

## **JEEVA JYOTHI**

No. 17A, IInd Cross Street,  
K. K. R. Nagar, Madhavaram,  
Chennai, Tamil Nadu, India

### **HUMAN RESOURCE POLICY OF JEEVA JYOTHI**

#### **1. Introduction**

Jeeva Jyothi is committed to efficient, transparent, and accountable procurement processes that ensure the judicious use of resources in pursuit of its mission. This Human Resource (HR) Policy provides guidelines for the management of staff at Jeeva Jyothi NGO. It reflects our commitment to fairness, transparency, and accountability in all employment practices, ensuring a healthy and professional working environment aligned with our mission of serving communities.

#### **2. Employment Practices**

- **Equal Opportunity:** Jeeva Jyothi provides equal employment opportunities to all applicants and employees without regard to race, caste, gender, religion, disability, or marital status.
- **Recruitment:** All recruitment will be merit-based, transparent, and aligned with organizational needs.

#### **3. Code of Conduct**

- All staff are expected to uphold the values and mission of Jeeva Jyothi.
- Staff shall maintain confidentiality of organizational information.
- Any conflict of interest must be disclosed.
- Discrimination, harassment, or any form of misconduct will not be tolerated.

#### **4. Working Hours and Leave**

- **Working Hours:** Standard working hours are from 10:00 AM to 5: 00 PM, Monday to Saturday.
- **Leave Policy:**
  - Casual Leave: 1 day per month
  - Sick Leave: 15 days per year
  - Maternity Leave and Paternity Leave Will be considered as per the norms

## 5. Performance Management

- Annual performance appraisals will be conducted to evaluate achievements and set new goals.
- Appraisals will be linked to capacity building and professional growth. This will also depend on the field level interventions and change stories.

## 6. Remuneration and Benefit

- Salaries shall be determined based on role, experience, and NGO standards.
- Staff may be eligible for professional development opportunities.

## 7. Grievance Redressal

- A grievance committee will be constituted to address staff complaints.
- Issues raised will be handled confidentially and promptly.

## 8. Disciplinary Action

- Breach of policy, misconduct, or violation of organizational norms may lead to disciplinary action, including verbal/written warnings, suspension, or termination.

## 9. Staff Development

- Jeeva Jyothi is committed to investing in staff development through training, workshops, and exposure visits.

## 10. Separation of Employment

- **Resignation:** Employees are required to provide a minimum of one month's prior notice or one month pay in lieu of the notice period.
- **Termination:** Jeeva Jyothi reserves the right to terminate employment based on policy violations, with appropriate notice or pay in lieu.
- Exit interviews will be conducted for continuous improvement.

## 11. Amendments

- This HR Policy may be reviewed and revised periodically to reflect changes in labor laws or organizational needs.

## Approval and Implementation

This policy is approved by the Board of Directors of **Jeeva Jyothi** and is effective from 7.6.2025

Name	Designation	Signature	Date
V. SUSAIRAJ	MANAGING TRUSTEE		