

## Avpravah Foundation – Human Resources (HR) Policy

**Policy Number:** AF/PROC/002

**Effective Date:** 01.01.2025

**Approved By:** Board of Directors

**Review Frequency:** Annually

### 1. Purpose

This HR policy establishes guidelines for the management of human resources within Avpravah Foundation, ensuring a fair, inclusive, transparent, and effective work environment that aligns with the organization's mission to foster holistic well-being and social development.

### 2. Scope

This policy applies to all full-time and part-time employees, contractual staff, volunteers, interns, and consultants associated with Avpravah Foundation across all locations.

### 3. Recruitment and Selection

- **Equal Opportunity:** Avpravah Foundation is committed to providing equal employment opportunities without discrimination based on race, caste, gender, age, marital status, religion, disability, sexual orientation, or any other status protected by law.
- **Transparent Process:**
  - All job openings shall be advertised internally and externally.
  - A selection committee will screen applications, conduct interviews, and finalize selections based on merit, qualifications, and alignment with the Foundation's values.
  - Background verification and reference checks may be conducted where necessary.



## 4. Orientation and Training

- **Onboarding:** All new recruits will undergo an orientation program introducing them to the Foundation's mission, vision, values, policies, reporting structure, and key programmatic areas.
- **Professional Development:** Employees are encouraged to participate in internal and external training, workshops, and capacity-building programs relevant to their roles and personal development goals.

## 5. Performance Management

- **Annual Appraisals:** Formal performance reviews will be conducted at least once a year, focusing on key result areas (KRAs), personal growth, and feedback.
- **Ongoing Feedback:** Managers and team leads are encouraged to provide constructive, timely, and regular feedback to promote a culture of open communication, accountability, and improvement.

## 6. Compensation and Benefits

- **Remuneration Structure:** Compensation will be competitive, transparent, and in accordance with sector benchmarks and budget allocations.
- **Benefits Include:**
  - Residential quarters (if applicable)
  - Nutritious meal facility during working hours
  - Emergency health services
  - Weekly off and gazetted holidays
  - Annual 3-day family retreat with children (organization-sponsored)
  - Provident fund, gratuity, and health insurance (as per employment category and eligibility)

## 7. Workplace Conduct

- **Code of Conduct:** All members must uphold values of honesty, integrity, respect, and professionalism in their interactions with colleagues, beneficiaries, and external stakeholders.



- **Conflict Resolution:** Employees should strive to resolve interpersonal issues respectfully and directly. If unresolved, HR will offer a mediation or grievance redressal mechanism for resolution.

## 8. Leave Policy

Avpravah Foundation acknowledges the importance of rest, family responsibilities, and personal well-being. All eligible staff are entitled to the following types of leave:

### 8.1 Annual Leave / Paid Time Off (PTO)

- All full-time employees are entitled to **24 working days** of paid annual leave per calendar year.
- Leave must be planned and approved in advance by the reporting manager.
- Up to **10 days** of unused annual leave may be carried forward to the next year.

### 8.2 Sick Leave

- Employees are entitled to **12 days** of paid sick leave annually.
- For more than 2 consecutive sick days, a medical certificate may be required.

### 8.3 Casual Leave

- Employees may avail **10 days** of casual leave per year for urgent or unforeseen personal matters.

### 8.4 Maternity Leave

- Female employees are entitled to **26 weeks** of paid maternity leave as per the Maternity Benefit Act.
- An extension of up to 1 month (unpaid) can be granted upon request and management approval.

### 8.5 Paternity Leave

- Male employees are eligible for **10 days** of paid paternity leave within 6 months of the child's birth or adoption.



## 8.6 Adoption Leave

- In the case of legal adoption, adoptive parents may avail up to **12 weeks** of leave (maternity/paternity leave rules apply accordingly).

## 8.7 Bereavement Leave

- Up to **5 days** of paid leave will be granted in case of the death of an immediate family member (parent, spouse, child, or sibling).

## 8.8 Leave Without Pay (LWP)

- When all eligible leave is exhausted, employees may request LWP for genuine reasons, subject to management approval.

## 8.9 Special Leave

- Leave for examinations, jury duty, volunteering for emergency relief, or other special purposes may be approved on a case-by-case basis.

## 8.10 Public Holidays

- Avpravah Foundation will observe a minimum of **12 paid public holidays** per year as per regional government calendars.

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## 9. Diversity and Inclusion

Avpravah Foundation is dedicated to creating a diverse and inclusive environment. We strive to ensure accessibility, representation, equity, and the empowerment of all individuals, particularly from marginalized communities.

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## 10. Health and Safety

- **Safe Workplace:** The Foundation is committed to maintaining a secure and hazard-free work environment, complying with all applicable safety laws and protocols.
- **Wellness Programs:** Mental health support, yoga sessions, and wellness workshops



may be organized periodically.

## 11. Termination and Resignation

- **Voluntary Resignation:** Employees are required to provide at least **one month's written notice** prior to resignation.
- **Termination:** Will be conducted in a fair and documented manner, ensuring due process, and may include performance improvement plans before final decisions.

## 12. Policy Review and Amendments

This policy will be reviewed **annually** or as needed to remain compliant with relevant laws, operational needs, and evolving best practices. Any amendments will be communicated to all staff and stakeholder

Date of this policy approval by the board meeting: 01.01.2025

Date of this policy executed in the organisation:01.01.2025



**Avnesh Sharma**

**Founder & Director**

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