



THE KATHA HANDBOOK FOR STAFF MEMBERS

This Handbook contains the following documents:
A Letter from the Founder President
Terms and Benefits for Staff Members

Geeta Dharmarajan (Padma Shri) who started Katha in 1988, is an inspirational storyteller, publisher, educationalist, community organiser and social entrepreneur. She is undoubtedly a visionary who believes in a world where every child can fulfil its potential and none is stunted by material, emotional or spiritual poverty.

main campus:

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Letter from the Founder-President

Dear Colleague,

The strength and vitality that Katha enjoys today is due, in no small part, to the many important contributions made by each of its members. Katha benefits greatly from the dedication and professionalism that each of you brings to your work.

Katha is committed to work of the highest quality. The work, that all of us perform, the project and administrative staff members, the ideas we generate, and the service that we strive to provide to all members of the various communities we have served over the last 33 years and continue to serve, are essential to accomplishing the Katha mission.

Katha is proud to say that we have highly capable, qualified people whose insistence on quality, creative thinking, and personal commitment have made Katha what it is today. In turn, Katha seeks to assure fair and reasonable personnel policies, good working conditions, competitive salaries and benefits, and an environment that encourages professional growth. Katha takes special interest in the well-being of everyone in its community. The policies, benefits and services, described in this handbook, reflect that concern. I encourage you to take advantage of the many opportunities and resources available to you for your personal growth and professional development.

I hope you will derive much satisfaction and personal fulfilment in knowing the vital contribution that you make to the success of our institution.

The Katha Handbook for Staff Members is a comprehensive guide that provides a framework for working at Katha. Please read the handbook carefully.

We take great pleasure in welcoming you to Katha and hope you will be happy and satisfied and in the company of challenged and innovative minds, motivated & self-propelled dreamer-doers.

We do look forward to a long and rewarding relationship with you that will help us, together, to carry the mission & vision goals of Katha for a larger good. May that supreme power stay with us and help us in our work and our ability to serve to the fullest of our ability. We hope your career at Katha provides you with a strong sense of purpose and personal satisfaction. We welcome you to the Katha family!

[Geeta Dharmarajan]
Founder & President, Katha

TERMS AND BENEFITS

1.1. Introduction

Katha believes that its staff is its most valuable asset and makes every effort to keep the working environment as conducive to quality work as possible, within the means of the Society. We believe in quality in all that we do, and have a well worked out philosophy that guides and governs our work, whether it is in our various publishing programmes, in our contacts with teachers through workshops, or in our non-formal education and women's development programmes.

Katha is committed to fair, clearly stated and supportive relationships between itself and its staff. We have put down here the terms and benefits, which have come out of many discussions at various stages with the staff members of Katha, that staff members enjoy in the organisation.

The personnel policies of Katha that we have put down here are only to provide a guide to the personnel practices of the Society and to ensure consistency of personnel related decision making process. However, in case of the right to any interpretation of the rule, the same shall vest in the Management.

1.2. Quality & excellence standards at Katha

Quality is a process of continually improving the way one does things. In Katha this means constantly improving in the ways we perform as teachers, editors, developers of programmes and curricula and teaching/learning materials or as people in Katha with other responsibilities.

Since its inception, Katha has striven to establish quality norms in the workplace. We are known for our quality work. We believe you are with us today because you subscribe to Katha's philosophy. Because you believe in working as a member of a team, in pushing the boundaries of excellence, we can, together, help each other achieve our collective and individual potential.

1.3. Equal employment opportunity for all

The policy and intent of Katha is to provide equal employment opportunity for all persons regardless of caste, creed, religion, language/mother tongue, place of birth, marital status, political affiliation, disability, sex, or age. The Society responds fairly in its employment practices and this applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, and termination.

2.1. Recruitment Procedures

Katha recruits and appoints on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ will be based solely on the individual's qualification for the particular position along with other requisite job skills. Whenever essential, minimum qualifications will be specified in the job description. The criteria important at the interview would be what you bring to Katha. These would be, inter



KATHA

alia, your commitment to the kind of ideas that are part of Katha's mission goals, your involvement in activities that are for the common good of a larger community, your personal ambitions that has, within it, space for team development and community/society growth, and your inner drive for excellence, hard work, commitment.

2.2. Appointments

People are appointed in different positions, capacities and working rules, based on organizational requirements.

REGULAR FULL-TIME EMPLOYEES are those employees who work on regular working schedule of Katha and would be eligible for all the benefits like Provident Fund, Gratuity etc.

FULL TIME CONSULTANTS are those who work for 40 Hours a week; they would be appointed under a Letter of Agreement for a specified period of time and would be eligible for a consolidated amount as Fees which would be subject to tax deductions at source, if applicable. They are, however, not eligible for the benefits which regular employees enjoy.

APPRENTICES & TRAINEES would be on a consolidated pay/stipend, unless specified.

PART TIME CONSULTANTS are usually experts who give less than twenty-five hours a week to Katha. Their tasks, responsibilities and deadlines are decided by the Senior Management to whom they would be reporting to. Their Honorariums/Contractual payments will be at predetermined points, and will be tied to the meeting of specific deadlines. Part time consultants are not eligible for the benefits which regular staff enjoy. In case they are eligible for tax deductions, such tax deductions (TDS) will be done at source before the honorarium/fee is given to them.

VOLUNTEERS give their time voluntarily. Their services are accepted gratefully by Katha and volunteers will find an atmosphere which is conducive to their ethical standards and that inner imperative, that makes them share their expertise, experience and skills without charging for it. At any point of your part time position or volunteering at Katha, you may request for, and may be granted, full-time employee status with its attendant perks and benefits, if vacancies exist, and at the sole discretion of Katha.

2.3. JOB PROFILE

At the time of the interview, your tasks and responsibilities will be discussed with you by the HR Head and/or Senior Management you would be reporting to. Your Appointment Letter will contain the profile of your duties and responsibilities and the benefits you will be entitled to, based on the terms and conditions agreed during interview or on any subsequent occasion.



KATHA

In special cases, the job profile might be delayed, giving you an opportunity to try out various departments so you and Katha can take a considered and informed decision about an assignment that will keep you happy and challenged and at the same time, of benefit to Katha.

It is possible that, depending on Projects, the Management may see the need for a change in job profile for a particular person. Such changes will be discussed and all possible help given for adjustment.

Katha's Vision statement clearly states our belief in an individual's potential, and our united ability to help each one of the people we work with, achieve the best that we have dreamt for ourselves. Katha's staff members are dreamers and doers - an unusual and effective combination, that!

2.4. PROBATION

An employee may be appointed on probation for a period of three months. The probation may be extended / reduced if the Management, in consultation with Team Leader / Reporting Senior, deems it necessary.

The probation period is over when the Management/Reporting Head, has a meeting with you and mutually agrees that staying together will further your personal dreams & values, and also meet Katha's own mission, goals and vision. The discussion will focus on areas that call for your full cooperation and commitment, for the greater good of the community/end-user that Katha is working for. With this agreement formally in place, probation would end and you become a full-fledged regular member of Katha.

2.6. WORK SCHEDULE

In Katha-Sarvodaya, working hours are from 9:30 am to 5:30 pm, five days a week, with the second and last Saturday of the month as working days. In the case of Katha-Khazana, working hours are from 9:00 am – 5:00 pm. Both campuses are kept open for staff members to stay late, come in early, or work over weekends, to meet their deadlines. In such instances, advance intimation regarding the same, in writing, should be given to the administration cell.

Depending on circumstances, environment and Organization's needs, an employee may be allowed to **Work from Home**; such employee may be required, from time to time, to come to office for meetings and discussions as the Management/Reporting Head may decide. This facility may be withdrawn, solely at the discretion of the Management, if the employee is found to be lagging behind in the discharge of his/her responsibilities and does not meet the deadlines set by the Reporting Head.

Punctuality: Katha believes that a quest for excellence shows in every aspect of work and ethics, and this also means following proper office decorum, dress code and being punctual.



Three (3) late arrivals/early departures up to 15(fifteen)minutes will be counted as a half-day unpaid leave, unless specifically allowed by the team leader.

A maximum of 2(two) short leaves not exceeding 2 (two) hours each, will be allowed every month to confirmed employees, subject to prior permission from immediate reporting senior and the work of that employee does not suffer in any way.

2.7. SALARY/COMPENSATION/REMUNERATION

As a person employed by Katha, in a part-time or full-time capacity, you will receive a salary negotiated at the time of recruitment. In this, Katha will consider, among other things, external market rates, equitable relationship with other jobs within Katha, and the organization's ability to pay.

It is possible that for certain categories of employees/recruits (for example the marketing/sales personnel) a specially designed incentive based salary/compensation may be applicable which would be based on performance. The salary is fixed taking into consideration the education, expertise and commitment level that you bring with you. But, after the first year of regular work at Katha, any increment, subject to the availability of funds, will put more weight on your creativity, your ability to think on your feet for the organization, the way you take forward Katha's mission and vision goals and the professionalism with which you do your work. You can build a career in Katha and for the right person, quantum jumps are possible!

3. PERKS & BENEFITS

Katha is committed to providing a variety of benefits to its staff members apart from salary. However, Katha reserves the right, in its discretion (a)to change the nature of the benefits offered to employees and/or (b)to change insurance cover, deductibles, premiums, or other features of any benefit. Moreover, depending on the availability of funds, Katha may also, if necessary, decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

3.1. PROVIDENT FUND

This benefit is extended only to regular (and contractual- if applicable) employees. Cost to company (CTC) includes both components of employee's contribution and employer's contribution to the PF payment; this amount, will be deposited in the Provident Fund account each month.

3.2. GRATUITY

This benefit is only extended to regular employees as per their eligibility under the Payment of Gratuity Act, 1972. Gratuity can be claimed only when you retire or leave Katha after five years of continuous service. No payments will be made in case you leave Katha before this period is over except in case of death and/or disability, as per provisions of the Payment of Gratuity Act, 1972. This is also included in the Cost to Company amount. This facility is for only for the permanent employees as also to other employees who have signed contract for more than five years.

3.3. MEDICLAIM

Regular staff member of Katha receives hospitalization cover worth Rs. 100,000/- (Rupees Hundred Thousand only)/year. After completing three continuous years, your family will be covered under this mediclaim worth Rs.3,00,000/- (Rupees One Lakh only)/ year. This is a floater policy where the amount will be split between you and your family.

The cost to company amount of the staff includes the complete Med claim premium each year as applicable but in case of availing the facility, the staff member will have to bear 5% of the total bill claimed.

3.4. TA Rules: The following rates are applicable for different category of employees.

Grade of City	Expense Head	Category 1	Category 2	Category 3
	Travel	By Air	By Train AC 2	By Train AC III
	Local Conveyance	By Taxi	By Auto	By Auto
'A'	Lodging	4000	3000	2500
	Boarding	1000	750	500
'B'	Lodging	3000	2500	2000
	Boarding	750	500	400
'C'	Lodging	2000	1500	1000
	Boarding	500	400	300
	Out of Pocket	500	300	300

Note:

Out of pocket expenses will include the cost of food while journey, portal while for laundry and other personal expenses on the tour during tour stay.

Category 1 employees will consist of the position of Director & above

Category 2 employees will consist of position of Team leader and above but below the position of Director

Category 3 employees will consist of all the positions below Team Leaders

'A' Cities - Mumbai, Kolkata, Delhi, Chennai, Bangalore

'B' Cities – State Capital cities, Agra, Kanpur, Jodhpur, Allahabad, Varanasi, Ajmer, Indore, Jabalpur, Patna, Mysore, Vijayawada, Surat, Vadodara

'C' Cities – Rest of cities

3.5. LOCAL CONVEYANCE RULES

These rules apply to all the Katha Employees whenever they incur conveyance expense while attending official meetings and/or official periodical visit to Katha locations/project locations; these would also be applicable whenever any comes early in the morning for work or leaves very late from work as well as to those who come to work on a declared Holiday indicated in the official holiday list of Katha.



KATHA

- If the place of meeting is near to residence, the conveyance will be paid from home to Meeting Place and from there to Office
- If meeting concludes after office hours, conveyance to residence will be paid from meeting place.
- If meeting is over during office hours, then conveyance would be paid from meeting place to office and the person will have to report to the office.
- For daylong meeting, conveyance will be paid to and fro.

Late working/Holiday working

- Early arrival and late departure – Actual conveyance per side restricted to a maximum of Rs. 150/- (before 7.30 a.m. & after 8 p.m.) with the prior approval from Respective Team Leader.
- Working on a holiday – Actual conveyance up to a maximum of Rs.150/-per side will be paid whichever is lower with the prior approval from Respective Team Leader
- Lunch will either be provided by the office or an allowance of Rs 75 per lunch will be paid if the employee is physically present and working from the office during office holidays.

Conveyance Entitlement

- Team leaders and above will get reimbursement for if they use their personal car for official purpose @ **Rs. 12/-** per kilometre or auto/taxi fare as per the actuals
- Staff using two wheelers will be paid @ **Rs. 7.5** per km for the total km used for official purpose or auto fare in specific cases

Claim Procedure

- All the details should be entered in the conveyance register placed in the respective departments and all the conveyance forms should be filled in accordingly.
- All staff members proceeding for official work are also expected to record their visit in the conveyance Register kept at the guard station. Administration will review the entries regularly and endorse the same.
- All filled in conveyance forms should be signed by the respective team leader and to be supported with report in specific cases. The completed conveyance form needs to be submitted to Admin department
- Administration has the right to disallow any part of the conveyance which is not according to the rules specified above.
- Claim is to be submitted on the following days of the month
 - The conveyance details for the duration of 1st till 15th of the month is to be submitted by 18th day of the month and the details from 16th till 30th of the month is to be submitted by the 3rd day of the next month
 - Accounts department will disburse the payment on 10th and 30th/31st of every month



Mobile Entitlement:

Depending on the nature of their engagement and requirements, for all official communications, a Katha employee may be provided either with an official Katha SIM or will be reimbursed as per the following rates

- Field Staff - Rs. 150/- PM
- Coordinator - Rs. 400/- PM
- Team Leader - Rs. 500/- PM
- Director - Rs. 1000/- PM
- Executive Director/Founder Director – As per Actuals

LUNCH AND TEA

Tea is served at the work station and hence there are no tea-breaks. **30 minutes** are allotted each day for lunch between **1.30pm – 2.00pm**.

HOLIDAYS

KATHA observes 15 (fifteen) holidays, as per the Government List of gazetted and restricted Holidays. If Government announces any new/ad hoc holidays, these will not be automatically applicable in KATHA. If a decision is taken to close the office on such a day, KATHA reserves the right to announce compensatory working day for such closure.

On Voting days, the office will be closed. The following Saturday will be a compensatory working day.

Annual Paid Vacation (APV) / Earned Leave (EL)

KATHA believes that holidays refresh and rejuvenate people. Hence, we urge you to use the Annual Leave to your credit, and avoid any carry over. All APV Leave/EL should be planned well in advance and the office should be advised at least 15 (fifteen) days before the vacation date, so that the vacation can be sanctioned well in time, and you have enough time with your team to make suitable arrangements for meeting deadlines.

Leave may not be sanctioned at short notice. If this happens, we hope the staff member will understand the special circumstances and oblige by being on duty until his/her presence is demanded.

Please understand that we will be constrained to refuse leave to you if your team is involved in a major event or task. For example, each year, we celebrate the Katha Awards and hold a Katha Utsav/Conference/Seminar, and APV cannot be granted till after the event is over. This will apply to all teams and all events, so please take this into consideration when planning your annual vacation.

APV/ EL Entitlements are:

Regular employees, (after completing their probation period) as well as Contractual employees would be eligible for 1.25days per month, from the date of joining.

After completion of 2 years, regular employees as well as Contractual employees with more than 1 year of continued contract, would get 2.5 days per month.



The number of holidays taken would be inclusive of any holidays as well as Sundays & Saturdays.

Teaching staff will be granted the accumulated leave during the school vacation. APV will be granted only for a maximum of above said days and can be split. APV for more than above said days, would be considered by the Management only under extraordinary situation.

APV must be applied for at least 15 (fifteen) days in advance, and duly approved by the Management and/or the senior to whom you are reporting to. All accepted/assigned/self-assigned duties are to be completed prior to APV/EL to ensure that your absence does not impede the meeting of deadlines, or prevent other staff from completing their work. It will be your responsibility to identify and brief one member of your team who is willing to take on your work during your absence, and handover a brief to him/her. On your return, organising a de-briefing will also be your responsibility so the taking over is smooth and seamless.

Emergency Leave (EML) / Sickness Leave (SL) for both regular and contractual employees

You earn 1 (one) day of Emergency Leave for each completed month of service amounting to a maximum of 12 (twelve) days in a year, and this is applicable to all regular/ probationary employees including full time interns and Katha Fellows. This is equivalent to Casual Leave or sickness Leave awarded in other organizations. It is called Emergency Leave in Katha since we would prefer not to take work or leave casually!

As far as possible, please do give in your leave letter before availing EML. In case you are not able to, due to unforeseen reasons, please do call your TL/Reporting Senior during the day.

You will not be entitled to Emergency Leave if you do not have it to your credit. So please do ensure that you check your EML status with the HR/Admin department, before availing the leave.

Special/Compassionate Leave

You can be granted leave with pay for up to 3 **(three) working days/year** due to a **death** in your immediate family (mother, father, sister, brother, spouse, children, in-laws, grandparent, or grandchildren). The Management may consider special cases on an individual basis.

Special leave of absence without pay may be granted to you only at the discretion of the Senior Management//HR Head.

Special Paid Leave. Maximum of 7 (seven) days/year may be granted for appearing at examinations in job-related studies.



Maternity/Baby Adoption Leave (as per the existing law)

Katha desires to assist new parents in balancing the demands of working and caring for children. This leave is extended to all the staff who has completed 80 days of continuous service at Katha in 12 months immediately preceding date of expected delivery. Katha will provide up to **180 days of (90 days paid + 90 days unpaid)** family leave to any employee for the birth or adoption of a newly born child. The use of the 90 (ninety) days shall be at the discretion of the employee as long as not more than 45 days can be taken before expected date of delivery.

Before availing such a leave, you should discuss with the Management/Reporting Officer, the impact it may have on ongoing work responsibilities and other employees. Proper handing over should be done so that the work continues without disruption during your absence.

Special circumstances shall be reviewed by the Senior Management. Accrual of leave benefits and seniority cease if above leave is extended for more than the 180 (ninety) days except in case of additional leave of up to 30 (thirty) days, due to illness arising out of pregnancy, delivery or miscarriage. Upon completion of special leave, the employee will be allowed to return to the same or a substantially similar position, at the same salary.

If a woman adopts a child under the age of 3 months, then she is eligible for a leave of 12 weeks.

The above Maternity leave entitlements are applicable only up to a maximum of 2 children and not to those who have more than 2 children.

Paternity Leave

For new fathers, specifically to help around the house after your wife comes home with the baby, a maximum of 15 (**fifteen**) **days** paid leave will be granted **twice** during your tenure of service. This facility will be available only after he has served Katha **full time for 3 (three) years or more.**

Grand Maternity Leave

Grand Maternity Leave of 30 (thirty) days may also be availed by employees once during the course of their employment with Katha if she has served Katha full time for 5 (Five) years or more.

All Leave benefits are extended to confirmed full-time employees only.

Encashment and Carry Forward of APV

A maximum of **15 days** of APV/EL can be encashed in a year. It can be carried forward, under extraordinary circumstances, as long as the maximum accumulated leave, at any time, does not exceed 45 days.

No **EML** can be encashed, or carried forward, and will expire/lapse at the end of the year.



PERFORMANCE REVIEWS

We try to make each performance review a positive and interactive process whereby both Katha and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and Katha can learn about its strengths and weaknesses as an employer. In general, the goal of Katha is to conduct a performance review of each **new employee** during the **sixth months** of regular employment, **after the first year** of service and **annually** thereafter.

Your contribution will be evaluated annually, before you are due for the annual increment.

All increments are normally given after the completion of one year of service and based on the annual performance and on the recommendation of your Reporting Officer.

the annual review is done by the Management along with HR head for TLs, and in consultation with the concerned TL in the case of team members.

THE TEAM LEADER'S RESPONSIBILITY

The TL is often a person with experience. If you are chosen as a team leader/prospective TL, you would have proven leadership qualities and be professional in your attitude to work and to people. TL does not bring personal feelings into the workplace and is able to bring out the best in the team members and in the extended team she will be working with in Katha. As a TL, you are ethical, innovative and self-propelled. You will –

- Internalize Katha's philosophy and mission goals and strive to help Katha meet its objectives.
- Be aware of your own goals and dreams and see how these merge with and support those of the end- users your work serves. If this happens fully, then we believe that Katha's own purpose will be served.
- Learn as much as possible, so you are a responsive and responsible member of your team and the larger Katha team.
- Be aware of the needs of a learning organization which Katha strives to be.
- Discuss responsibilities fully and frankly with your team and ensure that you and they carry out these responsibilities to the best of your individual and combined abilities
- Meet deadlines and be a curious, creative and supportive team member.
- Lead your team into planning the month's and the year's work.
- Choose your team's responsibilities, plan out the major and the minor tasks that will make it easy for them to meet their deadlines.
- Identify training and skills upgradation needs of your team and help them access help.
- Facilitate working with the larger Katha team, out-sourced help, and resource people.
- Present a consolidated report for your team, with highlights, problems and solutions the team came up with in the month.



- Put together quarterly reports from each of your team members, so that Katha's Annual Report can be prepared.
- Where necessary, provide all the reports and documents needed by the donor agency supporting your activity.

THE TEAM'S RESPONSIBILITY

The Team is made up of people who will come in with varying degrees of experience and expertise. In Katha, we believe that each team member has the potential and career tracking are assiduously encouraged. Often, team members, when ready, will be given independent charge of activities, on their way to leadership roles. For instance, in Katha-Khazana, teachers have rotating headships so they are in charge and learn about the rights and responsibilities of leaders.

If you are a team member, you are responsible for –

- Internalizing Katha's philosophy and mission goals and striving to help Katha meet its objectives.
- Being aware of your own goals and dreams and seeing how these merge and support those of the end-users your work serves. If this happens fully, then we believe that Katha's own purpose will be served.
- Learning as much as possible, so you become a responsive and responsible member of your team and the larger Katha team.
- Discussing responsibilities with your team leaders and for carrying out these responsibilities to the best of your abilities
- Presenting the required reports, meeting deadlines and being a curious, creative and supportive team member.

DEADLINES

All staff are responsible for their own/their cell's deadlines.

You will adhere to your work plan and if this requires staying late, you will do so, on your own.

The office can be kept open on holidays and weekends, on request, to meet the month's deadlines.

Missed deadlines may have an impact on your career progression.

CONSULTANT FEES, HONORARIA, GIFTS

You are encouraged to participate in community and professional activities. In those instances, where your activities are part of your regular duties and responsibilities, any payment received by you will be turned over to Katha. All fees derived by you for reports, activities, events, or speaking engagements, while employed by Katha, shall also be turned over to Katha.

Please remember, you may not formally represent yourself as a spokesperson for Katha without prior approval of the Senior Management.

CONFIDENTIALITY

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Katha itself is a basic value of Katha. Project and Program details and financial



KATHA

information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Management. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and other members of Katha may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Katha that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

CORRUPTION & FRAUD

Of all the elements that threaten good governance, fraud and corruption are seen by Katha as among the most destructive. Corruption, fraud and mismanagement cripple Society's growth and development. We adhere to a strict zero-tolerance policy on corruption and fraud. Coordination of actions serving to ensure good governance and prevent corruption, fraud and mismanagement form an integral part of Katha.

Specifically, the management will take a serious note and:

Tackle all instances of both high-level and low-level mismanagement, fraud and corruption with equal conviction;

Deploy specialist resources to fight fraud and corruption in a targeted and efficient manner;

Respond quickly and professionally to indications of any fraud, mismanagement or corruption and bring it to the notice of your Superiors and the Senior Management.

CONFLICT OF INTEREST

In some instances, you may do work that is based on activities prior to, or separate from your regular duties and responsibilities at Katha. In case you have to engage in any remunerative activity in any field directly related to Katha programmes, please ensure that you have the prior written approval of the Management so as to avoid actual or mistaken appearance of conflict of interest.

RESIGNATIONS

Katha believes in amicable partings, in continued relationships and friendships. We request you to give adequate notice of at least 1 (one) month or as specified in your appointment letter/contract. In case you know you have to leave Katha well before your notice period, we request you to inform your team leader and Administration so that another person can be interviewed and appointed in your place, and the handing-over of charges, files and work responsibilities can be seamless. This is especially requested of all people in supervisory positions.



During the first 3 (three) months of your employment you and Katha have equal rights to part company after giving 2 (two) working days' notice.

Thereafter, the notice period is 1 month (or as indicated in your appointment letter/contract) for termination, or payment of salary in lieu thereof.

For contractual employee notice period will be 30 days/ 15 days as per the terms mentioned in the contract.

An employee wishing to resign should do so in writing, giving the required notice. During the notice period no leave will be sanctioned and the employee will complete the tasks assigned to him/her within the notice period failing which Katha will not be able to settle the dues.

In case, for whatever reason, you are not able to give notice, you will pay, in lieu, to Katha, the requisite notice period salary before you leave the organization.

Please also get the required No Objection Certificate (NOC) from all concerned departments – the team leaders, administration, accounts, library, and any other which has been notified by administration. We request those on consultancies to please complete the task on hand.

Please note that signing for and receipt of this document clearly means that, if circumstances force you to resign just after you have drawn your monthly cheque, you agree to pay KATHA the obligatory period's salary in lieu of the notice period.

If you have used all earned leave due prior to resignation, all hours used in excess of those earned shall be deducted from your final pay cheque at the rate of salary paid at the time of resignation. You will not be compensated for any unused emergency leave or other special leave at the time of resignation.

We do request the concerned employee to see to it that his/her untimely resignation does not disturb the work schedule of KATHA.

TERMINATION

Notwithstanding anything stated in any appointment letter or contract, Katha reserves the right to terminate the services of any employee by giving notice of 1 (one) month, or payment of salary in lieu thereof.

At the discretion of the Management, any staff member facing termination for any of the following reasons mentioned below may be issued a termination letter with immediate effect.

- 1) Inappropriate behaviour: This is defined as including, but not limited to, misbehaviour on the job, disobedience, refusal to do work reasonably expected or agreed to, wrongful use of or taking of the Katha's name or property, conviction of a felony, violation of any policies or practices of Katha.



KATHA

- 2) Uncooperative behaviour: This is defined as including, but not limited to, not cooperating fully as a team member, or not respecting the team leaders/senior management.
- 3) Negative attitude: This is defined as including, but not limited to, behaviour or action that adversely affects the work or morale of others, behaviour or usage of language unbecoming of a staff member of Katha or going against Katha's mission goals and philosophy.
- 4) Unsatisfactory performance: This means failure of an employee to meet performance standards regularly, unable to complete tasks in a timely, competent way, or to maintain an adequate attendance record in spite of several reminders/reviews/counselling in writing.

If any employee is found to have committed any act of fraud, corruption or mismanagement of funds belonging to Katha, his/her employment shall be terminated with immediate effect without any notice or compensation thereof. The Management also reserves the right to take legal action against such a person, if deemed necessary.

EMPLOYMENT REFERENCES

When Katha receives a request for information from another person or entity about an employee, after that person's employment with Katha has ended, it is Katha's policy to provide the required information.

CONCLUSION

- The Katha Handbook for Staff Members is the authoritative source for policies and procedures and replaces any previously dated policies or procedures.
- Policies and procedures may be updated from time to time. As revisions/additions, etc. are made, administrative staff members will be notified of changes.
- Information regarding day to day administrative matters and procedures are NOT provided in this handbook. Specific information on these would be provided separately by Support Services or by the Accounts Cell. And in case you need more information on any matter included in this Handbook, please do contact Support Services and/or Respective Cell in Charge.
- This manual is subject to change by Katha at any time and this is not a contract of employment.
- No supervisor or administrator, other than the appointed Senior Management or any Management staff to whom the authority is given by him/her, has the authority to enter into an agreement for employment for any specified period of time. Furthermore, any employment agreement entered into is not enforceable unless it is a formal written agreement signed by both the authorized Management Representative and the staff member concerned.
- All terms and benefits predating the present document are null and void with this document. Please do ask Support Services for your own copy of the latest Terms and Benefits as your personal copy.



ANNEXURES

The staff is advised to refer the other policy documents attached as annexures.

1. Staff Code of Conduct
2. Prevention of Sexual Harassment at Workplace
3. Child protection policy
4. Induction policy
- 5- Work from Home policy

For KATHA
CHIEF OPERATING OFFICER