

Palawi



a touch of life

Residential Project for  children

HR Policy for Prabha Hira Pratishthan

Effective Date: [1/-4/2024]

Review Date: [31/04/2025]

1. Purpose

The purpose of this HR policy is to establish guidelines for the management of human resources within **Prabha Hira Pratishthan**, ensuring a fair, inclusive, and effective work environment that aligns with our mission.

2. Scope

This policy applies to all employees, volunteers, and interns of **Prabha Hira Pratishthan**

3. Recruitment and Selection

- Equal Opportunity: **Prabha Hira Pratishthan** is committed to providing equal employment opportunities without regard to race, gender, age, disability, religion, or sexual orientation.
- -Recruitment Process: All job openings will be advertised internally and externally. A selection committee will review applications and conduct interviews.

4. Orientation and Training

- Onboarding: New employees will undergo an orientation program to familiarize them with the organization's mission, policies, and procedures.
- Professional Development: Continuous learning is encouraged, and employees will have access to training programs relevant to their roles.

5. Performance Management

- Regular Reviews: Employees will have performance evaluations at least annually to assess their contributions and identify areas for improvement.
- Feedback: Ongoing feedback is encouraged to foster a culture of open communication.

6. Compensation and Benefits

- Remuneration Structure: Remuneration will be competitive and in line with the nonprofit sector.
- -Benefits: **Prabha Hira Pratishthan** offers a range of benefits, including residential quarters, meals, emergency health service, weekly off, yearly 3 days' vacation trip with children of Palawi.

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7. Workplace Conduct

- -Code of Conduct: All employees are expected to adhere to professional standards of behaviour, including respect, integrity, and accountability.
- Conflict Resolution: Employees are encouraged to resolve conflicts directly and respectfully. If unresolved, they can seek mediation through HR.

8. Leave Policy

- Paid Time Off (PTO): Employees are entitled to a specific number of PTO days per year for vacation, illness, or personal matters.
- Family and Medical Leave: Employees may be eligible for leave under applicable laws and organizational policies.

9. Diversity and Inclusion

- Commitment: **Prabha Hira Pratishthan** is committed to fostering a diverse and inclusive workplace. We promote practices that ensure equity and accessibility for all.

10. Health and Safety

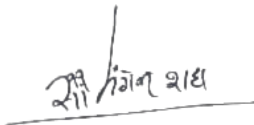
- Safety Protocols: The **Prabha Hira Pratishthan** organization will provide a safe working environment and adhere to all health and safety regulations.
- Wellness Programs: Employees will have access to wellness initiatives to support their physical and mental well-being.

11. Termination and Resignation

- Voluntary Resignation: Employees are requested to provide **at least 1 month notice prior to resignation.**
- Termination Process: Terminations will follow due process, including documentation of performance or conduct issues.

12. Policy Review and Amendments

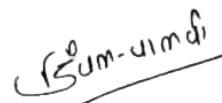
This policy will be reviewed annually and amended as necessary to reflect changes in laws or organizational needs.



Mangal Shah
President



Prabha Hira Pratishthan, Pandharpur.



Dimple Ghadge
Secretary