



THE  
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Rushabh Foundation

# HUMAN RESOURCES Policy

Effective Date: [01/04/2023]

## Introduction:

Rushabh Foundation Charitable Trust (the "Trust") recognizes that its employees and volunteers are vital to the success of its mission. This Human Resources Policy (the "Policy") outlines the principles and guidelines that govern the management of human resources within the Trust. The Policy applies to all trustees, employees, volunteers, contractors, and any other individuals associated with the Trust (collectively referred to as "Individuals").

### 1. Equal Employment Opportunity:

- 1.1. The Trust is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic as defined by applicable laws.
- 1.2. Recruitment, hiring, promotion, training, compensation, and other employment decisions will be based on merit, qualifications, and the needs of the Trust.

### 2. Employment Relationship:

- 2.1. The Trust will establish clear and transparent employment relationships, including employment contracts or agreements that outline the terms and conditions of employment, including compensation, benefits, working hours, and leave entitlements.
- 2.2. All employment relationships will comply with applicable employment laws, regulations, and industry standards.

### 3. Employee Code of Conduct:

- 3.1. The Trust expects all employees to adhere to high ethical standards and professional conduct.
- 3.2. Employees will be provided with a Code of Conduct that outlines expected behaviors, responsibilities, confidentiality obligations, and the consequences of violations.
- 3.3. Employees will be required to acknowledge and adhere to the Code of Conduct as a condition of their employment.

### 4. Performance Management:

- 4.1. The Trust will establish a performance management system to evaluate employee performance, provide feedback, and identify opportunities for development and growth.
- 4.2. Performance evaluations will be conducted periodically and will be based on clear performance expectations and objective criteria.
- 4.3. Performance improvement plans may be implemented when necessary to address performance issues and support employees in reaching their full potential.



### 5. Training and Development:

- 5.1. The Trust will provide training and development opportunities to enhance the skills, knowledge, and capabilities of its employees and volunteers.
- 5.2. Training programs will be designed to align with the Trust's strategic objectives, individual needs, and professional growth.

### 6. Employee Benefits:

- 6.1. The Trust will provide eligible employees with a comprehensive and competitive benefits package, which may include healthcare, retirement plans, leave entitlements, and other benefits as determined by the Trust.
- 6.2. Benefit programs will be administered in accordance with applicable laws, regulations, and industry practices.

### 7. Health and Safety:

- 7.1. The Trust is committed to providing a safe and healthy work environment for all individuals associated with the Trust.
- 7.2. Appropriate measures will be implemented to prevent occupational hazards, promote workplace safety, and comply with relevant health and safety regulations.

### 8. Confidentiality and Data Protection:

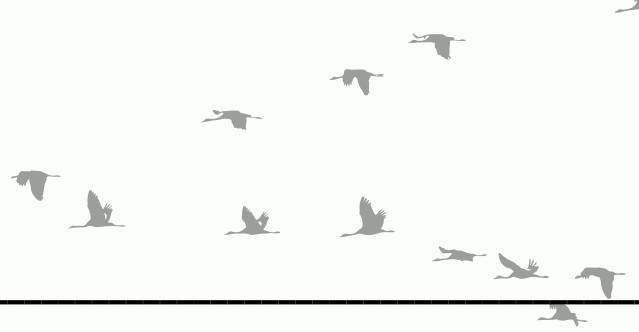
- 8.1. Employees will be required to maintain the confidentiality and security of sensitive information and data obtained during the course of their employment.
- 8.2. The Trust will implement appropriate measures to protect personal data in compliance with applicable data protection laws and regulations.

### 9. Grievance Resolution:

- 9.1. The Trust will establish a grievance resolution procedure to address employee concerns, complaints, or grievances in a fair, confidential, and timely manner.
- 9.2. Employees will be encouraged to raise concerns without fear of retaliation and will be provided with appropriate channels to report grievances.

### 10. Disciplinary Action:

- 10.1. The Trust may take disciplinary action, including warnings, suspension, termination, or legal remedies, in response to employee misconduct or violations of Trust policies, procedures, or applicable laws.
- 10.2. Disciplinary actions will be administered in a fair and consistent manner, considering the nature and severity of the offense.



**11. Policy Compliance:**

- 11.1. Individuals are expected to familiarize themselves with this Policy, comply with its provisions, and seek clarification or guidance when needed.
- 11.2. Non-compliance with this Policy may result in disciplinary action, up to and including termination of employment or engagement.

**12. Policy Review:**

- 12.1. The Trust will periodically review and update this Human Resources Policy to ensure its continued relevance, effectiveness, and compliance with applicable laws and best practices

**Conclusion:**

This Human Resources Policy reflects Rushabh Foundation Charitable Trust's commitment to fair and equitable treatment of its employees and volunteers. By adhering to the principles outlined in this Policy, we can create a positive work environment that promotes professional growth, mutual respect, and organizational success.

By signing below, I acknowledge that I have received, read, and understood the Rushabh Foundation Charitable Trust Human Resources Policy and agree to comply with its provisions and guidelines.

[Individual's Name]

[Individual's Position/Role]

[Date]

