

HUMAN RESOURCE (HR) POLICY

1. Introduction

Dar-E-Arqam Education Charitable Trust values its employees and is committed to fostering a professional, ethical, and inclusive work environment. This HR Policy outlines the principles and procedures governing recruitment, employment, performance management, and employee welfare.

2. Objectives

- To ensure fair, transparent, and merit-based recruitment.
- To promote a work culture of respect, inclusivity, and professionalism.
- To provide employees with opportunities for professional growth and development.
- To establish clear guidelines for employee conduct, benefits, and grievance redressal.

3. Recruitment and Selection

- Recruitment shall be based on merit, qualification, and experience.
- A transparent and structured hiring process shall be followed.
- Job vacancies shall be publicly advertised where applicable.
- Background verification shall be conducted before hiring.
- Equal opportunity shall be provided without discrimination based on gender, religion, caste, or disability.

4. Employment Terms and Conditions

- Employment contracts shall define roles, responsibilities, salary, and benefits.
- Probation period for new employees shall be six months, subject to review.
- Working hours, leave policies, and holiday schedules shall be communicated clearly.
- Employees must adhere to organizational policies and ethical standards.

5. Employee Compensation and Benefits

- Salaries shall be paid on a fixed date each month.

- Paid leave, sick leave and other leaves shall be granted per policy.

7. Code of Conduct and Workplace Ethics

- Employees must maintain integrity, honesty, and professionalism.
- Harassment, discrimination, and workplace violence shall not be tolerated.
- Confidential information must be handled responsibly.
- Employees must avoid any conflict of interest in their professional duties.

8. Grievance Redressal and Disciplinary Procedures

- Employees shall have access to a structured grievance redressal mechanism.
- Complaints shall be addressed fairly, transparently, and without retaliation.
- Disciplinary actions shall be taken in cases of policy violations.
- The process for disciplinary action shall include investigation, hearing, and appropriate resolution.

9. Employee Engagement and Welfare

- Initiatives for employee well-being, health, and mental wellness shall be encouraged.
- Regular team-building activities and training programs shall be conducted.
- Employees shall be encouraged to contribute ideas for workplace improvement.

10. Exit Policy and Termination

- Employees may resign with a minimum notice period as per contract.
- Termination shall be based on misconduct, non-performance, or redundancy.
- Exit interviews shall be conducted to gain feedback and improve workplace policies.
- Full and final settlement of dues shall be processed within the stipulated time.

11. Review and Amendments

- This policy shall be reviewed annually for necessary updates.
- Any amendments shall be approved by the Board of Trustees.

This HR Policy ensures fair and ethical human resource management within Dar-E-Arqam Education Charitable Trust. All employees are expected to comply with the guidelines to maintain a productive and respectful workplace.