



SThree Welfare Services Foundation (STSF)

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Human Resources Charter V2 September 2025

SThree Welfare Services Foundation (STSF)
(Section 8 registered under The Indian Companies Act, 2013)
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MESSAGES FROM DIRECTOR

STSF's Human Resources Charter is a set of principles and guidelines that outline the ethical and professional standards expected of human resources within STSF. It establishes a framework for Human Resources practices, promoting fairness, integrity, and adherence to legal and ethical obligations.

Essentially, it is a declaration of how Human Resources will conduct themselves and make decisions, focusing on team member's well-being, diversity and inclusion, and responsible HR practices.

Our HR Charter typically encompasses followings.

- Human Resources in STSF are expected to adhere to a high standard of ethical behaviour, including honesty, objectivity, and fairness in their dealings with their team members.
- It also addresses the importance of creating a diverse and inclusive workplace in STSF, free from discrimination and harassment.
- Everyone in STSF is expected to understand and comply with relevant laws and regulations of HR Charter, including law and human rights legislation.
- The Charter also emphasizes the importance of maintaining confidentiality, especially when dealing with sensitive information of STSF and team members.
- It encourages continuous learning and professional development to stay current with best practices and legal requirements of STSF.
- The Charter also promote transparency in Human Resources practices, ensuring that team members of STSF understand the policies and procedures that govern their association with STSF.

Each and every human resources of STSF are held accountable for adhering to the Charter's principles, and consequences may be imposed for violations.

In essence, Human Resources Charter of STSF serves as a guiding document for all human resources associated with STSF, helping them to navigate the complexities of their role and to contribute to a positive and ethical workplace environment.

(Sunil Kumar)



HUMAN RESOURCES POLICY

STSF has some special features which make it different from other organization working for social cause. Most of these special features are strategically defined and this address some of the challenges faced by the professionals and local youths.

These special features are outlined below.

Special features

1. belief is not to give free services to anyone

2. works as per need and requirement of the team & community

3. works on target-based business model

4. provides opportunity to work in preferred geography

5. brings opportunity to work with flexibility

6. maintains transparency internally & externally

Definitions of employment

Only one type of employment opportunity for human resources will be available in STSF. It is defined under the following categories:

Consultants: Everyone in STSF will work as consultants and their agreement will be of nature of consultancy agreement. Everyone will be hired for a limited period of time with fixed consultancy fees based on their roles, responsibilities and experiences. This will be extended depends on multiple factors like fund availability, performance of consultants, etc.

Work timings

The consultants of STSF will be expected to work 6 days a week. The official hours of work are 1000 am to 0600 pm except the Consultant who works on different project in ground, and



their timings will be depended on preference of timing for community or targeted beneficiaries of the project. Consultants in STSF will not work on Sunday unless and until they are requested to work on Sunday by their respective Line Manager. This working on Sunday will be compensated with additional leave beyond eligibility of annual 24 leaves.

Leave

The consultants of STSF irrespective of their position will be eligible to take 24 leaves in a calendar year @ two leaves every month, which will be carried over for only three months. The remaining leaves of calendar year will be exhausted and will not be carried for next year. Therefore, the consultants will be encouraged to avail leave as per their personal requirements without impacting on project's targets assigned to them. The calendar year from Jan to Dec will be followed for leave and holidays.

However, it is expected that the consultants would always keep their Line Manager informed of their leave plans, more so, if they want to go on a planned vacation, other than cases of exigencies. The planned vacation for the year must be intimated to the Line Manager at the beginning of the leave year, such that the planned activities can be aligned better. It is also expected of the consultants to keep the Line Manager informed of the leave address and the contact phone number, as the case may be, along with the preferred time that he/she may be contacted. It may also be noted that none of the leaves in the organization can be encased.

To facilitate the prior intimation process and for record purposes, the consultants shall send the leave application over mail to their Line Manager and get it approved by them. In all cases, the Line Manager is the leave approving authority and in case of absence of the Line Manager, the Line Manager's senior shall be the approving authority. The consultants will be responsible for tracking and maintaining the leaves taken.

Please note that STSF encourage all the consultants to avail leave as per their personal requirements without impacting on project's targets assigned to them.

Probation

The period of probation for all consultants in STSF will be a period of three months. The key objective of probation period will be to help consultants understand the organization and the scope of their own work better. The consultants during probation period will be expected to work under his/her Line Manager to achieve very specific pre-defined targets and deliverables. Once the consultants completed three months' probation, their performance will be reviewed and then their nature and tenure of extension will be decided jointly by HR and Program team. Leaves for consultants on probation will also be applied as per leave policy of the organization.



Holidays

There will be a maximum of 24 days Public Holidays (including holidays fall on Saturday and Sunday) during a calendar year. List of Holidays approved by STSF's Management will be announced every year at the beginning of the calendar year.

List of approved 24 Holidays for calendar year 2025 are given below.

Date	Day	Holiday
1st Jan	Wednesday	New Year
14th Jan	Tuesday	Makar Sankranti
26th Jan	Sunday	Republic Day
2nd Feb	Sunday	Vasant Panchmi
2nd Mar	Sunday	Ramadan
14th Mar	Friday	Holi
6th Apr	Sunday	Ram Navmi
12th May	Monday	Buddha Purnima
7th Jun	Saturday	Bakrid
6th Jul	Sunday	Muharram
9th Aug	Saturday	Raksha Bandhan
15th Aug	Friday	Independent Day
16th Aug	Saturday	Janmashtmi
27th Aug	Wednesday	Ganesh Chaturthi
1st Oct	Wednesday	Maha Navmi
2nd Oct	Thursday	Dussehara
10th Oct	Friday	Karwa Chauth
20th Oct	Monday	Diwali
22nd Oct	Wednesday	Govardhan Pooja
23rd Oct	Thursday	Bhai Dooj
28th Oct	Tuesday	Chhat Pooja
5th Nov	Wednesday	Guru Nanak Jayanti
25th Dec	Thursday	Christmas
31st Dec	Wednesday	Year Ending

Recruitment, onboarding and induction

STSF follows strict processes of recruitment, onboarding and induction, which are explained below through process chart.

Advertisement: Any vacancy required for the organization will be published through job

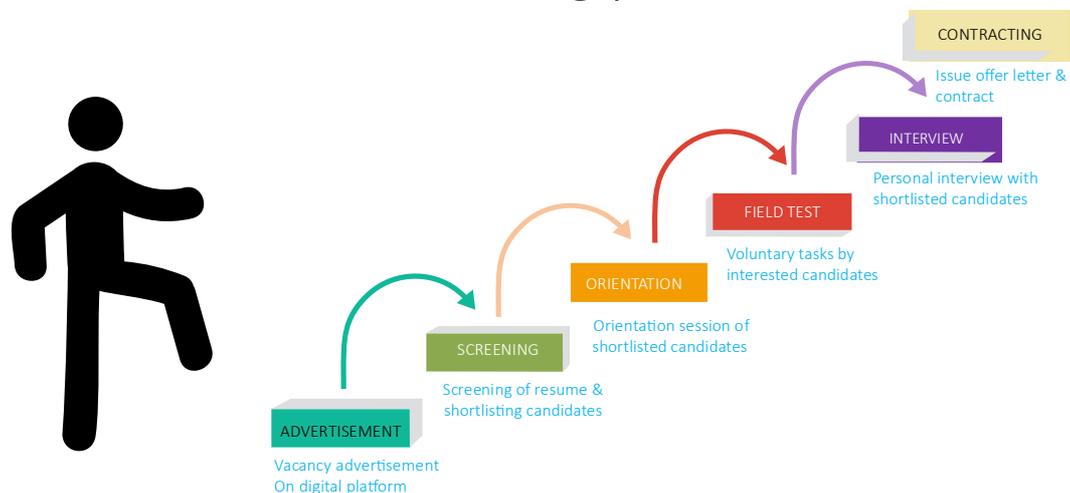


websites, personal networks and also directly sometimes for some specific requirements.

Preliminary screening: CVs and applications received for the vacancy requirements will be scrutinized jointly by the Program and HR Team.

Virtual orientation: Short-listed applicants will be provided virtual orientation on introduction of organization, brief of projects, roles and responsibilities of advertised vacancy, STSF's terms and conditions and many more relevant points. This will help candidates to take decision if they want to go for next round of recruitment process.

Our onboarding process



Voluntary tasks: The candidates after attending virtual orientation will show their interest for next round of recruitment process. Interested candidates will be provided virtually another orientation on five days voluntary tasks. The interested candidates will submit their report of voluntary tasks. This will help STSF to find out the level of commitment, skills and knowledge required for the project.

Personal interview: Based on report, observation during voluntary tasks, shortlisted candidates will be invited for personal interview. The interview panels will be decided based on nature of position required for the organization. The interview panels shall submit

Annexure 8: Interview Evaluation Sheet for all interviewed applicants along with name of recommended and selected candidates for the position.



Contracting: The HR Team thereafter will conduct a thorough reference check of the selected applicant with the process being documented in **Annexure 9: Reference Check Form**. Sometimes, this process will be skipped due to confirmatory reasons. After the successful completion of reference checks, the HR team will send offer mail to selected candidates. After acceptance of offer by selected candidates, an elaborated Consultancy Agreement will be issued to the candidate based on conversation for their date of joining with organization.

Induction: STSF will arrange induction (virtual or physical depends on number of new joinnee) for newly selected candidates. During induction, newly selected team members will submit **Annexure 1: Personal Profile Form**, and also pay Annual Registration Fees as per their level of designation. The payment of annual registration fees will be done following digital process using STSF's website. All new team members shall submit followings, duly comply with the joining formalities, before commencement of work:

- Personal Profile form
- Educational qualification certificates (self-attested)
- Work experience certificates (self-attested)
- Passport photographs
- Proof of address (Aadhar / Electricity bill etc)
- Relieving letter (previous employer)
- Salary proof (previous employer)

There may be a range of techniques deployed for the selection process depending on the nature of requirements – these could include options like psychometric profiling, group discussions and written tests. Such instruments will be decided in advance jointly by the Program and HR Team. The selection techniques mentioned above may be held in combination with interviews or be used as further short-listing tools depending on the nature of requirements.

STSF Consultants Relieving or separation or exit process

STSF consultants shall leave the organization either due to Closure of contract, Termination or Resignation, and this will be valid and applicable for all consultants in STSF. STSF's process of separation will ensure that both the parties have resolved all issues to the mutual satisfaction of one another in a fair manner. The Consultants will submit their resignation in standard **Annexure 7: Resignation Format** of the organization.

During the period of probation or extended period of probation, consultants' separation may occur through the provision of notice on either side. Any confirmed consultants can be separated from the services of the organization upon service of requisite notice (as per notice



period clause) in writing and with the due concurrence of the line manager. The exact date of release shall be decided mutually between the consultants and the line manager.

HR Team shall initiate a final settlement clearance and shall prepare the final details of the consultants on the last working day and final payment shall be released in the following months' pay cycle by the Finance Team. All benefits, which form part of the pay packet, shall be pro-rated as of closing hours of the last working day. Having satisfied that the finer details of the handing over have been done in terms of all assets and status of work in progress, the HR Team in the presence of the Line Manager will administer the disbursement of final payment, release letter and the service certificate.

A system of "Stay Interview" shall be followed involving an interview of the consultants jointly with the Line Manager, HR and Finance team. STSF shall not have "Exit Interview" process with the team resigned / terminated / exited from organization.

Annual Registration Fees

STSF has a policy of annual registration for all the consultants as per their level of engagement and association with STSF. Every consultant of STSF will pay Annual Registration Fees depends on their position. As per standard organogram, STSF may have state level team, Divisional Coordinator / Project Coordinator / District Coordinator at division or district level, Block Coordinator at block level and SThree Facilitators at village level. Annual Registration fees vary according to the designation of the consultants as per below given table.

Designation	Annual Registration Fees
State Level Team	Rs. 10,000
Divisional / Project / District Coordinator	Rs. 5,000
Block Coordinator	Rs. 2,500
SThree Facilitator	Rs. 1,000
Community / Beneficiaries	Rs. 100

STSF's one of the beliefs is not to provide any services free of cost to the community or project's beneficiaries. Not only consultants of STSF, but targeted beneficiaries will also need to pay Rs. 100 as Annual Registration Fees.

Assets Management

STSF system does not have provision of mobile, SIM cards, Laptop or any other assets for any consultants. This will reduce the liability of inventory management of STSF. Every consultant will have to sign **Annexure 2: Personal declaration** for use of their own mobile, SIM card and laptop required for the project.



STSF's Saving policy for consultants

STSF does not provide employment agreement, and therefore, no PF will be deducted. STSF has provisioned saving policy to secure future of consultants. Consultants will contribute 10% of their monthly fees to STSF's saving policy, and additionally 5% contribution will be added by STSF. This cumulative saving fund will be refunded back to consultants after they exit from organization with condition of completion of at-least one year association with STSF.

Annual Incentives for best achievers

Every consultant will try their best to deliver their performance across their contract tenure. HR Team in consultation with respective Line Manager will identify one consultant per project or per district or per state (nature of volume of the project / district / state) who will consistently deliver outstanding performance though out the year. They will be rewarded by giving them Annual Performance Incentives which will be decided by STSF's Management Committee.

Consultants Welfare

STSF has provisioned comprehensive welfare package for their consultants. STSF promotes all the consultants to have health insurance to cover hospitalization expenses to a maximum of Rs. 5 lacs per consultants. The policy shall cover medical treatment as per the terms and conditions mentioned in the medical insurance policy. The annual premium for this health insurance will be borne by the respective consultants which will be part of their honorarium. This welfare benefit will be mandatory for all, but if the consultant already have their health insurance, will continue the same.

STSF also provisioned the insurance for accident, death or injury cover for consultants under the Personal Accidental Policy of Rs. 5 lacs per annum per consultants to cover accident insurance of the consultants while on duty and during work trips in field. The annual premium of this policy will be borne by the organization as Group Accidental Policy.

STSF will also have a Consultants Welfare Fund, which will be used for giving farewell to the consultants if someone leaves STSF after contributing significant years of their services. This fund may also be used for welcoming new consultants who joins STSF, celebrating birthday and marriage anniversary of the consultants.



OUTSTATION TRAVEL POLICY

Travel policy for Field Team

The consultants recruited for specific project and purpose and designated as Project Coordinator, Divisional Coordinator, District Coordinator, Block Coordinator and SThree Facilitators will be considered as Field Team of STSF, who mainly implement the projects at ground level under the guidance of STSF's State Team. The travel allowances will not be provisioned for the field team, as their travel allowances will be inclusive in their monthly consultancy fees when they move in field for daily work in their geographies.

If the field team as designated above will be called for official purpose outside their geography, for which they will be informed by their respective Line Manager, they will be allowed to claim their travel related expenses. Followings will be the entitlements for Travel, Food and Accommodation for Field Team.

- They will be entitled to travel in Third AC railway facility or AC bus services. They will not use private or hired taxi unless they are asked to use upon final approval by their respective Line Manager.
- They will be entitled to accommodate in comfortable hotel / guest house / resorts for night accommodation of maximum of Rs. 1500 on single sharing and Rs. 2500 on double sharing.
- They are entitled for reimbursement of food bills of total amount of maximum of Rs. 1000 as per below break up.

Breakfast	Lunch	Dinner
Rs. 250	Rs. 350	Rs. 400

Please note that these will be reimbursed on actual basis based on producing approval and certified invoices and bills related to their travel.

Travel policy for State Team

The travel reimbursement for the state and national level consultants will be little different from field team. Their headquarter will be State's Capital or National Office, and if they travel outstation for any official purposes like monitoring visits in field, attending workshops, giving training, etc. for which they will be informed and get approval by their respective Line Manager, they will be allowed to claim their travel related expenses. Followings will be the entitlements for Travel, Food and Accommodation for State and National Team.



- They will be entitled to travel in Third AC railway facility or AC bus services. They may use private or hired taxi and business class of Flight (Air facility) upon final approval by their respective Line Manager, which will be completely depend on importance, urgency and requirement of visit.
- They will be entitled to accommodate in comfortable hotel / guest house / resorts for night accommodation of maximum of Rs. 3000 on single sharing and Rs. 5000 on double sharing.
- They will be entitled for reimbursement of food bills of total amount of maximum of Rs. 1000 as per below break up.

Breakfast	Lunch	Dinner
Rs. 250	Rs. 350	Rs. 400

Please note that these will be reimbursed on actual basis based on producing approval and certified invoices and bills related to their travel.

Please also note that if STSF arranges travel, foods or accomodation, then in that case, the consultants will not be reimbursed for any expenses for both Field, State as well as National Team.

Everyone in STSF will be required to submit **Annexure 6: Travel Claim format** after completion of their outstation official trips.



FINANCIAL POLICY

Financial policy is a very critical and integral part of any professional organizations. Financial processes are very important due diligences for any donor agencies. STSF's financial policy will help consultants to follow finance related system and processes.

Consultancy Fees and travel claims

The amount of monthly fees of consultants and STSF's deduction and statutory taxes rules will be mentioned in signed consultancy agreement. The consultant will submit their monthly invoice in **Annexure 3- Fees Invoice Format** to their Line Manager along with report on targets and deliverables by 5th of every month. STSF will release the monthly fees after agreed and statutory deduction by 10th of every month.

The consultant will submit travel claim in **Annexure 6: Travel Claim Format** within one week after completion of the trip. STSF will release the travel reimbursement within one week after submission of claims.

Donations

One of the sources of revenue of STSF is institutional and individual donations. Anyone who wants to donate for social cause, will be provided **Annexure 4: Donation Receipt** as well as 80G certificate to get benefit of tax on their donation.

Cash transition limit

STSF avoids cash transaction for any activity. Consultants pay their annual registration fees using website and QR code of STSF account. Other revenue generated through different activities are also received through QR code of STSF account. Any transaction happens with vendors, consultants as per signed agreement. Payment in STSF will be received through cheque, Demand Draft, QR code, UPI etc. and payment will also be made through cheque, demand draft, QR code, UPI etc. **Annexure 5: Cash Voucher** will be used by the field team in case they don't get proper bills for any payment, but limit of the cash voucher will be Rs. 5000 in a month.



DISCIPLINARY HEARING & GRIEVANCE REDRESSAL POLICY

Any consultants who come across any misconduct by any other consultants of the organization shall report to the same to his/her Line Manager or HR Team. A fact finding/preliminary inquiry is conducted by a deputed Enquiry Committee soon after an offence has been reported to ascertain whether prima facie the consultants is guilty of committing an offence/misconduct. This must be finalized as soon as possible preferably within one working day from the first reporting of the offence to the Line Manager or HR Team. All Directors must be duly consulted throughout the process.

If after holding a preliminary inquiry by the person's Line Manager or HR Team, a consultant is found to have committed an offence/misconduct he/she will go through the disciplinary procedure as set by the STSF indicated below.

Verbal warning

For a minor offence, a verbal warning will be issued in a formal meeting between the consultants, the Line Manager and the HR Team. A record of the warning is prepared and retained on the personnel file of the staff member.

Written warning

When one or more verbal warnings are already in force, or the offence/misconduct is too grave to justify a verbal warning, a written warning may be given. This letter will be handed to the consultants by his/her Line Manager or HR Team and the consultants will sign the duplicate copy to acknowledge receipt. Written warnings will be issued by the HR Team in consultation with the Directors of the STSF.

Suspension

An consultants may be suspended by the organization if he/she believes that the person's presence may jeopardize conducting the preliminary inquiry or may destroy/alter the evidence/records. The Directors of STSF must be involved on this decision, and then Suspension letter will be issued by the HR Team.

Dismissal

If a consultant commits a major offence it would result in summary dismissal after due discussions and consultation between the Line Manager, HR Team and Directors. In this case, the Termination letter will be issued by the HR Team.

FRAUD POLICY

It is recognized that all STSF's consultants do their utmost to protect STSF's resources (money, property, and equipment), name and reputation. To ensure that STSF continues to have the highest standards of accountability, clear guidance is given to consultants on how occurrences of suspected fraud and/or conflict of interests and/or serious negligence with STSF resources must be dealt with.

Fraud is defined as the deliberate creation, falsification, destruction, defacement, misrepresentation or concealment of any account, record or document or any unauthorized use of the name STSF or misuse of one's position within STSF with the intention of, e.g.:

Obtaining money, assets, services, information or advantage for the individual concerned or for a third party (e.g. contractor) which would otherwise be denied.

Causing a loss or damage to STSF's or another party (e.g. contractor, individual consultants, volunteer, donor, partner agency).

Prejudicing STSF's rights, position or reputation, or those of another party (as outlined above).

Corrupt or dishonest practice in the course of STSF's business (e.g. awarding tenders in return for favors).

A conflict of interest can arise whenever a consultant acts in a manner, or participates in any transaction, relationship or situation, which conflicts with or may appear to conflict with the best interests of the organization. Situations that give the appearance of a conflict of interest can be just as detrimental as an actual conflict. Actual or potential conflicts of interest should always be disclosed to the immediate Line Manager as well as HR Team. STSF consultants

may not directly or indirectly be engaged or financially involved in any enterprise or project to which STSF is providing assistance.

should not knowingly act in a capacity or urge STSF to act in a manner, designed to confer any financial or commercial benefit, whether actual or potential, on themselves, to their family or on any firm or corporation in which they have a significant interest as partner, stakeholder, director or officer.

Serious negligence is defined as lack of proper care in looking after the STSF's interests. This specifically includes misuse or abandonment of STSF's resources. The following are examples of serious negligence (the list is not exhaustive):

Approval of expenditure which is clearly inconsistent with STSF policy (e.g. travel and expenses policy).

Failure to establish or adhere to basic financial controls when this is a requirement of the job.

Failure to ensure the security of STSF's resources.

If a situation should arise, the individual should disclose the nature of such interest to the HR Team of STSF.

Please note that every consultant in STSF irrespective of level of position has to sign **Annexure 2: Personal Declaration** and this will be done during induction program.

CHILD PROTECTION POLICY

STSF has comprehensive Child protection policy. STSF's Consultants must never:

- Hit or otherwise physically assault or physically abuse children.
- Develop physical/sexual relationships with children.
- Develop relationships with children who could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative.
- Have a child with whom they are working to stay overnight at their home unsupervised.
- Sleep in the same room or bed as a child with whom they are working.
- Condone, or participate in, behavior of children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential treatment, or favor particular children to the exclusion of others.

The principle is that STSF Consultants should avoid actions or behavior, which may constitute poor practice or potentially abusive behavior. It is important for all STSF Consultants in contact with children to:

- Be aware of situations, which may present risks and manage these.
- Plan and organize the work and the workplace so as to minimize risks.
- As far as possible, be visible in working with children.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behavior does not go unchallenged.
- Talk to children about their contact with staff or others and encourage them to raise any concerns.
- Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general, it is inappropriate to: Spend excessive time alone with children away from others. Take children to your home, especially where they will be alone with you.

PERFORMANCE MANAGEMENT POLICY

Performance management become an integral part of the Human Resources functions of all professional organizations. STSF's Performance Management Policy aims at ensuring each consultant is clear about the contribution her/his individual achievements make to the organization's achievements and success. It also aspires to create an organization culture where values are both widely understood and displayed as a part of individual / functional / organizational performance.

The Performance Management has a few critical components to it. These are:

Goal Setting

Setting of objectives for the performance period.

Mid-Year Performance Review

Mid-course review of performance against objectives for feedback as well as possible changes in goals.

Annual Performance Review

Reviewing of performance against objectives for the period of review, agreement on performance ratings and sharing of feedback between the appraiser and the appraised.

Linkage with rewards / incentives

Ensuring that differential performances (as measured by performance ratings) get rewarded and incentives given appropriately.

Learning & development

Ensuring that the performance review leads to learning & development objectives which ensure personal and professional growth.

STSF gives opportunity to conduct performance appraisal of all consultants during calendar year. If someone joins STSF in first six months of calendar year, will be eligible for performance appraisal. And if someone joins STSF in last six months of calendar year, will not be eligible for performance appraisal. Their performance appraisal will be done next calendar year.

SEXUAL HARASSMENT PREVENTION POLICY

Sexual harassment of a woman at working place is a matter of great concern for the management. It is not only a social evil but a grave criminal offence too. It can destroy the dignity and freedom of a woman. It is essential to give due recognition to concept of gender equality and to increase the awareness of gender justice and at the same time to increase the effort to guard against any kind of sexual harassment to a woman consultant. The Honorable Supreme Court of India has also formulated the guidelines to deal with the matters of sexual harassment until suitable legislation is enacted in this regard. Accordingly, keeping in view these factors and law of land the Internal Complaint Committee has been formed to prevent/deter the commission of any act of sexual harassment against women in any office of the Organization.

Without limiting to the general meaning of the word 'sexual harassment' of woman consultants and with the exclusion of any consensual conduct between the consultants, it would include the following:

- Any unwelcome sexually determined conduct whether physical, verbal or non-verbal, including but not limited to, sexual advances, demands or requests for sexual favors, molestation, sexually nuanced gestures, comments, remarks or jokes either verbal, textual, graphic or electronic or by any other means or action.
- Physical contact and advances or forcible physical touch or molestation of woman consultants.
- Sexually coloured remarks to woman consultants.
- Showing pornography or other offensive or derogatory pictures, cartoons, pamphlets or sayings to woman consultants.
- Jokes causing or likely to cause awkwardness or embarrassment to woman consultants.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like to woman consultants.
- Touching or brushing against any part of the body and the like of woman consultants. Physical confinement of any woman consultants and/or any other act likely to violate her privacy.

Any act or conduct by a male person in authority which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to a female consultant, only on the ground of sex.

During investigation by the the Complaint Committee of the organization, if consultants found guilty along with proper evidences, the consultants will be terminated with immediate effect without giving any notice by the organization.

This is the second version of Human Resources Charter of STree Welfare Services Foundation (STSF), which has been developed for all the consultants working in STSF. Each and every consultant of STSF are held accountable for adhering to the HR Charter's principles, and consequences may be imposed for violations.



This HR Charter is internal and copyright document of STSF. This neither to be shared externally nor to be used by the external people, who are not associated with STSF.