



THE CHILDREN'S HOME: SAIKOT

Societies Regn. No. 3116 of 1980; 194160003 of 1985 (FCRA);
12A Regn. No. 573/12A/CA/8485; 80G Regn. No. AAAAT7247D25KL02
Saikot, Churachandpur, Manipur, India, Pin code: 795117, Post Box No-15
Mob +918974680733 +917085796210

Email: chomesaikot1980@gmail.com

Website: <https://thechildrenshomesaikot.org>

A world of equal opportunity where orphans, destitute and underprivileged children live with respect and dignity

THE CHILDREN'S HOME; SAIKOT Churachandpur, Manipur, North East India **HUMAN RESOURCE (HR) POLICY**

1. PURPOSE AND POLICY STATEMENT

The Children's Home; Saikot is a non-profit charitable organization established in 1980 at Saikot, Churachandpur, Manipur, to provide care, support and rehabilitation to orphans and underprivileged children. The Home provides children with essential care, education, healthcare and support until they grow up and become independent.

Human resources are essential to fulfilling this mission. This Human Resource Policy establishes a fair, transparent and accountable framework for recruitment, appointment, employment, conduct, staff development, performance management, grievance handling and separation from service.

2. POLICY OBJECTIVES

- Establish fair, transparent and consistent human resource practices.
- Recruit and retain suitable persons with the competence and integrity required for their responsibilities.
- Define clear authority, duties, responsibilities and standards of conduct.
- Promote a safe, respectful, inclusive and professional working environment.
- Protect the safety, dignity and well-being of children served by the Home.
- Encourage staff development, accountability and effective performance.
- Ensure that employment practices are consistent with the organization's governing documents and applicable legal requirements.

3. SCOPE

This policy applies to personnel engaged by or working with The Children's Home; Saikot, as applicable to their terms of engagement, including:

- Permanent/full-time employees
- Contract or fixed-term staff
- Project staff
- Volunteers and interns
- Consultants and advisors

The applicable terms for each category shall be stated in the appointment letter, contract or other written terms of engagement.

4. ORGANIZATIONAL AUTHORITY AND HR RESPONSIBILITY

The Society is governed by Key Functionaries elected by the General Body for a five-year term. The governance structure includes the Chairman, Secretary (Manager), Treasurer and Members. The Manager/Secretary acts as the Chief Functionary and implements decisions of the Managing Board.

Authority / Role	HR Responsibility	Accountability
General Body	Approves overall policies and exercises responsibilities assigned under the governing documents.	Ultimate organizational governance
Managing Board / Key Functionaries	Approves major HR policies, staffing decisions and other matters reserved to the Board.	Governance and oversight
Chairman	Provides governance oversight and presides over Board meetings.	Managing Board
Manager / Secretary / Chief Functionary	Implements Board decisions; administers day-to-day HR matters; supervises staff and ensures policy implementation.	Managing Board

5. HUMAN RESOURCE PRINCIPLES

- Integrity – Staff shall act honestly and ethically in carrying out their responsibilities.
- Dignity and Respect – Every person shall be treated with dignity and respect.
- Equal Opportunity – Recruitment and employment decisions shall be based on suitability, merit and organizational need.
- Compassion and Care – Staff shall demonstrate care and empathy in working with children and communities.
- Accountability – Personnel shall take responsibility for their duties, decisions and use of organizational resources.
- Service – Staff shall contribute to the charitable mission of improving the lives of vulnerable children.

6. STAFFING AND WORKFORCE PLANNING

Staffing needs shall be identified according to the Home's programs, residential care requirements, administrative needs, available resources and approved organizational priorities. New positions or significant changes in staffing shall be subject to the organization's approval process.

7. RECRUITMENT AND SELECTION

The organization shall follow a transparent and documented recruitment process.

1. Identify and approve the staffing requirement.
2. Prepare a position description stating duties, responsibilities, qualifications and reporting arrangements.
3. Announce the vacancy through an appropriate method where practicable.
4. Receive and screen applications against the stated requirements.

5. Conduct interviews and, where appropriate, reference or background checks.
6. For positions involving direct interaction with children, complete appropriate safeguarding and background verification before appointment.
7. Make the final appointment through the authority designated by the organization.

The organization shall not discriminate in recruitment on the basis of religion, gender, ethnicity, social background or other irrelevant personal grounds. Selection shall be based on merit, competency, suitability and the needs of the Home.

8. APPOINTMENT AND EMPLOYMENT DOCUMENTATION

Every employee shall receive a written appointment letter before or at the commencement of employment, setting out, as applicable, the position, duties, reporting relationship, salary/remuneration, place of work, probation, working arrangements, leave, notice requirements and other terms of employment.

The organization shall maintain appropriate personnel records, including appointment documents, attendance, leave, performance records, disciplinary records and separation documents, with access restricted to authorized persons.

9. EMPLOYMENT CATEGORIES

- Permanent Staff – Full-time employees appointed for continuing organizational responsibilities.
- Contract Staff – Personnel engaged for a specified period, assignment or project.
- Project Staff – Personnel appointed against specific program or project requirements.
- Volunteers / Interns – Persons supporting the organization without being appointed as regular employees.
- Consultants / Advisors – Persons engaged for specialized advice or professional services under agreed terms.

10. PROBATION AND CONFIRMATION

Newly recruited employees may normally be placed on probation for three to six months, unless the appointment letter provides otherwise. During probation, the organization shall assess performance, conduct, suitability, attendance and ability to perform the assigned duties. Orientation and necessary training shall be provided. Confirmation shall be made upon satisfactory assessment, in accordance with the organization's approval process.

11. DUTIES, REPORTING AND PROFESSIONAL RESPONSIBILITY

- Perform assigned duties carefully, honestly, efficiently and professionally.
- Follow lawful instructions and approved organizational policies and procedures.
- Maintain punctuality, discipline and proper attendance.
- Protect the safety, dignity and best interests of children at all times.
- Safeguard organizational property, funds, documents and other resources.
- Maintain confidentiality of information obtained through employment.
- Report safeguarding concerns, serious misconduct, accidents, loss of property or other significant incidents through the appropriate channel.

12. WORKING HOURS, ATTENDANCE AND DUTY ARRANGEMENTS

The normal working arrangement shall generally be Monday to Saturday, with working hours ordinarily equivalent to eight hours per day, subject to the employee's appointment and assigned duties.

Because the Home provides residential care, personnel responsible for child care and supervision may be required to work shift-based or duty-roster arrangements to ensure appropriate continuity of care. Reasonable flexibility may also be required for programs, emergencies and other approved organizational needs.

Attendance shall be recorded through the method prescribed by management. Repeated lateness, unauthorized absence or abandonment of duty may be treated as misconduct.

13. LEAVE AND TIME OFF

Employees may be granted leave in accordance with the organization's approved leave arrangements and the terms of their appointment. The categories may include:

- Casual Leave – short leave for personal matters.
- Medical Leave – leave due to illness or medical reasons.
- Annual Leave – approved paid leave for rest and personal purposes.
- Emergency Leave – leave granted in exceptional circumstances.

Leave should be requested in advance where practicable and must be approved by the designated supervisor or management authority. Medical supporting documents may be required where appropriate. Specific leave entitlements shall be determined by the organization's approved rules and/or the appointment letter.

14. REMUNERATION AND EMPLOYEE BENEFITS

Salary, consolidated pay, allowances and other applicable benefits shall be determined according to the approved budget, position, qualifications, responsibilities, appointment terms and organizational pay rules. Any revision of remuneration shall require approval by the authority designated by the organization.

Statutory deductions and benefits, where applicable, shall be administered in accordance with applicable requirements and the organization's capacity and approved policies.

15. STAFF DEVELOPMENT AND TRAINING

- Orientation for newly appointed personnel.
- Child care, child protection and safeguarding training.
- Role-specific and program-specific capacity building.
- Leadership, supervision and management development where appropriate.
- Other training considered necessary to improve service quality and staff effectiveness.

Training opportunities shall be provided according to organizational priorities, available resources and identified needs.

16. PERFORMANCE MANAGEMENT

The organization shall periodically review staff performance to promote accountability and improve the quality of services. Reviews may consider job responsibilities, attendance, conduct, targets, work quality, teamwork and feedback from supervisors.

Performance review shall be used to identify strengths, areas requiring improvement, training needs and professional development. Where performance is unsatisfactory, management may provide guidance, a reasonable opportunity for improvement and further action where necessary.

17. CHILD SAFEGUARDING AND PROFESSIONAL BOUNDARIES

Because the primary purpose of the Home is the care and development of children, every person working with the organization has a duty to protect children from abuse, neglect, exploitation, harassment, discrimination and other harm.

- All personnel shall comply with the organization's Child Protection and Safeguarding Policy.
- Personnel shall maintain appropriate professional boundaries with children.
- Any concern relating to a child's safety or well-being shall be reported promptly through the designated safeguarding/management channel.
- Conduct that places a child at risk may result in immediate disciplinary action and, where appropriate, referral to competent authorities.

18. CODE OF CONDUCT

Personnel shall maintain high ethical and professional standards. They shall not:

- Engage in discrimination, harassment, bullying or abusive conduct.
- Use abusive, threatening or inappropriate language or behaviour.
- Misuse organizational funds, property, facilities or information.
- Accept bribes or engage in corruption or other dishonest practices.
- Use their position for improper personal advantage.
- Disclose confidential information without authorization.
- Engage in conduct that seriously harms the safety of children or the reputation and legitimate interests of the organization.

19. CONFIDENTIALITY AND DATA RESPONSIBILITY

Personnel shall protect confidential information relating to children, families, employees, donors, finances, organizational records and other sensitive matters. Information shall be accessed and shared only for legitimate organizational purposes and by authorized persons. This duty continues after separation from employment where applicable.

20. WORKPLACE SAFETY, DIGNITY AND WELL-BEING

- Maintain a safe and healthy working environment.
- Promote respectful communication and teamwork.
- Prevent harassment and discrimination.

- Provide appropriate channels for staff to raise workplace concerns.
- Take reasonable measures to address safety risks in residential and workplace facilities.

21. GRIEVANCE AND CONFLICT RESOLUTION

An employee who has a workplace concern or grievance should, where appropriate, first raise it with the immediate supervisor. If the matter cannot be resolved, it may be referred to the Manager/Secretary or other designated management authority. Matters involving the Manager or requiring governance intervention may be referred to the Managing Board/appropriate organizational authority.

Grievances shall be handled fairly, confidentially to the extent practicable, and without retaliation for raising a genuine concern in good faith.

22. DISCIPLINARY PROCEDURE

Failure to comply with this policy, the appointment terms, lawful instructions or other approved organizational rules may result in disciplinary action. Depending on the seriousness of the matter, actions may include:

- Verbal warning or counselling
- Written warning
- Performance improvement or corrective measures
- Suspension, where appropriate
- Termination of employment

The organization shall consider the seriousness and circumstances of the matter and, where appropriate, provide the employee an opportunity to respond before a final disciplinary decision. Serious violations involving child safety, fraud, corruption, violence or other grave misconduct may warrant immediate action and/or referral to competent authorities.

23. CONFLICT OF INTEREST AND USE OF ORGANIZATIONAL RESOURCES

Personnel shall avoid situations in which personal interests improperly conflict with organizational responsibilities. Any actual or potential conflict of interest that could affect an official decision or use of organizational resources shall be disclosed to the appropriate management authority.

Organizational funds, property, vehicles, equipment, records, communication systems and other resources shall be used only for authorized organizational purposes.

24. RESIGNATION, TERMINATION AND EXIT

An employee wishing to resign shall submit written notice in accordance with the appointment letter or applicable organizational rules. On separation, the employee shall complete assigned handover, return organizational property and documents, and settle outstanding responsibilities as directed by management.

Employment may be terminated in accordance with the appointment terms and applicable requirements for reasons including serious misconduct, breach of policy, persistent or serious poor performance, unauthorized absence, or organizational restructuring/changes in staffing requirements.

25. VOLUNTEERS, INTERNS AND CONSULTANTS

Volunteers, interns and consultants shall receive appropriate orientation on the Home's mission, code of conduct, confidentiality, child safeguarding and relevant workplace procedures. Their terms of engagement shall be documented where appropriate. They shall not be treated as regular employees unless formally appointed as such.

26. HR RECORDS AND ACCOUNTABILITY

The organization shall maintain appropriate HR records and ensure that employment decisions are documented. Authorized management personnel shall be responsible for maintaining records accurately and securely and for producing information required for legitimate organizational, audit or statutory purposes.

27. POLICY IMPLEMENTATION AND AUTHORITY

The Managing Board shall provide governance oversight for this policy. The Manager/Secretary, as Chief Functionary, shall be responsible for implementing the policy in day-to-day administration, subject to the authority and decisions of the Managing Board and General Body.

Where this policy does not specify a particular entitlement or procedure, the matter shall be governed by the employee's appointment/contract, approved organizational rules and applicable requirements, as determined by the competent authority.

28. POLICY REVIEW AND AMENDMENT

This policy shall be reviewed periodically and may be amended by the competent organizational authority to ensure that it remains relevant to the Home's mission, staffing needs, governance arrangements and applicable requirements.

29. COMMITMENT

All employees, volunteers, interns, consultants and management personnel of The Children's Home; Saikot are expected to uphold this Human Resource Policy and contribute to a professional, respectful and supportive environment that protects children and advances the charitable objectives of the organization.

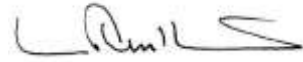
Document	Human Resource (HR) Policy
Organization	The Children's Home; Saikot
Approved by	Managing Board / Competent Authority
Effective Date	

For and on behalf of The Children's Home; Saikot



Chairman

Signature: _____



Manager/Secretary

Signature: _____

