the Organization, and to act in a manner conducive to the accomplishment of the Organization's objectives. The employee shall agree, by accepting an appointment, to abide by the rules and regulations of the Organization as stated in this Manual and any other lawful instructions, written given by the authorized officers of the Organization.

11.1.2 The Organization shall seek, as far as possible, to encourage the employees to achieve personal and professional satisfaction in their work and it shall strive to provide fair and equitable treatment. The Organization cannot, however, accept or tolerate performance, attitudes, behaviour, or conditions contrary to its professional, financial, or ethical standards.

11.1.3 No employee, except a part-time employee, shall directly or indirectly engage in any other business, occupation or employment without the express written approval of the Board. No employee shall, without the express authority of the Board, accept any fee, emoluments, commission, honorarium, gratuity, or reward from any other person or party. Failure to accept or to demonstrate acceptance of these principles by an employee shall be cause for the Organization through its authorized officers to take disciplinary action as deemed necessary.

11.1.4 The organization expressly prohibits and will not tolerate any form of discrimination or harassment (including sexual harassment) based upon race, color, religion, caste, national origin, sex, age, sexual orientation, marital status, or disability. Such discrimination/ harassment would be dealt with as detailed under the anti –harassment policy.

11.2 Misconduct

i. The Organization herewith states that the following acts of commission or omission shall, inter alia, be construed as acts of misconduct, and shall be cause for initiation of disciplinary action. Such action may or may not necessarily culminate into dismissal from service, if an employee is found guilty of committing any acts of commission or omission, contrary to the organisational code of conduct.

ii. The following definitions of misconduct are intended to provide employees examples of behaviour inconsistent with organizational principles and are only indicative. They shall not be understood to be a complete listing of behaviour or activities that constitute misconduct, the determination of which shall rest solely with the CEO-FPC.

11.2.1 Minor Misconduct - Definitions

i. Absence from duty up to 3 days without permission of the Department Heads.
ii. Idling or loitering during duty hours.

iii. Entering or leaving, or attempting to enter or leave, the establishment except in accordance with rules or orders.
iv. Late attendance or leaving place of work earlier than the appointed time without approval of Department Head/ Supervisor.
v. Deliberate low work production.
vi. Any attempt at unduly influencing the recruitment or retention/retrenchment process on behalf of colleagues, relatives or friends.
vii. Abetting any minor misconduct.
viii. Malingering (exaggerates or feigns illness in order to escape from work).
ix. Failure to sign the daily attendance registers.

11.2.2 Obligation to maintain Secrecy:

Every employee shall be bound to maintain secrecy and shall not divulge any information coming to his knowledge in course of his duties or outside it, as would adversely affect or embarrass the company or its management in any manner, and this restriction shall continue to apply to every employee ever after his ceasing to be in service by retirement or otherwise for whatsoever reason.

Without prejudice to the generality of regulation mentioned above, every employee (whether in service or not) shall also be bound strictly to comply with the declaration of fidelity and secrecy made by him.

11.2.3 Confidentiality Agreement compulsory for certain jobs:

Every employee shall, before being assigned any job or post which the Competent Authority may specify in this regard, give a separate undertaking in such form as may be specified by the Competent Authority, that he/she would maintain strict confidentiality with regard to the design, equipment, product and process formulations, or any other matter that may come to his/her knowledge in course of discharging his duties, and the obligation shall continue to apply even after the employee has ceased to perform the assignment or ceased to be a part of the company.

11.2.4 Liability to serve

Every employee in the service of the company shall make his/her services available to the company and shall serve in relation to any work in which the company is interested indirectly or directly, in such place and for such periods as may be directed from time to time.

11.2.5 Performance of Duties:

Every employee shall be bound to perform her/his official duties to the best of her/his ability and exercise the powers conferred on her/him to the best of her/his judgement.

Where instructions have been obtained by an employee from her/his superiors in respect of any matter where S/he is authorized to act, the employee cannot claim to be absolved of any responsibility on the matter on the ground that the same was approved by the superior

11.2.6 Absence without justification and consequences there of

1. Taking of casual leave in conjunction with any other employee or group of employees, or remaining absent from office in that matter shall be deemed to be misconduct and punishable

as such.

2. Without prejudice to any disciplinary action that may be taken for the misconduct, the absence of any employee under circumstances set out in regulation 11.2.6 (point 1) or absence from duty without justification or without taking permission from the appropriate authorities shall entail the following consequences unless otherwise decided by the Competent Authority , namely;

- No pay and allowances shall be payable for the period of such absence
- The period of absence, unless regularised by the Competent Authority against various types of leaves in his/her leave balance, shall result in break in service and postpone the next due date of review/ increment, if any.
- The period of absence shall not be counted for the purpose of credit of earned leave to the leave account.
- The employee shall not be paid for the period of absence which could not be adjusted against the leave in his/her leave balance but condoned by the Competent Authority. This period will be known as the Leave Without Pay (LWP) Period. More than 30 LWP will not be permissible in any case.
- The past service of the employee shall not be affected , except that for the purpose of gratuity; the service put in previous to such absence from service shall not be counted

11.2.7 Prohibition against participation in elections

1. An employee shall not take part in election to any legislature or to any local body/authority in any capacity except in case where he/she himself/herself is an elector ,he/she may caste his/her vote without revealing /indicating his choose to any other person directly/indirectly.
2. Every employee shall strictly refrain from being a worker and/or member office bearer of any political party
3. If any question arises whether any conduct falls within the scope of this regulation, the decision of the Competent Authority shall be final.

11.2.8 Activities prejudicial to the national and institutional interest

No employee shall engage or participate in any activities which is prejudicial to public order or morality or which involves contempt of court, defamation or incitement to an offence or in any manner prejudicial to the interest of the Company.

11.2.9 Canvassing by political or other influence

No employee shall attempt to bring any political or other influence to bear upon any superior authority to further his/her interests in respect or matters pertaining to his/her career or conduct in the Company.

11.3 Communication: Connection with press or other media

No employee shall, except with previous sanction of the Competent Authority, own wholly or in part any newspaper or other non academic, non literary periodical, publication, or conduct or participate in the editing or managing the same.

11.4 Major Misconduct - Definitions

i. Insubordination.
ii. Lying, misrepresentation and/or submission of fake reports
iii. Breach of standing instructions of the Organization such as conscious abuse or misuse of policy on boarding and lodging, reimbursement of other travel expenses, over time, hospitalization costs etc. or any other organizational benefits and /or presenting false claims for reimbursement.
iv. Use of alcohol s or abuse of drugs or any prohibited substance at workplace.
v. Commission of any acts subversive of discipline such as supervisory or subordinate impropriety (e.g. senior asking their supervisee to undertake non-work related "personal" or "household tasks or favours" or a supervisee misrepresenting supervisor's ministration over performance or behavioural aspects etc.
vi. Sending/circulating anonymous letters/ mails that raise doubts on the integrity or character of other staff or adverse criticism of the Organization.
vii. Committing Fraud.
viii. Giving or accepting bribes or receiving kickbacks in any form including money, services, or gifts.
ix. Physical violence or using abusive language.
x. Any action or aspect which results in a conflict of interest or creates a situation detrimental to organisation or its reputation, outside or within the office.
xi. Engaging directly or indirectly in trade, commercial activity, other employment, or any activity without the written permission of the Board.
xii. Repeated or frequent commission of Minor Misconduct.
xiii. Habitual absence without leave, unauthorized absence for more than 3 days or overstay of leave for more than 3 days.
xiv. Deliberate damage to FPC property.
xv. Sexual harassment (especially as defined under the Sexual Harassment of Women at workplace (PPR) Act, 2013 as well as other provisions under IPC.
xvi. Neglect of work or gross or habitual negligence of duty.
xvii. Disclosing to any person without authorization from the CEO classified and confidential information and also any confidential information and also any information that may damage the image of the Organization.
xviii. Misuse of Furniture, Fixtures and Equipments such as computer, camera, etc. or any other assets.
xix. Misuse of vehicles, i.e. carrying unauthorized passengers, driving without valid Driving License, using organisational vehicles for personal trips without proper authorization, rash or negligent driving, driving under the influence of alcohol/drugs, and any other uses which negatively affect FPC's reputation or effectiveness.
xx. Borrowing money from subordinates, colleagues, outsiders or people with whom the Organization conducts Business.
xxi. Defamation of fellow employees is their superiors or subordinates.
xxii. Failure to use seat belts while driving or as a passenger (Deliberating breaking traffic laws)

11.5 Grievance Procedures:

11.5.1 Employees is encouraged to first attempt to resolve their grievance through discussion with their supervisor, co-worker or the concerned party. Discussions should take place in person wherever possible and not over email as this tends to exacerbate the problem.

11.5.2 As such, if informal discussions fail to resolve the problem, the employee shall bring the

grievance to the attention of their immediate supervisor(s) in writing within a reasonable time of occurrence of the cause of such grievance, in an effort to bring about a fair and reasonable solution.

11.5.3 Upon receipt of the grievance, the immediate supervisor shall call the aggrieved employee(s) and discuss the matter, and respond in writing to the employee at the earliest or within 30 days.

[redacted]

11.5.5 The supervisor's supervisor should also investigate the issue and respond in writing to the employee at the earliest or within 30 days from receipt of such grievance by him/her.

11.5.6 In the event of the employee being dissatisfied with the decision of the supervisor's supervisor, or if the employee is uncomfortable in going through the defined channel, the employee should submit a written grievance duly signed to the CEO- FPC with a copy to the Chairperson/Board. This letter should outline the grievance as well as the steps taken so far to resolve the problem.

11.5.7 In consultation with the Chairperson/Board, the CEO-FPC would then decide to undertake an investigation into the grievance and consequent upon recommendations received, issue a final and binding decision, within a reasonable time frame of such a grievance being lodged.

11.5.8 Anonymous letters/emails from an individual or group of employees are strictly forbidden. FPC, as a policy, does not acknowledge or respond to such communication.

11.5.9 Any grievance including minor or major misconduct except Sexual Harassment shall be taken up for resolution as per the defined grievance procedures.

11.5.10 An employee may be suspended from the service at any time if any disciplinary action is contemplated against him/her; it will not be necessary to issue a charge sheet before suspending an employee. The suspension shall automatically be revoked after one month if the outcome of the disciplinary action does not come.

11.5.11Every employee has the ultimate right to go to the Board of Directors for their grievance to be addressed.

11.6 Action for Minor Misconduct

An employee found guilty of minor misconduct may be subjected to:

i. Counselling
ii. Warning by letter
iii. Holding of pay for a period not exceeding five days
iv. Financial penalty

11.7 Action for Major Misconduct

An employee found innocent shall be exonerated. An employee found guilty of major misconduct may be subjected to the following;

i. Warning
ii. Suspension
iii. Financial Penalty

iv. Stoppage of Increment
v. Demotion
vi. Termination
vii. Dismissal
viii. Censure

11.8 Anti-Harassment Policy

11.8.1 Introduction

Consistent with Organisation's vision, mission and core values of respect and integrity, excellence as well as our commitment to diversity, we seek to create and maintain an organisational environment that is free of discrimination and harassment (including sexual harassment).

FPC expressly prohibits and does not tolerate any form of discrimination or harassment (including sexual harassment) based upon race, color, religion, caste, national origin, sex, age, sexual orientation, marital status, or disability as per the constitution of India.

11.8.2 Guiding Principles

i. Everyone associated with FPC has the right to work in an environment that is fair and equal and free from all forms of workplace related hazards.
ii. Prevention of harassment by building a healthy and positive work environment shall be a guiding principle for implementation of this policy.
iii. FPC shall take necessary steps to ensure that all employees are aware of this policy.
iv. Major/ Minor misconduct/ Harassment as defined in this policy, shall be severely dealt with as per procedures defined in the policy.
v. It shall be the duty of all falling within the ambit of this policy to comply with its contents.
vi. Discrimination against an employee on the basis of caste, tribe, colour, religion, age, sex, sexual orientation, designation, position/level, language, marital status, terms of employment/ contract, personal circumstances amongst others, will not be tolerated.

11.8.3 Application and Scope of the Policy

This policy shall extend to all employees of the FPC. Any harassment caused by of Partner organisation or third party participants shall be communicated to the concerned organisation/Party for necessary legal action. If the harassment comes under any legal provisions, FPC may take recourse to the legal action itself.

11.8.4 Harassment

Harassment is any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual. Harassment can be committed by or against any employee, stakeholder, vendor or other individuals connected with FPC.

Examples of Harassment include but not limited to:

- Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, caste, color, religion, region, nationality, sex, sexual orientation, marital status, age, or

disability,

- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group.
- Verbal threats, derogatory or offensive remarks, name calling, innuendo or degrading words used to describe an individual or individual characteristics in general, or any other demeaning or inappropriate comment.
- Visual conduct such as leering, gesturing, displaying or distributing offensive objects or pictures, cartoons, graffiti, posters or magazines.
- Threats or insinuations that could affect an employee's terms and conditions of employment
- Actual or threatened physical abuse or conduct.

11.8.5 Sexual Harassment means any unwelcome sexual advances, comments, expressed or implied sexual demands, touch, joke, gesture or any other communications or conduct of a sexual nature, whether verbal, written or visual by any person to another individual within the scope of FPC's work. Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation.

“Sexual harassment" definition should be as per Harassment to Women at workplace (PPR) Act 2013, includes, but not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions, leering, whistling targeting an individual, cornering, pinching, or patting.
- Demeaning, insulting, intimidating, or sexually suggestive comments (oral or written) about an individual's personal appearance.
- Verbal expression of a sexual nature, such as lewd comments, sexual jokes or references, questions or stories of a sexual nature and offensive personal references.
- Sending sexually suggestive written or recorded material including pornographic material that is offensive and intimidating.
- Display of intimidating, or sexually suggestive objects, pictures, posters, calendars or other visual material of a sexual or objectionable nature
- Pressure for sexual activity by offering employment benefits in exchange of expressed or implied sexual favours, threats or insinuations that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

a) The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, which is unwelcome and has the effect of creating hostile, offensive, intimidating, or humiliating work place environment for any employee or employees may also constitute sexual harassment.
b) Consensual, social relationships in the workplace are not considered to be sexual harassment. However, FPC discourages supervisors from directly or indirectly supervising an employee with whom there is a personal relationship. It is expected that all employees will exercise discretion, professionalism and good judgement when there is a personal relationship between employees.

Standing Committee constituted by the Chairperson, CEO-FPC and one nominated member of the Governing board would review cases of sexual harassment if escalated to their level by the CEO-FPC.

11.8.6 Reporting Discrimination, Harassment and Sexual Harassment

a) Employees have an obligation to report to the individuals mentioned below; any instances of discrimination, harassment or sexual harassment taking place within the ambit of FPC that come to their knowledge.

   i. The employee's immediate supervisor
   ii. The employee's supervisor's supervisor
   iii. CEO - FPC or/and
   iv. Chairperson

b) The report may be verbal, or in writing with details of what happened including date, location and names of any witnesses.

c) The person who receives a complaint, other than the CEO-FPC must inform the CEO-FPC.

d) The initial report and subsequent information developed will be kept confidential and disclosed only on a “need-to-know” basis in order to investigate and resolve the matter.

e) If required, the CEO-FPC may also call upon the members of the Advisory, to further help in the investigations.

f) A confidential, thorough, impartial and prompt investigation of every allegation of discrimination, harassment or sexual harassment will be facilitated by the CEO-FPC which may include interview with witnesses and others (as felt appropriate), documentation and recommendations or actions to be taken. The individual alleged to have violated the Code of Conduct will have the opportunity to present his/her view on the allegations.

g) Within a reasonable period after the investigation is completed, both complaining employee and the employee alleged to have violated the Code of Conduct will be informed as to the outcome of the investigation. All records of the investigation will remain confidential.

11.8.7 Retaliation

FPC will not tolerate any form of coercion, intimidation, reprisal or retaliation against any employee who reports occurrence of discrimination, harassment or sexual harassment, provides any information or other assistance in an investigation. Any violation of the above will result in disciplinary action, up to and including termination of services

11.8.8 Penalties for Discrimination, Harassment, Sexual Harassment or Retaliation

Anyone who is found to have discriminated, harassed, coerced, intimidated or retaliated against another person in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination of contract. If after an objective investigation, the complaint is found to be false, complainant may be subject to disciplinary action that may result up to termination of services.

11.8.9 Prevention of Discrimination, Harassment and Sexual Harassment

- The FPC's governing body is responsible for building harassment free environment by taking

all reasonable steps to prevent such harassment.

- All new employees shall receive orientation to the policy during the orientation/induction program

11.8.10 Specific Offence under the Indian Penal Code

In the event that the complained conduct in question amounts to a specific offence under the Indian Penal Code, 1860 or under any other national law in existence, the organisation subject to the wishes of the complainant, shall take appropriate action in making a complaint with the appropriate authority (Police/ PRI etc.).

All employees will actively assist and do all that is necessary to ensure the safety of a complainant in the office premises or otherwise with respect to duties/activities performed in connection with her/his work which take place outside office premises

CHAPTER XIII

12. Language of Communication:

It is preferred that the employees have a working knowledge of spoken and written English, Hindi and regional languages.

- Employees will be encouraged to overcome language deficiency, if any.
- All forms of employee communication will be made either in English/Hindi language.

CHAPTER XIV

13. Welfare Activities:

FPCs will ensure and create a motivating environment in the company that promotes job satisfaction, thereby developing productivity of the employees. FPC employees' welfare policy will ensure that welfare initiatives will be taken across the organisation by all units & offices in order to maintain a synergy between the employee and the employer and facilitate the quality work environment in the organisation.

The FPC will also make sure that team spirits and collaboration should be encouraged among employees. Initiatives like celebrating success, festivals, achievements, providing best of class facilities, recreational activities in small way go a long way in raising the confidence and morale of the employees.

CHAPTER XV

14. Media and External Engagement Policy:

14.1 Media Policy:

Employees are not expected to communicate directly with the media unless authorized by the authority. However, such an interaction be absolutely unavoidable, it is best not to give personal views, opinions, speculation or to provide information on matters falling outside your direct knowledge, involvement and responsibility . In particular, an employee should avoid discussing matter of policy, legislation, disciplinary action or official investigations or any matter unless specifically authorized.

An employee needs to report to his immediate superior as soon as possible regarding any media inquiry, to ensure that communication is properly coordinated.

14.2 Policy on External Engagement:

Employees are encouraged to engage in extra official activities provided the employees meet their obligation towards the Organisation. The Organisation encourages external activities which enhance the following:

14.2.1 Employee's value for the organisation

14.2.2 Organisation's presence in the community

14.3 Activities which provide public service

Employees have a primary responsibility to execute their duties for which they are appointed. Commitments outside the organisation remunerated or otherwise, are encouraged, provided that they do not intrude the fulfilment of the employee's primary responsibility.

14.4 Employees are eligible to join the boards of the following types of organisation in advisory capacity:

14.4.1 Non- profit organisations

14.4.2 Educational institutions

14.4.3 Commercial Organisations, if there is no clash of financial or any other intent.

[redacted]

Employees cannot join the Board of a commercial venture in India or abroad except with prior written consent of the CEO-FPC of the Organisation

14.5 An employee should not make unauthorized use of any of the Organisation's resources, including the services of the Organisation's employees for his personal benefit

14.6 The view point expressed by the employee in any forum should not be in conflict with that of the

Organisation

14.7 If an employee discloses any information without taking approval from the management, the management reserves the right to take appropriate legal action against the employee.

CHAPTER XVI

15. Health, Safety and Environment

15.1 Employees own it to themselves and their colleagues to work in a manner that ensures the safety of all concerned. Management shall coordinate the efforts of the employee, service providers and vendors in this respect and bear final responsibility for the occupational safety, health and environment record of the Organisation.

15.2 The guidelines that are required to accomplish the commitments of the organisation to promote health, safety and environment are:

15.2.1 Create and maintain safe and healthy working condition in the office

15.2.2 Seek to eliminate occupational injury and risks to employees and promote employee health and well being

15.2.3 Continuously strive to protect the environment

15.2.4 Comply with the letters and the spirit of all relevant statutory regulations pertaining to environment, safety and health

15.2.5 Create awareness on matters pertaining to health, safety and environment among employees, vendors, customers and the community in which we operate and seek their involvement in improving these

15.2.6 Conserve natural resources through pollution prevention, energy conservation by adopting eco-friendly practices such as car pool for travelling to office etc.

15.2.7 Promote waste reduction, recovery/recycling of materials by developing eco-friendly waste disposal practices in our operations

15.2.8 Set meaningful targets for improvement of health, safety & the environment and monitor the progress on these with the same seriousness as we devote to other business parameters.

All employees are expected not to chew pan, betel etc., consume alcohol, smoke and spit at public place. They are expected to clean their hands with soap and water regularly and wear mask. They will never make a crowd or be part of it.

15.3 If an employee does not follow the safety norms, then the management has a right to take action against the employee as per the code of conduct policy

16. Separation From the Organisation

16.1 Voluntary Resignation

16.1.1 Should an employee wish to resign, he/ she shall submit a Letter of Resignation to the appointing authority concerned, or to the CEO-FPC through his/her supervisor. The Letter of Resignation shall be dated, shall cite reasons for the resignation and shall state expected last working date.

16.1.2 Unless stipulated otherwise in the concerned employee's Letter of Appointment or Contract, the employee shall mention expected last working date that would not be beyond 30 days from the date of resignation unless specifically permitted. If notice period is not served, one month's salary has to be deposited with the organization. However, if an employee on probation wants to resign during probation period only 15 day's notice period is required.

16.1.3 The Organization after accepting the resignation may release the employee at any time during the notice period. The Organization shall not, however, pay the salary for the notice period not availed.

16.1.4 Resignations shall be accepted and confirmed in writing only by the appointing authority or in their absence by CEO-FPC to, as in their place. Resignation has to be accepted preferably within 30 days of receipt of notice. If resignation request is not accepted in 30 days , it would be presume to have been accepted.

16.1.5 An employee cannot withdraw resignation once accepted.

16.2 Termination

16.2.1 The services of an employee may be terminated by the Organization at any time without assigning any reason by giving the employee one-month notice or one month's salary in lieu thereof.
16.2.2 The services of an employee may also be terminated with immediate effect if found guilty of misconduct by the board or committee constituted by the board of the FPC.

16.2.3 The services of an employee may also be terminated if the Organization considers the employee medically unfit to carry out the normal duties assigned to him/her. In such case, no notice shall be given.

Notice period under probation is 1 month for all employees.

16.2.4 The services of a temporary and part-time employee may be terminated by the Organization at any time without assigning any reason by giving 24 hours' notice.

16.2.5 The services of a casual employee may be terminated without prior notice.

16.2.6 The services of a new employee on probation may be terminated at any time during the period of probation without assigning any reason, and no prior notice of termination shall be given.

16.3 Retirement

16.3.1 Retirement from service is automatic and mandatory upon an employee attaining this age of

65 years.

16.3.2 The Date of Birth mentioned in the employee's application for appointment shall be taken as the correct date of Birth.

16.4 Exit Interviews (Management)

16.4.1 Objective:

1. To improve the hygiene & the working atmosphere.
2. To provide policy guidelines to ensure smooth exit management of the employees separating from the organization owing to various reasons.

16.4.2 Methodology:

Exit Interview: Employees who separate from FPCs for whatever reasons are expected to go through an Exit Interview. The CEO-FPC will be responsible for implementing the Exit Interview process, as outlined below;

16.4.2.1 Exit Interview process will be initiated after the letter of acceptance of resignation has been issued to the concerned employee.

[redacted]

16.4.2.3 Exit interview for the CEO-FPC would be conducted by three designated members of the Board of Directors with the Chairperson.

16.4.2.4. All staff Exit interview would be conducted by CEO-FPC.

16.4.2.5 The issues emerging from the Exit Interview will be shared with the board periodically.

16.5 Outcome

Exit interview of an employee who has resigned and if willing to participate will be conducted and the management will intimate him/her of the time and venue for such interview.

In addition, this information will also be useful for Recruitment and Selection to design and modify specifications for recruitment and selection, as well as to maintain healthy Employee Relations.

Responsibility to conduct timely exit interviews rests with Human recourses department. Human Resource Department will conduct the interview or delegate it to a member of management, preferably not the employee's immediate manager. Summary data will be prepared by Human Resource Department on a quarterly basis. Such summary data is to be provided to the concerned department head in order to take corrective measures and check area of improvement.

16.6 Death

Upon death of an employee, the date of death shall be deemed as the date on which the employee's services with the Organization ceased. No salary or other dues shall be calculated on the basis of any later date.

16.7 Quit Claim Obligations

16.7.1 As part of the separation formalities, all employees leaving the Organization shall be required to submit a No dues certificate from the office.

16.7.2 Any employee who leaves the service of the Organization for whatever reason shall be obligated to sign a Final Settlement receipt (Quit Claim Settlement) the time of receiving final settlement of dues.

16.7.3 Failure or refusal on the part of an employee to sign the Quit Claim Settlement shall be a cause for the Organization to refuse to make any final payments due. Should the Organization be constrained from making final payment, it shall not be construed to affect in any way the effective date of the concerned employee's resignation, termination, or retirement.

16.8 Full and Final Settlement Guidelines:

16.8.1 Full & Final settlement will be initiated after getting clearance from all departments of the FPC.

16.8.2 If an employee is unable to serve the notice period, he/she must compensate the organization with an amount equal to his /her daily Basic salary for the number of days of notice period he/she could not serve.

16.8.3 On termination of contract, payout of any benefits and entitlement will be subject to applicable rules and regulations in force at that time.

16.8.4 Outstanding dues would be offset firstly from the last salary if not drawn. Rest amount to be deposited by the separated employee to avoid any legal action.

16.8.5 Resigning Employee is required to submit any outstanding travel/expense reports, pay any outstanding balance on his/her personal account. These steps must be completed before the last working day.

16.8.6 Full & final settlement takes minimum 15 days from the date of separation from the organization. If any amount is to be paid to the separated employee that will be remitted to his/her Bank Account number provided/updated by him/her in which his/her monthly salary has been credited till the separation.

16.8.7 No Dues Certificate duly signed by the Employee will be issued and kept in record by the company to avoid any future claims by the employee along with the Exit interview conducted by the Human Resources

16.8.8 The FPC may take recourse to legal action if dues are not settled by the employee prior to separation or on being intimated by the organization.
16.8.9 If an employee does not follow the guidelines as given, the management reserves the right to make necessary settlement at the time of F &F.

CHAPTER XVIII

17. Benefits & Allowances

17.1 Salary Advance

It is the Organization's policy that advance payments of salary shall not ordinarily be considered. However in specific circumstances a maximum salary advance equal to one month basic salary may be allowed by the Chairperson. Salary advances shall ordinarily be adjusted at the earliest, but not exceeding three following months.

17.2 Long Term Service Awards

In recognition of long term service to the Organization, an employee completing every 5 years of service would be entitled to an additional loyalty increment of 5 % to his/her basic salary upon his/her satisfactory performance.

17.3 Suspension allowance

Every employee under suspension, shall, during period of suspension, be paid the subsistence allowance equal to half of the monthly salary during the period of suspension.

17.4 Death Payment

If an employee who has been working with the organization for more than one year dies while in the service of the Organization, an ex-gratia payment equivalent to three months' salary calculated on the basis of the last drawn salary consisting of Basic and HRA shall be paid to the employee's nominee designated in the .

CHAPTER XIX

18. Miscellaneous HR Policies

18.1 Personal Records

18.1.1 A file for each employee shall be maintained at FPC Office.

18.1.2 Employees' files and their contents are the sole property of the Organization, and the discretion to determine their contents rests exclusively with the Organization.

18.1.3 Personal files and records are deemed to be confidential and they are not subject to inspections by unauthorized individuals or by employees except as deemed necessary by the CEO-FPC.

18.1.4 It shall be the employee's responsibility to notify the Organization of change in his/ her marital status, number of dependents, permanent address, local address, beneficiary nominee, or any other personal information at the time of such change. The Organization shall not be held responsible or liable for any omission or commission due to none communication if any such change in personal status.

18.1.5 All communication addressed to the employee at the local address on record by registered post, email, sms on his/her mobile number or on his/her whats app shall be deemed to have been delivered to him/her.

18.1.6 All closed files of separated employees based at FPC office shall be maintained properly by the CEO-FPC and Accountant.

18.2 Medical Examination

Should it be deemed necessary or desirable at any time by the Organization, an employee shall undertake a medical examination by a doctor nominated and paid by the Organization. The medical report of such an examination shall be provided by the doctor directly to the Organization and shall remain the property of the Organization. A copy of the same shall be given to the employee.

18.3 Signing of Daily Attendance Register

Each employee shall sign the Daily Attendance Register/Swipe cards immediately upon arriving at the office indicating time of arrival. Failure to do so may result in that day being treated as leave without pay.

18.4 Smoke – Free Working Environment

In view of the health hazard posed by cigarette smoke to passive smokers, smokers shall not expose non-smokers to tobacco within FPC office premises.
Smoking in toilets is also not permissible. Taking tobacco in any form, using electronic cigarette and consuming alcohol are strictly prohibited.

CHAPTER XX

19. Job Description and TOR of various positions

Details about Company and Promoting Organisation

Bihar Rural Livelihoods Promotion Society (BRLPS) also known as JEEViKA is an autonomous body under the Department of Rural Development, Government of Bihar registered under Society Registration Act, XXI-1860 which has been implementing various projects of Government of Bihar in collaboration with World Bank and Government of India since 2007. Bihar Rural Livelihoods Promotion Society designated as the nodal agency for implementing and scaling up of livelihoods programmes in all 38 districts of Bihar under National Rural Livelihoods Mission. BRLPS has ambitious target of covering 1.5 Crore poor households under 10 Lakh SHGs. BRLPS is implementing another project, Bihar Transformative Development Project (BTDP) in 300 blocks of Bihar which is known as JEEViKA II. Besides, it is also implementing Deen Dayal Uadhyay Gramin Kaushal Yojana (DDU-GKY), Lohia Swachh Bihar Abhiyan (LSBA) and other programs in Bihar.

A number of Farmer Producer Companies (FPC) have been established to provide services to their members for better market access and agri-input. Four FPCs have been registered during the JEEViKA Phase-I and three more have been registered during Phase-II under the BTDP project by the end of October, 2018. For effective management of FPC operations, following positions will be on-board as a part of management team. Based on the request from the BoDs of FPCs, JEEViKA will support in hiring of manpower and will financially support the manpower cost for the next 5 years under the project. Once the company is financially sustainable, it is expected for the FPCs to bear the HR cost as per the HR policy manual.

Following are the job description details for the various positions of management team at the FPC level.

19.1 Job Title: Chief Executive Officer (CEO)

Monthly Remuneration: Rs. 75000- 100000/-
Place of Posting: FPC operational area
Reporting to: Director, FPC

19.1.1 Core Responsibility:

CEO to make sure that a productive relationship is maintained with the promoter at all time and provide all necessary data/information and progress report and participate in internal and external review meetings and facilitate timely audits of the funds received. Some of the core responsibilities and tasks of the CEO are as follows:

- Creating business for the Farmers Producers company and managing it successfully and profitably
- Providing support for the functioning of the FPC as per the guidelines/MoA & AoA of the Producer Company
- Develop Business Plan and mobilizing resources for the Producer Company & Implement the same
- Ensure increase in top line (business turnover) and bottom line (Net Profit) of the company
- Explore and pursue opportunities to raise debt and other finance options to support operations

of the company.

- Ensure company solvency, credit recovery, on-time repayment of debt as well as operational and financial risk management
- Manage company budgets, expenses analysis and cost control as well as key investment decisions
- Develop and manage relationships with JEEViKA, bankers, VC funders, non-banking finance institutions, donors, and other business communities like processors, retailers, Corporate, traders, input suppliers, government officials etc. in the interest of the producers.
- Initiate to build up share capital of the Producer Company by mobilizing more farmers to join FPC
- Conducting market research and building profitable market linkages
- Increase the business lines towards achieving sustainable growth of the organization and organically build on the existing relationships that Producer's company has with PGs and CLFs.
- Integrating with technology and exploring alternatives for value addition of primary produce and secondary produces
- Facilitating provision of timely inputs at affordable costs to member farmers through establishment of farmers support center, Integrating with technology for improving production, land, water and soil quality parameters by leveraging different schemes available with the Department of Agriculture and other line departments, research stations and KVK etc.
- Apart from these roles, following are the routine tasks that will be required to be performed by the CEO, as per the guidelines of the Companies Act, 2013:
- Perform administrative acts of a routine nature including managing the day-to-day affairs of the producer company
- Operate bank accounts or authorize any person, subject to the general or special approval of the Board
- Make arrangements for safe custody of cash and other assets of the Producer Company
- Sign MOUs for business related activities as may be authorized by the Board for and on behalf of the Producer Company
- Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members
- Furnish the members with periodic information to appraise them of the operation and functions of the Producer Company
- Make appointments for positions in accordance with the powers delegated to him or her by the Board. Work review and appraisal of key staff members
- Assist the Board in the formation of goals, objectives, strategies, plans and policies
- Advise the Board with respect to legal and regulatory matters concerning the proposed and ongoing activities and take necessary action in respect thereof
- Oversee related regulatory compliance such as Company Registration, trade and quality related compliances
- To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meeting

19.1.2 Required Qualification:

CEO-FPC of the Producer's Company should be a matured professional with passion to create value for the producers at the bottom of the pyramid and considers the producers' interest & stake as

supreme. He/ She should be ready to take the hardships of working in rural areas to create value for producers.

MBA or Master degree or Post-Graduate diploma or equivalent diploma in the field of Agribusiness management /Marketing & Finance /rural management/ Social work /social entrepreneurship/Agriculture and allied courses.

Post-qualification work experience in managing agriculture & allied business operation; agriculture - commodity marketing and/or working with community owned and managed business enterprises.

At least 7 years of post-qualification work experience in managing business operation; agriculture-commodity marketing and/or working with community owned and managed business enterprises. Those who have 4 years of experience in BRLPS in value chain and marketing in livelihoods are also eligible. .

Maximum age limit for the position is 45 Years.

19.2 Job Title: Marketing and Procurement Manager

Monthly Remuneration: Rs. 50000- 70000/-
Place of Posting: FPC operational area/ FPC HQ
Reporting to: Chief Executive Officer

19.2.1 Core Responsibilities and Specific Tasks:

- Lead the effort in new market identification for FPC products, identify opportunities for expansion and diversification (wherever deemed fit) and new revenue opportunities
- Build new client relationships, forge and maintain key partnerships and capitalize on business opportunities coming out of it
- Manage relationships with existing clients, develop further business with them and maintain the high level of product and service quality that FPC is known for
- Mentor the marketing team in market planning, target setting and implementation of such targets
- Analyse and assess supply chain performance, identify areas of improvement and mentor operations team to execute such efficiency build-up
- Manage development of operational systems and best practices to ensure proper implementation of the supply chain function
- Accordingly, institute checks and balances in the operational system and keep improving wherever required
- Develop and maintain relationships with farmer co-operatives (suppliers), field staff, local coordinators and train and mentor staff and farmer institutions wherever required
- Monitor proper implementation all procurement activity, quality control, logistics and documentation for cotton and food crops
- Maintain vendor and traders list. Follow up with vendors on timely delivery of orders
- Assess input requirement of farmers and arrange quality inputs
- Solicit bids and quotations. Conduct bid analysis of orders

19.2.2 Required Qualification:

MBA or Master degree or Post-Graduate diploma or equivalent diploma in the field of Agribusiness

management /Marketing & Finance / rural management/ Social work / social entrepreneurship/ Agriculture and allied courses.

Post-qualification work experience in agribusiness/ agriculture-commodity marketing and/or working with community owned and managed businesses/producer enterprises.

Minimum 5 years of post-qualification work in agribusiness/ agriculture-commodity marketing and/or working with community owned and managed businesses.

Those who have 3 years of experience in BRLPS in value chain and marketing in livelihoods are also eligible.

Excellent communication and presentation skills both oral and written.

Fluency in English and Hindi is necessary.

Maximum age limit for the position is 45 Years.

19.3 Job Title: Governance and Community Capacity Building Officer
Monthly Remuneration: Rs. 40000/-
Place of Posting: FPC operational area/ FPC HQ
Reporting to: Chief Executive Officer

19.3.1 Core Responsibilities and Specific Tasks:

- Facilitating all mobilization works including shareholder drive, bank account opening in close coordination with DPCU and BPIU team of JEEViKA
- Ensuring timely training of EC, RGB, PCMC and BoD training and related evidence generation through reports
- Capacity building of FPC staffs through various training program in coordination with resource institutions and Technical Support agencies
- Preparation of training module in local context for effective training delivery
- 19.3.2 Required Qualification:
- Master's degree/diploma in agricultural, agribusiness management, rural management/ Social work
- Post-qualification work experience in training, capacity building and content design in rural development sector
- Minimum 2 years of post qualification work experience in training, capacity building and content design in rural development sector
- Those who have worked in BRLPS in training and capacity building will be preferred.
- Excellent communication skill both in verbal and written (English & Hindi) and written (Hindi and English)
- Maximum age limit for the position is 45 Years.

19.4 Job Title: Accountant
Monthly Remuneration: Rs. 30000/-
Place of Posting: FPC operational area/ FPC HQ
Reporting to: Chief Executive Officer

19.4.1 Core Responsibilities and Specific Tasks:

- Maintain and keep updating all accounts related books and documents like cash book, ledger, voucher, stock register and other inventories etc.
- Timely entry of all financial data for monthly TALLY reports
- Preparation and tracking of all budgets utilised by company
- Do payments on behalf of the company through prior approval of CEO/Chairwoman and per advice of the CEO of the company. Accountant shall not be the signatory of the company

19.4.2 Required Qualification:

- Graduation in Commerce and working knowledge of TALLY latest version
- Minimum 3 years of relevant work experience
- S/he should be in the age group of 18-45 years, on the date of advertisement

19.5 Job Title: MIS Executive

Monthly Remuneration: Rs. 15000/-
Place of Posting: FPC operational area
Reporting to: C.E.O, FPC

19.5.1 Core Responsibility:

- Prepare all required FPC reports and related documentation
- Ensures timely data entry, data collection and validation
- Record keeping of all the files both soft copy and physical records
- Prepare statutory reporting and validation

19.5.2 Required Qualification:

- Minimum 1 year of work experience in computer operations
- S/he must possess good knowledge of computers
- Well versed with MS excel and it's function
- Must be resident of the district (where FPC is established)
- Must be vocal and should not have any constraint regarding mobility in the state/district/block/village
- S/he should be in the age group of 18-45 years, on the date of advertisement

19.6 Job Title: Office assistant cum field supervisor.

Monthly Remuneration: Rs. 10000/-
Place of Posting: FPC operational area
Reporting to: Chief Executive Officer

19.6.1 Core Responsibilities and Specific Tasks:

- Maintain all related records like stock register, incoming and outgoing register, receipt book and delivery challan (DC) book etc. He will never accept/ permit any incoming or outgoing of any material/ consignment from store without proper entry in respective register
- Get periodic verification of his all records and present physical stock either from CEO or person authorized from the company for the same.
- Directly responsible for maintain and care of all material keep into the Godown.
- Number of such person can be increased as per the business volume of the company.
- In case of small volume or seasonal requirement basis any known and reliable can be hired as Technical Supervisor/ Godown assistant on temporary/ daily wage basis.

19.6.2 Required Qualification:

- 10th/+2 pass. Vocational training from any skill programs received from JEEViKA would be preferred
- 1-2 years of work experience in working with community institutions e.g. SHGs and PGs
- S/he should be in the age group of 18-45 years, on the date of advertisement

JEEViKA

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