

Kalapuri Human Resource and Payroll Policies

Policy statement

1. Equal Opportunity Employment:

Kalapuri is committed to providing equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other protected status. Recruitment, hiring, promotions, and other HR-related decisions will be made based on qualifications, skills, and merit.

2. Recruitment and Selection:

- a. All positions will be advertised internally and externally, promoting transparency and equal opportunity.
- b. Selection processes will be fair, transparent, and based on job-related criteria.
- c. Interviews and assessments will be conducted objectively, without discrimination.

3. Employee Code of Conduct:

All employees are expected to adhere to a high standard of conduct, professionalism, and ethics. This includes treating colleagues, clients, and stakeholders with respect, maintaining confidentiality, and avoiding conflicts of interest.

4. Performance Management:

- a. Regular performance evaluations will be conducted to assess employee performance, provide feedback, and set goals.
- b. Employees will have the opportunity to discuss their career development and training needs with their supervisors.

5. Training and Development:

Kalapuri is committed to providing employees with opportunities to enhance their skills and knowledge. Relevant training and development programs will be offered to help employees grow in their roles.

6. Harassment and Discrimination:

- a. Kalapuri has a zero-tolerance policy for harassment and discrimination in any form.

b. Employees are encouraged to report incidents of harassment or discrimination to HR for immediate action.

7. Health and Safety:

Kalapuri is dedicated to providing a safe and healthy work environment. Employees are expected to follow safety protocols and report any hazards or incidents promptly.

8. Leave and Absence:

- a. Employees are entitled to various types of leaves as per the order.
- b. Leave requests must be submitted in advance and approved by the appropriate supervisor.

9. Payroll Policies:

- a. Salaries will be determined based on factors such as job role, responsibilities, experience, and market rates.
- b. Payroll will be processed accurately and promptly on predetermined dates.
- c. Employees are responsible for providing accurate personal and bank account information for payroll processing.

10. Confidentiality and Data Protection:

- a. Employees must maintain the confidentiality of sensitive company and client information.
- b. Personal data will be collected, stored, and processed in compliance with applicable data protection laws.

11. Grievance Procedure:

Employees have the right to express concerns or grievances related to their employment. A clear procedure will be in place for addressing and resolving such matters.

12. Termination and Resignation:

- a. Termination of employment will follow applicable labor laws and company policies.
- b. Employees who choose to resign are expected to provide reasonable notice.

13. Social Responsibility:

Kalapuri encourages employees to participate in community service activities and initiatives that promote social responsibility.

14. Review and Modification:

These HR and Payroll policies will be reviewed periodically and updated as necessary to align with changing laws, regulations, and organizational needs.

Policy owner Kalapuri Foundation [kalapurifoundation@gmail.com]

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Approved by Shridhar Vaidya, Aparna Chavan.