

RE ACADEMY FOR TECHNICAL SKILLS, CHENNAI
(A CSR initiative of EGF and implemented by CED (Tamil Nadu), Madurai)
November 01, 2020 – October 31, 2022

(1) HR Policy

The technical and soft skill trainers as well as administrative personnel of RE Academy for Technical Skills are appointed on contract for a period of 11 months. The contract can be renewed when the project gets renewed. The different components of the HR Policy are listed below:

I. Employment - Terms and Conditions

- The terms and conditions of the engagement shall be specified in the contract agreement as mutually agreed and the respective parties shall adhere to the terms and conditions as stipulated in the said documents.
- The management and contract staff shall give notice as specified in their respective contract documents on either side for getting relieved of their obligations to the organization.

II. Working hours:

RE Academy for Technical Skills:

The office timings are between 9.00 a.m. and 5.00 p.m. on all days from Monday through Saturday. The eight hour schedule includes lunch hour and mid-session breaks. The Centre Manager in consultation with the head office and EGF may alter the working hours responding to special needs and situations.

III. Rules relating to holidays, leave and permission (common to all):

1. Public holidays:

The RE Academy for Technical Skills, Chennai shall have a total number of 10 national holidays in every calendar year, i.e., from January to December and the same shall be intimated during the month of December of previous year. Depending upon the local conditions, local holidays can be declared by the Centre Manager in consultation with head office and EGF.

2. Casual Leave:

The contract staff members are eligible to avail one day casual leave for a month. However, casual leave cannot be taken as a matter of right. Such casual leave shall be approved by the respective head of the institution on proper application by the employee.

3. Permission:

The contract staff members are eligible to avail one hour permission and they cannot avail such one hour permission more than twice in a month. Absence beyond two hours shall be considered as half a day leave without salary.

4. Sick Leave:

The contract staff members are permitted to have casual leave up to two days on medical grounds. If the leave is extended beyond two days, then such leave shall be granted only when it is supported by proper medical certificate. The Centre Manager can decide on sick leave on medical grounds based on the credentials and past records of the individual persons. The maximum sick leave during the contract period shall be permitted up to a maximum of 12 days with salary. Beyond the period, such leave may be granted by the Centre Manager in consultation with head office on loss of pay.

IV. Behaviour of the contract staff:

1. Dress Code:

- All should come neatly and cleanly dressed and should be well groomed (the grooming dictated by ethnicity and religion are not restricted).
- The dress should be appropriate to the work environment. Too revealing clothes are not allowed.
- The attire should project professionalism.
- Clean and well-shaped clothes should be worn at work. The clothes with rips, holes or tears are not allowed.
- Clothes offensive to others or public should be avoided.

2. Behaving with colleagues:

- All should be courteous with each other and should not use unparliamentarily words and should speak to each other in mild tone.
- Physical or verbal violence shall be considered as an act of indiscipline by the management.
- All are cautioned not to spread rumors about other colleagues and such behavior shall be considered as an act of indiscipline by the management.

V. Safety and security to women contract staff in the organization

- The Management will view any formal complaint with reference to harassment of women in the work place seriously and a committee shall be appointed to look into the complaint.
- When a committee is formed, there shall be minimum one woman contract staff / consultant in the committee.
- When prima facie is established, the same will be referred to appropriate forum for further action.
- The entire team shall observe gender equality.

Date : November 01, 2020



A handwritten signature in blue ink, appearing to read "R. Jayaraman".

(R. JAYARAMAN)
Member Secretary,
CED (Tamil Nadu), Madurai