

## Kalapuri Foundation HR & Personnel Policy wef 01-04-2025

### 1. Purpose

This policy establishes a structured framework for human resource management at Kalapuri Foundation, ensuring:

- Transparency in compensation and roles
- Accountability in decision-making
- Fair and performance-driven growth
- Strong governance aligned with CSR and donor expectations

### 2. Scope

This policy applies to:

- Board of Trustees / Directors
- Leadership Team (CEO, COO, Secretary, etc.)
- Full-time and part-time employees
- Contractual staff and consultants

### 3. Remuneration Policy

#### 3.1 Directors / Trustees Remuneration

- Trustees shall generally serve in an **honorary capacity**
- Any remuneration, sitting fees, or professional compensation must:
  - Be **approved by Board of Trustees**
  - Be **reasonable and benchmarked**
  - Be **documented with justification**
- Trustees may be compensated only if:
  - They provide **specialized professional services**
  - There is **no conflict of interest**

#### 3.2 Leadership Remuneration (CEO / COO / Secretary, etc.)

Structure:

- Fixed Salary
- Performance-linked component

- Reimbursements (travel, field expenses)

**Approval Authority:**

<b>Role</b>	<b>Approval Authority</b>
CEO / Executive Director	Board of Trustees
COO / Program Head	Chairman + Trustee
Secretary / Finance Head	Chairman + Treasurer

**Key Principles:**

- Benchmark with **non-profit sector standards**
- Maintain **reasonable salary ratios** (leadership vs field team)
- Align compensation with **organizational growth and sustainability**

**3.3 Staff Remuneration**

- Salary defined based on:
  - Role complexity
  - Experience
  - Market benchmarks
  - Project budgets
- Categories:
  - Field Staff
  - Cluster Coordinators
  - Administrative Staff
  - Technical Trainers

**4. Increment Policy**

**4.1 Annual Increment**

- Conducted **once a year**
- Based on:
  - Individual performance
  - Project outcomes
  - Organizational financial health

**Typical Range:**

- 5% - 15%

**4.2 Special Increment**

May be granted in case of:

- Exceptional performance

- Role expansion
- Critical retention cases

**Approval:** Chairman + Finance/Trustee

## **5. Promotion Policy**

### **5.1 Criteria**

Promotion is based on:

- Performance consistency
- Leadership ability
- Ownership and accountability
- Field impact
- Years of experience

### **5.2 Process**

1. Performance Review
2. Recommendation by Reporting Manager
3. Final Approval:
  - Mid-level roles → Program Head
  - Senior roles → Chairman / Board

## **6. Role Assignment & Organizational Structure**

### **6.1 Role Clarity**

Each employee must have:

- Defined Job Description
- Clear reporting structure

### **6.2 Role Assignment**

- Roles assigned based on:
  - Project needs
  - Skill alignment
  - Geographic requirements
- Multi-role flexibility allowed

### **6.3 Delegation of Authority**

<b>Level</b>	<b>Authority</b>
Field Staff	Execution
Cluster Lead	Supervision

<b>Level</b>	<b>Authority</b>
Program Head	Planning & Monitoring
Chairman	Strategic decisions
Board	Policy & high-value approvals

## **7. Code of Conduct**

- No discrimination
- No conflict of interest
- Ethical behavior mandatory
- Respect for artisan communities

## **8. Conflict of Interest**

- No employee or trustee shall:
  - Benefit financially from organizational decisions
  - Influence hiring or vendor selection for personal gain
- Mandatory disclosure required

## **9. Documentation & Compliance**

- Maintain records of:
  - Employment contracts
  - Salary structures
  - Appraisals
  - Promotions

## **10. Policy Review**

- Annual review by Board
- Amendments approved by Board of Trustees

**\*Approved by: Board of Trustees Kalapuri Foundation\***

For Kalapuri Foundation  
  
 Chairman

