

HUMAN RESOURCE POLICY
SAMUGAM TRUST (Reg. No. 13/1991)

Goal:

This policy aims to provide a useful guide which is standardised and equitable for management of the personnel working for the organisation. The goal is to define working conditions that are recognised as impartial and that encourage staff to demonstrate a sincere sense of interest and pride in the organisation and its work program, and to use their best skill sets to fulfil the role assigned to them.

- The Human Resources Generalist manages the day-to-day operations of the Human Resources office. The HR Generalist manages the administration of the human resources office. The HR Generalist manages the administration of the human resources policies, procedures, and programs. The HR Generalist carries out responsibilities in the following areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, organisational development and employment.
- The Human Resources Generalist is responsible for all or part of these areas: Recruiting and staffing logistics, organisational and space planning performance management and improvement systems, organisation development, employment and compliance to regulatory concerns and reporting, employee orientation, development and training, employee relations, employee safety, welfare, wellness and health, Employees services and counselling.
- The Human Resources Generalist originates and leads Human Resources practices and objectives that will provide an employee oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, recruitment, and ongoing development of a superior workforce.
- The Human resources Generalist coordinates implementation of services, policies, and programs through Human Resource staff, reports to the Human Resources director and assists and advises the organisation about the issues related to Human resources.
- Human Resources Generalist does not discriminate or tolerate discrimination against staff or job applicants on any grounds including HIV status will not be encouraged and this policy rests on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. Human Resources Generalist maintains a safe and health work environment for all employees is based on the recognition that HIV is not transmitted by casual contact.
- Persons with disability will be protected against discrimination, victimization or harassment. Normal organisational disciplinary and grievance procedure shall apply equally to all employees, as well the provisions of information and education about communicable and chronic diseases.

- No employee shall suffer adverse consequences, whether dismissal or denial of appropriate alternate employment opportunities, merely on the basis of any disease or disability.
- Human Resource Generalist recognizes the sensitive issues that surround people with chronic illness or disability are undertaken to handle matters in a discreet and confidentially.
- Human Resource Generalist will treat above such employees with empathy and care. He/she will provide all reasonable assistance, which may include counselling, time off, sick leave, and family responsibility leave.
- Human Resource Generalist shall respond to the changing health status of employees of Chronic illness and disability. Employees may continue to work as long as they are able to perform their duties safely and in accordance with the accepted performance standards. If an employee is unable to perform his tasks adequately, the management must resolve the problem according to the organisational normal procedure on poor performance health.
- Human Resource Generalist provides more priority to the persons with chronic illness or disability if they wish to be an employee of the premises.

Selection Process:

- Organisational activities that provide a pool of applicants for the purpose of filling job openings.
- Consider job recruitment policy recommended.
- Search out the sources of recruitments and provide more priority to the community and its referrals to find out desirable candidates.
- Discover the qualifications and characteristics of the job applicant in order to establish their likely suitability for the job position from the sorted testing.
- Employment process should consist of preliminary interview, selection and written examination, reference and background analysis, job offer and employment contract, etc.,
- Provide the appointment order towards the selected candidate and through on boarding phase orient, training and introduce to a get start with your organisation.