

2017

Manovikas Charitable Society

60 A, Radhey Puri Extn – I, Near Jagat Puri Crossing, Delhi - 110051



[HUMAN RESOURCE POLICY]

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BY ACCEPTANCE OF THIS DOCUMENT, THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.

Executive Summary

MANOVIKAS CHARITABLE SOCIETY

60A, Radhey Puri Extn-1, Near Jagat Puri Crossing, Delhi -110051

Phone: +91-11-49058710, 9911107772

Email: manovikasy2k@yahoo.com

Website: www.manovikas.co.in

Management:

Mr. Fazlur Rehman Qureshi, President

Dr. Alok Kumar "Bhuwan",
Managing Secretary

Mr. Kamal Kumar Aggarwal, Vice-
President

Mr. Sachin Vats, Vice-President

Governing Members

Mr. Bayant Rai Nagpal

Mr. Kamal Nayan Vishwakarma

Mr. Harish Gupta

Mr. Anand Maheshwari

Ms. Sujata Goenka

Prof. (Dr.) Pankaj Aggarwal

Mr. S. K. Tyagi

Ms. Vini Aggarwal

Mr. Manuj Jain

Organization: Social Educational

Number of Employees: 40

Bank: PNB, AXIS & ICICI

Future Auditor: IQSR, CNS, JAS-ANZ

Financial Auditor: SVB Associates &
Co.

Law Firm(s): S.K. Tyagi

Amount of Financing Sought: INR 20M

Current Funding Agencies :

Home of Hope Inc. USA

National Trust, Govt. of India

Rehabilitation Council of India

Voluntary Services Overseas

Use of Funds: for the Special & Inclusive
Education, Respite & Residential Care
and Social Assistance of persons with
developmental Disabilities

Org. Description: *Manovikas Charitable Society is a Civil Society organization that focuses on supporting children with developmental disabilities including on those with mental retardation, Autism, Cerebral Palsy and Multiple disabilities.*

Organization Background: *The Organization is registered under the Provisions of Indian Societies Registration Act of 1860 and is permitted to receive Foreign Contributions assigned by the Ministry of Home Affairs, Government of India. It has Tax exempt status u/sec. 12-A and 80-G of Income Tax Act-1961. We are registered with National Trust and Department of Social Welfare under the provisions of the Persons with disabilities (Equal opportunities, protection of Rights and Full participation) Act, 1995.*

Services: *The comprehensive rehabilitation services assure the qualitative changes in the lives of beneficiaries to meet the need as per their strength. We use total quality management (TQM) approaches in our service delivery system.*

Special Know-how: *The system of assessing the individual needs and strength highlight the development of Individual Rehabilitation Plan (IRP) with reliable procedures and management in scientific way. The service system is equipped with Information Technology and trained manpower who can handle the beneficiaries' personal factors and environmental factors.*

Targets: *We care for the needy and challenged persons with developmental disabilities, which is about 2% of our population. "Recent evidence compiled by the World Health Organization indicates that by the year 2020, childhood neuropsychiatric disorders will rise by over 50% internationally to become one of the five most common causes of morbidity, mortality, and disability among children...no other illnesses damage so many children so seriously."*

Distribution Channels: *We have wide range of communication and dissemination source to broaden the awareness and services for the target population, family members, and community*

at large. Our website, newsletters and other information materials are strongly communicate the wide range of service delivery system.

Organization Description

Manovikas Charitable Society is a Civil Society organization that focuses on supporting children with varying developmental disabilities including those with Autism, Cerebral Palsy, Mental Retardation and Multiple disabilities. Its mandate is to work for emancipation and empowerment of differently abled and mentally retarded children on initiatives linked to their Activities of Daily Living (ADL), Education, Therapy, Vocational Skills, Economic rehabilitation and social Inclusion, reintegration. Found in the year 1997, this Organization is located in Surajmal Vihar of Delhi Urban Agglomeration. Currently caring around 130 children with mental disabilities of varying order, this Institution has earned acclaim as one the professionally managed Comprehensive care cum Research Centre in Delhi.

Mission Statement

The mission and aims of the organisation is to help those individuals with intellectual disabilities, such as autism or cerebral palsy, get involved in the political, economical and social development of India by

- providing them with additional educational support to help increase their independence in employment and offering encouragement to help them become a productive and functioning member of society.
- supporting the members of society so that they understand the disabilities and are able to promote equality.

Objectives of the Organisation

The overall objective of the Manovikas Charitable Society organisation is, as mentioned above, to help create a bright future for those with an intellectual and development disability and who have very limited resources to help them achieve this.

The three main areas that the organisation focuses on are:

Educational services - Manovikas Charitable Society aims to provide an advanced educational system which will help those who have an intellectual disability. This educational service allows them to learn and work towards being a more independent being and learn to seek employment.

Care and Welfare Services - All of the activity which the organisation undertakes regarding the hostel, focuses around caring and supporting these people who have intellectual disabilities. The hostel was created at the same

time as the organisation and is there to provide a home and care so that those with intellectual disabilities are encouraged towards independent living.

Promoting the Rights of Those With Intellectual Disabilities - Manovikas Charitable Society is there to support people with these disabilities within the Indian community and to encourage the Government to promote the rights of those people. The organisation works towards encouraging the public understanding of these rights.

Manovikas Charitable Society and the education programme they provide has reached hundreds of people with disabilities, parents, teachers and a wide variety of other members of the community. It is important for the society to continue to grow so that those who have an intellectual disability get the help they need and to the best possible standard.

Personnel

NATURE OF EMPLOYMENT

Employment with MANOVIKAS CHARITABLE SOCIETY (MCS) is voluntarily and dedicational support for the persons with developmental disabilities, entered into, and the employee is free to resign at any time, with or without cause. Similarly, MANOVIKAS CHARITABLE SOCIETY may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable rules and regulation at MCS.

Policies set forth is not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between MANOVIKAS CHARITABLE SOCIETY and any of its employees. The provisions of the employment handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at MANOVIKAS CHARITABLE SOCIETY sole discretion.

EMPLOYEE RELATIONS

MANOVIKAS CHARITABLE SOCIETY believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this services. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that MANOVIKAS CHARITABLE SOCIETY amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MANOVIKAS CHARITABLE SOCIETY will be based on merit, qualifications, and abilities. MANOVIKAS CHARITABLE SOCIETY does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Managing Secretary. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

ORGANIZATION ETHICS AND CONDUCT

The successful organization operation and reputation of MANOVIKAS CHARITABLE SOCIETY is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of MANOVIKAS CHARITABLE SOCIETY is dependent upon our Beneficiaries' trust and we are dedicated to preserving that trust. Employees owe a duty to MANOVIKAS CHARITABLE SOCIETY, its Beneficiaries, and stakeholders to act in a way that will merit the continued trust and confidence of the public.

MANOVIKAS CHARITABLE SOCIETY will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct organization in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President, Mr. Vikram Dutt, for advice and consultation.

Compliance with this policy of organization ethics and conduct is the responsibility of every MANOVIKAS CHARITABLE SOCIETY employee. Disregarding or failing to comply with this standard of organization ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although MANOVIKAS CHARITABLE SOCIETY has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, MANOVIKAS CHARITABLE SOCIETY will take prompt action, and this can include reassignment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

CONFLICTS OF INTEREST

Employees have an obligation to conduct organization within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which MANOVIKAS CHARITABLE SOCIETY wishes the organization to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of MANOVIKAS CHARITABLE SOCIETY. Organization dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of MANOVIKAS CHARITABLE SOCIETY organization dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of MANOVIKAS CHARITABLE SOCIETY as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which MANOVIKAS CHARITABLE SOCIETY does organization, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or organization dealings involving MANOVIKAS CHARITABLE SOCIETY.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with MANOVIKAS CHARITABLE SOCIETY. All employees will be judged by the same performance standards and will be subject to MANOVIKAS CHARITABLE SOCIETY scheduling demands, regardless of any existing outside work requirements.

If MANOVIKAS CHARITABLE SOCIETY determines that an employee's outside work interferes with performance or the ability to meet the requirements of MANOVIKAS CHARITABLE SOCIETY as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with MANOVIKAS CHARITABLE SOCIETY.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside MANOVIKAS CHARITABLE SOCIETY for materials produced or services rendered while performing their jobs.

NON-DISCLOSURE

The protection of confidential organization information and trade secrets is vital to the interests and the success of MANOVIKAS CHARITABLE SOCIETY. Such confidential information includes, but is not limited to, the following examples:

- | | |
|--|---------------------------------------|
| * compensation data | * Pending projects and proposals |
| * Computer processes | * Proprietary production processes |
| * Computer programs and codes | * Research and development strategies |
| * Customer/Donors/ Beneficiaries lists | * Scientific data |
| * Donors/Beneficiaries preferences | * Scientific formulae |

- * financial information
- * Labor relations strategies
- * Marketing /Donation strategies
- * New materials research
- * scientific prototypes
- * Technological data
- * Technological prototypes

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential organization information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

DISABILITY ACCOMMODATION

MANOVIKAS CHARITABLE SOCIETY is ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

MANOVIKAS CHARITABLE SOCIETY is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. MANOVIKAS CHARITABLE SOCIETY will follow any Disability Law applicable in Republic of India that provides individuals with disabilities greater protection.

This policy is neither exhaustive nor exclusive. MANOVIKAS CHARITABLE SOCIETY is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable Disability Law India.

JOB POSTING AND EMPLOYEE REFERRALS

MANOVIKAS CHARITABLE SOCIETY provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although MANOVIKAS CHARITABLE SOCIETY reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and/or in the email system, and normally remain open for 15 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Managing Secretary's Office listing job-related skills and accomplishments. It should also describe how their current experience with MANOVIKAS CHARITABLE SOCIETY and prior work experience and/or education qualifies them for the position.

MANOVIKAS CHARITABLE SOCIETY recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

MANOVIKAS CHARITABLE SOCIETY also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before

making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the Managing Secretary's Office for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

It is the intent of MANOVIKAS CHARITABLE SOCIETY to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated under the volunteer basis as per the agreed honorarium, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probation status and who are regularly scheduled to work MANOVIKAS CHARITABLE SOCIETY full-time schedule. Generally, they are eligible for MANOVIKAS CHARITABLE SOCIETY benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 28 hours per week. While they are ineligible for all of MANOVIKAS CHARITABLE SOCIETY other benefit programs.

PROBATION is those whose performance is being evaluated to determine whether further employment in a specific position or with MANOVIKAS CHARITABLE SOCIETY is appropriate. Employees who satisfactorily complete the probation period will be notified of their new employment classification.

CONTRACTUAL employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees are ineligible for all of MANOVIKAS CHARITABLE SOCIETY other benefit programs.

CASUAL employees are those who have established an employment relationship with MANOVIKAS CHARITABLE SOCIETY but who are assigned to work on an intermittent and/or unpredictable basis. While they are ineligible for all of MANOVIKAS CHARITABLE SOCIETY other benefit programs.

ACCESS TO PERSONNEL FILES

MANOVIKAS CHARITABLE SOCIETY maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and honorarium increases, and other employment records.

Personnel files are the property of MANOVIKAS CHARITABLE SOCIETY, and access to the information they contain is restricted. Generally, only supervisors and management personnel of MANOVIKAS CHARITABLE SOCIETY who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Managing Secretary. With reasonable advance notice, employees may review their own personnel files in MANOVIKAS CHARITABLE SOCIETY offices and in the presence of an individual appointed by MANOVIKAS CHARITABLE SOCIETY to maintain the files.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify MANOVIKAS CHARITABLE SOCIETY of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Administration In-charge.

PROBATION PERIOD

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. MANOVIKAS CHARITABLE SOCIETY uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probation basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If MANOVIKAS CHARITABLE SOCIETY determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.

After becoming regular employees, they may also be eligible for MANOVIKAS CHARITABLE SOCIETY-provided benefits, subject to the terms and conditions of each benefits program.

Employees should read the information for each specific benefits program for the details on eligibility requirements.

EMPLOYMENT APPLICATIONS

MANOVIKAS CHARITABLE SOCIETY relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

After the employee has completed his probation period of 3 months, the immediate supervisor evaluates the performance of the employee and makes necessary adjustments if necessary.

The annual honorarium review of all employees is based on performance and is evaluated beginning the month of January and effective March 31 of the current year.

JOB DESCRIPTIONS

MANOVIKAS CHARITABLE SOCIETY makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

MANOVIKAS CHARITABLE SOCIETY maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Managing Secretary and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Managing Secretary if you have any questions or concerns about your job description. Honorarium

HONORARIUM ADMINISTRATION

The honorarium administration program at MANOVIKAS CHARITABLE SOCIETY was created to achieve consistent pay practices, mirror our commitment to Equal Employment Opportunity, and offer competitive honorarium within our labor market. Because recruiting and retaining talented employees is critical to our success, MANOVIKAS CHARITABLE SOCIETY is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and honorarium survey data on pay practices of other employers. MANOVIKAS CHARITABLE SOCIETY periodically reviews its honorarium administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of MANOVIKAS CHARITABLE SOCIETY and based on each employee's individual contributions to the organization.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The accounting department is also available to answer specific questions about the honorarium administration program.

EMPLOYEE BENEFIT PROGRAMS

PAID LEAVE BENEFITS

HOLIDAYS

MANOVIKAS CHARITABLE SOCIETY will grant holiday time off to all employees on the holidays listed below

1. Republic Day – 26 January
2. Independence Day – 15 August
3. Gandhi Jayanti – 2 October

Organization will also grant the seven holidays in a year on optional basis. The employees can preferably choose desired seven holidays from the list below.

The employees have to apply one week prior for paid holidays to their supervisor. The decision to grant paid leave is subject to availability of other staff.

SICK LEAVE BENEFITS

MANOVIKAS CHARITABLE SOCIETY provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees

Eligible employees will accrue on a pro-rated basis sick leave benefits at the rate of 10 days per year. Sick leave benefits are calculated based on a "calendar year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one half-day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may need to be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will be paid to the active employees at the end of the calendar year. Employees who quit or that are terminated are not entitled to be paid any unused sick days upon termination of employment.

CASUAL LEAVE BENEFITS

MANOVIKAS CHARITABLE SOCIETY provides paid casual leave benefits to all eligible employees for periods of temporary absence due to some miscellaneous work. Eligible employee classification(s):

- * Regular full-time employees

Eligible employees will accrue on a pro-rated basis casual leave benefits at the rate of 10 days per year. Casual leave benefits are calculated based on a "calendar year," the 12-month period that begins when the employee starts to earn casual leave benefits.

Paid casual leave can be used in minimum one day in month till the leave laps.

Employees who are unable to report to work due to nature of miscellaneous work should notify their direct supervisor before the scheduled start of their workday otherwise the absent will be counted as absent without notice.

EARNED LEAVE BENEFITS

MANOVIKAS CHARITABLE SOCIETY provides paid earned leave benefits to all eligible employees for periods of planned absence. Eligible employee classification(s):

- * Regular full-time employees

Eligible employees will accrue on a pro-rated basis earned leave benefits at the rate of 10 days per year. Earned leave benefits are calculated based on a "calendar year," the 12-month period that begins when the employee starts to earn earned leave benefits.

Paid earned leave can be used as per the need of employee till the leave laps for the specified period.

Employees has to apply 15 days in prior for earned leave with specification of needs, otherwise the absent will be counted as absent without notice. If the employees do not avail the earned leave in the particular colander year, the balance leave will be transferred in the next year or the employee can transfer up to 100 days leave during their employment at Manovikas.

BEREAVEMENT LEAVE

Employees who require taking time off due to the death of an immediate family member should notify their supervisor immediately.

Paid bereavement leave will be provided to employees having worked 60 calendar days for MANOVIKAS CHARITABLE SOCIETY:

- a) Five (5) working days in the case of the death of an employee's spouse, child or the employee's spouse's child.
- b) Three (3) working days in the case of the death of an employee's father, mother, sister or brother.
- c) One (1) working day in the case of the death of an employee's grandfather, grandmother, uncle, aunt, nephew, niece, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandson, grand-daughter (except the uncle, the aunt, the brother-in-law, the sister-in-law, the grandfather, the grandmother, the nephew and the niece of the spouse).

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. The employees on leave without balance, of maternity, disease, in preventive withdrawal, parental leave, will not be able to prevail themselves of this benefit.

Bereavement leave will normally be granted unless there are unusual organization needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

RELOCATION BENEFITS

When MANOVIKAS CHARITABLE SOCIETY asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred employee who must relocate in order to reside within 20 Km of the new place of work. For specific information regarding the terms and extent of relocation benefits, discuss with your immediate supervisor.

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. MANOVIKAS CHARITABLE SOCIETY will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

MANOVIKAS CHARITABLE SOCIETY extends these relocation benefits in an effort to contribute to the success of every employee's relocation. However, if an employee separates from MANOVIKAS CHARITABLE SOCIETY service within one year of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse all relocation expense.

EDUCATIONAL ASSISTANCE

MANOVIKAS CHARITABLE SOCIETY recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within MANOVIKAS CHARITABLE SOCIETY.

MANOVIKAS CHARITABLE SOCIETY will provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Only Regular full-time employees are eligible for educational assistance.

Employees should contact their immediate supervisor or the Managing Secretary for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, MANOVIKAS CHARITABLE SOCIETY cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

MARRIAGE, MATERNITY AND PARENTAL LEAVE

MARRIAGE

One (1) paid working day off is allowed for the marriage of the employee or one of his children. An employee may take one (1) day leave of absence for the marriage of a parent, brother, sister or child of joint sound.

MATERNITY LEAVE ADMISSIBILITY

The employee is entitled to a maternity leave according to:

Employees to a combined Maternity/Parental leave, without pay, of up to 52 weeks. Employees that wish to benefit from Parental Leave only are entitled to a leave of absence, without pay, of up to 37 weeks.

Notice:

- a) The employee must provide in writing to the Organization, at least three weeks in advance the date of the beginning of her maternity leave and the date envisaged of her return to work. A medical certificate attesting of the date envisaged of the birth must accompany the notice.

- b) The notice can be less than 3 weeks if the medical certificate attests need for the employee to cease working within a less time. If physical dangers are possible, the employee will be assigned to other tasks while preserving the rights and preferences connected to her regular position.

Complications:

If the employee or the child suffers from complications preventing the return to work at the end of the maternity leave, the employee will have to forward a medical certificate to the Organization. The employee will be entitled to a prolongation of her maternity leave, which can reach a 52 weeks maximum including the parental leave.

Return to work:

- a) The employee must provide in writing to management the expected date of her return to work and this, three (3) weeks before returning from his maternity leave or parental.
- b) The employee who does not present himself to work five (5) days after the expiration of his maternity leave or parental leave may be known to have resigned.
- c) The direction can require of the employee who returns to work two (2) weeks after her childbirth, the production of a medical certificate attesting of its sufficient re-establishment to resume work.
- d) At the end of its maternity leave, or parental leave not exceeding 12 weeks, the employee will be reinstated in her regular function and it will be entitled to all the advantages of which it would have profited if she had remained with work.
- e) If the regular job of the employee does not exist any more on her return, the direction will recognize all the rights and preferences that she would have profited at the time from disappearance of her job if she had then been with work.

Miscarriage:

- a) In the event of miscarriage, the employee as soon as possible must deliver to the direction a notice accompanied by a medical certificate attesting of the miscarriage or the urgency.
- b) When a danger of miscarriage requires a stop of work, the employee is entitled to a special maternity leave of the duration prescribed by the medical certificate, which attests existing danger.

- c) When occurs a miscarriage before the beginning of the twentieth (20th) week preceding the date envisaged of the childbirth, the employee is entitled to a sick leave without pay.
- d) If an employee is confined of a child dead-born after the twentieth (20th) week preceding the date envisaged of the birth, she is entitled to the maternity leave of eighteen (18) weeks.

Special maternity leave:

When there is a danger of miscarriage, or a danger to the health of the mother or of the child to come caused by pregnancy and requiring a stop of work, the employee is entitled to a special maternity leave of the duration prescribed by the medical certificate which attests existing danger and which indicates the date envisaged of the childbirth.

Preventive withdrawal:

When there is a danger of miscarriage, or a danger to the health of the mother or the child to come caused by the working conditions, the employee must ask to be assigned to tasks not involving such dangers. If the direction cannot offer other tasks, the employee can then make the request for a preventive withdrawal. The maternity leave will then begin at the date envisaged from the childbirth.

BIRTH OF A CHILD OR ADOPTION

Two (2) paid working days off during the birth of the employee's child or of the adoption of a child (leave of paternity) other than those of joint sound. Moreover, the employee can prevail himself of a leave without balance of three (3) days. This leave can be split but must be taken in the 15 following days of the arrival of the child at the house.

TIMEKEEPING / PAYROLL

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. MANOVIKAS CHARITABLE SOCIETY requires keeping an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

PAYDAYS

All employees are paid Monthly on every other 10th day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to MANOVIKAS CHARITABLE SOCIETY. Employees will receive an itemized statement of wages when MANOVIKAS CHARITABLE SOCIETY makes direct deposits.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated with the prior 30 days notice either from the employee or from the organization:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

ADMINISTRATIVE PAY CORRECTIONS

MANOVIKAS CHARITABLE SOCIETY takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the Accountant so that corrections can be made as quickly as possible.

WORK CONDITIONS AND HOURS

WORK SCHEDULES

The normal work schedule for all employees is 8 hours a day, Monday to Saturday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

USE OF PHONE AND MAIL SYSTEMS

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse MANOVIKAS CHARITABLE SOCIETY for any charges resulting from their personal use of the telephone.

The use of MANOVIKAS CHARITABLE SOCIETY-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

SMOKING

In keeping with MANOVIKAS CHARITABLE SOCIETY intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, Beneficiaries, and visitors.

MEAL PERIODS

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all employees in accordance with honorarium. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

EMERGENCY CLOSING

At times, emergencies such as severe weather, fires or power failures, can disrupt Organization operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

ORGANIZATION TRAVEL EXPENSES

MANOVIKAS CHARITABLE SOCIETY will reimburse employees for reasonable organization travel expenses incurred while on assignments away from the normal work location. All organization travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved should make all travel arrangements through MANOVIKAS CHARITABLE SOCIETY travel department. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing organization travel objectives will be reimbursed by MANOVIKAS CHARITABLE SOCIETY. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars or three-wheelers
- Fares for metro rail or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.

- Charges for telephone calls, fax, and similar services required for organization purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees are encouraged to use their cellular telephone or calling cards when traveling, as hotel charges are excessive.

Employees who are involved in an accident while traveling on organization must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by MANOVIKAS CHARITABLE SOCIETY may not be used for personal use without prior approval.

Cash advances of Rs.250.00/day to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 10 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other organization travel issues.

Abuse of this organization travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at MANOVIKAS CHARITABLE SOCIETY, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter MANOVIKAS CHARITABLE SOCIETY at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on MANOVIKAS CHARITABLE SOCIETY premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

COMPUTER AND EMAIL USAGE

Computers, computer files, the email system, and software furnished to employees are MANOVIKAS CHARITABLE SOCIETY property intended for organization use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

MANOVIKAS CHARITABLE SOCIETY strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, MANOVIKAS CHARITABLE SOCIETY prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-organization matters.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by MANOVIKAS CHARITABLE SOCIETY to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of MANOVIKAS CHARITABLE SOCIETY and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the organization information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of MANOVIKAS CHARITABLE SOCIETY. As such, MANOVIKAS CHARITABLE SOCIETY reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable

content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by MANOVIKAS CHARITABLE SOCIETY in violation of law or MANOVIKAS CHARITABLE SOCIETY policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals

- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to organization purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's facilities or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

WORKPLACE MONITORING

Workplace monitoring may be conducted by MANOVIKAS CHARITABLE SOCIETY to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with Beneficiaries may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our Beneficiaries' image of MANOVIKAS CHARITABLE SOCIETY as well as their satisfaction with our service.

Computers furnished to employees are the property of MANOVIKAS CHARITABLE SOCIETY. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate organization reason to protect confidentiality or an ongoing investigation.

Because MANOVIKAS CHARITABLE SOCIETY is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner by the close circuit camera.

WORKPLACE VIOLENCE PREVENTION

MANOVIKAS CHARITABLE SOCIETY is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, MANOVIKAS CHARITABLE SOCIETY has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during organization hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by Beneficiaries, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

MANOVIKAS CHARITABLE SOCIETY will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, MANOVIKAS CHARITABLE SOCIETY may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

MANOVIKAS CHARITABLE SOCIETY encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Managing Secretary or Principal or Executive Directors before the situation escalates into potential violence. MANOVIKAS CHARITABLE SOCIETY is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, MANOVIKAS CHARITABLE SOCIETY expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of organization "secrets" or confidential information
- Violation of personnel policies

- Unsatisfactory performance or conduct

SEXUAL AND OTHER UNLAWFUL HARASSMENT

MANOVIKAS CHARITABLE SOCIETY is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,

- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, MANOVIKAS CHARITABLE SOCIETY expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MANOVIKAS CHARITABLE SOCIETY. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. *Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.*

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organization image MANOVIKAS CHARITABLE SOCIETY presents to Beneficiaries and visitors.

During organization hours or when representing MANOVIKAS CHARITABLE SOCIETY, you are expected to present a clean, neat, and tasteful appearance in a specified gown. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with Beneficiaries or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to

what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Jeans, bermudas, t-shirt, and shorts do not present appropriate professional attire.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during organization hours.
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during organization hours.
- Visible excessive tattoos and similar body art must be covered during organization hours.

RETURN OF PROPERTY

Employees are responsible for all MANOVIKAS CHARITABLE SOCIETY property, materials, or written information issued to them or in their possession or control. Employees must return all MANOVIKAS CHARITABLE SOCIETY property immediately upon request or upon termination of employment. Where permitted by applicable laws, MANOVIKAS CHARITABLE SOCIETY may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. MANOVIKAS CHARITABLE SOCIETY may also take all action deemed appropriate to recover or protect its property.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with MANOVIKAS CHARITABLE SOCIETY. Although advance notice is not required, MANOVIKAS CHARITABLE SOCIETY requests at least 30 days' written notice of resignation from employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

SECURITY INSPECTIONS

MANOVIKAS CHARITABLE SOCIETY wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, MANOVIKAS CHARITABLE SOCIETY prohibits the possession, transfer, sale, or use of such materials on its premises. MANOVIKAS CHARITABLE SOCIETY requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of MANOVIKAS CHARITABLE SOCIETY. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of MANOVIKAS CHARITABLE SOCIETY at any time, either with or without prior notice.

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state MANOVIKAS CHARITABLE SOCIETY position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced comes from good leadership and fair supervision at all employment levels.

MANOVIKAS CHARITABLE SOCIETY own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with MANOVIKAS CHARITABLE SOCIETY is based on mutual consent and both the employee and MANOVIKAS CHARITABLE SOCIETY have the right to terminate employment at will, with or without cause or advance notice, MANOVIKAS CHARITABLE SOCIETY may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

MANOVIKAS CHARITABLE SOCIETY recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and MANOVIKAS CHARITABLE SOCIETY.

PROBLEM RESOLUTION

MANOVIKAS CHARITABLE SOCIETY is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from MANOVIKAS CHARITABLE SOCIETY supervisors and management.

MANOVIKAS CHARITABLE SOCIETY strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with MANOVIKAS CHARITABLE SOCIETY in a reasonable, organization-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Executive Director or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Executive Director if problem is unresolved.
4. Executive Director counsels and advises employee, assists in putting problem in writing and visits with employee's manager(s), if necessary.
5. Employee presents problem to the President in writing.
6. The Managing Secretary / President reviews and considers problem. The Managing Secretary/ President informs employee of decision and forwards copy of written response to Executive Director for employee's file. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

WORKPLACE ETIQUETTE

MANOVIKAS CHARITABLE SOCIETY strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. MANOVIKAS CHARITABLE SOCIETY encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Managing Secretary if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.

- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

SUGGESTION PROGRAM

As employees of MANOVIKAS CHARITABLE SOCIETY, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit MANOVIKAS CHARITABLE SOCIETY by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making MANOVIKAS CHARITABLE SOCIETY a better or safer place to work. Statements of problems without accompany solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Managing Secretary/President and, after review, they will be forwarded to the Direction. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to employees who submit a suggestion that is implemented.

Production

Explain your methods of production or how you deliver your service.

- ❑ Production techniques and costs
 - How and where are your products/services produced?
 - Description of manufacturing process (if applicable)
- ❑ Quality control
- ❑ Customer service

Operations Expenses

Include here a description of the operating costs and assumptions that appear in your financial statements. Most expenses are often referred to as overhead expenses. Overhead expenses are all the non-labor expenses required to operate the organization. Expenses can be separated in two ways: fixed (expenses that have to be paid no matter the volume of organization) and variable or semi-variable (expenses which change according to the amount of organization).

Overhead expenses normally include any or all of the following:

- Travel
- Maintenance and repair
- Equipment leases
- Rent
- Advertising and Promotion
- Supplies
- Utilities
- Packaging and Shipping
- Unrecoverable receivables
- Professional services
- Insurance
- Loan Payments
- Depreciation

In order to develop the overhead expenses for this portion of the organization plan, you need to multiply the number of employees by the expenses associated with each employee. The following equation can be used to calculate the sum of each overhead expense:
Overhead = Number of Employees x Expense per Employee

Cost Controls

- ❑ Inventory → forms, systems (computer), practices
- ❑ Food and beverage → check systems, management practices, training, periodic inventory
- ❑ General → management, inventory

Administrative and Financial Controls

- ❑ Bookkeeping systems and policies (payments, billing)
- ❑ Accounting systems (report intervals)
- ❑ Sales systems (computers)

Legal Environment

Describe each of the following elements as they apply to your organization:

- ❑ Licensing and permits
- ❑ Bonding requirements
- ❑ Health, workplace or environmental regulations
- ❑ Special regulations covering your industry or profession
- ❑ Zoning or building code requirements
- ❑ Insurance coverage
- ❑ Trademarks, copyrights, or patents [PENDING, EXISTING, OR PURCHASED]

Inventory

Explain how you will manage your inventory. Give the details on each of the following elements of inventory:

- ❑ The kind of inventory kept: raw materials, supplies, finished goods
- ❑ Average value in stock
- What is your inventory investment?

- ❑ Rate of turnover and how this compares to industry average
- ❑ Season buildups
 - Will there be seasonal buildups?
 - How will you handle seasonal buildup?
- ❑ Lead-time or ordering

Suppliers

Identify the supplies you will use for your products and services. Be sure to document the following in this section:

- ❑ The names and address of each
 - Who are your suppliers?
 - Do you expect shortages or short-term delivery problems?
 - Are current suppliers providing the best service or should you be looking for new suppliers?
- ❑ Type and amount of inventory furnished
- ❑ Credit and delivery policies
- ❑ History and reliability of each supplier
- ❑ Are supply costs steady or variable? If variable, how do you deal with the changing costs?

Credit Policies

If your organization will extend credit, be sure to include detailed descriptions of the policies you will implement. When creating your policies you should have answers to the following questions:

- ❑ What terms will you offer your customers? How much credit and when is payments due?
- ❑ How do you check the creditworthiness of new applicants?

- Do you sell on credit? If so, do you really need to sell on credit? Is it customary in your industry and expected by your clientele?
- Do you know what it costs you to extend credit? This includes both the cost of capital tied up in receivables and the cost of bad debts.
- Have you factored the costs into your prices?

You need to carefully manage both the credit you extend and the credit you receive.

Managing your Accounts Receivable

You should do an aging at least monthly to track how much of your money is tied up in credit given to customers, and to alert you to slow payment problems. A receivables aging looks like this:

	Total	Current	30 Days	60 Days	90 Days	Over 90 Days
Accounts Receivable Aging						

Collecting from delinquent customers is no fun. You need a set policy and you need to follow it.

- When do you make a phone call?
- When to send a letter?
- When to get your attorney to send legal notices?
- Do you offer prompt payment discounts? (It is best to do this only if it is usual and customary in your industry)?

Managing your Accounts Payable

You should also age your Accounts Payable, what you owe to your suppliers. Use this format:

	Total	Current	30 Days	60 Days	90 Days	Over 90 Days

Accounts Payable Aging						
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This helps you plan who to pay and when. Paying too early depletes your cash, but paying late can cost you valuable discounts and damage your credit. Are payment discounts offered by your proposed vendors? Do you always take them?

- Do you carefully monitor your payables, what you owe to vendors, to take advantage of discounts and to keep your credit rating good?

RISK MANAGEMENT ESSENTIALS

In order to be successful in today's rapidly changing and litigious economy, Manovikas should have the following risk management essentials well in place.

1. DOCUMENTATION OF ALL ESSENTIAL RELATIONSHIPS

- Employment Agreement with All Exempt Employees
- Independent Contractor Agreements
- Outsourced Labor and Contingent Worker Agreements
- Strategic Partner Agreements

PERSONNEL MANAGEMENT PROCEDURES

- Identifying Staffing Needs and Solutions
- Legal and Empowering Hiring Decisions
- Performance Evaluation and Improvement
- Compensation Management
- Discipline and Termination
- Standardized Personnel Records Keeping
- Promotion and Advancement

Litigation Avoidance and Management

Release and Severance Agreements

Former Employee References

COMMITMENT TO COMPLIANCE MANDATES

Statement in Job Advertisements, Application and Employee Handbook

Training of Management and Employees to Prevent Harassment, Discrimination and Other Claims

Hire and Accommodate Disabled Employees

Grievance Mechanism with Ability to Complain to Non-Involved Supervisors

Procedure for Prompt and Thorough Investigation of Employee or Agency Complaints

Appropriate Disciplinary Procedures

Compliance with Federal and State Posting and Handout Requirements

Proper Classification of Exempt vs. Non-Exempt Employees

Proper Classification of Independent Contractors

Safety Compliance Mandates

Procedures for Managing Family and Medical Leave Issues

2. CREATING AND PROTECTING A LEARNING ORGANIZATION

Sharing a Clear Sense of Vision, Mission and Other "Whys" Which Drive Goals, Purpose, Performance and Profit

Mechanisms Such as Suggestion Systems, Employee Knowledge Surveys and Feedback Loops to Tap and Apply Hidden Knowledge

The Integration of Information Management System with Financial Systems (i.e.

“Open Book Management” and “Activity Based Accounting”)

- The Identification and Protection of Proprietary Knowledge and Strategies Through Trade Secret, Non-compete, Patent, Trademark, Copyright and Licensing Agreements
- Voice-mail, Email and Internet Use and Privacy Policies
- Customer Driven Research and Development Programs

CELEBRATION AND REWARDS

- Value Driven Compensation
- Proactive Benefits in the Area of Health and Finances
- Celebration of Passages, Be They Birthdays, the Reaching of Personal and Corporate Milestones, Hiring or Retiring

FINANCIAL RECORDS STORAGE GUIDELINES

Record Type	Keep for
Income tax reports, protests, court briefs, appeal	Indefinitely
Annual financial statements	Indefinitely
Monthly financial statements	3 years
Books of account, such as the general ledger	Indefinitely
Subledgers	3 years
Canceled, payroll and dividend checks	6 years
Income tax payment checks	Indefinitely

Bank reconciliations, voided checks, check stubs and register tapes	6 years
Donation records such as invoices, monthly statements, remittance advisories, shipping papers, bills of lading and customers' purchase orders	6 years
Purchase records, including purchase orders and payment vouchers	6 years
Travel and entertainment records, including account books, diaries and expense statements and receipts	6 years
Documents substantiating fixed-asset additions, depreciation policies and salvage values assigned to assets	Indefinitely
Personnel and payroll records, such as payments and reports to taxing authorities, including federal income tax withholding, FICA contributions, unemployment taxes and workers' compensation insurance	6 years
Corporate documents, including certificates of incorporation, corporate charter, constitution and bylaws, deeds and easements, stock, stock transfer records, minutes of board of director meetings, retirement and pension records, labor contracts and license, patent, trademark and registration applications	Indefinitely

