

D. HUMAN RESOURCE (HR) POLICY (August 2010) (Amended at GC meeting 26 July 2014
22 Sep 2018, 26 September 2020 and 23 Sep 2023)

Mobile Creches Vision:

A just and caring world for every young child.

Mobile Creches Mission:

Accelerate Access to Quality ECD for Marginalised Children by Supporting Sustainable Ecosystems

Core Organizational Values:

- Mission more important than organization and organization more important than individuals at all times
- Commitment to the rights of the child in our transactions with children and our engagement with all other stakeholders.
- Accountability for performance to all stakeholders –in the delivery of work and usage of funds
- Integrity – Fair practice with respect to employees; transparency with respect to stakeholders and decision making
- Respect and dignity for all stakeholders – children, community; employees; donors; volunteers
- Self-Reflective and open to change – self-critical and evaluative; willingness to innovate and invest in change.

Purpose of the Policy

Mobile Creches believes that human resources are our most valuable asset as they form a critical link between the organization and the direct beneficiaries - the children of marginalized and mobile populations. As they take on the challenge under difficult field situations, on them rests the responsibility of ensuring a high quality of work, and commitment to the Mobile Creches mission of center staging the rights of the Young Child, at all levels of society.

Mobile Creches has therefore defined the following **policy directives** for recruitment and development of its workforce

Selection

- Select persons with appropriate skills and capacities, and required sensitivity to work in the field of Early Childhood Care and Development (ECCD)
- Make active efforts to create a diverse workforce by selecting persons from different backgrounds as mentioned in the Diversity and Inclusion section of this policy

Follow due diligence in selection, with fair and transparent procedures, and no discrimination based on gender, caste, religion, and other factors mentioned in the Diversity and Inclusion section of this policy.

Work Culture

The work culture should reflect the Core Values of Mobile Creches. It should also be guided by the following principles-

- Fair, free and safe working environment to all, regardless of role or position.

- Environment of discipline and harmony
- Zero tolerance to sexual harassment and gender insensitivity
- Zero tolerance to discrimination based on diverse backgrounds of the employees, as described in the Diversity and Inclusion section of this Policy.

-with institution of and strict adherence to a Sexual harassment and Gender Insensitivity Policy (below), and a Mobile Creches Safeguarding Policy for Children and Vulnerable Adults with details of processes to be followed to ensure that employees and beneficiaries feel safe.

Terms and Conditions of Service

The following guidelines should be followed-

- Be a responsible member of civil society and a conscientious employer by adhering to appropriate statutory requirements while framing terms and conditions and benefits for all categories of employees.
- Ensure that employees do not indulge in any unlawful activity during the course of employment.
- Ensure that employees from diverse backgrounds have adequate safeguards in place in case they are subjected to any kind of harassment.
- Provide appropriate benefits and facilities, keeping in view the difficult working conditions in the field.

Motivation and Development

Build skilled, motivated and energetic teams of people to ensure fulfillment of Mobile Creches' vision-mission through the following guiding principles-

1. Inclusive approach to decision making and delegation of responsibility to build ownership in the employees
2. Inspiration to the workforce through performance leadership and structured systems of reward and recognition.
3. Evaluation of human resource capacities through an objective Performance Management System to sustain high quality of work.
4. Ensuring efficient utilization of human resources through job enhancement, job rotation, evaluations and capacity building.
5. Consciously building second in line/grooming a junior at each level.

Promotion Policy *(This section is added to the HR Policy, based on decision made by GC at its meeting dt.22nd September 2018)*

Objectives

- To ensure fairness, consistency, clarity, and transparency in systems for promotion opportunities of MC employees.
- To recognize and reward merit and competence & provide career opportunities for existing MC employees

To improve organizational & functional effectiveness by providing transparent system and procedure for career development/ growth.

Scope

Policy covers confirmed employees of MC in levels 1 to level 5.

The promotion for employees may be considered in following cases:

- a) To reward high performing employees in case there is no vacancy at next higher level
- b) To fill a vacancy in next level

The details of eligibility criteria, process for promotions and benefits thereafter are included in the Promotion Policy Document, in the HR Manual.

Diversity and Inclusion

Mobile Creches aims to create an inclusive workplace and create an environment where employees from different backgrounds will get an equal opportunity to participate, develop and contribute freely and equitably.

The management of MC will take all required steps to:

1. Ensure MC is an equitable employer regardless of caste, creed, colour, religion, marital status, geographical origin, age, sexual orientation, gender identity, disability, medical condition, language and any other aspects.
2. Ensure that all HR related policies like recruitment, compensation, promotions, etc. are in consonance with this policy. At the time of recruitment, active efforts should be made to create a diverse workforce.
3. Ensure that the privacy of every individual is respected and confidentiality of information / concerns in relation to disability/ sexuality/ gender identity or any other personal information shared by its employees (or potential candidates) is protected.
4. Ensure that awareness regarding diversity and inclusion is generated amongst its employees through dissemination of information and appropriate educational sessions.
5. Create an environment which has zero tolerance for discrimination or harassment, based on any of the above- mentioned differences.

Disrespectful or inappropriate behaviour; harassment of any kind will not be tolerated in the workplace and in any work- related situation. Any inappropriate behaviour is likely to attract disciplinary action.