

## **RULES & REGULATIONS SAFETY, HEALTH, HYGIENE AND ADMINISTRATION**

**OBJECTIVE:** ASSA is a Public institution and is responsible and accountable to multiple stakeholders. As a community organization dedicated to the cause of society, we firmly believe in the Safety, Health, Hygiene of all its employees and inmates, and our guests and representatives. Employees herein include all permanent staff, contract staff, casual, consultants, honorarium staff etc.

### **SAFETY:**

Every employee has the responsibility to himself and ASSA for his/her own safety and the safety of other employees, particularly those who are under his/her own charge. In the performance of his duties, therefore, he should observe all the ASSA rules and instructions relating to the efficient and safe performance of his work and safekeeping of his work place. He is also responsible for the safety of equipment, property, information, and documents under his charge.

ASSA will promptly attend to situations/operations that cause or might cause problems of safety to life or property. Whenever immediate danger is anticipated, managers should use their discretion and take prompt action without waiting for instructions from their superiors which could result in delay leading to loss.

### **HOUSE KEEPING & HYGIENE:**

Every employee is expected to keep the premises of ASSA clean. Campus Section is solely responsible to the clean maintenance and upkeep of the premises. Campus Supervisor to organize for daily cleaning and maintenance of entire premises. Every employee must keep his/her work space neat and clean. Papers and files need to be properly organised and kept in racks. Equipment and gadgets used by employees should be cleaned daily before commencement of work.

Personal Hygiene is very important. Employees are expected to come neat and clean to their work. They should follow the Dress code and come in neat clothes and foot wear. They should follow basic hygiene factors such as not spitting around, using face masks in case of any health issues like coughing/sneezing etc.

### **PERSONAL CONDUCT:**

Every employee of the Sangam is expected to have an orderly behaviour causing no disturbance to any/all the other members of the Sangam and its visitors. Good conduct of the employees would be periodically reviewed by HRD and it would be one of the criteria of considering rewards/awards.

### **SMOKING & DRINKING**

**SMOKING AND DRINKING** of alcohol by employees and visitors is strictly prohibited within the premises of ASSA and its vicinity. Disciplinary action will be taken if any employee is found violating this rule.

### **DRUG & SUBSTANCE USE:**

**DRUGS AND ADDICTIVE USE OF SUBSTANCE( LIKE PANPARAG/TOBACCO LEAVES/PAKKU) on the campus and its environment** is Prohibited. Anybody found violating this rule will be subjected to strict disciplinary action and punishment will be immediate suspension from the services of the institution.

### **NON-VEGETARIAN FOOD:**

Consumption of **NON-VEGETARIAN** food on the campus, in all its branches and centers is strictly prohibited. The employees are requested not to bring any non-vegetarian food inside the campus.

### **NO SPITING AROUND:**

Every person on the Campus, the branches, block offices, centres should avoid spitting around and dirtying the place and causing health hazard. In case, of any cough etc. people are advised to use mask and cover their mouth while coughing.

### **TELEPHONE CALLS/MOBILE:**

While there is no specific rule prohibiting personal calls, every employee should remember that the telephone in office is essentially for business use, and blocking a line with personal business might result in an unhappy customer who could not get through.

No calls whether personal or official will be made or answered to at the reception.

A telephone should be answered within 2 to 3 rings. Any calls on unattended telephones should be picked, if it is in the vicinity. It is the duty of all employees to deliver messages received by him /her for others immediately and follow up on any critical or urgent message requiring action.

Employee should avoid continuous use of mobile in the office for personal calls. Employees should switch off or put their mobiles on silent mode while attending any meeting or programs.

Therapist who are treating the service users should not use their mobile phone.

### **MOVEMENT/LOITERING AROUND THE CAMPUS:**

Unwarranted movement, the mingling of men and women together **in and around the campus**, for whatsoever reasons is strictly prohibited. Employees be it permanent or contract or consultant, shall not move around the campus in the late hours of the day or very early mornings and should avoid any men-women, one to one interaction from a point of their own personal safety and institution's image. Our entire campus is connected by web cam and we have round the clock physical security on beat, and is well lighted, but it is advised that employees avoid low lighted and dark areas of the campus for their own safety.

People should be careful while walking under the trees, the lawns and thick bushes and shrubs, gardens as there would be reptiles like snakes, etc.

### **Tea Canteen:**

Staff should not spend more time in the tea canteen.

### **Rules regarding Client – Student / Therapist Boundaries:**

- Avoid talking about your personal life with clients and trainee/ Intern students
- Treat clients and students with the same professional approach and boundaries.

### **OFFICE STATIONERY:**

As a matter of policy, ASSA's Letterheads and stationery are not to be used for personal correspondence.

Proper Dolfin Entry requisition to be made by the creator and approved by the designated approver for the concern section to receive the stationery

### **VISITING CARDS:**

The employee will be required to make a requisition for Visiting Cards in the form provided for this purpose. This form is available with the Administration –in – charge / Front Office. The format is self – explanatory, however the functional head/Vertical Head must approve it.

### **VISITORS:**

Family and friends of an employee are welcome to ASSA. Any employee bringing a visitor to the office will not be allowed beyond the reception area unless the immediate superior grants permission. In case the employee wants to go out with the visitor during office hours, he / she should take the required permission from the immediate superior failing, which the Sangam would presume that he / she is pursuing personal or private business unconnected with the employment and would be forced to face strict actions.

### **BIO METRIC:**

The punch machine system was introduced to bring in transparency in the attendance system. All regular employees will swipe their finger in the Biometric machine. All employees are required to swipe their finger in the Bio metric machine twice a day. The first punch of the

day will be registered as the in-time and the last punch of the day will be registered as the out time.

In case the employee fails to Punch his/her punch in the machine on any day, then it will be considered as he/she is absent/or on leave. Employees who work on flexi-work or Hybrid mode, will have to swipe on the biometric system whenever they come into the office and move out of the office. Every swipe-in should have a swipe- out to record the presence of the employee onsite.

### **ATTENDANCE RULES:**

Every employee is expected to check in concerning their allotted shifts on any working day. A grace period of 5 minutes is apportioned for the possible hindrances on the way. However, If an employee is unsure of making it on time (by their shift timing) to the office, he/she is required to inform his/ her Reporting Manager by 15 minutes from the start of shift timing. In the absence of the above, Personnel, the HR Department / Front Office should be informed on the same.

### **WORKING HOURS AND WEEKLY OFF:**

The working hours of ASSA are as follows:

Monday to Saturday is 9.30 am to 5.30 pm with a lunch break from 1.15 to 2.00 pm.

SUNDAY is a Weekly Off for all General shift employees.

The essential departments/verticals/sub-verticals would be operating on different shift timings as their services are 24/7 365 days. The Weekly Off for these employees may be any other day of the week, other than Sunday. Shift allocation and weekly off will be decided by the respective Heads/Mangers every month and intimated to HR well in advance to update the attendance and the Bio metric system.

Those employees required on shift basis would work as per the timing indicated by the concerned Heads. This will be indicated at the time of joining duty.

Employees who are required to overstay in office due to work exigencies, should obtain permission from their Vertical Heads and inform the Security. As far as possible, women employees may avoid late stay. In case of exigencies, and if the women employee is unable

to make arrangements from her home to be picked up from office due to over stay, may request the Administration/Reception to be dropped back at home after completion of work.

### **PERMISSION RULES:**

All employees are allowed 2 permissions in a month.

Duration: One hour for each permission

Restrictions:

No two permissions can be taken on the same day

Permission and Half day leave should not be combined.

### **ID CARD**

ID Cards will be issued to both the Permanent/Regular and those on Probation/Training.

The staff should always visibly wear their ID card while on Sangam premises. Those who are on client/Donor facing jobs must wear the ID when they meet the Clients/Donors outside ASSA premises also. This is a mandatory requirement.

On any important occasions, Donor visits, all employees should also wear their Badges.

Any staff who persistently fails to wear their ID card, or refuses to wear it without good reason, in contravention of this policy will be subject to disciplinary action by ASSA 's disciplinary procedure.

Staff who lose their ID Cards should report this to the HR Department as soon as practicable and arrange for a replacement card. When staff resigns and relives from the Sangam, they are required to return their ID card to Head of HRD

### **HELMET**

Staff who enter ASSA premises with either their own or Sangam owned motor two wheelers should wear the helmet. If they are not wearing the helmet a penalty of Rs 50/- will be recovered.

### **MOVEMENT REGISTER**

- Any ASSA employee wanting to go on duty must officially communicate the same to the concerned Department Head. Hence, he / she must apply in the HRMS before his duty.