**Feminist Approach to Technology**

**(FAT)**

STAFF SERVICE RULES

AND

OFFICE PROCEDURES

**Draft in Progress**

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# INTRODUCTION

The Feminist Approach to Technology (FAT) was set up in 2008. In the decade of its existence FAT has established itself as a niche organization working on the intersection between feminist values, women’s rights and technology. FAT follows a methodology that interweaves skill building in technology (starting from computer and Internet skills, and graduating to photography, filmmaking) and STEM (Science, Technology, Engineering, Mathematics) learning with women empowerment. Women trainees learn, simultaneously, to use technology, and to value themselves as individuals with capacities and rights. Even as FAT has established a methodology for training girls, from marginalized sections of the society, it has also tried to influence the discourse on the technology-feminism interface through conclaves and researches. The organization has expanded from a small 3-person team to about 20 people, working in 4 states. FAT is keen to understand how it needs to position itself for the next few years to be effective in fulfilling the vision of FAT.

Over the decade, FAT grew from strength to strength and is today recognized as a truly independent, and effective organization with a greater staff strength. Since comprehensive rules as such were not framed for service matters, although all the benefits and facilities were available to staff members, a OE team was put together for consolidation and manualization of the different rules into one comprehensive document, so that all the staff members are aware of the rules and regulations governing their service with FAT.

# GENERAL

These Rules shall be called as the “Feminist Approach to Technology Staff Service and Office Procedures”. These Rules will apply to every person in the whole-time employment of FAT except in so far, and the extent it is otherwise agreed upon by agreement or letter of appointment. In these Rules unless there is anything repugnant to the subject or context –

1. “Organisation” or “FAT” means the Feminist Approach to Technology.
2. “Board” means the Governing Board of FAT.
3. ‘Committee” means the Programme Committee or the Audit and Investment/ Finance committee as the case may be.
4. “Executive Director” means the Executive Director of FAT.
5. “Staff Members” means a **full-time** staff of the Organisation of either Programme or the Administrative wing, but would not include Consultants, Advisors, Interns, Fellows or others (by whatever designation or nomenclature they may be called) who are governed by separate terms of contract.
6. Words quoting the singular number will include the plural number and vice versa.

These rules shall come into force with effect from **1st July 2018**.

# EMPLOYEES AT FAT

Employees at FAT consists of the following 5 groups:

1. **“Staff Members”**, as per the classification given below, are full-time employees of FAT and are expected to devote their time and energy to the work of FAT only. Some such Staff Members may work less than normal working hours, with working hours clearly defined, as agreed during the time of appointment or through official approval post appointment. Such an appointment or change in working hours can be done only with the approval of the ED;
2. **“Program Alumni Interns (PAI)”** of FATare the Level 3 participants who have completed the L3 course and are selected for internship for one year. All office policies as “regular” staff are applicable for interns during their internship. Interns who have completed their internship successfully will be given first priority for entry-level vacancies at FAT;
3. **“Consultants”** with short term contracts for specific tasks
4. **“Volunteers”** and “**Interns”** (Unpaid)
5. **“Casual”** staff is one who is employed on a day-to-day basis for work of an occasional or casual nature.

All Office Policies are applicable for all employees except when exclusion or alternative policies for any group is mentioned explicitly.

# ORGANIZATIONAL STRUCTURE

# ROLES AND RESPONSIBILITIES OF EMPLOYEES AT FAT

1. Executive Directors’ Role
2. Program Staff’s Role
3. Suport Staff’s Role
4. Program Alumni Interns’ Role
5. Consultants’ Role
6. Volunteers and Interns’ Role

# CLASSIFICATION OF STAFF

All posts are contractual in FAT, renewed on the basis of funds raised for the post and project.

1. **“Regular”** staff is one who appointed against a regular post, has completed the period of probation or extended period of probation satisfactorily, and has been confirmed in writing by the appointing authority.
2. **“Probationer”** is one who is provisionally employed to fill a permanent post, but has not yet completed the prescribed period of probation or extension thereof and has not been confirmed in writing by the appointing authority in the post in which he has provisionally been appointed.
3. **“Temporary”** staff is one who is appointed for a fixed or specified period of time (a) in work, which is essentially, or a temporary nature, or (to fill a temporary vacancy in a permanent post, or (c) to cope with temporary increase in work.
4. **“Part-time”** staff is one who is employed to do work for less than the normal working hours.

# STAFF STRUCTURE

The staff structure that was approved in the nth Board Meeting held on 4th November 2014 is:

|  |  |  |
| --- | --- | --- |
| **Level** | **Designation** | **Gross Salary** |
| 8 | Executive Director\* | 100K to 120K per month |
| 7 | Sr. Director |  |
| 6 | Director |  |
| 5 | Program / Finance /Admin. Manager | 55K to 70K per month |
| 4 | Sr. Program / Finance / Admin / Officer |  |
| 3 | Program Associate / Finance / Admin Officer / Exe. Secretary | 30K to 40K per month |
| 2 | Interns / Finance / Admin /Front Office / Library Assistant / Program Trainee / Research Trainee | 15K to 22K per month |
| 1 | Attendant / Driver |  |

\* Executive Director (whose salary and terms and conditions of appointment will be decided upon by the Governing Board)

The new Organization Structure proposed is:

|  |  |  |
| --- | --- | --- |
| **Level** | **Designation** | **Gross Salary** |
| 8 | Executive Director or CEO \* |  |
| 7 | Chief Operating Officer (COO) |  |
| 6 | Directors |  |
| 5 | Managers (Program, Finance, Communication, Fundraising, Admin) |  |
| 4 | Associates (Program, Accounts, Admin, Communication) |  |
| 3 | Assistants (Program, Accounts, Admin, Communication) |  |
| 2 | Interns /Front Office / Library Assistant |  |
| 1 | Attendant / Driver / Housekeeping |  |

# COST TO COMPANY

The salary levels indicated above is the gross and will be divided into **two components** i.e. **70% Basic and 30% Others** like house rent allowance, transport allowance etc., as permissible under the Income Tax Act / Rules.

After successful completion of **probation period of** **six months, Regular Staff Members** are **entitled to** the benefits and perquisites as applicable.

## Benefits & Perquisites (for Regular Staff only):

1. Accident Insurance Cover
2. Gratuity: As per Gratuity Rules
3. Telephone Reimbursement: On actual as per eligibility of level.
4. Car, Petrol, and maintenance: **Executive Director – level 8 only**.

## Leaves

All Regular Staff of FAT are entitled to the following leaves each financial year:

1. 12 days Learning Leave
2. 12 days Casual Leave
3. 12 days Medical Leave
4. 12 days FAT List of Holidays / Government Holidays
5. 2 days Restricted Holidays / Government of India List.
6. **180 days Maternity Leave** is admissible to female staff members, who have completed at least two year of service**,** with full pay and allowances.
7. **60 days Paternity Leave** is admissible to male staff members, who have completed at least two year of service**,** with full pay and allowances.
8. **Compensatory-off** has to be availed within 7 days of the working day in lieu of the day when official duty was carried out on a holiday.
9. **Emergency leave** up to ten days can be given on a case-to-case basis under the discretion of the Executive Director.

Probationers are entitled to **take 6 Casual Leaves and 6 Medical Leaves only during** the probation / training period, **taken to be Six Months**.

Leaves for Part-time staff will be proportionate to their working hours as per their contract.

Program Alumni Interns are not entitled to Maternity Leave or Paternity Leave.

Working days and leaves for Consultants, Casual Workers, Volunteers and Interns will be as per individual contracts.

## Training

FAT will invest in regular trainings for all FAT Staff (not Consultants, Casual Workers, Volunteers or Interns). Such trainings can be organized internally with in-house or guest trainers or selected staff may be sent to attend trainings organized by different stakeholders. Participation in conferences, workshops and events will also be considered as opportunities to learn and network.

While staff can request the Management for permission to attend trainings of their choice, all decisions regarding training and exposure will be taken only by the Management Team. When such trainings/events are attended without following official procedure of application and approval by the Management Team, leaves must be taken as per defines leave application process.

The Management Team will select candidates for various trainings on the basis of need and performance at work.

# EMPLOYMENT

The Executive Director shall be the appointing authority for all the posts. Director level appointments will need the approval of Chairperson of the Governing Board.

No person shall be deemed to be in the regular employment of FAT unless s/he has received a letter of appointment from the appointing authority, detailing the terms and conditions of his appointment.

Every person appointed against a regular post, shall be so **appointed on Probation for a period of six months.** The probation period may be extended by another six months, if the service in the first six months is not satisfactory. If the service is found still not satisfactory after the extended period of probation, the person so appointed on probation shall cease to be in service. If the probation period is completed satisfactorily, the appointment may be confirmed in writing.

A Probationer, being appointed in the nature of a trial basis, will not be entitled to any benefit and/or facility like Leave, Medical reimbursement, etc. available to a regular staff member of FAT. S/he may, however, be given casual leave of absence in case of emergency. Otherwise, the absence will be treated as leave without pay. On confirmation, all the benefits and/or facilities available to regular, permanent staff members will start accruing from the original date of appointment as probationer.

The services of a probationer may be terminated without prior notice or compensation in lieu, and without assigning any reasons.

Employment “On Contract” of “Consultants” will be done only against specific projects or for specific needs of the organization. A person appointed on a contract basis will be governed by the terms and conditions governing such contract and will not be entitled to the benefits and facilities available to the regular staff members.

A “Casual” staff, “Part time” staff, “Volunteers” and “Interns” will also not be entitled to the benefits and facilities available to staff members.

# SELECTION

FAT promotes participation of its community within the organization and believes in the leadership potential of young women leaders. It is committed to creating space for young women leaders emerging from its programs in its staff and other leadership positions. Every year, FAT will offer paid internships for a minimum of 1 year to selected graduates from its programs and will provide on-job training to all interns to deliver the ground projects. This internship period may be extended by another year if the intern shows potential but needs more training before they can work as FAT’s staff. Those who have completed this internship successfully will be offered a full time position at FAT in an entry-level position as Assistant.

In case of entry-level vacancies at FAT, first priority will be given to existing interns from our programs. For other vacancies, selection for various posts will be made from amongst suitable candidates taking into consideration the skills, conceptual understanding, experience, leadership skills and so on. FAT will have the right to undertake a pre-employment check of a candidate’s professional and personal references, age, salary history, educational certificates and any other background information.

A schedule containing the Job Description for the various posts in the Programme wing is annexed (Annexure I).

***EXCLUSIVE SERVICE:*** No employee of FAT shall seek or accept any part-time employment either for financial consideration or otherwise. Staff members may accept a position in an honorary capacity in a Trust, Society or Association with prior written permission from the management provided there is no conflict of interest and the holding of such position does not interfere into their work with FAT.

# ATTENDANCE

Employees shall sign the Attendance Register on arrival at the office on each working day, including the time of arrival. All staff members are required to be punctual in attendance. Whenever any staff members have to go for any official work, **intimation to the effect should be left with Administration.**

Any unauthorized leave will be considered as **Leave Without Pay**.

The Management Team can take disciplinary action if any employee repeatedly arrives late or leaves early from office. Such disciplinary action may be **Warning Letters followed by Salary Deduction**.

Consultants are required to maintain a **Timesheet** of their working days detailing working hours and tasks completed. Payments of **Consultancy Fees** will be made on the basis of **Invoice** raised providing the timesheet as attachment.

# WORKING HOURS

The office of FAT will observe a five-day working week from Monday to Friday from 9.30 a.m. to 5.30 p.m. (Grace time of arrival at a job is 15 to 20 minutes). Every staff members shall be required to put in 7 ½ hours work each day and lunch-break of ½ an hour, and s/he will adjust entry/exit time accordingly. The Management Team may approve ½ hour each day for Self-Care Activities, in which case all Staff Members are required to attend these activities. If anyone does not wish to attend such activities, they should not take this extra time as break, but should rather return to work.

# HOLIDAYS

A list of Holidays to be observed during the calendar year will be prepared before the end of the preceding calendar year. Besides the 12 FAT Holidays, all staff members are entitled to 2 restricted holidays of their choice from the list of restricted holidays declared.

# CONFIDENTIALITY

All employees of FAT, including staff members, probationers, consultants, temporary staff, interns, etc., shall maintain confidentiality of all information pertaining to the internal and external functioning of FAT. Divulging of any information gained while in service which is likely to harm the good reputation of any individual or organization will attract disciplinary action.

# CONSULTANCY SERVICE

Staff Members are full-time employees of FAT and are expected to devote their time and energy to the work of FAT. However, the Executive Director may permit staff members to undertake consultancy services for other organizations in her/his personal capacity. When so permitted, the concerned staff member may take leave for the period of consultancy service s/he is doing. 30% of the consultancy fee received should be deposited with FAT.

# TOURS AND TRAVELS

All travel plans and tours in connection with the official work of FAT should be planned well in advance and must be approved by the Executive Director.

1. All staff members of the Programme Wing are allowed to travel by AC 3 tier in rail; travel by Rajdhani/Shatabdi Express is also allowed. Where the distance is more than 500 km or where the journey cannot be performed overnight (ordinarily covered between 6 pm and 8 am), the staff member may travel by air, with the approval of the Executive Director. Further economy class airfare by the shortest route the tickets to be booked by office, through the travel agent.
2. Journeys by road will be reimbursed through actual expenses incurred on taxi/three-wheeler hire. Ordinarily hiring of full taxi should be avoided except when hiring Radio taxis (Ola/Uber), especially when traveling alone. Travel by deluxe AC bus is allowed.
3. When using own car/scooter/bike, the fare will be as prescribed by the Director of Transport and/or Admin Officer.
4. All Employees will be paid a Daily allowance @ Rs.1000/- per day (Rs.200/- for breakfast, Rs.300/- for lunch, Rs.400/- for dinner and Rs.100/- for miscellaneous costs) for meeting the food and other expenses when traveling outstation alone for official purposes. Daily Allowance will accrue from the time of start of the tour till return to headquarters. Allowance for meals included in hotel charges or meals provided by organizers/hosts will not be paid. When travelling in groups, the office may make arrangements for food, accommodation and essentials for the entire group as per the budget of the activity. In such cases, Daily allowance will not be given.
5. **Full DA** will be paid if the period of absence is more than 6 hours from place of work, reckoned on a calendar day basis, i.e. from midnight to midnight.
6. Where boarding and lodging are provided free, the staff would be entitled to no Daily Allowance.
7. In addition, employees are allowed to claim the hotel charges paid by them for accommodation only. A ceiling of **Rs. 3000/-** per day at metro cities and **Rs. 2000/-** for other placeshas been fixed as hotel charges.
8. Sometimes employees are required to incur expenditure on food charges, etc. for the partners/grantees etc. Such additional expenses will be reimbursed subject to production of vouchers. However, approvals for such expenses need to be taken in advance.
9. Every employee going on tour can take an advance to cover the expenses while on tour. The advance should be settled within a week of return from tour.
10. Every employee should submit a tour report after return from the tour to the Executive Director.
11. The Executive Director is empowered to relax/waive any of the conditions above and may allow higher entitlements in deserving cases.

## Entitlements Of Staff Members On Foreign Tours

1. As far as possible, foreign tours should be undertaken when they are sponsored ones, where the organizers meet the airfare, per diem (or actual expenses) and accommodation, etc. However, taking advantage of such sponsored visits, employees may also visit neighbouring places / countries, or extend their period of stay, in connection with FAT’s official work, with the prior approval of the Executive Director.
2. **When a foreign tour is undertaken solely for FAT’s work,** the following will be the entitlements:
   1. Economy class airfare by the shortest route (the tickets to be booked by office and other expenses on transportation to neighbouring places / countries, or within the touring station, by rail, taxi, bus or other means of conveyance.
   2. Visa and other facilitation charges
   3. Local transport costs for travel from residence in India to airport and back
   4. Per diem calculated the following rates:

* **US $ 75 per day for visit to:** Australia, Austria, Belgium, Canada, China, Denmark, France, Hong Kong, Germany, Italy, Ireland, Japan, Malaysia, New Zealand, Norway, Portugal, Russian federation, Singapore, South Africa, Sweden, Switzerland, Turkey, USA, UK, other countries of the European Union not specifically mentioned above.
* **US $ 50 per day at all other places.**

The above per diem is intended to meet expenses on food, local transport at the touring station. No other reimbursement will be made in respect of expenses of a personal nature. However, any item of expense, which is pertinent to FAT’s work, can be claimed with the approval of Executive Director.

* When a sponsor meets all the expenses, ***a flat rate of US $ 30 per day*** would be allowed to the employees. However, this per diem will not be given when the organizers/hosts have provided per diem.

# REIMBURSEMENT OF CONVEYANCE HIRE CHARGES

Staff members who have to go to various places on official work are allowed to claim reimbursement of hire charges by auto-rickshaw/radio taxi (Ola/Uber). Reimbursement of other taxi hire charges would require the approval of the Executive Director / Director (Programmes).

Staff members who remain in office upto 7.30 PM or have to come to office before 8.30 A.M. for official work, are also allowed to claim reimbursement of auto fare from office to residence or residence to office respectively. Those who have to come to office on holidays can claim such reimbursement for both journeys. Staff members who use their own conveyance ***can claim*** ***@ Rs. 8/- per km*** from the place of work. Those who have to come to office on ***holidays*** using their ***own conveyance*** ***can also claim*** **@ Rs. 8/- per km** for journeys from residence to office and back from office to residence.

# SALARY AND INCREMENTS

The salary of staff members will be paid directly into their Bank Accounts and a pay slip showing details of salary, deductions, etc., will be issued every month. Salaries will be paid by the last working day of a month.

Increments in the time scale of the post will be granted to the staff members on the **1st January** of every year. Under normal circumstances, annual increments in the scale are automatic. However, the management has the right to withhold increments as a penalty for inefficiency and misconduct. The management has also the right to grant additional increments for exceptionally good performance of a staff member.

An employee stagnating at the maximum of the scale will be allowed one increment at the rate of the last increment for every completed year of service.

One Annual increment will be as follows to cover the cost of inflation:

|  |  |
| --- | --- |
| **Level** | **% of increment** |
| 8 | 4% |
| 7 | 4% |
| 6 | 4% |
| 5 | 5% |
| 4 | 5% |
| 3 | 5% |
| 2 | 6% |
| 1 | 6% |

Stipends of program alumni interns will also be during their term paid directly into their Bank Accounts. Consultancy fees on Consultants will be paid only after approval of invoice with time-sheet by the manager of the contract.

**PROMOTION**

The Management Team, on the basis of seniority, merit, suitability, length of service and demonstrated ability will determine promotion of a staff member from a lower post to a higher post.

LEAVE

Leave shall be granted in accordance with the following rules, which shall be applicable to all Staff Members and Program Alumni Interns.

* For the purpose of leave, the leave year shall be reckoned from April 1 to March 31.
* Leave is a privilege generally granted to the staff members. It cannot be claimed as a right. The management may refuse, revise or revoke leave of any description if exigencies of work make it necessary.
* All applications for leave should be made in the prescribed form. Ordinarily no employee shall absent himself/herself from work unless he/she has obtained prior sanction of the leave.
  + The prescribed form to apply for leave is through FAT’s Internal Management Website.
* Probationers, and other non-regular employees are entitled to **take Six Casual Leaves and Six Medical Leaves only during** the probation / training period, **taken to be Six Months**.
* The types of leave are as follows:
  1. **Casual Leave** is meant to cover casual absence due to unforeseen emergencies, minor indisposition or urgent domestic work. Every staff member shall be entitled to ***twelve days*** as Casual Leave. Casual Leave cannot be combined with any other kind of leave (**Maternity Leave,** **Paternity Leave,** **Study Leave (without salary),** **and Extraordinary Leave (without salary)** except Restricted Holidays. This type of leave cannot be carried over from one year to another. As far as possible, the leave should be applied for and got sanctioned in advance. However, in emergent cases, a message/sms on telephone should be left.
  2. **Restricted Holidays**: In addition to closed public holidays, every staff member shall be entitled to avail ***two days*** of her choice from the list of restricted holidays, every year. This can be combined with either Casual Leave or Earned Leave and may be either pre-fixed or suffixed, but not availed during the middle of any kind of leave.
  3. **Medical Leave:** Staff are entitled to **take 12 days** of Medical Leave in a Calendar Year. It cannot be carried over to the next Calendar Year. It cannot be combined with **any other** kind of leave.
  4. **Learning Leave:** Staff are entitled to **take 12 days** for undergoing a regular/special course consisting of higher studies or specialized training in a professional subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability.
  5. **Maternity Leave** is admissible to female staff members (not PAI), who have completed at least two years of service, for period of **180 days,** with full pay and allowances. Earned Leave can be combined with maternity leave.
  6. **Paternity Leave**, with full pay and allowances, of **60 days** during the confinement of wife.
  7. *Upto 45 days leave can be also granted for abortion or miscarriage. The application in this regard should be supported by a certificate from a Registered Medical Practitioner.*
  8. **Emergency Leave** may be granted to an employee, at their request, when no other leave is admissible. Such leave will not exceed **ten days.** This is granted at the discretion of the Executive Director and may be unpaid.
  9. The leave rules will not apply to consultants and similarly placed other persons who are governed by separate contracts.

# GRATUITY

Staff members will be eligible for gratuity on the following conditions:

1. Only those staff members who have completed **five years** of **continuous** service with FAT will be entitled to gratuity.
2. Gratuity will be payable on resignation, retirement or death. In case of death, the payment will be made to the nominee designated by the member. The condition of five years’ service is not necessary in the case of death or disablement.
3. Staff members whose services are terminated due to misconduct will not be paid gratuity.
4. Gratuity will be calculated at the **rate of 15 day’s on Basic Salary** (excluding house rent allowance and transport allowance or any other allowance) for every year of service or part thereof in excess of six months.
5. The total amount of gratuity shall not exceed **Rs.10 lakhs.** (As per Gratuity Amendment Bill 2010)
6. For the purpose of gratuity, service will be reckoned ***from the date of joining FAT*** (including probationary period followed by confirmation).

# LOANS AND ADVANCES

Staff members may be allowed to take loans for specific reasons like marriage, education, serious illness, death in the family, repair/construction of house, etc. ***The quantum of the loan would be one months’ Gross Salary. However, the maximum loan amount will be Rs. 50,000/- (even if the 1 months’ gross salary is more).*** The loan is to be repaid ***through 12 installments*** from the salary.

A second loan will not be sanctioned unless the outstanding balance on the pervious loan is fully repaid along with the interest.

# REIMBURSEMENT OF ENTERTAINMENT EXPENDITURE

Sometimes it may become necessary to programme officers and other senior officers of FAT to incur expenditure in providing lunch, snacks, etc., for those who come to meet them in connection with official business. Expenses on this account would be reimbursed to the staff member on production of receipts / bills.

# REIMBURSEMENT OF TELEPHONE EXPENDITURE

The reimbursements of **actual expenses** on **one telephone (landline or mobile) connections as declared phone number**, ***not exceeding*** the ceilings mentioned below, will be made to the staff members. No carry-forward of the difference between actual expenses and the ceiling will be allowed. Bills for postpaid connections and recharge vouchers for prepaid connections will have to be submitted.

Levels: 1 & 2: Rs. 250/- p.m.

Levels: 3 & 4: Rs. 500/- p.m.

Levels: 5 to 7: Rs. 1,000/- p.m.

Level: 8: As per actual expenses.

# RETIREMENT

All the **Programme Staff and new employee/s** shall be on contract for a period of ***three*** ***years*** from the date of their initial appointment on probation, followed by confirmation. The contract may be renewed by mutual consent. However, the contract may also be terminated due to discontinuation of project, lack of funds or non-performance of the staff member.

All the **existing administrative** staff members **shall retire at the age of 60 years**.

# CESSATION OF SERVICE

The services of an employee can be terminated on administrative grounds in the interest of FAT, **by giving three months’ notice** **or payment in lieu thereof.** No such notice is necessary for termination of services arising out of misconduct. The services of a temporary employee may be terminated without assigning any reason of any nature.

For any employee desirous of leaving the services of FAT, the conditions are as follows**:**

* **For Executive Director i.e. level - 8** desirous of leaving the services of FAT shall send a letter of resignation to the **Chairperson**, **giving *three months’* notice** or payment in lieu thereof.
* **For Director and Sr. Director i.e. levels 6 – 7** desirous of leaving the services of FAT shall send a letter of resignation to the **Executive Director**, **giving *three months’* notice** or payment in lieu thereof.
* **For other employees i.e. Levels 1 – 5** desirous of leaving the services of FAT shall send a letter of resignation to the **Executive Director,** giving ***one months’*** **notice** or payment in lieu thereof.

The Executive Director is empowered to **waive the notice period,** in deserving cases.

The management reserves the right to refuse or to accept the resignation of an employee against whom disciplinary proceedings are pending, or for breach of contract, or whose services are liable to terminated for breach of discipline.

# SETTLEMENT OF ACCOUNTS

An employee who is terminating his service with FAT shall settle all outstanding accounts and loans and shall hand over to the Administration / Programme Director / Executive Director, all files, records, equipment and other properties of FAT which are currently in their custody and shall obtain a clearance certificate to that effect. Failure to do so shall entitle the management to recover all such amounts of properties in any manner considered appropriate or expedient under the circumstances.

# DISCIPLINE AND CONDUCT

Every employee of FAT shall maintain utmost discipline and absolute integrity and shall do nothing, which is unbecoming of a staff member of the FAT. The management reserves the right to take suitable disciplinary measures for any misconduct or indiscipline. “Misconduct” shall denote any offence or act of commission or omission on the part of an employee which falls within the general notion of word “misconduct” as generally understood, and shall be deemed also to connote offences or acts of commission or omission under or against these Service Rules or any other regulations and / or practices of FAT. An explainatory note on Office Etiquettes and Code of Conduct at FAT has been provided as ANNEX IV.

Penalties for any misconduct or indiscipline may include warning, censure, fine, suspension, stoppage of increment (s), demotion, discharge or dismissal.

No penalty shall be imposed without giving an opportunity to a delinquent employee to explain his conduct. In the case of imposition of any major penalty like suspension, withholding of increments, demotion, discharge or dismissal, there shall be a recorded enquiry in accordance with the principles of natural justice, and the concerned employee has a right to defend himself at the enquiry, either by himself or with the assistance of a colleague. On the basis of the report of the Inquiry Officer, the Executive Director shall pass an order imposing the penalty and it shall be communicated to the employee concerned.

Any employee aggrieved with an order mentioned above, shall have the right to prefer an appeal to the Chairperson of the Governing Board of FAT, and the decision of the Board shall be final.

# SELF CARE AT FAT

# DELEGATION OF AUTHORITY

A Schedule showing the delegation of authority on various matters is annexed. (Annexure II).

# PURCHASE / DISPOSAL OF FIXED ASSETS

Any decision regarding purchase / disposal of fixed assets will be undertaken by a committee comprising of following personnel.

1. Executive Director (ED)

2. Representative/s from Program

3. Representative/s from Finance

4. Representative from Admin

5. Any other representative that ED deems fit.

For purchase decisions at least three quotations from established vendors, will be required. Any decision on purchase of assets above Rs. 3,00,000/- will be taken after Board’s approval.

For disposing assets which have become obsolete or partially damaged or of no use, the committee will be appraised about the original cost; current book value; likely disposal value, based on the quotation of at least three parties. If felt necessary by the committee, physical verification of the concerned assets might also be done.

For disposal of an individual asset having book value of Rs. 1,00,000/- and above and a group of assets having book value of Rs. 5,00,000 and above, the Board’s approval will be required.

For writing off assets that are non usable, from the books of accounts, ED’s approval will be required.

# DISCIPLINARY ACTION AND GRIEVANCE REDRESSAL SYSTEM OF FAT

**Disciplinary Action -** Disciplinary action may be initiated upon any staff member under the following circumstances

* Failure to perform assigned duties
* Ignoring instructions of the supervising team member in more than one occasion
* Breach of rules and regulations of the organisation including organisational values
* Performing any act which harms colleagues physically, mentally or emotionally
* Performing any act which is deemed as harmful for the interests of the organisation

**Terms for disciplinary action –** The concerned staff member will be informed about the complaint, as far as possible in writing. The staff member will be given an opportunity to be heard and may be asked to undertake any or all of the following:

* Counseled by supervisors or any other person designated by the Executive Director;
* Might be advised to go for correctional programmes like counseling or therapy;
* Face punitive action which may include suspension, de-motion, pay reduction, denying increments and similar measures
* Terminated with or without public notification of the same
* Filing police complaint by FAT.

In case the staff member is terminated due to disciplinary action, no pay shall be due in lieu of notice.

**Staff Complaints –** All staff members have the right to be heard in case of any complaints. Complaints may be made orally or in writing to the supervising team member, and in case it deals with the supervising team member it may be made to the Executive/Senior Director. Complaints may be made in the following circumstances (not an exhaustive list)

* Physical, mental and emotional violence due to any assignment (beyond job description) or due to the interpersonal behaviour of other staff members;
* Sexual harassment and violence faced at the workplace or during the discharge of duties (further taken up in Prevention of Sexual Harassment Committee).

**Grievance Redressal** - Complaints by the staff members shall be dealt at following levels

* + - Immediate Supervisor – Grievance Redressal Committee
    - Executive Director
    - Governing Board
    - Police Complaint
* A Grievance Redrassal Committee will be set up to resolve all complaints.
* Once a complaint has been registered by a staff member to her supervising team member, the supervising team member is expected discuss the matter with the Grievance Redressal Committee to address the situation and provide a remedy within two weeks.
* In case the remedy suggested is not acceptable or does not prove successful, a written complaint has to be provided to the Executive Director within a month’s time.
* If this does not happen the complaint can be made directly with the Executive Director.
* *If there is repeated occurrence of the incident, which was the reason for the complaint in the first place, the time restriction will not apply.*
* The Executive Director will investigate or cause to investigate the complaint and provide remedies within two weeks.
* The employee will have a right to appeal against the remedy suggested by the Executive Director to the Board within one month.
* The decision of the Board will be final. The Board should not be approached directly unless the grievance is of that nature e.g. Grievance against the Executive Director.
* The complaint should be signed by the concerned person. Anonymous grievance will not be accepted.
* In case where a grievance is being put forth on behalf of someone else, consent should be taken from the aggrieved party.

# ADDITIONAL POLICIES

Besides the office rules mentioned here, all FAT employees shall also abide by the Gender Equity and Sexual Harassment Policy, and Child Protection Policy of FAT.

# AMENDMENTS AND INTERPRETATIONS

The Executive Director has the sole authority to amend, modify, supersede or in any other way alter the provisions of these rules, from time to time.

In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Executive Director shall prevail.

ANNEXURES

# ANNEXURE – I: COMMITTEES WITHIN FAT

The following committees have been formed at FAT as the first level to manage internal issues. In cases when such committees are unable to take a fair decisions or are unable to resolve a matter, they should be delegated to the Executive Director.

1. Management Committee:
2. Grievance Redressal Committee or Code of Conduct Committee:
3. Purchase and Disposal Committee:
4. Appraisal Committee:
5. Self-Care Committee:
6. Internal Complaints Committee for Redressal of Sexual Harassment at Workplace:
7. Child Protection Policy:

# ANNEXURE – II: SCHEDULE OF DELEGATION OF AUTHORITY

|  |  |  |
| --- | --- | --- |
| ***Subject*** | | ***Competent Authority*** |
| 1. | Selection & Appointment to all Grades | Executive Director |
| 2. | Confirmation of a Probationer / Extension of Probation period | Executive Director |
| 3. | Contract Appointments | Executive Director |
| 4. | Permission to undertake Consultancy Services by Staff Members | Executive Director |
| 5. | Tours & Travels, including relaxation of entitlements | Executive Director |
| 6. | Grant of Increments in the time-scale | Senior Manager (HR) |
| 7. | Grant of advance increments / Fixation of pay at a higher stage of the scale of pay | Executive Director |
| 8. | Promotion of Staff members | Executive Director on the recommendation of the Selection Committee |
| 9. | Grant of Leave | Executive Director for Level 5 to 7 and HR Manager for Level 1 to 4 |
| 10. | Reimbursement of Medical Expenses | Senior Manager (within entitlement) |
| 11. | Reimbursement of Conveyance Hire charges | Senior Manager (within rules) |
| 12. | Leave Travel Concession | Senior Manager (within entitlement) |
| 13. | Sanction of Gratuity | Senior Manager |
| 14. | Loans and Advances | Executive Director |
| 15. | Acceptance of resignation | Executive Director |
| 17. | Waiver of Notice period in cases due notice is not given by an outgoing staff member | Executive Director |
| 18. | Disciplinary Proceedings & Imposition of Penalty | Executive Director |
| 19. | Amendments & Interpretations of Service Rules | Executive Director |
| 20. | Incurring cash expenses for Office Maintenance, etc. / Purchases of stationery & other items (not exceeding Rs. 20,000 in each case) / Payment of obligatory expenses like Maintenance & electricity charges and other bodies / postage, telegram, courier, telephone, fax bills, / legal and professional fees within approved limits/ signing of affidavits, affirmations, declarations, statements, etc. in the ordinary course of office management. | Senior Manager (Finance and Admin) |
| 21. | Payment for contractors and other Service Providers (where the rates have been approved) | Manager of the Contract |
| 22. | Cheque signing authority | Any two signatories (ED and Director or Sr. Manager or Accounts Officer). In case of emergency, Treasurer of the Board can also sign on behalf of one of the signatories. However, in such cases, approval has to be taken from ED. |
| 25. | Grant Payment authorizations not involving any departure from the conditions of the grant | SPO / Director (Programs) |
| 30. | Preparation of Agenda / minutes of the Programme Committee Meetings | PO / Sr. S.P.O / Director |
| 31. | Fellowship & other Non-Programme grants | Executive Director |
| 32. | Investments of FAT Funds (Corpus & Programme Funds / short-term and Long-term) | Executive Director with approval of Audit & Investment Committee |
| 33. | Budget & allocation of funds | Executive Director / Programme Committee / Governing Board |
| 34. | Fund Raising & Resource Mobilization | Executive Director |
| 35. | Printing & Publications | Executive Director |
| 36. | Preparation of Agenda / minutes of meetings of the Governing Board | Executive Director |
| 37. | Any commitment on behalf of FAT to other organizations, etc., both financial and programmatic. | Executive Director |

# ANNEXURE – III: OFFICE ETIQUETTES AND CODE OF CONDUCT AT FAT

A. **Introduction**:

This policy is made with the objective to define office etiquette and stress on the importance of creating a work environment conducive to positive interaction among employees and to identify behavior considered important for maintaining workplace etiquette.

Etiquette is a French word which means “ticket”. On important occasions, a ticket of instructions was issued to the masses detailing what they should do. In a professional sense, this includes behaviour towards clients and colleagues which is in their best interest.

Etiquette benefits an organization by making daily interaction in the office amicable and smooth. It ensures work outcomes are effective and people co-exists peaceful even when there is mutual dislike or disinterest. It helps to manage and modifies distracting behaviour and develops confidence in staff in a variety of settings with a variety of people.

**B. Offensive Behavior:**

While the term "office etiquette" may conjure up images of stiffness and formality, it is in actual fact very simple. Just as living in a society requires us to follow and observe appropriate social behavior within the work context that ensures team respect and an enjoyable day-to-day working experience. Employees are generally bothered by co-workers who:

* + Have poor personal hygiene
  + Don’t clean up after using the office kitchen, sink, wash room, or appliances
  + Leave trash or personal belongings in other people’s work spaces
  + Wear clothing that is dirty, too casual, or distracting in some other way.
  + Flirt with co-workers or clients.
  + Drop in on you while working and don’t ask if its okay to interrupt.
  + Habitually arrive late at meetings.
  + Gossip often.
  + Borrow things but forget to return them.
  + Have outbursts of anger/yell/curse.
  + Speak too loudly on the telephone

**C. Desirable Behavior:**

It is important to understand that when ***Time*, *Task*** and ***Territory*** boundaries are maintained, an employee is able to deliver her responsibilities efficiently and effectively.

* 1. ***Punctuality***: Being punctual is very important, especially if you have an appointment. It shows that you respect the time of your colleagues and in turn it will compel them to respect your time too. Lead by example and everything else will fall into place.
  2. ***Appropriate Dress*:** Remember that the office is a formal place and not a party place and you will have to dress in a way that commands respect both from your colleagues and community. The dress code has a strong influence in establishing the trust that community places in your abilities.
  3. ***Gossip***: You would not want someone to gossip about you and neither will the next person. In some cases, if the source of some malicious gossip can be traced back to you, then your job can be in jeopardy. You may overhear the conversations of others. Apply the “so what” rule. Don’t refer to what you’ve heard and don’t add your own advice.
  4. ***Borrowing***: It is imperative that you ask first and then borrow. This attitude of yours will ensure that people also treat your things with the same respect and your things are not missing (read borrowed) when you get back to your seat after a meeting.
  5. ***Disturbance***: Don’t consistently interrupt people; doing so will suggest that your time or opinion is more important than theirs. If your co-worker is on the phone but you need to ask a question, don't linger. If your co-worker is having a work related conversation don't interrupt - just wait for them to finish or ask them to see you when they are through.
  6. ***Sound***: Whether you're on the phone or talking to a colleague, avoid being loud. If you have a received a call on your cell phone, it's a good idea to take a walk down to the corridor or find another room. Use your mobile’s vibrating/silent feature if you need to leave it on. Avoid making personal calls at your workstation. Be especially quiet in areas where coworkers are on business calls or in conversations with other coworkers.
  7. ***Wasting Working Hours:*** All employees of FAT are expected to devote 7½ hrs each working day for work. Do not spend your working hours chatting with colleagues about personal matters, sitting idle or sleeping at office, watching movies or videos online, spending time on the Internet for personal work, stepping out from office for personal work without taking leave.
  8. ***Privacy***: Don’t read someone else’s emails, mail or computer screens. If you need to discuss anything sensitive or private with another colleague, find a room where you can shut the door and nobody else can overhear you.
  9. ***Consent***: Do not click or post photos or videos of your colleagues or participants without their consent. Do not touch anyone without consent.
  10. ***Personal Versus Professional:*** The boundaries between professional and personal matters and relationships should be maintained at office at all times. Even if 2 team members are very close friends, their behavior towards each other at work should be professional at all times.
  11. ***Hierarchy and Chain of Command:*** FAT strives to maintain a minimal-hierarchy workspace where everyone gets opportunities to innovate and take leadership. Our team structure and office policies have been created to facilitate equality for all. However, for smooth operations of any organization with big teams, it is important that everyone respects the hierarchy of roles between different staff members, respect the authority that comes with each role and follow the chain of command defined.
  12. ***Personal Space & Hygiene:*** It is important to maintain personal hygiene and see that one is presentable to the co-workers. This does not mean that one has to wear expensive perfumes or deodorants, just basic habits of bathing and oral hygiene is adequate.
  13. ***Office Space & Cleanliness:*** It is imperative to leave the office desk clean and tidy everyday. If a common space is used like meeting room or lunchroom, it will be the duty of everyone present to clean the space. Everyone should wash and keep utensils they use in proper place. Apart from this all office laptops and equipment will be put back in their designated places after use and all electrical/electronic devices, fans, AC, lights will be switched off by the last person leaving the room.

**D. Boundaries between Staff/Mentors and Participants**

* 1. All participant girls of FAT will only attend FATS official events/tours with designated FAT staff.
  2. Where participants are living in the same community, they may engage in social functions as required.
  3. No FAT staff members will share personal belongings (clothes, accessories, money) with any participants.
  4. In case someone wants to support a particular participant/s, it has to be done through HR and ED of FAT.
  5. Physical touch should be with consent. Even with consent, leaning on each other or lying down during meetings is not allowed.
  6. Intimate personal relationship between staff, mentors and participants is not encouraged at any official and unofficial gatherings.
  7. A staff member is delegated for each informal gathering of FAT as the person who holds disciplinary boundaries.
  8. Staff and Mentors should not undertake counseling for participants; instead refer them to counselors selected by FAT.
  9. No employee of FAT should receive any personal gifts from participants.