

## Navneet Foundation Human Resources Policy

### 1. Purpose

This policy outlines the principles and practices that govern recruitment, employment, staff conduct, and workplace culture at Navneet Foundation. It ensures that all human resource decisions uphold fairness, inclusiveness, and organizational integrity in line with our mission to serve communities.

### 2. Scope

Applies to all full-time, part-time, contractual staff, interns, volunteers, and consultants working under the banner of Navneet Foundation.

### 3. Core HR Principles

- **Equal Opportunity:** We are an equal opportunity employer and prohibit discrimination based on caste, gender, religion, disability, sexual orientation, or socio-economic background.
- **Merit-Based Recruitment:** Staff are recruited based on skills, experience, and alignment with our values through a transparent process.
- **Dignity at Work:** All staff are entitled to a respectful, harassment-free, and safe workplace.
- **Inclusiveness:** We value diverse perspectives and encourage participation from underrepresented groups, especially from the communities we serve.
- **Learning Culture:** Staff are encouraged to participate in capacity-building, training, and knowledge-sharing activities.

### 4. Recruitment and On-boarding

- Vacancies will be publicly advertised where applicable.
- A structured selection process will be followed, including interviews and reference checks.
- All selected staff will undergo on-boarding that includes orientation on the Foundation's mission, code of conduct, child and data protection policies.

### 5. Employment Terms and Benefits

- All staff will receive an offer letter with clear terms of employment, job role, and compensation.
- Leave entitlements, working hours, and benefits will follow organizational guidelines and applicable labor laws.
- Performance will be reviewed periodically, and feedback provided constructively.

## 6. Leave Policies

Navneet Foundation recognizes the importance of rest, personal time, and well-being for all its employees. Staff are entitled to a combination of **earned leave, casual leave, sick leave, and public holidays**, as per their terms of employment and applicable labor laws. Leave must be applied for in advance, except in emergencies, and approved by the reporting manager. In case of medical leave exceeding three consecutive days, a medical certificate may be required. The organization also supports **maternity, paternity, and compassionate leave** as per legal norms. Unauthorized or prolonged absence without communication may result

## 7. Code of Conduct and Ethics

- Staff must uphold integrity, professionalism, and accountability in all work.
- Any act of misconduct, harassment, corruption, or breach of confidentiality will be subject to disciplinary action.
- All team members are expected to comply with Navneet Foundation's policies on child protection, data protection, and grievance redressal.

## 8. Inclusion

Navneet Foundation is committed to creating an inclusive, respectful, and equitable environment where **all individuals—regardless of gender, caste, religion, disability, age, socio-economic background, or identity—feel valued, heard, and empowered.** We actively promote diversity within our teams and ensure that our programs reflect the needs and voices of the communities we serve, especially those who have been historically marginalized. Inclusion is embedded in our recruitment practices, community engagement, training methods, and decision-making processes. We strive to build a workplace and field environment where **differences are embraced as strengths**, and every person is treated with dignity and fairness.

## 9. Grievance and Redressal

Staff may raise workplace concerns or grievances confidentially through a designated HR contact or grievance officer. Issues will be addressed fairly and without retaliation.

## 10. Policy Review

This policy will be reviewed annually to ensure relevance and alignment with organizational goals and legal requirements.

This policy has been approved by trustees of Navneet Foundation at its meeting held on 29<sup>th</sup> August, 2025.