

Parivaar Education Society



**Bonogram,
Bakrahat Road,
Kolkata-700104
West Bengal, India**

HUMAN RESOURCE POLICY

About Parivaar

Parivaar(www.parivaar.org) is a humanitarian organization inspired by the spiritual and humanistic ideals of Sri Ramakrishna and Swami Vivekananda, with its chief institutions based in West Bengal, and a recent second branch in Madhya Pradesh. For last 17 years, Parivaar has worked towards the total care and overall development of children who are highly vulnerable to exploitation, victimization and trafficking, including orphans, street children, abandoned children, and extremely impoverished children from tribal areas. It also conducts many more humanitarian activities for the destitute and uncared, including elderly and shelterless.

In Bengal Parivaar has two residential educational institutions – Parivaar Vivekananda Sevashrama for Boys and Parivaar Sarada Teertha for girls. These are West Bengal's largest free residential institutions for children from deprived and destitute backgrounds. We provide residential living, education, and overall child development through sports, cultural and recreational activities etc in a loving and caring atmosphere for boys and girls from early age of 5 till their higher education (university level graduation or employability programs).

Parivaar's Residential Institutions are seen as a model institution in the field of caretaking and overall development of vulnerable children. We have been the recipient of the 2011 National Award for Child Welfare from the President of India, the highest recognition by the Government of India.

In Madhya Pradesh, Parivaar run Day Boarding (Meal cum Education centres) for children in selected impoverished tribal and rural pockets called 'Sri Ramakrishna Vivekananda Seva Kutir' in several districts. At these Kutirs thousands of children get nutritious meals (breakfast and dinner) along with strong Supplementary education and Life-Skills over morning and evening shifts. Parivaar is also building residential educational institutions, modeled on lines of our Bengal institutions, in Dewas and Sehore districts. Eventually, we intend to build residential educational institutions in all the districts where we operate Seva Kutirs.

Mission

Our mission is to bring about transformation in lives of suffering humanity through earnest humanitarian work, and in particular change the lives of destitute and vulnerable children and youth in a loving and caring environment, creating the soil on which children can realize their full potential, and through the benefits of long-term education, livelihood training, and hand-holding.

Vision

Our vision is to reach as many children and youth as possible throughout India and help transform their lives.

Inspiration & Ethos

The inspiration behind Parivaar's mission is the spiritual and humanistic teachings of Sri Ramakrishna and Swami Vivekananda. The central theme of Parivaar is Swami Vivekananda's core teaching of 'Divinity of Man' and it is practically executed through 'Shiva JnaneJivaSeva' (to serve the Divine in Man in a reverential spiritual attitude, in a spirit of worship) with core ideals being 'Tyaga' and 'Seva'.

Governance Structure

Parivaar has a Governing Body which meets at least twice in a year and takes and approves the major policy and strategic levels decisions. The chief executive authority rests with Mr. Vinayak Lohani, who is the founder and chief of Parivaar, and serves on the Governing Body as its Secretary. All major decisions and allocations of duties are made by Mr. Vinayak Lohani, in consultation with the Governing Body members, as well as with the heads of the different teams within Parivaar. Each team has its own specific set of responsibilities. The Operations, Education, Nutrition, Hostel Superintendence teams have one team head who carries out the tasks of his/her team, together with the staff belonging to such team. Each person has his/her daily routine tasks, which are regularly monitored by the head of the respective team, and this is reported and discussed further with the Chief of the organization. The daily reporting structure and processes maintained within the organization ensure that there is no wastage of human and financial resources.

Parivaar's Work Areas & Sevavratees

Parivaar has various institutions and programs running in several geographies. It has residential institutions, day-boarding centres and various different types of humanitarian work. Parivaar's staff consists of both Employees and Contractual Workers. The various rules and regulations relating to work, including leave systems, work timings etc will be determined depending on the nature of work and can differ depending on different categories of work. The statements of this Policy document should be construed accordingly.

Recruitment & Termination of Staff (including engagement for contractual services)

The core ideals and values of Parivaar are service, sacrifice and selflessness that are required to be followed while working with children from the most vulnerable and deprived social backgrounds. In the residential institution, many workers stay far from their families and exhibit a high degree of commitment which is necessary for the kind of work that Parivaar is doing. Similarly, in Madhya Pradesh SevaKutirs are located in remote rural areas and our workers go there and work with full commitment in very difficult areas.

In Parivaar, competent personnel should be selected, based on well defined selection processes. The selection team will consist of various team leaders and final approval of any recruitment will have to be taken from the Chief of the Organization. The announcement regarding all jobs is given through formal ways. Announcement on our website, social media pages, recruitment websites for social sectors etc will be given. All the candidates have to submit a written document (resume/CV) indicating their personal and professional background. Suitable candidates shall be shortlisted by the selection team with the approval of the Chief of the organization. The shortlisted candidates will be interviewed and their skills as well as their social and emotional intelligence will be assessed while deciding on their selection. In this entire process, all individuals will be given equal employment opportunity. This means that all recruitment decisions are made without discrimination on the basis of race, colour, religion, sex, sexual orientation, marital status, creed, age, or disability.

Once a candidate is selected, he/she shall be given an appointment letter and he/she will be put up on a probation period for at least 3 months, and after which his/her selection should be finalized. The remuneration should be fixed after a thorough understanding of the candidate's past experience, potential for job at hand as well as last drawn remuneration.

The job can be terminated by the Organization or Sevavratee by serving a notice on the other party. In circumstances where a Sevavratee is found to be violating the core principles of the Organization or breaking any law or regulation and is found unfit to discharge his/her duties or poses a harm to the Organization or towards its beneficiaries, then he/she can be immediately terminated.

Work related duties

The Organization has clearly laid out the roles and responsibilities of all staff. In addition to their specific duties, they will have to follow these general principles:

- Everyone should spend the work day effectively – by performing the tasks safely, competently and in a timely manner and demonstrating an awareness of priorities.
- Everyone should comply with the Parivaar's general ethos and policies and team/departmental policies and procedures. Failure to comply may be grounds for disciplinary action.
- Everyone should report to work and be at work when scheduled.
- Everyone should devote their time and effort to Parivaar during working hours, keeping personal phone calls to a minimum and not attending to personal matters during work hours.
- Everyone should cooperate with reasonable requests from co-workers.
- Everyone should respect the confidentiality of sensitive information. Such information should not be repeated, discussed, removed or electronically transferred from the work area except for legitimate work purposes.
- Everyone should be ready to be transferred to any work location of Parivaar, depending on the work requirements.

All staff should follow the reporting structure, where regular reports about the work and various activities need to be sent to the superiors. In addition to this, there should be regular monthly meetings between the Chief and the leadership group to review the progress of activities. On the same lines, the team heads should have meeting with their teams once in every month. There should be goal setting exercises that the team heads hold with their teams, where short term and long term specific goals pertaining to the respective areas should be decided. The team heads then should monitor the performance of their team members on these parameters. Further, there should be regular on site visits by the chief and the team heads to see the work that is going on, be it the classrooms, residential quarters in Bengal or the Seva Kutirs in Madhya Pradesh.

Delegation of Authority

Delegation of authority is required only in occasional circumstances in Parivaar, and it should happen as per established principles. Delegation of authority and powers should be made only with regard to the sphere of responsibility of the functionary concerned. So, for instance, if Hostel Superintendent is absent, then his/her duties are discharged by the Assistant Hostel Superintendent. Similarly, if the Chief Education Coordinator is not able to discharge his duties at any time because of absence or otherwise, then one of the education coordinators is given such powers. All delegation of authority should be planned and prior approvals should be taken from the Chief of the organization. Delegations are also subject to any conditions or limitations prescribed by the person delegating the powers, which have to be followed by the person to whom the authority is delegated. The general rule that the person to whom authority is

delegated cannot delegate that authority further to other person should be maintained, until there is an exceptional emergency, and the power in question is a minor one.

Performance Appraisal & Promotions

There will be a system of performance appraisal for staff in various teams such as Operations, Nutrition, education, hostel superintendence etc. Performance appraisal will be done, by collecting and analysing objective details relevant to the particular team. For instance, the Education team, at both Parivaar Bengal and MP has the goal of improving the academic performance of the children. Regular monthly, half yearly and yearly tests and examinations of children show their academic performance and we see them as reflection of the work done by the Education Coordinators. Similarly, in Operations, the timely delivery of all supplies will be one of the many factors that can be taken into account while measuring the performance of the concerned worker.

All team leaders will have to maintain a document which contains the key achievements and failures in each quarter, which will be seen by the chief of the organization, and this will form part of the performance appraisal.

Regarding promotions, these should be based on a review of interested applicants' qualifications, ability, aptitude, and quality of past work performance. Only job related factors should be considered and the long term value creation should be considered in matters of promotion.

Leave Policy

The leave policy of Parivaar is guided by the nature of work in which Parivaar is engaged. This work demands full care and attention of all staff throughout the year, at all times, as the workers are engaged in the work of taking care of children, and many of them are working in a residential set-up which requires care and attention 24*7 throughout the year. However, the Organization is also mindful of the fact that leaves on all important and urgent matters, such as those relating to health and medical care of oneself or family members, leaves on some important festivals and any other emergency can be granted, based on an application by the concerned staff. In all such cases, wherever possible, leaves will be granted.

Disciplinary Matters

There shall be a Disciplinary Committee, consisting of the Chief of the Organization and at least one Governing Body member. There will be a maximum of 3 other members who can be selected by the Chief and the Governing Body member. The Committee can take notice of any

action or inaction which is inappropriate either based on the intimation of any person, or even *suo motu*(by itself). Once the matter is deemed fit for initiating an inquiry by the Committee, it can take the views of the senior management or any other person whom it thinks can provide useful information regarding the matter. The Committee should inquire into the matter thoroughly and should also listen to the person against whom the complaint has been made. Once the inquiry is over and the Committee arrives at a decision, this decision should be communicated to the person against whom the complaint has been made, and the decision should be implemented by the Organization.

Grievance Redressal

This section shall apply to all grievances except for those relating to sexual harassment, which will be dealt by the Gender and Sexual Harassment Policy.

There shall be a Grievance Redressal Committee, consisting of the Chief of the Organization and at least one Governing Body member. There will be a maximum of 3 other members who can be selected by the Chief and the Governing Body member. Any worker who has an grievance can report this to the respective team head and/or the Chief of the Organization, and if the grievance is not resolved then this can be sent to the Grievance Redressal Committee. The Grievance Redressal Committee shall hear the aggrieved person and should thoroughly look into the issue and prepare a plan for the resolution of the issue. This plan needs to be executed in the manner prescribed by the Committee and the Committee shall monitor the process till its conclusion.

Applicability

This HR policy is applicable to all employees and staff and will include contractual employees engaged by Parivaar. In the document the reference to staff will also refer to interns and contractual employees.