

Human Resources policy

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1.1 Human Resources Policy

The Human Resource Policy of CBRF is guided by the stated vision and purpose of the organization.

The values set out below are proposed to be the guiding principles for the organization and its members. We therefore not only own them and value them but also manifest them in all our endeavours to make this world a better place for the poor and the marginalized for whom we have a preferential option. We believe in the dignity of human persons, their right to rule and manage their own lives by developing their inherent potential and making optimum use of the opportunities before them.

Employment in the service of the Foundation is exclusive in nature. Accordingly, no employee shall work for hire or reward whether for monetary gains, honorary or otherwise, without the explicit written permission of the Executive Director/ President.

1.2 Governing Principles

(A) Preserve the dignity of the human being while working as a team:

To protect and promote the dignity of individuals in its own workplaces, in its dealing with its partners and in society at large is one of the prime guiding principles. With this in mind we commit ourselves to:

- a) promoting the principle of subsidiarity: return the rightful ownership of the programs and the development processes to the persons with disabilities, their families and the communities they live in for whom the very Foundation exists.
- b) scaling up capacities of our own personnel, our networking partners and in particular the persons with disabilities contacted through the partners so that they become relevant and adapt to the changing time and become effective and efficient.
- c) encouraging team spirit, which is fundamental to an organizations' culture, wherein work becomes a process of learning and progressing together and where each person is considered as a unique contributor who is valued and respected.

(B) Equity:

- a) To provide equal opportunity to persons with disabilities and others from the weaker and marginalized sections of society,
- b) to provide equal opportunity to persons irrespective of the strata of the society they belong to in order to reduce vulnerability and



- c) to provide equal opportunity to different genders everything remaining equal from the point of view of the requirement of the particular job.

(C) Justice:

The organization is committed to justice and human rights and hence in its work place too the organization will remain committed to upholding human rights.

(D) Transparency, accountability, openness, loyalty, honesty:

Transparency, mutual accountability, openness, loyalty and honesty are fundamental values and preconditions for the mutual growth of the organization and individuals.

- a) There should be transparency in all decision making processes and responsible utilization of resources.
- b) Every person is accountable for his or her actions.
- c) Sharing the concerns and apprehensions of all individuals who work for the organization, in a spirit of trust and mutual respect, should be part of the work culture.

1.3 Planning for Human Resources

In order that the organization is ready for carrying out its intended work it needs to plan in advance regarding the type of work it will be carrying out in the next five years and also assess the possible channels of funding.

This will entail that the organization prepare a five year plan with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next five years.

The organization also needs to take into account the attrition rate of its employees annually based on the turnover of personnel in the last five years. Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated into the plan.

Succession planning to elevate personnel internally to occupy the different senior positions also needs to be planned for.