Enlightening Young Minds Foundation

Educate, Empower, Elevate

EMPLOYEE HANDBOOK

Contains basic guidelines that must be understood by employees

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Welcome to Enlightening Young Minds Foundation: HR Policies Introduction

At **Enlightening Young Minds Foundation**, our people are our greatest asset. We are committed to fostering an inclusive, productive, and respectful workplace where everyone can thrive. Our HR Policies are designed to support you by establishing clear guidelines that promote fairness, transparency, and professional growth. These policies align with our mission to **Educate, Empower & Elevate**, ensuring that our work environment reflects our core values of integrity, respect, and accountability.

This document serves as a comprehensive guide to your rights, responsibilities, and the resources available to you throughout your journey with us. Whether you're a new team member or a long-standing contributor, these policies aim to help you achieve your personal and professional best while contributing to the foundation’s goals.

We encourage you to familiarize yourself with these policies and reach out to HR with any questions or concerns. Together, let’s create a workplace where everyone feels valued, empowered, and inspired to make a lasting impact!

1. Recruitment & Selection Policy

- **Objective:** To hire talented and qualified individuals who align with the Foundation's values and mission.
- **Scope:** This policy applies to all recruitment for full-time, part-time, and project-based role
- **Procedures**
- Open positions will be advertised internally and externally.
- A fair and transparent selection process will include interviews, skill assessments, and reference checks.
- All candidates will be evaluated based on qualifications, experience, and cultural fit.
- Preference will be given to candidates with experience in the education or development sectors.

2. Employee Code of Conduct

- **Objective:** To create a professional and respectful work environment.
- **Scope:** All employees, contractors, and volunteers.
- Key Guidelines:
  - All employees must adhere to ethical standards, maintain confidentiality, and act in the best interests of the Foundation.
  - Any form of discrimination, harassment, or workplace misconduct will not be tolerated.
  - Timely reporting of any violations or misconduct is encouraged.

3. Compensation & Benefits Policy

- **Objective:** To provide competitive remuneration and benefits that motivate and retain talent.
- **Scope:** Full-time and part-time employees.
- Components:
- Salary Structure: Salaries will be based on experience, industry standards, and project funding.
- Performance Bonuses: Quarterly or annual bonuses based on KPIs (key performance indicators) for project goals and personal development.
- Benefits: Employees will receive health insurance, paid leave (sick, casual, and annual leave), and professional development stipends.
- Incentives for Trainers & Coordinators: Specific rewards for achieving milestones in teacher training or field coordination.

4. Employee Development & Training Policy

- **Objective:** To ensure continuous learning and skill enhancement for employees.
- **Scope: Technical Trainer**
- Training Initiatives:
- Employees will receive annual training to improve both hard and soft skills relevant to the foundation's mission (e.g., project management, digital tools, ATL lab operations).
- Special focus on development programs for trainers who engage with educators and students on technical modules like AI, Robotics, and STEM.
- Leadership and management training for senior staff members to enhance their supervisory capabilities.

5. Performance Management Policy

- **Objective:** To foster high performance by linking employee contributions with the organization's goals.
- **Scope:** All employees.
- Process:
- **Quarterly Performance Reviews:** Regular assessment to ensure employees are meeting objectives.
- Goal Setting: SMART goals will be set for each employee at the start of each project and reviewed regularly.
- Feedback Mechanism: Regular feedback sessions between employees and supervisors, as well as peer-to-peer reviews, for improvement.
- Performance-Based Promotions: High-performing employees will be eligible for promotions and additional responsibilities.

6. Leave Policy

- **Objective:** To ensure a balance between work and personal life while meeting the operational requirements of the Foundation.
- **Scope:** Full-time and part-time employees.
- Leave Entitlement:
- **Annual Leave:** 24 days of paid leave per year.
- **Sick Leave:** Up to 12 days per year for illness or medical emergencies.
- **Maternity/Paternity Leave:** 12 weeks of paid maternity leave and 2 weeks of paid paternity leave.
- **Compassionate Leave:** Up to 5 days of leave for bereavement or other family emergencies.
- **Special Project Leave:** Flexibility in taking leave during off-peak project seasons.

7. Equal Employment Opportunity Policy

- **Objective:** To promote a diverse, inclusive, and equitable work environment.
- **Scope:** All employees, board members, and volunteers.
- **Policy:**
  - The Foundation will not discriminate on the basis of gender, race, age, sexual orientation, disability, or religion in any employment practices.
  - A diversity officer will be appointed to ensure that all policies and practices are inclusive.

8. Health, Safety, and Well-Being Policy

- Objective: To provide a safe and healthy work environment.
- Scope: All employees, volunteers, and visitors to project sites.
- Guidelines:
- Health and safety protocols will be in place, particularly for employees working in field locations or schools.
- Mental health support through counseling sessions will be made available.
- First-aid training and workplace safety training will be conducted quarterly.

9. Grievance Redressal Policy

- Objective: To provide a formal channel for employees to voice concerns and resolve disputes.
- Scope: All employees and stakeholders.
- Process:
  - Employees can submit complaints regarding workplace conditions, unethical practices, or interpersonal conflicts to the HR team confidentially.
  - An investigation committee will be established to handle grievances and take appropriate actions.
  - Timely and fair resolutions will be prioritized.

10. Board & Donor Relations Policy

- Objective: To maintain transparency and accountability with the board and donors.
- Scope: All senior management, board members, and project leaders.
- Guidelines:
- Regular reports on project outcomes, financial transparency, and impact assessments will be shared with the board and donors.
- Quarterly board meetings to update on new initiatives, challenges, and long-term strategic goals.
- Donor appreciation events or communications will be implemented to recognize their contributions and show the real-world impact of their support.

11. Data Protection & Privacy Policy

- Objective: To safeguard the personal data of employees, students, teachers, and stakeholders.
- Scope: All digital and physical records held by the Foundation.
- Policy:
- Data related to employees, donors, project beneficiaries, and stakeholders will be kept confidential and secure.
- Consent must be obtained before using personal data for any purpose outside of operational requirements.
- Regular audits will ensure data protection laws are followed.

12. Exit Policy

- Objective: To provide a structured process for employees leaving the organization.
- Scope: All employees.
- Process:
- Notice Period: Employees must provide a minimum of 30 days' notice.
- Exit Interview: HR will conduct an exit interview to gather feedback and ensure a smooth transition.
- Final Settlement: Any outstanding dues or benefits will be settled within 15 days of the employee’s last working day.

Travel & Reimbursement Policy

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1. Objective

To establish clear guidelines for employees regarding travel arrangements, expenses, and reimbursement processes, ensuring cost-effective and purposeful travel that supports the foundation's goals.

2. Scope

This policy applies to all full-time and part-time employees, contractors, and volunteers of Enlightening Young Minds Foundation who incur travel-related expenses while conducting foundation business.

3. Travel Authorization

- **Pre-Approval Required:** All travel must be pre-approved by the employee's immediate supervisor and the HR Manager. Approval should be obtained through a formal Travel Request Form at least two weeks prior to the intended travel date, except in cases of emergencies.

- **Purpose of Travel:** Travel should be directly related to the foundation's activities, such as attending conferences, training sessions, site visits, meetings with stakeholders, or other approved events that further the foundation's mission.

- **Travel Planning:** Employees are encouraged to plan trips that minimize costs while meeting the objectives. This includes booking flights and accommodations well in advance **(Atleast 10 days before)** to take advantage of lower rates.

4. Travel Arrangements

- **Transportation:**
  - **Air Travel:** Economy class should be booked for all domestic and international flights unless otherwise approved for business necessity.

  - **Ground Transportation:** Use of public transportation, ride-sharing services, or foundation-approved rental cars is encouraged. Employees should choose the most cost-effective and efficient mode of transportation.

  - **Personal Vehicles:** Employees using personal vehicles for foundation business will be reimbursed at the current standard mileage rate set by the foundation.

- **Accommodation:**
- **Hotel Booking:** Employees should use foundation-approved hotels that offer reasonable rates and are conveniently located to the primary destination.
- **Sharing Accommodations:** When possible, employees are encouraged to share accommodations to reduce costs.

- **Meals:**
- **Per Diem Allowance:** A daily meal allowance will be provided based on the destination's cost of living. Employees should retain receipts for all meal expenses.
- **Alcohol:** Reimbursement for alcohol is not permitted unless pre-approved for specific events.

- **Other Expenses:**
- **Incidentals:** Reasonable incidental expenses (e.g., tips, minor supplies) will be reimbursed with proper receipts.

5. Reimbursement Process

- **Expense Reporting:**
- **Timeliness:** Expense reports must be submitted within 14 days of completing travel.
- **Documentation:** All expenses must be supported by original receipts. Digital copies are acceptable if original receipts are unavailable.
- **Expense Report Form:** Employees must complete the foundation's Expense Report Form, detailing each expense category and attaching all relevant receipts.

- **Approval:**
- **Supervisor Review:** The immediate supervisor will review and approve the expense report for compliance and reasonableness.
- **Finance Department:** Once approved by the supervisor, the report is forwarded to the Finance Department for final approval and processing.
- **Reimbursement Timeline:** Approved reimbursements will be processed within 10 business days of final approval.

6. Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement unless specifically pre-approved:

- Personal travel or extended stays beyond the official trip duration.
- Upgrades to first class or premium seating on flights and other transportation.
- Expenses for family members or companions traveling with the employee.
- Fines for traffic violations or other legal infractions.
- Personal entertainment, including movies, sightseeing, or recreational activities.
- Loss of personal items or valuables.

7. Travel Advances

- **Eligibility:** Travel advances may be provided for significant travel expenses or international trips.
- **Request Process:** Employees must submit a Travel Advance Request Form detailing expected expenses and justify the need for an advance.
- **Reconciliation:** Upon return, the employee must submit all receipts and reconcile the advance. Any unused funds must be returned to the foundation, and any excess expenses not covered by the advance must be reimbursed.

8. Safety and Security

- **Travel Insurance:** The foundation provides travel insurance for all approved trips, covering medical emergencies, trip cancellations, and lost luggage.
- **Emergency Procedures:** Employees must familiarize themselves with local emergency contacts and the foundation's emergency protocols before traveling.
- **Health Precautions:** Employees should adhere to recommended health guidelines, including vaccinations and COVID-19 protocols, as applicable to the destination.

9. Environmental Considerations

- **Sustainable Travel:** Employees are encouraged to choose environmentally friendly travel options, such as public transportation, eco-friendly accommodations, and minimizing air travel when possible.
- **Carbon Offset:** The foundation may invest in carbon offset programs for unavoidable travel to mitigate environmental impact.

10. Policy Compliance

- Audit and Monitoring: The Finance Department will periodically audit travel and reimbursement claims to ensure compliance with this policy.
- Non-Compliance: Any deviations from the policy without proper authorization may result in denial of reimbursement and potential disciplinary action.

11. Policy Review

This policy will be reviewed annually by the HR and Finance departments to ensure its effectiveness and alignment with the foundation's objectives and regulatory requirements. Updates will be communicated to all employees promptly.

Summary

The **Travel & Reimbursement Policy of Enlightening Young Minds Foundation** is designed to facilitate necessary travel for advancing the foundation's mission while maintaining financial responsibility and transparency. By adhering to this policy, employees can ensure that their travel is both effective and efficient, supporting the overall goals of **educating, empowering, and elevating young minds.**

If you have any questions or require further clarification regarding this policy, please contact the **HR Department.**

Thank You & Wishing you all the best!