

GLORIOUS UNITED ALLIANCE FOR RURAL DEVELOPMENT - NAGERCOIL

QUALITY ASSURANCE AND POLICIES

CHILD PROTECTION POLICY

Statement

In the context of ensuring and executing human rights GUARD is interested to adopt this global mandate by designing and incorporating a child protection policy in its all functions at all levels.

A child can be defined as an individual under the age of 18 years belongs to either sex.

A child needs to be secured from all the vulnerable conditions, to be provided support to enjoy his/her rights, to be provided required amenities and opportunities for his/her wholistic development, to be considered as part of society and its development.

Scope

GUARD emphasises on the following

- ⇒ This policy will be applicable to all the children irrespective of sex, religion, caste, class, race, ability, etc
- ⇒ A child will be protected and secured from the vulnerable conditions such as man made and natural disasters, displacements, poverty, mal nutrition, physical ill health, illiteracy etc
- ⇒ A child will be protected from any kind of abuse in the form of physical, psychological, sexual, emotional and will ensure by providing opportunities to enjoy the rights and freedom
- ⇒ A child, will not be entertained in any commercial oriented activity that hinders his/her development, will be facilitated for a quality education that improves the quality of the child, will be provided with proper health/care systems,
- ⇒ A child is being considered as the seeds of future generation and also the younger citizen of the country, will be considered in all the developmental initiatives in the aspects of developing his/her own society
- ⇒ GUARD will create awareness among the general public about the child rights and its protection
- ⇒ Any allegations of abuse can be addressed to the board of Trustee of GUARD.

Execution

GUARD will ensure child protection by executing the following:

- ⇒ A child will not be involved in any kind of commercial activity undertaken by GUARD
- ⇒ The initiatives adopted by GUARD for the developmental activities will be child friendly in nature.
- ⇒ The developmental interventions adopted in GUARD will be provided with a space for addressing child related issues, child rights and its protection.
- ⇒ Value System should be educated to children and practised in their day to day life. Avoid all kinds of malpractices.
- ⇒ Visitors related to project will be allowed to meet the children accompanied by one of the project staff
- ⇒ Any visitor who is no way connected with the project will not be allow to meet with the project children
- ⇒ Child focused interventions undertaken by the GUARD will be closely monitored with an effective monitoring mechanism to facilitate child rights and ensure its protection.
- ⇒ All the paid and unpaid staff members of GUARD will be capacitated in implementing their respective activities in a child friendly manner
- ⇒ If any allegations reported against any staff he/she would be placed under suspension with full salary till the end of investigation or another staff will accompany them during their work with children
- ⇒ The children at no point will not be left anytime without being supervised
- ⇒ Any convicted allegations on child abuse/ harassment will be taken seriously and subject to penalisation by adhering the Protection of Child rights Act enacted by Government of India.
- ⇒ Adhere the Child rights protection policy in the organisation's daily affairs.
- ⇒ Any staff who has been reported of child abuse will not work alone with children but always be accompanied with another staff. If the abuse is severe the staff will be suspended with full salary from service immediately till the entire cases is investigated. The staff can report for duty if He/ She is found not guilty of committing the crime. The staff will be terminated from service if He/ She is found guilty of committing the crime.

Declaration

On behalf of GUARD, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

FINANCE POLICY

Statement

Financial affairs of an organization matters a lot in establishing credibility with all the respective stakeholders, in this regard, GUARD is

Execution

1. All Financial transaction in the organization, with respect to the program, the budget needs to be approved by the board, the transaction needs to be approved by the Program Manager. If the expenditure was not mentioned in the approved budget, then it needs to be sanctioned and approved by the Executive director as per the recommendation of the Program Manager and it will be reported to the donor
2. Any financial transaction involves in the internal and external organizational affairs needs to be examined and approved by the Program Manager to sanctioned by the Director
3. Any procurement activity involves in the organizational affairs needs to be examined and sanctioned by the director with the recommendation of the Program Manager. Strictly restrict the commissions for any commercial dealing. No committee should be taken.
4. For any procurement activity costs more than Rs 5000/- three or more competitive quotes from different vendors needs to be generated, the generated competitive quotes needs to be examined and sanctioned by the procurement committee headed by the Director of the organization
5. Any expenditure payment for more than the value of Rs. 5000/- will be paid through cheque
6. Periodical advance could be raised by the departmental head only by submitting the periodical expenditure plan based on the activity plan
7. Any expenditure payment needs to be settled down only after the submission of original bills, vouchers, invoice and other respective/necessary support documents
8. Monthly salary payment needs to be done through bank transaction for salary above Rs 5000/month
9. The expense statement for the advance amount received needs to be approved by the program manager and sanctioned by the director.

10. Every expense statement, claims needs to be approved only if it is being forwarded and endorsed by respective line managers
11. Any advance taken should be settled with in fifteen days and salary advance to be settled at the end of the month
12. Before 26th of every month fund request for the following month expenditure should be raised by the departmental head with supported documents
13. All the expenditures statement should be submitted not later than 2nd of every month
14. In case of any emergency, a loan amount of one month salary could be sanctioned by the Executive director as per the recommendation of the Program Manager, the loan amount could be repaid in an equal installment within the next 6 months period
15. The internal auditor will check all financial transactions every month. The internal auditor will make surprise visits and check the cash balance and produce a quarterly report to the Executive director. If any discrepancies are found it will be immediately report to the Executive director. This will be applicable to all partners.
16. If GUARD or its partners receive funds from more than one donor, all the funds should be routed through one FEMA account. GUARD is expected to maintain a transparency to inform about the other fund transactions to other donors, so that dual funding will be restricted.

ENVIRONMENT PROTECTION POLICY

Statement

Environment – the other face of nature needs to be protected under the various hazards that emerge as a result of human action. This criticality influences GUARD to adopt an environment protection policy in all the developmental interventions undertaken and will be undertaking in the future.

Environment protection means that not to involve in any activities that degrades the environment and leads to damages in the eco system, also to design the development interventions with environment friendly sensitiveness.

Scope

GUARD will ensure the environment protection policy by emphasizing the following:

- ⇒ This policy will facilitate for the emergence of less polluted environment
- ⇒ Safe and protected environment will be in exists
- ⇒ Environment friendliness will be reflected in all the developmental activities undertaken by GUARD

Execution

GUARD will ensure the environment protection policy by executing the following:

- ⇒ GUARD will not undertake any activity that directly or indirectly degrades the environment
- ⇒ GUARD will not involve in to any action that directly or indirectly pollutes the environment
- ⇒ GUARD will design the programs in an environment friendly manner and also capacitate the staff members in implementing the same successfully
- ⇒ GUARD will raise awareness among the target population and general public on environment protection
- ⇒ GUARD will actively promotes plantation in the premises

Declaration

On behalf of GUARD, we, the undersigned, will oversee the implementation of the environment protection Policy and take all necessary steps to ensure it is adhered to.

GOVERNANCE POLICY

Statement

Good governance practice with all the respective stakeholders will facilitates an organization to yield great values from its respective stakeholders. Hence, GUARD is interested to adopt a governance policy to add value to its functional efficiency

Governance is the accepted way of functioning modality under the establishment of certain systematic administrative procedures adopted by GUARD

Scope

Adoption of standard governance procedures in GUARD will yield with

- ⇒ Establishing a transparent and effective administrative system with in the organization
- ⇒ Ensuring accountability with other stakeholders in all administrative and programmatic functions
- ⇒ Ensuring financial accountability of the organization
- ⇒ Increased efficiency in independent and collective functioning
- ⇒ Improving the quality of program implemented in the organization
- ⇒ Establishing positive and constructive rapport with the other respective stakeholders

Execution

Donor – GUARD relationship

- ⇒ The operating guidelines will be drafted and agreed collectively between the donor and GUARD
- ⇒ The donor and GUARD will agree upon a common code of conduct in the functionality and be actively execute the development interventions in a appropriate manner
- ⇒ A finance policy that sounds the working modality of the finance affairs will be designed and accepted collectively by the donor and GUARD
- ⇒ Technical expertise sharing will be made in between the donor and GUARD

Memorandum of Understanding (MoU):

- ⇒ The programmatic Memorandum of Understanding will be signed with other partners with whom the projects are planned to implement in various geographical locations
- ⇒ MoU comprises of all the terms and conditions that needs to be adopted and ensured during the course of partnership, it includes special clauses that facilitates good governance in project implementation and program development
- ⇒ The other stakeholders signed an MoU with GUARD should adhere the policies adopted by GUARD
- ⇒ The partners are required to abide by the policies during implementation

Terms of Reference (ToR):

- ⇒ The ToR comprises the roles and responsibilities to be discharged by the respective personnel, policies and other guidelines adopted by GUARD
- ⇒ The staff members should strictly stick on with the Terms of Reference for their organizational functions
- ⇒ While designing the projects, the adopted policies and guideline should set the direction and pace in finalizing various aspects of the projects according to the vision and mission of the organization.
- ⇒ All the personnel are required to ensure the policies to be in practice in the daily organization affairs

Declaration

On behalf of GUARD, we, the undersigned, will oversee the implementation of the Governance policy and take all necessary steps to ensure it is adhered to.

HUMAN RESOURCE MANAGEMENT POLICY

Statement

Human resources Management of GUARD will attempt to extract the expertise for accomplishing the objectives and in turn will ensure the safety and development of the individuals employed with GUARD.

An individual employed by GUARD will abide by the human resource management policy, However it shall not apply to persons engaged on purely casual basis, consultancy, specific contract work or projects and interns.

Scope

GUARD will emphasizes on the following

- ⇒ The organization will be functioning with standard recruitment procedures and staff capacity development
- ⇒ This policy will help to adopt a transparent human resource administration mechanism
- ⇒ An individual could be protected from any kind of harassment within the working environment
- ⇒ Possibilities to ensure equal employment opportunities to the deserved employees
- ⇒ Facilitate the staff to enjoy the privileges and provision available, their grievances will be addressed

Execution

Recruitment Procedures –

1. Open advertisement for the vacant post should be made
2. Applied Applications to be enlisted and shortlisted as per the jobs' requirements
3. Shortlisted candidates will be called for an competence assessment and finalization of the candidate will be done accordingly.
4. All the affairs related to recruitment will be only authorized by the Managing Trustees, as per the recommendations of the recruitment team which comprises of Program Manager, Technical expertise, Department head and the Executive director

Code of Conduct –

1. The staff is expected to strictly adhere the Terms of Reference issued along with the offer package
2. Any misconduct by staff will be viewed seriously and action will be initiated accordingly by the board of trustees
3. Any grievances of the staff can be given in writing to the executive director or the minutes of the meeting with the executive director would be considered as a written complaint and disciplinary actions will be initiated as per the directions of the Executive director
4. All staff including personnel with specific contracts, interns, volunteers, are expected to maintain confidentiality of all the official matters
5. A staff is expected not to involve in any breach of trust, if so convicted, he/she will be terminated from the service immediately by the Board of trustees without any prior notice and within one week he/she has to give his explanations to the grievance committee for the final decision.
6. Office Vehicles and other office equipments will be only used for official purpose. Prior permission should be obtained from the local director for use of Office vehicle for personal use. Office equipments should not be office premises or working area.

Leave Policy –

1. Nine days per annum will be considered as National holidays under the Instrumental Negotiable Act (these nine days are over and above the 12 days casual leave)
2. Every second and fourth Saturday of every month will be holidays
3. Any leave application should be raised by the individual and forwarded by the line manager recommended by the Program Manager and finally approved by the director.
4. All the staff are eligible for availing 12 days per annum as casual leave (casual leave needs to be planned in advance except emergencies)
5. Any casual leave taken without prior intimation will be treated as leave taken on Loss of Pay
6. Maternity leave for the female staff members for a period of 90 days with salary
7. All the staff are eligible in availing 12 days per annum as sick leave subjected to medical inspection and certification
8. Casual leaves cannot be taken for a continuous three days
9. Any leave taken more than 24 days per annum will be considered as leave taken on loss of pay

Timing Policy –

1. Office timing will be 9:00 am to 5:30 pm with a one hour lunch break.
2. The staff is expected to be on time without fail. A grace time of 15 minutes will be given to the staff for reporting to duty
3. A staff reporting late for duty more than three times per month will be treated as half a day casual leave.
4. The line manager can sanction permission for 90 minutes for the respective staff and no permission will be granted permission for more than 90 minutes during office time.
5. The Field Staff should follow their action plan and their movement register should be maintained and submitted monthly to the line manager.