



CENTRE OF TECHNOLOGY AND ENTREPRENEURSHIP DEVELOPMENT (CTED)



CTED HR POLICY

**CTED, E-6, SECTOR-21, INDUSTRIAL AREA
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PERONNEL POLICY:-

To develop atmosphere & provide facility for employment generation, different vocational education and training, different awareness programme in family welfare & health and education for over all development of women children & youth class of rural areas.

To provide all possible help to persons having no employment for their employment. To organize different workshop and seminar. To organize and implement programme related to over all rural developing, cultural programme & different programme related to plantation, land improvement & environmental awareness.

1. HOURS OF WORKING AND DUTY

The working hours, weekly hours, shift timings, interval for rest, spread-over etc. for different categories of employees shall be prescribed from time to time by the Management at its sole discretion depending upon the requirements of work.

2. ATTENDANCE RULES:-

- ❖ The Management may make rules for the marking of attendance. These rules may lay down different procedures for different categories of employees depending upon the exigency of work or circumstances or requirements.
- ❖ All employees shall follow instructions or rules or regulations or circulars as may be issued by the Management from time to time in respect of time keeping, marking of attendance etc.
- ❖ Attendance shall be marked by employees daily according to the method; manner and place presided by the Management from time to time.
- ❖ All employees must report to work and be ready to start work at the time and place notified by the Management punctually by the starting time of the shift or working hours.
- ❖ No employees shall leave his place of work or stop working until the end of his working time.
- ❖ Employees shall not leave his place of duty at the end of his working hours without the permission (which may be general or special) of his in-charge /supervisor.
- ❖ Employees, who are not found present at his work place during his working time, without sufficient justification shall be treated as absent and is liable for disciplinary action.
- ❖ Any employee who after presenting himself for work is found absent from work or his place or places of work during working hours without permission shall be treated as absent for the whole day, in case his absence is detected before half time and for half day in case his absence is detected after half time.
- ❖ This will be without prejudice to any other disciplinary action which may be taken against him.
- ❖ The employee coming late or not being present at his work place will be liable to the deduction of wages/salary for the period of late coming and absence from duty.
- ❖ All employees shall attend the office from 9.00 AM to 5.30 PM with a lunch break of 30 minutes from 1.00 PM to 1.30 PM. No grace period is permitted except on



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unforeseen situations. For more than 3 late comings, but should not exceed beyond half an hour, will be treated as one leave. This clause is applicable only for HO staff.

3. ATTENDANCE REGISTER

- ❖ A separate attendance register shall be maintained for every calendar year ie; from January-December.

4. LEAVE RULES

- ❖ All the employees are eligible for 16 days leave (12 Casual & 04 Medical leave) in a calendar year.
- ❖ Holidays coming in between leave period will be considered as leave
- ❖ Employees on probation are eligible for 02 days of leave only.
- ❖ Staff serving notice period will not be eligible for leave even if they have leave balance.
- ❖ Leave cannot be claimed as matter of right but may be sanctioned, refused, curtailed, revoked or postponed by the organization according to the exigencies of work.
- ❖ Leave can be availed only on prior approval from the sanctioning authority. Where prior approval is not possible, the sanctioning authority should be informed through reasonable means of communication about the absence from duty.
- ❖ An employee may be required to attend the office for duty on holidays and
- ❖ After office if it is required by the organisation and at the quest of the concerned authority.
- ❖ An employee who has been sanctioned leave should give address at which he/she can be contacted while on leave.
- ❖ Balance leave or unused leave of the current year upto 15 days will be carried forward to the next year.

5. STAFF RECRUITMENT PROCESS

5.1 Staff Requirement

- ❖ CTED believes in professionalism and deployment of technically competent people for all its thematic programmes and administrative functions. This is planned in relation to the requirements of every programme. The HR dept in consultation with the respective programme leaders plan for staff requirement to cover vacant positions due to resignations, programme expansion, new projects etc.
- ❖ CTED tries to follow the principles of equal opportunity in relation to caste, creed and gender, and aims to make its selection methods as transparent as possible.

Recruitment consists of:

(i) Advertisement or campus placements

- ❖ Generally advertisements shall be given in local newspapers, internet job portals or any other editions as required for the position. If required, campus recruitment may be made for suitable positions, as per the requirement of the organisation from time to time. Message may be given to and notices can be put up in other



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Governmental and Non Governmental organisations regarding vacancies with the prior permission of the concerned authorities

(ii) Preliminary screening

- ❖ After receiving applications, the HR Department will check all the applications and reject those, which are not as per requirement. Thereafter the applications are screened by the concerned Selection Committee. Selection Committee will be decided by Management from time to time. Short listed candidates are invited for interview. The e-call letters shall be issued by the HR Department via email & telephonic. At least 06 days time shall be given between the date of e-call letter and the interview date. The comparative statement is prepared and given by the HR Department to provide information to the Interview Panel along with the applications and biodata of the shortlisted candidates.

(iii) Interviews

- ❖ The Management may decide as to who should be the members in the Interview Panel. One concerned Programme Staff may be included in the Panel. For Senior Positions, one or two external experts may be invited with the consent of the Director, if required.

(iv) Selection

- ❖ The selection methods will be decided by the interview panel which may include written test, group discussion, computer skills and oral interview or any of these methods along with oral interview. It would be advisable to develop a format showing the various components to be tested and the weightage given for each component to keep the process standardised and objective. The panel will discuss together the grades given and shortlist the candidates to be selected. The minutes and the list of selected candidates along with the file shall be given to the HR Department for record after the approval of the Director for sending appointment and regret letters. For fresh candidates, the HR Department shall contact the references given in the application form and ensure the conduct of the selected candidates.

(v) Appointment/placement

- ❖ The appointment letter shall be sent to the selected candidates by the HR department through the Director. It is compulsory that the selected candidates have to bring relieving order from the previous organisation at the time of joining if he/she is already employed. On joining the candidate should complete the joining formalities by filling up the joining report and personal details form.

6. MAINTENANCE OF PERSONNEL RECORDS

- ❖ The HR Department has to maintain personnel records in the respective personal files of the employees. The records include:
 - a) Application letter
 - b) Attested photo copies of educational certificates and experience certificates



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- c) Relieving order from the previous organisation
- d) Details of references (as required)
- e) Joining report
- f) Personal Details form
- g) Copy of Driving licence (if applicable)
- h) Copy of appointment letter
- i) ToR
- j) Letters of extension/confirmation/termination
- k) Copies of other letters issued by the organisation concerning the employee's service, any disciplinary actions taken, any other adversary remarks and any other relevant papers, as may be required to be kept in the personal file.
- l) Letter of promotion/contract renewal/awards etc.
- m) Details regarding next of kin of the employee in case of any emergency
- n) Copies of passport size photographs (as required)
- o) Copies of insurance and medi-claim policies
- p) Latest Biodata

7. STAFF CAPACITY BUILDING PROCESS

- ❖ Various training and capacity programmes will be conducted during the probation period and thereafter. Broadly there are three types of trainings:
 - a) Sector specific training
 - b) Specialized training
 - c) Generic training

8. SALARY STRUCTURE

- ❖ Salary structure decide by Managing director and as per as qualification & experience.
 - a) Minimum salary structure- 3500/-
 - b) Maximum salary structure- 1,00,000/-

9. ANNUAL INCREMENT

- ❖ Annual increment will be released in January of every year.
- ❖ Those who have joined on or before 01st October of any financial year shall be eligible for their regular increments on January of the succeeding year.
- ❖ Increment can be stopped by way of disciplinary action against an employee.
- ❖ An annual performance appraisal process will be followed for all the staff as per the Appraisal System developed and changed time to time. However the final decision will rest with the Director.

10. PROBATION

- ❖ Every person appointed to a regular post shall be on probation for a period of three months from the date of appointment. The purpose is to watch his/her performance (work and conduct) before confirmation in CTED. In cases where Supervisor is of the view that although the present level of performance of the



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Probationers is not satisfactory, but his/her performance is likely to come up to the desired level with one more opportunity and guidance, the period of probation may be extended upto six months. If, however, the supervisor is of the opinion that the probationer's performance during the initial period of probation (or during the extended period of probation) is so poor that even after providing opportunities for improvement, the probationers is unlikely to come upto the desired level, the appointment may be terminated with notice of one month.

11. OTHER BENEFITS DURING PROBATION:

- ❖ Group Personal Accident Insurance coverage
- ❖ Group/personal Medi-claim Insurance coverage
- ❖ 05 days of leave

On satisfactory completion of the period of Probation the employee will be communicated accordingly through a letter of confirmation specifying the date of completion of Probation.

11.1 CONDITIONS APPLICABLE ON COMPLETION OF PROBATION

- ❖ After completion of probation an employee gets all the facility like any other regular employee.

12. PROMOTIONAL POLICY

- ❖ There will be no automatic promotion in CTED. For the vacant positions (Only senior level positions) the internal staff of CTED will be eligible to apply and they have to compete with the external candidates applied for the post. No advantage will be admissible to the internal candidates and they will be treated at par with the external candidates. However, the management may decide to give opportunity first to the internal candidates to compete before advertising the posts for outsiders.

13. OTHER BENEFITS

Complete of employees probation period CTED provide other benefits-

- ❖ HRA (Housing rent allowance)
- ❖ PF (Provident fund)
- ❖ Medical & Medi claim
- ❖ Accidental policy (Group insurance)
- ❖ Gratuity
- ❖ Tour & travel allowance
- ❖ Children education allowance
- ❖ Mileage
- ❖ Maternity leave & allowance
- ❖ Travel & transfer allowance
- ❖ TA (Travel allowance)
- ❖ DA (Daily allowance)



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- ❖ Hotel tour allowance
- ❖ Mobile Allowance

14. RESIGNATION

- ❖ One months notice or salary in lieu of such notice from either side in case of all confirmed staff while one month notice period is for the probationers or whatsoever specified in the appointment letter. On acceptance of the resignation, the team Accountant completes the 'No dues' (in the prescribed format) of the concerned person and forwards the same to concerned Programme Manager. After certifying, the HR department along with the accounts department prepares the "Full and final settlement statement" The concerned person shall be called at the HO to complete his/her relieving formalities or may be relieved at the field office, as per logistics convenience.
- ❖ However this arrangement should be approved by the HR In-charge and or Director.
- ❖ Only the Director is authorized to accept the resignation or waive the notice period.
- ❖ No relieving formalities will be undertaken by the Field units unless advised to do so by the Director.
- ❖ An Exit Interview will be done by the Program Manager with the outgoing staff.

15. CHANGE OF ADDRESS

- ❖ All employees shall, on their engagement with the organisation notify to the organization their local and permanent address in the "Personal Details Form" given in provided to them. It shall be the responsibility of the employee to notify any change of address, phone numbers to the HR Department promptly.

16. MAINTENANCE OF OFFICE VEHICLE

- ❖ The maintenance of the office vehicle shall be done regularly by the Administration department.
- ❖ The stock inventory number given by HO should be painted on the vehicle.
- ❖ The keys of the vehicle should be kept in the key box of the office under the custody of the Administrative department.
- ❖ A log book shall be maintained by those using vehicle. While taking the petrol slip the log book shall be inspected/seen by the Administrative In-Charge
- ❖ In case of HO staff, the vehicle use plan shall be prepared by the Administrative assistant on a weekly basis in consultation with the HO staff for proper coordination.
- ❖ Every once in a week the office vehicles are to be washed and oiled If there is any damage and/or theft of the vehicle, then information regarding this should be sent to HO within 24 hrs of the incident. In case of damage, 4 photographs of the damaged portion should be taken. The photographs should be taken in such a manner that: (i) The company name, serial #, make etc are clear (ii) Picture of the damaged portion (iii) Full picture of the damaged equipment (iv) After repair or replacement of damage, the equipment in working condition.



17. USE OF OFFICE TELEPHONE

- ❖ The system/procedure for the above as mentioned in the Financial Manual will be followed. Persons making telephone calls should make necessary entry in the telephone register. A sample copy of the telephone use register and telephone bill

18. FILING SYSTEM

- ❖ All departments/Field Offices shall maintain a proper filing system with coding and names. The department/Team Leaders are responsible for this purpose. The file name, code should be pasted on the file cabinet and a full list of files of all departments should be available with the Branch Head. Every three months the filing list has to be updated and circulated within the Field Office. The Administrative staff of the Field Office or the Location in-Charge shall be responsible for such updates.

19. USE OF CTED VEHICLE

- ❖ If vehicle of CTED is used for the project purposes then the project will be charged @ Rs.2 per km. with minimum travel of 250 kms in a day. Over 250 kms the rate charged would be @ Rs.3 per km. In case of night halt Rs.150/- would be charged towards the cost of Driver's lodging and boarding expenses.

20. DISCIPLINE AND CONDUCT:

- ❖ Employees shall, at all times, conduct himself soberly and temperately and show proper respect and civility to his superiors and all persons having any official dealing with the Project.
- ❖ Employee shall serve honestly and faithfully and shall use his utmost endeavour to promote the interest of the organisation.
- ❖ Employee shall at all times, hold himself in readiness to diligently, carefully and with a sense of responsibility perform any duty required of him by Management and his superiors and to the best of his ability and skill and shall devote his time and interests for project and shall attend to his duties punctually, at the place or places where he may be required from time to time.
- ❖ During the period of engagement with organisation, employee shall not hold any office of profit outside the organisation or engage himself in any other service, trade, business, profession either part-time or full time, whether for profit or gain or on honorary basis or otherwise, in any capacity or for any purpose, whatsoever, without the prior written permission of Management and the Management, shall be under no obligation to grant any such permission to the employee.
- ❖ No employee shall use organisation's name or properties etc for his personal use or benefit.
- ❖ No employee shall have any private dealings, whatsoever, whether financial or otherwise, with those individuals, institutions, firms, company, business organisation, etc., who have any business dealing with the organisation except with the prior permission of the Director.



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- ❖ No employee either on leave or on holiday shall leave station without prior permission of his department/Sectional Head and without giving full address, on which he is likely to be available in emergency with the Department/Sectional Head.
- ❖ No employee shall refuse to do any alternative work/duties which in the opinion of the Management the employee is capable of doing as and when required by the Management to do so depending on the exigencies of work, provided that the employee gets the same emoluments. Refusal to do alternative work/duties will be treated as misconduct. The Management will be the sole and final authority to decide whether the employee is capable of performing the alternative assigned work/duties or not.
- ❖ Employee shall not create unsanitary or unhealthy conditions inside or around the office, project, and establishment or in the residential colony or other premises of the organisation and shall utilize the spittoons, waste bins, urinals and latrines etc when needed.
- ❖ No employee shall engage or cause to engage in any trade union activity during working hours and/or within the premise of organisation.
- ❖ Employee shall keep himself upto date with the knowledge, skill, information, ability etc required for performance of his category of job.

21. LIST OF MISCONDUCTS:

- ❖ Without prejudice to the general meaning of the term 'misconduct' the following acts of commission and/or commission shall, inter alia, constitute specific acts of misconduct on the part of employee.
- ❖ Breach or habitual breach of any of the provision provided in the Service Rules or any rules framed or instructions or orders issued by the Management from time to time and in force.
- ❖ Insubordination or refusal to obey, whether alone or in combination with another employee, any instruction of lawful order of his superior (s) including the order to work on overtime and extra hours or on weekly off or holidays.
- ❖ Coercing, assaulting or intimidating employee/superior officers inside or outside the work premises.
- ❖ Abetment of, or attempt to commit or commission of any act of indiscipline or misconduct or any act subversive of discipline or of good behaviour.
- ❖ Disregard of any operational or maintenance instructions or carelessness in operation and maintenance.
- ❖ Acting in a manner prejudicial to the interest or reputation of the organisation.
- ❖ Leaving work or place of duty without permission.
- ❖ Interference in the work of other employee.
- ❖ Slowing down of work or sabotage or abetment or instigation thereof.
- ❖ Negligence of duty or laziness or inefficiency or incompetence or malingering or neglect or work or carelessness in work.
- ❖ Refusal to work on a job or machine to which one is assigned.
- ❖ Striking work or refusing to work whether individually or along with other inciting one or more employee, while within the wok premises or outside to strike work.



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- ❖ Taking recourse to, or inciting, or trying to incite others to take recourse to (a) coercion (b) intimidation or wrongful confinement or wrongful restraint or gherao or (c) go-slow work or illegal strike including sit down strike, stay in strike and hunger strike, (d) any form of physical duress or assault (e) demonstration on any other activity which may disturb normal working of the organisation/plant/office/ Department etc or any or more employee or (f) interference with, or disturbance to, normal work either alone or in a group whether with other employee or with outsiders.
- ❖ Participation in illegal strike or not attending to his duties, during such strikes, or instigation or abetment or incitement thereof or going on strike without due notice and without exhausting peaceful avenues of settlements.
- ❖ Assaulting or threatening or man-handling or intimidation or abusing or insulting or misbehaving or behaving in undisciplined manner with any officer or employee of the organisation or his family member, whether within the organisation's premises or outside, whether on duty or otherwise.
- ❖ Entering or leaving or attempting to enter or leave project premises except in accordance with the rules and by the specified gate or gates.
- ❖ Drunkenness or fighting or riotous or disorderly or indecent behaviour within the work premises or within the organisation premises, or outside such premises, where such behaviour is related to or connected with the employment during or outside the working hours.
- ❖ Sleeping while on duty or lying down while on duty.
- ❖ Taking interest involving in private monetary transaction of any nature whatsoever during the working hours and/or in work premises.
- ❖ Theft or fraud or dishonesty or deception or corrupt practices in connection with organisation's business or property, or property of another person within the work premises.
- ❖ Misappropriating project's fund.
- ❖ Causing damages to work in progress or to any property of the organisation.
- ❖ Sabotage of or interference with the safety devices installed in work premises, office or township or contravention of any safety rules, regulation and instructions.
- ❖ Disregard of sanitary instructions within organisation's premises and campus either by committing any nuisance or in any other manner whatsoever.
- ❖ Collecting signatures for representations during working hours or within work premises or the project premises.
- ❖ Holding meeting within the work premises.
- ❖ Distribution or exhibition in or about the work premises or project premises or precincts, any newspaper, handbill, pamphlet or poster etc.
- ❖ Smoking in the work premises except where it is permitted to do.
- ❖ Refusal to accept or receive a charge sheet/show cause notice or any other notice or letter or communication or instruction whatsoever, from the Management, or not giving receipt after receiving the same or not replying to the same if required to do so.
- ❖ Writing of anonymous or pseudonymous letters to management or any other staff of the project or any other authority.



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- ❖ Spreading false rumours or giving false information or making defamatory statements, whether written or oral, or making defamatory speeches or issuing defamatory pamphlets, handbills, etc which tend to bring the management or its officials into disrepute.
- ❖ Commission of any act, or conviction by any Court of Law for an act which amounts to a criminal offence involving moral turpitude or conduct in private life prejudicial to the reputation of the organisation.
- ❖ Making any mis-statement or false or untrue statement or suppressing any information and/or facts etc, regarding his name, age, father's name, qualifications, previous service, conduct etc, or any other information which has been enquired of him in his application for employment, or at the time of interview in support of his candidature for a post or at any time thereafter during the period of his engagement with project.
- ❖ Leaving headquarter/station without written permission, whether on authorised leave or holidays or otherwise.
- ❖ Approaching authorities through outsiders or authorised persons for promotion or seeking any other personal favour or gain in connection with any representation.
- ❖ Writing any letter or application to the management or its officials containing disrespectful or improper language.
- ❖ Absence without permission.
- ❖ Habitual absence without permission or late attendance.
- ❖ Carrying of any concealed weapons, licensed or not licensed in the work premises or project premises.
- ❖ Falsifying records or giving wrong testimony or refusing to give testimony when accidents or any other matters, such as acts of misconduct etc, are being investigated.
- ❖ Poor or unsatisfactory performance.
- ❖ Not starting work by starting time of duty hours, or leaving work before the working hours are over and/or without handing over the charge to the incoming employee of the following shift.
- ❖ Loitering during working hours.
- ❖ Absence from place of duty after reporting for work.
- ❖ Making false or untrue statement in the application for leave or any other application or letter to the management.
- ❖ Unauthorized communication or removal of official documents or information or confidential or secret papers, information and instruction etc.
- ❖ Purchase properties, machinery, stores etc, from or selling properties, machinery, stores etc, to the project.
- ❖ Manufacturing or attempting to manufacture through subordinate staff, unauthorized articles or doing private or personal work with materials belonging to project within the precincts of the project or outside.
- ❖ Wilful disfigurement, destruction or alteration of any records of the Project.
- ❖ Carrying unauthorized persons in organisation's vehicle or allowing unauthorized person(s) to operate organisation's vehicle or equipments.



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- ❖ Making false or malicious statement, public or otherwise, against the project or any officer of the project.
- ❖ Sale or canvassing for sale of any tickets, articles or commodity within the precincts of the project.
- ❖ Failure or refusal to present himself for medical examination when so required by the Management.
- ❖ Reading, writing or making while on work, literacy materials other than pertaining to organisation's business.
- ❖ Taking to the place of work, articles, goods or any other material, not permitted by Project management.
- ❖ Occupying or taking possession in an unauthorized manner or refusal to vacate or deliver possession of organisation's quarters or land or any property or any document or any of its premises there of when required to do so by the Management.
- ❖ Resorting to dharna or hunger strike or gheraos alone or in combination with others.
- ❖ Breach of any law applicable to the project or any other rules or orders issued by the Project management from time to time.
- ❖ Absence without authorised leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- ❖ Plying vehicle under intoxication.
- ❖ Posting/displaying/affixing of any notice/circular/communication on the notice board of the Project.
- ❖ These are only instances of misconduct and it does not imply by any means that this list is exhaustive.

22. PENALTIES:

- ❖ When any employee is found guilty or any of the acts of commission and/or commission constituting misconduct, or a breach of any rule or order issued by the Management, the Management may impose any of the following penalties on the employee.

- Minor Penalties:

- a) Censure
- b) Fine
- c) Suspension without salary or pay or wages up to four days.

- Major penalties:

- a) Discharge with due notice or pay in lieu of notice; provided that no notice or pay in lieu of notice will be required to be given in case of employees who are yet to complete performance assessment period.
- b) Dismissal

23. TERMINATION OF SERVICES:

The services of the employee of the organisation may be terminated by giving him notice period as mentioned in the appointment letter or on payment of Gross salary in lieu of the notice period.



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- ❖ Notice period for staff on probation will be one month on either side unless otherwise specified in the appointment letter or on payment of gross salary in lieu of the notice period.
- ❖ Notice period for staff who are of Level-3 and above on confirmation in the organisation, will be two months unless otherwise specified in the appointment letter or on payment of gross salary in lieu of notice period.
- ❖ No leave will be admissible during the notice period.
- ❖ An undertaking of providing all support in clarifying queries related to their respective jobs during their service period in ASA will be signed by all staff at the time of relieving from the organisation.

24. QUARTERLY ACTION PLAN & REVIEW

Every staff in CTED shall prepare a "Quarterly Action Plan" as per the format. This format takes into account the physical and financial targets with both qualitative and quantitative aspects. Each team member will prepare the plan in discussion with the Program Manager-Project and DGM-Programme. The staff performance assessment at the end of the Financial Year will be based on these four quarterly review reports.

The performance will be assessed on 4 areas scored out of a maximum value of 100 marks. The minimum standard that staff must reach is 75 marks. The four areas are

- (i)** related to performance against plan & Achievement
- (ii)** related to quality indicators
- (iii)** related to team member
- (iv)** related to task manager

The scores from each of these separate areas will be assessed on a marking of 60, 20, 10 and 10 out of a total of 100 marks respectively.

25. AMENDMENT/IMPLEMENTATION/INTERPRETATION OF RULES

The Director shall have the authority to amend, modify, change, withdraw, suspend, and relax any or all of these Rules without any notice. The decision of the Director will be final and binding on all employees.



GENDER POLICY OF ORGNIZATION

We are committed to providing a secure and enabling work environment to our employees, a place of work that is gender sensitive and recognizes the role of men and women as equal players, agents and leaders of change in their families, communities and society.

The objectives of this gender policy are:

- a) To espouse the cause of the right to gender equality and right to dignified livelihood.
- b) To foster a social, physical and psychological environment that will enable employees to work productively.
- c) To strive for gender justice at both institutional and programmatic level.

CTED defines gender policy guidelines at two levels: Institutional and programmatic.

1. Institutional Level

- a) **Staff Policies:** All staff policies, rules and regulations shall be gender sensitive and will be reviewed periodically.
- b) **Recruitment:** CTED seeks gender balance in staffing. Women candidates will be encouraged to apply for all vacancies including management and leadership positions both at the field and head office. There will be adequate representation of women in recruitment and interview panels.
- c) **Performance reviews:** Gender sensitivity will be one of the performance indicators for assessing employees.
- d) **Capacity building for gender sensitization:** We will organize workshops, training programs and discussions for promoting and enabling a gender sensitive work culture. Also, regular trainings will be conducted on awareness and confidence building of field staff, with special focus on women staff.
- e) **Harassment:** Our Anti Sexual Harassment policy is gender neutral and is in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

2. Programmatic Level

- a) Building skills and capacities on gender perspectives to enable greater participation of all sections of community in our programs will be one of our objectives in all programs.
- b) All programs will promote equal participation of all stakeholders. To promote and assess inclusion of gender equality in each project, managers will prepare and use a gender equality checklist.

Committee on Gender Sensitization

Composition of our committee on gender sensitization to address gender issues and concerns is in accordance with committee provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

Applicability

This policy applies to all regular and contractual staff of CTED. In case of a complaint as a result of an act by a third party, management will take the necessary preventive and reasonable action to support and assist the affected party.

Reporting

Management will report annually to the Trustees on implementation of this policy.