

Social Accountability Standards (SAS) 6

Staff Policies

OBJECT

06.01 The main objective of this draft standard is to provide guidance on equitable human resource management and compliance with legal regulations.

EXPLANATORY STATEMENT

06.02 All NGOs should create an environment conducive to retention of skilled staff, taking care of their immediate needs as well as future security. NGOs should establish proper policies and practices for staff and volunteers. All NGOs should have a return document with regard to personal policies and practices.

RECRUITMENT PROCESSES

06.03 The selection of the staff should be done through a transparent and open process where applications are invited through various process such as advertisement, notice board, informing similar organisations or getting direct placements from relevant universities and institutes.

06.04 The prospective candidates should be short listed and be subjected to further screening by a interview board having external experts.

06.05 All appointed candidates whether temporary or permanent should be issued an appointment letter providing the terms and conditions of the job.

06.06 All new incumbent joining the NGO must be oriented with the organisation's objectives, culture, system and values. All new staff including administrative staff should be provided field level exposure to internalise with the work and ethos of the NGO.

OTHER RECOMMENDED PRACTICES

06.07 The employees should be provided fair compensation which should not be less than the minimum wages specified by the law and also should not be below the comparable industry/social sector standards. The employee benefits in addition to the salaries should normally include :

- Provident Fund
- Gratuity
- Medical expenses and insurance
- Sick leave, maternity leave, annual leave etc.

06.08 The NGO should comply with all the local and national laws pertaining to employees.

06.09 The NGOs should have a staff capacity building and development policy in place. The capacity building measures should be followed by proper appraisal of all the employees which should be documented.

06.10 There should a transparent policy regarding transfer and promotions of employees which should be based on the annual appraisal of the staff.

06.11 All NGOs should have a redressal cell for the grievance of staff. If the complaints are against the senior management, then such redressal cell should be comprised by few board members.
