

TRY

HR POLICY

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OUR OBJECTIVES

- To maintain discipline within and among the employees and avoid any misconduct which is against the administrative rules.
- The Code of Conduct sets tone of the organization's behavior as a sustainable business and fosters a desirable culture.
- All the employees are expected to understand the theme of Code of Conduct, uphold the standards set out herein; in day to day working and comply with all policies and procedures, as laid down from time to time.

RESPONSIBILITIES OF EMPLOYEE

As an employee, it's his/her responsibility to:

- Learn and understand the elements of the Code
- Comply with the Code and associated policies and guidelines
- Seek clarification and assistance when in doubt
- Promptly report known /suspected violations
- Co-operate investigations pertaining to Code violations Failure to comply with the Code is misconduct and may lead to termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

- TRY is an equal opportunity employer and prohibits discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status, or any other protected status under applicable laws. The company is committed to providing equal employment opportunities to all individuals and maintaining a diverse workforce.

RECRUITMENT POLICY

- All the Recruitment should follow these below mentioned steps.
- Line Manager should inform of the vacant position to the HR manager.
- There should be an interview panel for selection of candidate.
- The Candidate should follow all these below mentioned process, to get selected:

➢ One to One personal round with HR
➢ Operational round with Line manager or Director of Respective project.
➢ Final round with Managing Director to final all the terms and conditions and also discussion on salary part.
➢ Issuance of offer letter for joining by HRD.

HIRING PROCESS

- The hiring process will be fair, transparent, and based on merit. It will involve the review of applications, interviews, reference checks, and any other necessary steps. The selection criteria will be job-related and objective, ensuring that the best-qualified candidate is chosen for each position.

- **It is mandatory for all Employees to submit FORM A, FORM B with CHEQUE / ORIGNAL QUALIFICATION DOCUMENTS in name of TRY (Cheque Amount: Equal to Three-month salary of the Employee) within 15 days of the joining.**

EMPLOYEE ONBOARDING

- To ensure a smooth transition into the company, all new employees will receive a comprehensive onboarding program. This program will provide necessary information about company policies, procedures, benefits, and resources. It will also include an orientation to the company culture and expectations, fostering a positive work environment.

PERFORMANCE MANAGEMENT

- An effective performance management system will be in place to promote ongoing feedback, goal setting, and performance evaluation. Managers will provide regular performance reviews, coaching, and guidance to employees. Clear performance expectations will be communicated, and recognition will be given for exceptional contributions.
- Appraisal (Salary Increment) of the employee will be done once in a year and that too with the concern of the Project Director / Manager. **The final approval will be of Secretary Sir of the organization.**

EMPLOYEE WELL-BEING AND WORK-LIFE BALANCE

- The company recognizes the importance of employee well-being and work-life balance. Efforts will be made to create a supportive work environment that promotes employee health, mental well-being, and work-life integration. Flexible work arrangements, employee assistance programs, and wellness initiatives may be implemented to support employee well-being.

PROBATION AND CONFIRMATION

- Probation period for the employees is for 3 months
- Procedure: Before completion of probation period, HR shall initiate the performance assessment process. The output of the process could be any one of the following.
- Extension of Probation OR Termination of Services
- The reporting manager of the employee and the reviewer will communicate their decision on the above to the HR for the written communication to the employee Extension of probation: Extension of probation shall be done to a maximum period up to three months.
- Confirmation shall be subject to a review at the end of the extension period.
- After the end of Probation period (i.e. three months), it is mandatory for the Employee under the slab of 21k , the deduction of PF & ESIC from their Salary (CTC)

LEAVE POLICY

	Total no. of leaves	
CL	12 days	Implementation after 3 months
SL	7 days (Medical prescription will not be required till 3 days after that the medical prescription will be required)	Implementation after 3 months
Maternity Leave	Can be availed for 3 Months. **Note:- You do not receive any kind of payment during this leave.**	Implementation after completion of 1 year tenure of the job.

- CL will be approved only if it is applied atleast 24 hours before the leave.
- As the leave is approved in three stages, it is the responsibility of the employee to get it approved by all the three and then only he. She is liable for the leave
- CL & SL will not be carried over to the next calendar year.
- If you have unused CL or SL left by the end of the year, you will not get paid for it.
- There is no provision of COMP – OFF.

NOTICE PERIOD

- Notice period will be 30 days calculated from the resignation date.
- During the notice period, employee will be entitled to their regular salary and benefits as per the terms of their employment contract or applicable company policies.
- Causal leave will not be allowed during the notice period.
- If you take sick leave during the notice period, your final resignation date can be extended in coordination with your line manager.

DRESS CODE

DAYS	MEN	WOMEN
Monday - Friday	Dress Selected from the office	Dress Selected from the office
Saturday	Casual Dressing (Collar Tees)	Casual Dressing (Collar Tees)
Festive Season	Ethnic Wear	Ethnic Wear

Note – If any employee fails to comply with this dress code from Monday to Friday then He / She will be considered absent for the day.

WORKING HOURS POLICY

Working days	6 days week (i.e.Monday to Saturday)
Working hours (This may change According to the project Need)	10:00 am to 6:30 pm
Above given Policy is only applicable for Regional Office employees. For other employees working hours remains unchanged as it is mentioned according to the terms and conditions laid in appointment letter.	

CONFLICT OF INTEREST

- No employee should take up employment directly or indirectly or on contract with any other organization during the period of his/ her employment with this Organization.
- No employee should operate / manage / work as a proprietor or partner of a business or for a business as a legal entity during the period of his/ her employment with the Organization.

DISPUTE REDRESSAL APPROACH

- Resolve dispute by taking your own initiative in a proactive manner. You may involve your supervisor or even higher authorities as per the need of situation.
- Don't wait for your supervisor/senior to point out the issue rather escalate to higher authorities proactively.
- Any dispute related to any individual/team or any hurdle stopping operations if not raised within the time line of a week you may face serious actions upto the level of termination of employee.
- Note – Involve HR/Operations dept & Superiors if the issue still persists.

CONFIDENTIALITY AND DATA PRIVACY

- Information is treated as Intellectual Property once you work on the assignment related to Bid proposal. Everyone must understand the criticality of information privacy. Have a culture of maintaining decency for the IP preservance by not discussing confidential items of at least upto the point of BID submission. This is supposed to be the strict timeline. Violating of which may attract immediate termination.
- Even after the Bid submission you may understand the critical pieces of information may be followed/repeated for the next attempt. Thus discussing them may let it go beyond the boundaries. Lets follow a culture of non disclosure such this for lighter note.

LEGITIMATEUSE OF THE ASSET(S) OF ORGANIZATION

- The Organization provides infrastructure and facilities for a comfortable work environment and latest technology to enable performance. Each employee is therefore expected to refrain from misuse of office property / facilities.
- Using email facilities for continuous personal use, playing games on the computer, surfing through undesirable sites on the internet, etc. will be considered as misuse of facility which could attract penal action.
- Each employee is responsible for maintenance and protection of physical as well as electronic data, files and other materials, such as software and hardware. Business tools including internet, intranet, email, office telephone / mobile etc. should be used only for business purpose.
- Employees are expected to avoid wastage of stationery, electricity or other utilities of the Organization.

POLITICAL ACTIVITIES AND CONTRIBUTIONS

- The Organization is not associated to any political party, but nevertheless respects the political ideology followed by our employees in their private life. However, in expressing such ideology our employees shall not behave in any way that would even remotely construe that you are representing the Organization or any of its group companies.
- No employee will be permitted to be a member of or be associated with any political party or any organization which takes part in politics. No employee will be permitted to take part in or assist (in any manner) in political activity.

HARASSMENT IN THE WORK PLACE

- Our objective is to achieve a harassment-free workplace. We are committed to the principle of fair employment and ensure to provide a consistent standard of protection from threats, harassment, and discrimination or other intimating behaviors. Any form of harassment of our employees will not be tolerated. This includes inappropriate verbal or physical or visual conduct, offensive, abusive or hostile work environment.

SEXUAL HARASSMENT

- According to "The Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act 2013", sexual harassment is any unwelcome sexually determined behavior by any person either individually or in association with other person in authority, whether directly or by implication, such as:-

    - Physical contact
    - A demand or request for sexual favors
    - Sexually colored remarks
    - Showing pornography
    - Any other physical, verbal or non-verbal conduct of a sexual nature.

RIGHT TO PRIVACY

- Tapping of phone lines or recording calls without consent is a Violation of Right to Privacy enshrined in article 21 of The Constitution of India. Please beware of this conduct.
- We respect our employee's privacy and maintain only the necessary personal information required by law and the business. At the same time we need to ensure an efficient work environment. Employees need to understand that communications using organization's business tools cannot be considered private. We reserve the right to review our employee's business tool usage, including internet, email and employee workspace or property on premises.

USE OF ALCOHOL OR DRUGS IN THE WORKPLACE

- Employee(s) is/are prohibited from consumption, possession, dispensation, distribution or manufacture of drugs or alcohol within the Organization's premises. This includes parking lots, vehicles for our business or any of the vendor's facilities. Performing or attempting to perform any business, within the Organization's premises or outside under the influence of drugs or alcohol is prohibited. This may result in disciplinary action, including termination.

- For healthy and clean work environment, smoking and consumption of 'gutka', 'tambaku' and 'paan' is strictly prohibited in the office premises including parking lots.

RELATIONSHIPS WITH CLIENTS, VENDORS & SUPPLIERS

- All forms of corruption / Bribe is strictly prohibited. The organization reserves the right and shall be authorized to investigate the activity of an employee under suspicion of corruption. In all business deals with the clients, venders or suppliers, the employees are expected to:
  - Treat all the clients, vendors & suppliers honestly, fairly and objectively
  - All relationship and interactions with the clients should be based on trust, ethical behavior, communication, and responsiveness of their needs.
  - Not discuss pricing or any matter affecting pricing with competitors
  - Avoid any unfair or deceptive practice and always present services in an honest and forthright manner
  - Make clear to all suppliers that we expect them to compete fairly and vigorously for our business and we will select our suppliers strictly on merit
  - Comply with law and regulation in all its business at all times.

NO GIFT POLICY

1. Purpose

TRY is committed to maintaining the highest standards of integrity, transparency, accountability, and ethical conduct in all its professional relationships and organizational activities.

To uphold these values and ensure fairness and transparency, TRY has adopted a strict **No Gift Policy**, applicable to all employees, representatives, consultants, and project personnel of the organization.

2. Policy Statement

All TRY employees and representatives are strictly prohibited from accepting or receiving any kind of gifts, presents, or personal benefits from individuals, organizations, vendors, partners, government officials, beneficiaries, or any other stakeholders during the course of their official duties.

In keeping with our organizational values and ethical standards, we kindly request that TRY refrains from sending any gifts, hampers, or tokens of any kind, whether during festive occasions, programme visits, field interactions, or any other engagement with our team.

This policy applies across all forms of gifting, including:

- **Festive hampers or sweets**
- **Gifts during visits to our office or project sites**
- **Cash, gift vouchers, coupons, or monetary benefits**
- **Tokens presented during events, reviews, or programme activities**
- **Any other items, favours, or benefits offered for personal advantage or in connection with official responsibilities.**

TRY employee or representative shall not offer, give, promise, or commit to providing any gifts, presents, favours, or personal benefits to any officer, employee, or representative of any government department, organization, institution, or other stakeholder in connection with their official duties.

All employees and representatives must strictly adhere to this policy and maintain the highest standards of integrity, transparency, impartiality, and professional ethics in all official dealings.

This policy applies to all official interactions, including office visits, field visits, project site visits, meetings, training programmes, events, monitoring visits, and other organizational engagements.

3. Responsibilities of Employees

All TRY employees, irrespective of their designation or department, are required to:

1. Politely refuse any gifts or hospitality offered by any individual or organization during official engagements.
2. Refrain from accepting sweets, food items, or any other gifts during office visits, field visits, project inspections, meetings, or events.
3. Ensure that no gifts are solicited, directly or indirectly, from project partners, vendors, beneficiaries, or other stakeholders.
4. Immediately inform their reporting manager or the concerned authority if any gift is offered and cannot be politely declined.
5. Communicate and promote this policy among relevant stakeholders during official interactions.

4. Applicability

This policy is applicable to all TRY employees, including senior management, project managers, coordinators, field staff, consultants, and any person representing TRY in an official capacity, across all projects and operational locations.

5. Compliance and Disciplinary Action

Any violation of this policy will be treated as a breach of organizational ethics and professional conduct. Appropriate action may be taken by the management in accordance with TRY's internal policies and procedures.

6. Commitment

TRY believes that professional relationships should be built on mutual respect, trust, transparency, and the quality of work rather than gifts or personal benefits.

All employees and representatives are expected to strictly adhere to this policy and uphold the organization’s commitment to ethical and responsible practices.

GRADATION OF EMPLOYEES

Sr.No	Grading of Employees	Who all will be covered in the Grading
1	Grade - A	Board of Members/ Secretary/ CEO
2	Grade -B	Dept Head/ Director Director Operations Director- Finance Director HR
3	Grade - C	Program Director Project Director Consultants
4	Grade - D	Program Manager/Sr. Project Manager/Project Manager Regional Manager Program Officer Principal/ Centre Manager Resident Medical Officer Surgeon Procurement & Quality Officer Manager HR MIS Head
5	Grade - E	Project Coordinators Data Manager Administrator Project Associate Asst. Data Manager Trainer Counselor State Mobilizer head Placement Executive Auditor HR Generalist District Coordinator/ District Project Officer Field Officer
6	Grade - F	Project Trainee Tele Caller/ Receptionist/ Security Guard/ Mobilizer, Clerk/ ANM/GNM/ Dresser/ OT Asst./ Lab Technician/ Driver/ Ward Boy/ Helper/ Sweeper/ Cook Technician Block Coordinator SFT FMO Warden Pharmacist Intern

TRAVEL POLICY

GRADE	TRAIN	AIR
Grade - A	1st AC	Applicable
Grade - B	2nd AC	If approved from appropriate Authority
Grade - C	2nd AC	If approved from appropriate Authority
Grade - D	3rd AC	NA
Grade - E	3rd AC	NA
Grade - F	Sleeper	NA

LOCAL CONVEYANCE

Grade - A	CAB	As per the actual bill
Grade - B	CAB	As per the actual bill
Grade - C	CAB	As per the actual bill
Grade - D	CAB	As per the actual bill
Grade - E	AUTO RIKSHAW	As per the actual expenses
Grade - F	AUTO RIKSHAW	As per the actual expenses

Note : -

If an employee usage his/her personal vehicle for local conveyance the he may be reimbursed for the fuel consumption as below-

- Rs. 5/per Km for 2 wheeler
- Rs. 10/per Km for 4 wheeler

FOODING & LODGING

Grade - A	As per actual on bill
Grade - B	As per approval from authority
Grade - C	Rs. 2000/- Per day for lodging and Rs. 600/- Per day for fooding
Grade - D	Rs. 1500/- Per day for lodging and Rs. 600/- Per day for fooding
Grade - E	Rs. 1500/- Per day for lodging and Rs. 600/- Per day for fooding (can be extended if approved from authority)
Grade - F	Rs. 1200/- Per day for lodging and Rs. 600/- Per day for fooding (can be extended if approved from authority)

Note – In case of same day return Rs 400/- per person can be claimed for fooding.

POLICY REVIEW AND AMENDMENTS

- This HR policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements. Any necessary updates or amendments will be communicated to employees in a timely manner.

On behalf of the organization

Approved

Secretary
TRY