

# JOINT ACTION NETWORKING (JAN)

## ज्वायंट एक्शन नेटवर्किंग (जन)

### Registered Office:-

At. +P.O-Momindpur, Via- Hilsa  
Distt.- Nalanda (Bihar), Pin-801302  
E-mail: jan\_office@sify.com/  
ramakantsharmajan@gmail.com  
Mobile :09955221862

### Co-ordination Office

At- Gandhi Nagar (North of Jail)  
Post-Hilsa (Nalanda) PinCode-801302  
Email-Jan\_office@sify.com/  
ramakantsharmajan@gmail.com  
Mob:-09955221862

(Registered Under Societies Registration Act 21/1860,FCR Act-1976&Income Tax Act u/s 12A)

Ref.No.....

Date:.....

### Personnel Policy of Joint action Networking (jan) Hilsa Nalanda

### Approved on 05.04.2002 by the Boar of Management Committee

*It is designed to acquaint you with (Jan) Prsonnel policies. These provisions supersede all existing Policyes and practices, and may be amended or added by the management committee. Your will be notified of any changes in the policies as they occur.*

#### (I) VACATION

Regular part- time employees receive vacation on a pro- rated basis. Full time employee 24 days and part time employee 24 days. Eligible employees can take vacation leave after completing at least one year of continuous employment. Vacation days can be used in minimum increments of one day. One must use all vacation leave in the year in which it becomes available. Any held- over days must be taken withinn the first quarter of the following year. Employees who fail to giver proper notice of resignation will not be paid for their accrued unused vacation leave. An employee who has taken an approved leave of absence dureing the year will have vacation leave pro-rated according to the amount of time worked during the calendar year. To Schedule vacation leave, one should receive prior approval from your supervisor as far in advance as possible. A minimum of 15 days notice is preferred. Ruquests will be reviewed base on a number of factors.

#### (II) HOLIDAY

Jan will grant the paid holidays to all regular full time employees and regular part-time employees. The holidays are provided on- New year's Day-01, Holi-02, Dewali-01, Dusshara-02, Eid-01, Christmas-01, Chath-01, Muharram-01 and 2nd October Gandhi Jayanti, Inependence day , and Republic day, Celebrated in office. Total Hoiday -10. The worker will provid 12 days el and 12 day cl in a year and every sunday is Holiday.

रमाकान्त शर्मा

Secretary

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### (III) LEAVE WITHOUT PAY

Jan Provides a short- term leave of absence without pay of up to 15 days to regular full- time employees who need to take time off from work to fulfill urgent personal obligations. Eligible employees may request leave without pay if they have completed one full year of service. Requests for leave without pay will be evaluated based on a number of factor including anticipated workload requirements and staffing considerations during the proposed period of absence. Jan reserves the right to approver or disapprove requests for leave without pay. If an employee fails to report to work promptly at the expiration of the approved leave period, it will be treated as his/ her resignation.

During Pregonancy women's staffs will be given leasure with salary of one month and leasure without salary of two months.

During illness staffs will be given leasure with salary of 10 days in which prescribe will of Doctor is important to enclude.

### (IV) WORKING SCHEDULES

Jan normal office hours is 6hours from 10 a.m to 4 P.M From Monday to Saturday. From time to time the lunch is taken between at 1 P.M to 1:30 P.M staffing needs and operational demands may necessitate variations in starting and encing times, as well as variations in the total hours scheduled for employees. These will be addressed on a case- by case basis and in accordance with overtime pay provisions.

### (V) OVERTIME

When operating requirements or other organizational needs cannot be met during regular working hours, employees will be required to work overtime. Whenever possible, employees will be given the opportunity to volunteer for overtime work assignments, and every effort will be made to distribute overtime as equitably as possible to all employees qualified to perform the required work . All overtime work

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must have the supervisor's prior authorization. Employees who work overtime without prior authorization from the supervisor may be subject to disciplinary action, up to and including discharge. But in over time lunch and dinner Facility given to staff by Jan.

#### (VI) USE OF PHONE AND OTHER EQUIPMENTS

Personal use of the fax machine, copier, and the telephone for long distance and toll calls is not permitted, nor is personal use of any other business equipment or system. Personal use of the mail system for sending and receiving mail is strictly prohibited. It is understood that from time to time employees may need to make and receive personal phone calls. The improper, Careless, destructive, or unsafe use or operation of any equipment or system can result in disciplinary action, up to and including discharge.

#### (VII) CONFIDENTIAL INFORMATION

All information that is not common knowledge is considered privileged and is not to be disclosed under any circumstances. This includes records, memoranda and any other written material. In particular, employees should not discuss the confidential office matter to any outsider or at the public places.

#### (VIII) PROBLEM RESOLUTION

There is an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from management.

#### (IX) RULES OF CONDUCT

Jan expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including discharge. theft, damage, or unauthorized removal or possession of

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property, Falsification of time- keeping \recordss, Discriminatory act, Sexual or other unlawful or unwelcome harassment, Possession, Distribution, sale, transfer, or use of alcohol or illegal drugs while on duty, Any disruptive behavior, Insubordination or other disrespectful conduct, Gambling on the premises, Safety violations, Possession of dangerous or unauthorized materials, Excessive absenteeism, Unsatisfactory performance, Convicted form any judicial Court and Anti organizational work etc.

### (X) DICIPLINE

Disciplinary action may include an oral warning a written warning, suspension, and/or termination of employment, depending on the severity of the problem and the number of occurrences. While these steps are generally proressive in nature, certain employee problems. may not call for all the steps. Jan will address each situation according to the seriousness of the problem.

### (XI)HARASSMENT AND SEXUAL HARASSMENT

No person at JAN, regardless of how hight placed is exenpted from compliance with this polioy. Employees are also encouraged to report harassment and/ or reprisal by clients and any othe non- employees. The management of Jan not tolerates sexual harassment or reprisals against our employees in connection with their employment, een if the harasser is not an employee. We prohibit any form of retaliation against any employee for filing a bona- fide complaing under this policy, or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, we determine that the complaint is not bana fide, or that an employee has provided false infor mation regarding the complaint,disciplinary action may be taken against the individual who filed the complaint or who gave false information.

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### (XII) DRUG AND ALCOHOL USE

Jan policy is to provide a drug- free, healthful and safe workplace, To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Violations of this policy may lead to disciplinary action, up to and including immediate discharge. Such violations may also have legal consequences for the employee.

### (XIII) EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals employment decisions will be based on merit, qualification, and abilities Jan does not discriminate in employment opportunities or practices on the basis of religion, race, creed color caste, gender, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

### (XIV) PERFORMANCE EVALUATION

Our intention is to hire the most qualified people available and to give them the maximum opportunity to succeed and attain professional growth. All staff members are expected to demonstrate progressive expertise in job performance and knowledge. Employee performance will be evaluated by Jan formally and informally on a regular basis. We expect that all employees will carry out their responsibilities fully and to the best of their abilities, and conduct themselves in a manner that best serves the organization's interests. If an employee's work performance does not meet satisfactory standards we will identify areas of weakness and recommend ways to address them, warn the employee orally, and, if the problems continue, warn him or her in writing., Placing a copy of the warning in the employee's personnel file, Discharge the employee when warranted.

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