

SIGMA FOUNDATION

Handbook of Rules and Procedures

These rules are subject to changes from time to time by the Governing Body

HUMAN RESOURCES OF SIGMA FOUNDATION

SIGMA Foundation will be headed by the President. The Governing Body will select the President and decide on the compensation of the President. The President will be assisted by different categories of staff for accomplishing the objectives of the organization. It will have regular staff as well as honorary staff and Consultants.

STAFF CATEGORIES AND DESIGNATIONS

The staff at SIGMA Foundation will fall under four broad categories:-

- A. Programme Management, ICT, M&E & Research Staff: Programme Manager, System Manager, Manager M&E, Research Fellow, Senior Research Officer, Manager GIS, Manager ICT, Research Officer, Economist, Consultant, IEC Officer.
- B. Administration & Accounts Staff: Secretary, Finance Manager, Accounts Officer, Treasurer, Accounts Executive, Accountant, Accounts Assistant, Cashier
- C. Project Staff: State Coordinator, Project Officer, Consultant, Assistant Project Officer, Field Coordinator, such other designations as may be necessary from time to time.
- D. Support Staff: Data Entry Operator, Office Assistant, Attendant

RULES FOR STAFF RECRUITMENT AND STAFF COMPENSATION

The following shall be the rules for the recruitment and review of the staff under different categories.

REMUNERATION

- E. **A: Programme Management, ICT, M&E and Research Staff:** – Programme Manager, System Manager, Manager M&E, Research Fellow, Senior Research Officer, Manager GIS, Manager ICT, Research Officer, Economist, Consultant, IEC Officer

The salary and other terms of appointment of such employees will be decided by the Governing Body or by the President as per delegation of powers, from time to time depending on their qualifications and experience.

B: Administration & Accounts Staff: Secretary, Finance Manager, Accounts Officer, Treasurer, Accounts Executive, Accountant, Accounts Assistant, Cashier

They will be full time or part time employees based on workload as will be decided from time to time. Their remuneration will be decided by the Governing Body or by the President as per delegation of powers, from time to time.

C: Project Staff: Project Officer, M&E Officer, Research Officer, or suitable officers/staffs as may be required

They will be engaged on a purely temporary basis against any project and the period of engagement will not exceed the project period. Their remuneration will be within the amount allowed in the project and should have the approval of the President.

D: Support Staff: Office Assistant/Attendant

The Office Assistant and Attendant will be appointed by the President and his/her remuneration will be decided by the President. However, the same will be ratified by the Governing Body within six months.

A. Consultants and Experts

Depending on type of Projects, Consultants and Experts will be engaged on a purely temporary basis during the tenure of the project, and their engagement will not exceed the project period. Their remuneration will be within the amount allowed in the project and should have the approval of the President.

PAYMENT OF SALARY AND BENEFITS

The term salary is the total emoluments accruing to the staff member, and it will be paid on a monthly basis. The figures of monthly basic salary for various levels for each staff category are provided under the Section “Remuneration”. The salaries will be paid by cheque or will be credited in bank account of the respective staff members through NEFT after statutory deductions of income tax/other taxes.

ADDITIONAL BENEFITS

Additional benefits, if any, to the staff may be allowed by the Governing Body or by the President as per delegated powers.

ALLOWANCES

In special cases, the President may decide to offer certain allowances, Incentives, Excreta, and Bonus etc. to the staff / consultants. Those are to be informed to the Governing Body in due course.

RECRUITMENT NORMS

There are two types of staff: 1. Regular staff, whose appointment term is for a minimum period of two years; and project employees, whose appointment is for less than two years. The basic educational qualifications for various positions are fixed, taking into account the specific requirements of the job. There are no basic differences in the minimum qualification required for regular positions and project positions.

The President shall propose, to the Governing Body, various positions to be created in the organization, and the staff structure and staffing size as the job warrants, and the changes in the same from time to time. The same will have to get the approval from the Governing Body for the purpose, prior to staff recruitment.

Whenever the vacancies for regular positions are to be filled up, the same may be advertised in the websites of SIGMA Foundation or in suitable recruiting websites like www.devnetjobsindia.org etc.. The selection shall be from the candidates who respond to such announcements. However, in the case of “project-based appointments”, the President may use his/her discretion to choose the appropriate method of recruitment.

STAFF PERFORMANCE REVIEW

Annual Review of Performance

Annual performance review of the programme staff shall be based on an appraisal done by the immediate supervisor/President. The appraisal shall be done against the Key Performance Areas (KPA) decided earlier for the respective staff. Increments may be granted by the President. The increment is to be decided on the basis of the performance rating. The following are the different levels, which would be used for performance ratings in the increasing order of performance: poor, satisfactory, good, very good and outstanding.

Promotions

A staff member would become eligible for promotion to the next higher grade after completing adequate no. of years of service in a given grade. The review would be performed by a panel of three members constituted by the President. The review would include the self-appraisal by the employee, supervisor's rating, and candidate's personal interview with the panel. The candidate would be recommended for promotion if his/her performance over the period of review is found satisfactory.

Annexure 1: Minimum Qualification and Experience for Various Staff Positions

Secretary

Minimum qualifications required for this job is Hons. Graduate or Master's degree having wide (at least 10 years) experience in Government/PSUs or in any Private Company of repute. Retired Government official with wide experience in different fields of administration will also

be considered for this post. Qualification criteria may be relaxed in case of retired persons with wide experience.

Treasurer

Graduate in Commerce with a minimum of 3 years of relevant experience. Experience condition may be relaxed for those having Masters or Honours degree in Commerce. The candidate should have computer skills and good knowledge of accounting packages such as Tally software package or similar other packages. Retired persons having adequate working experience may also be considered for this post on part-time or full time basis, depending on volume of work. Qualification criteria may be relaxed in case of retired persons with wide experience.

Research Fellow

Ph. D in social sciences/natural sciences with a minimum of 3 years of research experience or M. Phil/Post Graduation in social /natural sciences with a minimum of five years of research experience in the area of specialization. In the case of candidates with good publication record, the minimum qualification criterion may be waived.

Manager M&E

Post-Graduation in natural or social sciences with a minimum of two years of experience in the area of monitoring and evaluation and sound knowledge of various monitoring and evaluation techniques.

Manager GIS

Master's degree in geography with post graduate diploma in Geo informatics or equivalent will be eligible for the post. Candidates having honours degree in geography with post graduate degree in geo informatics or equivalent and with at least five years' experience may be considered.

Manager ICT

Master's degree in Computer Application or BE/B.Tech in IT/Electronics or equivalent will be eligible for the post. Candidates having BCA/BSc with honours in IT with at least five years' experience may be considered.

Research Assistant

Graduate in any discipline with a good knowledge of computer packages (word, excel) and a minimum of 3 years of experience working on research project in data compilation, data entry and data analysis.

Finance Manager

Master in commerce with at least 3 years' experience of financial management in reputed company and good knowledge of financial management such as financial analysis, performance review and ways for strengthening finance of the organization.

Accounts Officer / Executive

Graduate in Commerce with a minimum of 3 years of relevant experience. Experience condition may be relaxed for those having Masters or Honours degree in Commerce. The candidate should have computer skills and good knowledge of accounting packages such as Tally software package or similar other packages . Retired persons having adequate working experience may also be considered for this post on part-time or full time basis, depending on volume of work.

Administrative Associate

Graduate with at least two years of work experience, having knowledge of computers and other office equipments, language skills, or matriculate with minimum of 10 years of relevant experience, with good knowledge of office administration, computer skills and good communication skills in English.

Data Entry Operator

Minimum qualification for the post will be Higher Secondary with at least second division marks and one years' certificate course or equivalent in computer application. Candidates with at least six months certificate course may be considered in exceptional cases.

Office Assistant and Attendant

Education up to class VIII standard and having good oral and written communication skills in the local language in the area of operation.

LEAVE RULES

SCOPE

The Leave Policy does not include provisions relating to weekly offs and Holidays as per the approved Holiday List declared and amended from time to time.

DEFINITIONS

Leave –includes all kinds of leave as mentioned in the policy including those, which are leave without pay.

OBJECTIVE

The purpose of leave policy is to allow the employees meet personal commitments and exigencies and find some time for being away from the workplace to sustain his /her level of enthusiasm at work.

INTERPRETATION

As far as possible, the employee should proceed on leave only with prior approval of leave from the competent authority. Leave cannot be claimed as a matter of right and the discretion will rest with the competent authority to grant, refuse or revoke leave depending on the exigencies of work.

COVERAGE

This policy along with its various clauses will apply to the regular and project employees of SIGMA Foundation, including contractually recruited ones.

Working Hours

All employees of SIGMA Foundation shall attend the office from 9.30 A.M. to 5.30 P.M. with a lunch break of 30 minutes from 1.00 PM to 1.30 P.M. No grace period is permitted except under unforeseen circumstances. For more than three late attendance, each exceeding half an hour, will be treated as one general leave.

Holidays

SIGMA Foundation office will observe all Saturdays and all Sundays as normal holidays.

The offices of SIGMA Foundation will remain closed for twelve days during the calendar year, chosen from the national holidays declared by the Government. The list of the 12 chosen days must contain the Independence Day and the Republic Day.

An employee may be required to attend the office for duty on holidays and after office hours if it is required by the organization and at the pursuit of the concerned authority.

Leave

Leave can be availed off only on prior approval for the sanctioning authority. Where prior approval is not possible, the sanctioning authority should be informed through reasonable means of communication about the absence from duty.

Employees should report back to duty at the expiry of leave period. Extension of leave, if required, should be obtained from the competent authority before the expiry of the approved leave period. Absence from duty without information and without the approval of the sanctioning authority will be considered as Leave without Pay.

Recall for duty

An employee, who has been sanctioned leave, should give address at which he/she can be contacted while on leave.

An employee on leave may be recalled to duty by the concerned authority if required by the organization.

Types of Leave

Sr.	Type of Leave	Number of Days / Year
1	Casual Leave	12
2	Earned Leave	18

1. Casual Leave

- i. An employee will be eligible for up to 12 days of casual leave with full emoluments in a Calendar Year. It means that an employee is entitled to one day's casual leave in a month. However, sanctioning authority may at his/her discretion grant more than one day's casual leave in a month, provided the employee has worked in the organization for more than a year. The purpose of this leave would be to help employees meet an urgent situation like family crisis, social commitments, etc.
- ii. Not more than 5 days' casual leave including Saturday and Sunday, may be availed off at one spell except on duty accident.
- iii. Weekly off or Public Holidays falling within the period of before/after Casual Leave shall not be counted as a part of Casual Leave.

- iv. Employees who have joined during the year could be eligible for proportionate number of casual leaves.
- v. There will be no encashment applicable for casual leave. Casual Leave cannot be clubbed with other leave.

2. Earned Leave

- i. Earned Leave with full pay admissible to an employee is 18 days for every completed Calendar Year of Service. Nine days of Earned Leave may be credited to the leave account of every employee on 1st April and 1st Oct of every year.
- ii. EL can be availed of twice in a year. This can be relaxed if special permission of the sanctioning authority is obtained.
- iii. EL can be accumulated up to a maximum of 90 days.
- iv. Encashment of EL is not permitted. However, encashment up to 90 days will be allowed at the time of retirement – retirement age being 60 years, provided the employee has served the organization continuously at least for ten years. For the purpose of encashment, the basic salary permissible at the time of applying for encashment will be considered.
- v. Application for EL shall be submitted at least two weeks before the date of proceeding on leave, except in emergencies. Intervening holidays falling within the EL will be considered as leave.
- vi. Both casual leave and earned leave will be admissible to contract employees and those on deputation to SIGMA Foundation from other organizations.
- vii. Non-availed earned leave in a year can be accumulated and carried forward to the following year(s), subject to a maximum of 90 days. This applies to contractually recruited employees also.

3. Maternity Leave :

Maternity leave not exceeding three months is admissible to all married female employees including contract employees, who have served for at least six months with full pay/salary. Beyond three months the concerned employee will be allowed facility to work from home for another three months.

4. Work from Home:

So long SIGMA Foundation was not having any written Policy on “Work from Home”. It is felt that such a Policy should be in place in any Organisation as it ensures that both employees and our Organisation will benefit from the Policy. “Work from Home” is not any right and the same should be resorted only in unavoidable circumstances. Since SIGMA Foundation handles project involving multiple disciplines and through teams for any particular project, there is need for regular consultation and group work, which is not possible when one works from home. Therefore, applying for “Work from Home” should be avoided as much as possible. However, when an officer is otherwise free to work but is unable to leave home for special but temporary circumstances, she/he may be allowed to work from home in order to give relief to the employee as well as not to lose her/his contribution during that day.

“Work from Home” working is a permanent or temporary agreement between employees and managers to work from a non-office location for not more than 2(two) days at a stretch. Working from home for a maximum of 8(eight) days in a year is permissible. Those who will be on tour on official purpose beyond the State or within the State will not be eligible for the benefit of “Work from Home” during the period of official tour.

Office-based employees may also work remotely for a maximum of 2(two) days at a time as mentioned above subject to overall limit of 8(eight) days in a year. Eligible employees are those who have been employed by SIGMA Foundation for at least 1(one) year. Employees who have become mothers may be allowed to avail facilities for “Work from Home” for a maximum period of 12 weeks and within six months of their becoming mother. Employees who suffer from short-term disability/restriction in moving out of home may be given permission for “Work from Home” for a maximum period of two weeks with the prior approval from the President of the Organisation.

It may be noted that the period to be granted for “Work from Home” must not be clubbed with Privileged Leave (PL).

It has to be ensured that employee’s performance will not suffer in “Work from Home” arrangement. The permission for “Work from Home” will be granted subject to the following conditions to be fulfilled by the employee:

- a. Choose a quiet and distraction-free working space.
- b. Have an internet connection that’s adequate for their job.
- c. Dedicate their full attention to their job duties during working hours.
- d. Adhere to break and attendance schedules agreed upon with their superior authority.
- e. Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

5. Other Leave

- i. In exceptional circumstances and with prior approval by the competent authority, an employee may be granted leave without pay, if there are no other leaves in his/her credit.
- ii. Willful absence from duty (leave taken without prior approval of sanctioning authority) will also be considered as Leave without Pay.
- iii. Leave without pay taken by an employee without the approval of competent authority will be considered as break-in-service.

6. TRAVEL RULES

SCOPE

Covers tour & travel in connection with the Organization's work

OBJECTIVE

The Organization will bear the expenses incurred by the employees on official travel as per the following provisions:-

7. INTERPRETATION

It is expected that such expenses are reasonable and within the limits prescribed.

8. COVERAGE

This policy along with its various clauses will apply to the regular and project employees of SIGMA Foundation.

9. GENERAL PROVISIONS

- i. All claims for reimbursements shall necessarily be accompanied by supporting travel documents – tickets / bills etc. In case of travel by rickshaw / taxi and miscellaneous expenses self-certification will suffice. Travel from residence / office to railway station / bus station / airport and vice versa will be allowed as part of official travel.

- ii. Employees traveling for official work shall be deemed present as any other working day. In case the travel extends into / runs through holidays etc no compensatory leave / compensation to that effect shall be applicable to the employees.
- iii. All travel reimbursement claims, including adjustment of advance if taken, have to be necessarily submitted for clearance within a week of completion of travel.
- iv. A second travel advance shall be permitted for a travel without the clearance of the accounts of previous travel, if it is immediately after completion of one tour/travel.
- v. Employees will not be entitled for travel advances if any previous travel advances of earlier dates are pending for settlement
- vi. Wherever, hired / own vehicles are utilized for the purpose of official travel, the rates of reimbursement shall stand as follows, (toll tax, octroi etc. as applicable shall be reimbursed at actual.)

Type of vehicle	Maximum Applicable Rate
4 – Wheeler	
a. Members of the Governing Body	Rs. 8.00/k. m. or actual, whichever is less
b. Programme Manager/Officer Associate &	Rs.5.00/k. m or actual
<u>2 – Wheeler</u>	
a. Administrative and Accounts Staff	Rs.3.5/k.m. up to a maximum of 500 kilometers per month

- vii. The President shall be the final authority to recommend /approve / sanction all domestic and international tours and travel.
- viii. In the case of international travel for official meetings and conferences, the costs involved in securing visa and travel insurance will be borne by SIGMA Foundation, unless otherwise covered by the organizers of such meetings and conference.
- ix. All employees, including the Members of the Governing Body, proceeding on tour / travel related to organizational work shall be eligible for travel advances.

- x. SIGMA Foundation will reimburse, in the interest of the Society, the costs of cancellation of tickets, travel agent costs, excess baggage, upgrading / downgrading of classes, airport convenience charges, toll charges and other miscellaneous expenses.
- xi. The authority for relaxation for loss of tickets, theft of papers, documents etc shall rest with the President.

The travel advance settlement procedure will be as follows:

Activity	Procedure	Accountability
Tour Plan	The visit plan shall be forwarded in detail along with the activities to be undertaken during the visit, at least two working days in advance.	The touring staff
Travel Advance	After travel plan is cleared by the President travel advance can be claimed for all travels of duration more than 1 day.	President
Settlement	All settlements related to the travel undertaken for project related work shall be submitted to the Secretary after the project leader checks the same with the travel plan. <i>Note: All travel advances taken and not adjusted or cleared within 7 working days of the completion of the journey / tour, the advance shall be recovered from the salary of the subsequent month without prior notice to the staff.</i>	Accounts Associate/Accounts Executive/Officer

NB: It shall be the responsibility of the employee to oversee the expenses incurred during travel and maintain records for the same

DEFINITION OF CATEGORIES

Category : President

Category 1: Secretary, Honorary staff, Consultant, Experts, all Members of the Governing Body.

Category 2: Senior Research Officer, Programme Manager, Research Fellow, Research Officer, Manager GIS, Manager ICT, Accounts Officer, IEC Officer, Finance Manager, Economist, Fellow

Category 3: Project staff, Administration & Accounts staff

Category 4: Support staff

TOUR ALLOWANCE

If any employee has to travel outside the work location, for official work, he /she will be eligible for the following benefits as per his/her eligibility criteria:

Sr. No	Staff Category	Mode of Travel
1	President and all Members of the Governing Body	By Air
2	Managers & Consultants	By Air (II A/C for destinations with distance less than 500 k. m.)
3	Research Fellow, Economist	By Air (II A/C for destinations with distance less than 500 k. m.)
4	Finance and Administrative Associate/Officer, Accounts Executive.	III A/C train
5	Field Research Assistant Consultant/Project Officer, IEC Officer	III A/C (sleeper class Rail/Bus for destinations with distance less than 500 k. m.)
6	Support Staff	Sleeper Class-Rail/Bus

10. REIMBURSEMENT OF TOUR EXPENSES

The reimbursement of expenses incurred by those who are on tour (within India) will be based on actual, subject to production of supporting vouchers/bills. However, there would be maximum permissible limits for each staff category as under:

Daily Allowance is a uniform allowance for each day of absence from headquarter only at a place beyond a radius of 8 km which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence while on tour. Daily Allowance can not be treated as source of profit. Following is the rate of Daily Allowance admissible to each category of staff members:-

Sl.	Category	Daily Allowance Rs.
1	President	500
2	Category 1	400
3	Category 2	250
4	Category 3 & 4	200

When an employee stays in a Hotel or other establishment providing free board and/ or lodging by the client / by other organization, the employee will be entitled to draw Daily Allowance in full.

For absence from headquarter (within the State) for less than 24 hours DA is admissible at the following rates:

Sl.No.	Hours of Absence	Admissibility
1	Absence not exceeding 6 hours	Nil.
2	Absence exceeding 6 hours but not exceeding 12 hours	50% of normal rate
3	Absence exceeding 12 hours	Full Daily Allowance

In case the employee of the above categories is required to stay in a hotel/guest house etc., he/she will be reimbursed board and lodging charges at actuals subject to the maximum allowance indicated below. When the touring official is not required to stay in a hotel but pays for break-fast/snacks etc., while on tour, he/she can claim charges for break-fast/snacks not exceeding the Daily Allowance as indicated above. In that case no further Daily Allowance will be admissible.

Category No	Staff Category Name	Maximum Allowance in Rs
1	Category 1	1000.00
2	Category 2	750.00
3	Category 3	600.00
4	Category 4	500.00

Standard Boarding charges in Hotel/Guest house etc. permissible will be as given below:

Staff Category No.	Metros, State Capital & Cities with 5 lac & above population	Other Cities
1	Rs. 3500 + Tax	Rs 3000
2	Rs. 3000 + Tax	Rs 2500
3	Rs. 2500 + Tax	Rs 2000
4	Rs. 1500 + Tax	Rs 1000

However, hotel charges will be admissible on production of actual bills/supporting documents.

10. OVERSEAS TRAVEL POLICY:

Objective and Enforcement

10.1 Objective: The following are the guidelines, procedures and entitlement for travel, boarding and lodging for Employees, while traveling out of the country on official work including presentation of Paper(s) in International Seminar(s), Workshop(s), and meetings etc on subjects falling with the objectives of Memorandum of Association of the Society. The Society encourages its employees to undertake/ develop research projects of national / international importance within the sphere of activity included in the MOA of the Society for

participation / presentation/ discussion in any national or international forum / seminars/ workshops/ symposiums etc.

10.2 Scope: Applicable to all Employees and members of the Governing body of the Society required to travel overseas for official purposes as mentioned at 10.1 above including visits for presentation of papers for and on behalf of the Society on subjects relevant to the Objectives enunciated in MOA. Needless to mention no papers will be allowed to be presented in the name of the individual employee/ members of the Governing Body.

10.3 Enforcement: The Society will reimburse Employees for all reasonable and necessary expenses while traveling on authorized Society business as mentioned at 10.1 above that are in compliance with the guidelines of the Overseas Travel Policy. The Society assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

10.4 Exceptions: Policy Exceptions, deviations or reimbursements for expenses that are not in compliance with this policy require the prior written approval of the President.

10.5 Travel Authorisation Procedure: All foreign travel has to be authorized by the President on the basis of estimates before the Employee proceeds on tour. Employee is required to submit Tour Plan to the President /send Email requests which will be evaluated only on a case-to-case basis, for any out of turn requirements. In the case of visit by the President himself/ herself, the authorisation should be taken in a meeting of the Governing Body by way of ratification.

10.6 In order to claim advance, the employee is required to fill the Travel Claim Voucher and get it approved by the President and submit to Accounts department before the employee proceeds on tour.

10.7 A copy of Travel Claim Voucher needs to be submitted to the Accounts department for booking of Tickets/ expenditure.

10.8 Administrative Support: The Accounts department shall co-ordinate booking of the ticket/visa etc. Employee shall communicate the destination and the date of arrival at the destination. Employee shall not insist upon the route to be taken or the airlines one wants to fly. The accounts department will organize the most cost-effective route. However, if any employee can organize the travel at a cost lower than the cost indicated by the accounts department, s/he is requested to provide this information.

10.9 Mode of Travel: Employees shall travel only by economy fare.

10.10 Period of Tour : Overseas Travel Policy shall apply to any foreign travel not exceeding 15 days. However, if the employee needs to travel to more than one location in foreign country/ countries, and the stay is not planned for the period in any one particular place,

then he/she would continue to get entitlements under the Overseas Travel policy, even if the duration of the entire foreign travel exceeds the predetermined period. This, however, would require approval from the President. For travel exceeding 15 days, the Monthly Allowance applicable in that country shall be applicable for the entire tour period. Type of Allowances Overseas Travel Policy shall apply to any foreign travel for official purposes. Employees on a tour for a period not exceeding 15 days will be entitled for Daily Allowance under heads mentioned below.

10.11 Daily Allowances:

While on travel on duty, the employee will be paid a Daily Allowance. An employee is entitled to daily allowance according to the Overseas Travel Plan as communicated. Total daily allowance is divided into four components:

10.11.a Lodging Expenses: Actual expenditure of hotel accommodation of reasonable standards (excluding food and beverage, laundry, telephone, fax, e-mail charges) based on single occupancy and not exceeding the maximum limit. The hotel expense is inclusive of taxes and is subject to actuals. Actual bills / receipts need to be submitted in support of the claim.

10.11.b Boarding Expenses: Expenses will be paid to cover the costs of meals for every 24 hours from the time of arrival up to the time of departure from the official destination at the rates given as per the chart. For a single trip with several official destinations, it will be paid to cover the costs of meals for every 24 hours from the time of arrival at the first official destination to the time of departure from the last official destination at the rates given.

10.11.c While on tour, charges like phone call charges to residence, tips at hotels, shoe-shine, periodicals purchased during travel, etc. will not be admissible.

10.11.d Conveyance: The conveyance expenses would be reimbursed subject to actuals for the most cost-effective mode of travel (tube / bus / shared cab / cab) and where cost and convenience justify the expense. This would be based on the statement of the places visited for official work by the employee. Travel expenses to and from hotel to office / client site can also be claimed under this expense. In addition to the daily allowances, the employee would also be entitled to the following:

- (i) Conveyance from residence in India to airport and back.
- (ii) Airport taxes, wherever applicable.
- (iii) Conveyance from airport to hotel and back at overseas locations.
- (iv) Visa processing charges.

10.12 Client Sponsored Where the client or the Society provides accommodation, daily allowance will comprise conveyance expense subject to actuals and board as well as miscellaneous, as per the limits mentioned below :

Particulars Entitlement

Lodging \$0 Boarding \$15

Travel (local conv.) \$15

Per Diem Allowance \$30 \$ 60

10.13 Procedures and responsibility:

Travel Advance and adjustments the employee will carry his / her entire daily allowances for the duration of the planned travel in advance. On his / her return, the entire advance will be adjusted with the actual expenses claim and out standings will be returned. When checking out of the hotel, the executive must clear all his bills. Where credit facility in a hotel is available, expenses on personal account have to be settled directly by the executive when checking out. All official calls within the city and long distance will be reimbursed. Expenses on consumption of cigarettes and alcohol will not be reimbursed by the Society. The Daily Allowance is based on number of nights spent excluding the nights spent on the flight. Any actual amounts (supported by bills) for extraordinary business expenses like Inland air travel in the country of the visit etc. can be claimed with due approval from President. The employee must claim reimbursement after adjusting any tour advance, along with the tour report in a Travel Expenses Form within seven days on return. Failure to do so within 7 days will deem the amount un-claimable. In the event that on adjustment of advance the employee has with him an amount returnable (unused advance), failure to file the Travel Expenses Form within 7 days and return the adjusted amount within 15days will result in the entire advance amount being adjusted against the employee's salary for the month. RBI Guidelines All employees shall follow the RBI guidelines related to foreign exchange while on overseas travel. Medical Insurance Overseas insurance of a short period covering the tour is mandatory before proceeding on tour. The insurance must cover an executive for personal accident and baggage loss/ damage while on tour. The premium paid for such insurance shall be borne by the Society.

10.14 Foreign Travel Entitlement: Particulars Asia, Middle East , Europe, USA Lodging \$75 \$0 \$100 Boarding \$25 \$15 \$30 Travel(local conv.) \$25 \$15 \$30 Per Diem Allowance \$30 \$30 \$40 \$155 \$60 \$ 200 While on travel, if an employee has own arrangement to stay and the Society doesn't incur lodging and boarding expenses , then he /she will be paid 50% of the Total Entitlement (including Lodging, Boarding, Travel & Per Diem) In case of Travel to more than one location, with no planned period , the employee will be entitled to daily Allowances. However this would require approval from the President.

10.15 Salary in India: For the period of the tour, the employee shall be paid salary, including all allowances, and reimbursements in India as applicable.

10.15 Leave: while on Tour Employees shall not be entitled to any leave during the tour except in the case of medical exigencies, which will require a certificate from a registered medical practitioner. If the employee desires/needs to take leave, s/he shall have it authorized before proceeding on tour and shall not be paid any allowance for the leave period.

11. General :

SIGMA Foundation has adopted Child Protection Policy which prohibits employment of any person below 18 years of age, even on contract, in any employment, hazardous or nonhazardous jobs, of the organization.

SIGMA Foundation attaches high priority on maintaining morality and ethics. Any employee found violating or disregarding any of them will be strictly dealt with, which includes suspension or discharge, on drawing appropriate disciplinary proceedings for unbecoming conduct or misconduct.

Misconduct means and includes:

- Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health and safety of a person, or the reputation, viability or profitability of the organization;
- theft;
- fraud;
- assault;
- the employee being intoxicated (alcohol or drugs, other than prescribed drugs) at work;
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.

- The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.

- While in office an employee should be neat and tidy himself / herself and will maintain cleanliness in the office premises.

- On joining, the employee has to sign a non-disclosure agreement with the organization. This means that he or she will not part with any information, data, document etc. connected with the projects being undertaken or already undertaken by the organization, either verbally or in writing to anyone outside the organization, without prior approval of the authority of the organization.

- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
- The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.

SIGMA Foundation addresses the following issues strictly in accordance with the law of the land:

- (a) Sexual harassment at work place;
- (b) Any form of gender discrimination;
- (c) Any discrimination to HIV/AIDS patients.

SIGMA Foundation attaches high priority on morality and ethics. Any employee found violating or disregarding any of them will be strictly dealt with, which includes suspension or discharge, on drawing disciplinary proceedings for unbecoming conduct or misconduct. Any question involving conflict of interest of the employees of the organization will be appropriately dealt with – and the decision of the President in this regard will be final.

- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
- The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.
- While in office an employee should be neat and tidy himself / herself and will maintain cleanliness in the office premises.
- On joining, the employee has to sign a non-disclosure agreement with the Company.
- Employee should not encourage or indulge himself/herself with any unlawful activity which is strictly prohibited and calls for penal action which may lead to suspension or retrenchment.
- The employee has to be very punctual in office and must maintain a good office environment and harmonious relations with co-employees.

Redress of grievances: If any employee has any grievance against the any other employee or against any system and policy, he/she may communicate the same to the reporting officer and if the grievance is against the reporting officer the same may be reported to the Secretary for redressing the grievance. In case the same is not sorted out the grievance will be communicated to the President who will be the ultimate authority to resolve the issue.

Redressing complaints of sexual harassment: In case any woman employee has grievance of sexual harassment against any one including the President the same will be reporting to an earmarked lady officer. A committee headed by Sr. Lady Officer with appropriate number of lady representatives strictly in accordance with the existing guidelines of the Government will be Constituted for looking into the complaints. In case the complaint is against the President the complaint will be reported to a lady member of the Governing Body and the Board will take appropriate decision in which the President will be debarred from attending.

Ethical Standard and Dealing with Client/ Other Organization: Ethical standard to be followed by all the employees: All the employees and the members of the Board of Directors will be required to follow highest ethical standard in dealing with any matter related to the organization. They have to be very polite and humble in dealing with any client and even during inter-personal communication within the organization. While dealing with any client, the employees will be required to assess if there is any dissatisfaction of the client on the performance of the organization as a whole or regarding the behavior/dealing with the client by the employee concerned and prompt and effective measures should be taken so that there is no grievance on performance of the organization or behavior and attitude of the employee.
