

EMPLOYEE HAND BOOK

BANYAN TREE SCHOOL

New Delhi | Chandigarh | Jagdishpur | Lucknow | Jaipur | Bhopal

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OVERVIEW

Banyan Tree School Employee Handbook has been developed to provide general guidelines about BANYAN TREE SCHOOL policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including BANYAN TREE SCHOOL's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by BANYAN TREE SCHOOL at any time, without advance notice. The personnel policies of BANYAN TREE SCHOOL are established by the MANAGEMENT, which has delegated authority and responsibility for their administration to the Principal. The Principal may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Principal for additional information regarding the policies, procedures, and privileges described in this Handbook. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all our employees.

Further, BANYAN TREE SCHOOL expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Banyan Tree Schools Management, committees, membership, staff, and the general public.

CONFIDENTIALITY POLICY

Any information that an employee learns about BANYAN TREE SCHOOL, or its members, as a result of working for BANYAN TREE SCHOOL that is not otherwise publicly available constitutes confidential information. Employees will not disclose confidential information to anyone who is not employed by BANYAN TREE SCHOOL or to other persons employed by BANYAN TREE SCHOOL who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of Banyan Tree School's confidential information is prohibited. Any employee who discloses confidential BANYAN TREE SCHOOL information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

1. Introduction

1.1 These rules may be called “Service, Conduct and Discipline Rules for Faculty & Staff Members” of Banyan Tree School. It shall apply to all faculty & staff member of the Banyan Tree School. It shall imbibe following core values: Honesty, Integrity, Respect, Courage, Openness, Diversity and Balance.

1.2 All administrative orders passed by the competent authority from time to time will evolve and enrich the process and understanding to balance the growth and interest of the organization and creates an environment to bring the best of its employees. Standard Operating Procedures will be put in place to ensure smooth and unhindered functioning towards achieving the set goals.

1.3 The School Office shall remain open for six days a week. Staff members shall avail off day on every third Saturday of the month. On exigencies, the School may remain open on Saturdays/Sundays/ other declared holidays and those required to report on duties may avail compensatory leave. In an academic year, minimum of 220 teaching days are to be observed. In addition to this the faculty will be required report to work during the vacations for Induction/training/conduct of Examinations.

2. Vision & Mission

We will provide, in partnership with the parents, a **stimulating learning environment** in which every child is cared for and **valued for their individuality, creativity and heritage**. Within a **green, safe and caring campus** we will ensure that students of **all ability levels** are able to excel.

We will encourage each student to **achieve his or her full potential** by promoting curiosity and enthusiasm and equip them for the demands and opportunities of the future.

We will make every effort to ensure that our children leave school with:

- A set of spiritual and moral values -- honesty, integrity and good judgment.
- An enquiring and discriminating mind and a desire for knowledge.
- Strong self-esteem and high personal expectation.
- Independence and confidence.
- Tolerance and respect for others.

We believe that **every child** is **entitled to enjoy his/her childhood**. We want our children to take with them **happy memories** of their years with us.

3. Recruitment Policy

In order to attract best talent the HR department will continuously look out for manpower suiting to the competencies, job roles and merging into the culture of the School. The HR department with Principal will decide the manpower requirements on a six monthly basis and short list candidates and make efforts to maintain a resource pool in each area.

- a) All short listed candidates are required to fill in prescribed Performa and all interviewers would have to write their comment / observation on the defined page.
- b) A preliminary round of interviews will be conducted by the coordinators/Subject/Area/Experts.

- c) The final round of interview will be conducted by Principal and representative of the Managing Committee.
- d) The short listed candidate would be offered a letter of intent (LoI)/appointment letter clearly spelling out nature of appointment, remuneration and duration of contract/LoI.
- e) On accepting the LoI the candidate would be issued appointment letter later.
- f) No candidate should join without acceptance of LOI/Appointment letter. This should be endorsed by Principal/HoS of the respective school. In the event of an incumbent joining prior to receipt of LoI/appointment letter shall not be paid salary till such period the LoI/Appointment letter has been received by the candidate. The joining date would invariably be on 1day or 15th day of a month.
- g) The Coordinator will explain the job roles to the incumbent and take them through the Orientation/Induction process.

The following is a list of items to be taken care on the day of your joining at BTS.

Joining Documents: You will be required to submit following documents/

certificates:

- A copy of your appointment letter
- A copy of your joining report
- A copy of your birth certificate
- A copy of educational certificates from Class XII onwards
- A copy of your experience certificates from first job onwards
 - Medical Certificate of fitness from a hospital or maintained by the Government or Local Authority.
 - A salary certificate from where you were last employed and a copy of your last slip
 - salary of the relieving certificate from all the organizations that you have worked so far prior to joining BTS
 - PF, Family Declaration forms, Nomination form, Declaration of Address

4. Appraisal

- The appraisal of all employees will be conducted by every six month by appraisal team. Each employee will ensure to fill the prescribed appraisal form and submit with in two days of receipt of the said form.
- The performance/ annual increment/extension of contract of employees will be based on appraisal scores.

5. Dress Code

Though we do not have a fixed dress code for employees, however clear guidelines on the BTS's definition of the attire of its employees are provided. This helps to add a standard for our desired professional appearance.

For Men

Formal Collared Long / Half Sleeved dress shirts tucked in Trousers and Leather shoes; good quality blazer or dark suit in winter

Smart Casuals Collared Shirts / T-Shirt with collar / Polo type shirt (Full /Half sleeves) and Leather Shoes

For Women

Formal Indian - Saree / Salwar Kameez Suits & Sandals Western - Trousers / Full Skirts, Formal Shirts & Shoes / Sandals; jacket / blazer in winters, if wearing trousers Smart Casuals Tops / Shirts, Trousers / Pants / Long skirts, Sandals / Shoes

6. Green Initiatives:

We make our students appreciate our heritage and work towards creating a peaceful environment through responsibility. This individual and collective effort moulds custodian of the Earth with a conscious need to protect and conserve the environment. Children get an insight into different environmental issues and follow sustainable practices in their local environment. Observation of a Go Green week, interaction with junior students on environmental issues, campaigns on the banning of fire crackers, energy conservation, planting of trees, segregation of waste and supply of waste paper to paper recycling plants are some of the activities that garner an active participatory approach to familiarize the students with the core issues of our environment. All employees joining BTS are encouraged to participate in green initiative in the school and help children to understand its importance.

7. Leave Policy

Leave Entitlements and its Application (Excerpts from the leave policy)

1. Introduction:

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind
- ii. All teaching staff will avail vacation as declared by the school (for teachers) from time to time, however they may be recalled during vacation should there be any official requirement.
- iii. **While applying for leave, the academic session of the school should be taken into account so that academics of the school does not get affected.**

2. General Principles regarding grant of leave applicability

- i. Leave should always be applied for in hard copy at least **15** days in advance, in the prescribed Leave Form, and addressed to supervisor/head of school. It should be sanctioned before it is taken.
- ii. All leaves will be considered approved only if the same is sanctioned by the head of school. You are required to proceed on leave only on its approval. Non adherence to this will tantamount to misconduct. Therefore, all unapproved leaves will be treated as leave without pay and salary deduction will take place accordingly. Further it also amounts to unauthorized absence for which disciplinary action as per rules can be taken at the discretion of the management.
- iii. Leave on medical grounds needs to be backed with medical Certificate and fitness certificate (on joining after leave) issued by not less than a MBBS doctor or a specialist in the relevant field.(This may be verified by the School)

- iv. Leave will not be granted to staff on notice or under suspension.
- v. Absence from duty after expiry of leave entails disciplinary action.
- vi. Absence without sanctioned leaves for a period beyond seven consecutive days will constitute an interruption in service, voluntarily abandonment of employment and will entail disciplinary action.

Commencement and termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the Vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

Rejoining duty on return from Leave on medical grounds

- 1. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- 2. Leave sanctioning authority may secure second medical opinion, if considered necessary.

Types of leaves:

- 1. Casual Leave (CL)
- 2. Earned Leave
- 3. Maternity Leave

Leave Policy: For Vacation Staff (Teacher / Coordinator / Librarian / Lab. Assistants)

Main Points

- Leave is not a matter of right.
- No leave will be granted during the first year of employment.
- Absent without approval of leave shall be treated as a wilful unauthorised absence from duty.
- All leaves must be **Applied & Approved** in writing minimum 15days in advance.
- For travel outside the city/country, full travel plans must be shared with the Head of the School in writing.
- Part-time teachers are not entitled to any leaves.

Types of Leave:

-1 Casual Leave (CL):

- Leave admissible in a calendar year will be 8 days. No more than 2 CL's can be availed together.
- It cannot be combined with any other kind of leave.
- Those joining in the middle of the year would be entitled to leave on pro-rata basis.
- The leave not availed lapses on the 31st December of each year.

- 2 Earned Leave (EL):

- Total admissibility of 10 days in each calendar year to be credited in advance @ 5 days in January and balance 5 days in July after completing one year with this organisation from date of joining.
- Those joining in the middle of calendar year would be entitled for earned leave on pro rata basis after completing one year with this organisation from date of joining.
- No more than 3 EL's can be availed together.

- 3 Maternity Leave

- The maximum period for which any woman shall be entitled to maternity benefit shall be twenty -six weeks of which not more than eight weeks shall precede the date of her expected delivery.

- The maximum period for maternity benefit by a woman having two or more than two surviving children, shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.
- For a woman to be entitled to claim benefit under this act, she has to actually work in an establishment of the employer for a period of not less than 160 days in the twelve months immediately preceding the date of her expected delivery.
- A women employee is required to submit a written notice to her employer about the maternity leave. The notice should mention the date from which she will be on leave which shall not be more than 8 weeks from the expected day of delivery.

- **Emergency Leave:** Only applicable for medical emergencies or demise of any immediate family member i.e. Parents, siblings, spouse, children or father/mother-in-laws.

3. Late Arrivals:

- A grace period of 5minutes will be allowed for any late arrivals.
- 2 late arrivals in a month result in 1 EL deduction.
- 3 late arrivals in a month result in 2 EL deduction.
- More than 3 late arrivals may lead to a review of the employment contract.
- Incase EL is not available, CL will be deducted. After that it will LWP.

Leave Policy: For Non – Vacation Staff: Director, Principal, Vice Principal, Head Mistress, Administration, Class-4, Nurse

Main Points

- Leave is not a matter of right.
- No leave will be granted during the first year of employment.
- Absent without approval of leave shall be treated as a wilful unauthorised absence from duty.
- All leaves must be **Applied & Approved** in writing minimum 15days in advance.
- For travel outside the city/country, full travel plans must be shared with the Head of the School in writing.
- Part-time employees are not entitled to any leaves.

Types of Leave:

-1 Casual Leave (CL):

- Leave admissible in a calendar year will be 8 days. No more than 2 CL's can be availed together.
- It cannot be combined with any other kind of leave.
- Those joining in the middle of the year would be entitled to leave on pro-rata basis.
- The leave not availed lapses on the 31st December of each year.

- 2 Earned Leave (EL):

- Total admissibility of 30 days in each calendar year to be credited in advance @ 15 days in January and balance 15 days in July after completing one year with this organisation from date of joining.
- Those joining in the middle of calendar year would be entitled for earned leave on pro rata basis after completing one year with this organisation from date of joining.
- No more than 3 EL's can be availed together.

**** A Full Time Nurse employed in the school is entitled to 10 EL's in a Calendar Year****

- 3 Maternity Leave

- The maximum period for which any woman shall be entitled to maternity benefit shall be twenty -six weeks of which not more than eight weeks shall precede the date of her expected delivery.
- The maximum period for maternity benefit by a woman having two or more than two surviving children, shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.

- For a woman to be entitled to claim benefit under this act, she has to actually work in an establishment of the employer for a period of not less than 160 days in the twelve months immediately preceding the date of her expected delivery.
- A women employee is required to submit a written notice to her employer about the maternity leave. The notice should mention the date from which she will be on leave which shall not be more than 8 weeks from the expected day of delivery.

- Emergency Leave: Only applicable for medical emergencies or demise of any immediate family member i.e. Parents, siblings, spouse, children or father/mother-in-laws.

3. Late Arrivals:

- A grace period of 5minutes will be allowed for any late arrivals.
- 2 late arrivals in a month result in 1 EL deduction.
- 3 late arrivals in a month result in 2 EL deduction.
- More than 3 late arrivals may lead to a review of the employment contract.
- Incase EL is not available, CL will be deducted. After that it will LWP.

Leave without Pay (LWP):

- a) In case of a staff members whose CL/EL has been exhausted.
- b) Staff member who has extended leave without prior approval.
- c) Proceeding on leave without approval which may entail disciplinary action.

If the leaves are not so authorized, it will be considered as violation of conduct rules and will be dealt accordingly.

Procedure for applying for Leaves:

Below is the SOP for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process.

- i. Application to be made in hard copy and given to your level head/
Principal minimum 15 days in advance.
- b. Superior to recommend with reasons and send to the Registrar for approval.
 - i. Medical leave, if in an emergency can be taken with information but needs to be backed up by a medical certificate.

8. Annual Increment and Performance Appraisals: All staff will be put under a robust appraisal system based on the defined KRA's and initiatives taken.

1. The Annual increments shall not be claimed as a matter of right but shall depend on the maintenance of high standards of discipline, satisfactory performance and delivery of work, efficiency, integrity, punctuality and regularity. The same shall be made on the basis of merit and shall be at the sole discretion of the Management.
2. Annual assessments will be done twice in a year i.e. July cycle and January cycle. Performance of all employees joined before 30th June will be reviewed ending in July and employees joining before 31st December will be reviewed in January next year.
3. An employee joining after December 31st would undergo an appraisal process as per schedule but the annual increment would be affected only in next year in the month of July. (For example: if an employee join on 1st January 2014 his/her increment will be affected from 1st July 2015.)

9. Salary Confidentiality

All information related to compensation, its elements and eligibility is confidential. All employees therefore have the responsibility of ensuring that the details of same are not shared with any third party.

10. Training/FDP Programmes

Faculty and Staff Members shall be liable to undergo such training/induction/refresher/ courses for such period(s) and undertake such examination/seats as may be prescribed by the management from time to time.

Training Policy : Training essentially is an instrument for bringing about desired changes in the schools. It integrates what is being taught and where such training could be utilized. The efforts are being made and training calendar would be shared with all staff. Scheduled training short listed, endorsed and conducted by the school shall be mandatory for short listed candidates to attend and its participation shall form a part of our appraisals system.

Outside this, teachers as a part of their initiative are willing to undergo a training programme they may do so and would have to formally apply to the HoS for prior approval considering how it would mutually help without adversely effecting the functioning of the school. The expenses incurred by such training would be borne directly by the respective staff. If the training is during school hours. If the teacher is going for training on her own time i.e weekly off/ holidays, school will borne of 50% of the cost after approval of the Principal/HoS.

11. Provident Fund

The provident fund shall be operative with the Commissioner of the Provident Fund, Govt of India, as per the Provident Fund policy of Govt. of India. Presently it is 12% of the basic salary, will be deposited by both, the employer and the faculty & staff members in PF account given to the faculty & staff members by the PF Commissioner. An element of interest on this amount is payable at the time of withdrawal of the same as per policy of the Govt.

Those who wish to get their PF account transferred from the previous company should complete a PF transfer form No. 13 and submit in the accounts department. You would be also required to submit the nomination form.

12. Gratuity

Gratuity shall be entitled to the faculty & staff members as per the Payment of Gratuity Act, 1972 and Rules framed there under as amended from time-to- time. Presently it is at the rate of 15 days salary for every completed year of service or part thereof in excess of six months of qualifying service, provided after completion of 5 years of service in the organization, in case of separation from the School. For calculation of gratuity last completed six months or more shall be counted as full year and less than six months service will be ignored.

13. NUMBER OF TEACHING PERIODS:

1. Normally a teacher should be engaged as a whole time employee except in special case, because of the nature of a subject where the work load does not justify a whole time teacher.
2. Every teacher shall devote in a year not less than 1200 hours to the teaching of the students out of which not more than 200 hours may be required to be devoted for the mentoring in the school premises of weak or gifted students

14. PERMISSION TO ADD QUALIFICATIONS:

1. No teacher shall be permitted to apply for adding qualifications before completing two years services unless the permission of HOS is sought.
2. Individual cases duly recommended by the Principal may be considered when due by the Managing Committee as also under special circumstances before completion of two years of services.

15. APPLICATION FOR ANOTHER POST:

1. No member of the staff shall apply for employment without notifying the Principal in writing, who may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications, he /she might have put in for jobs.

16. PRIVATE AND OTHER TUITIONS:

1. No staff members shall undertake private or any other tuition without permission in writing of the Principal of the School.
2. Group tuition in the school shall not be allowed.

17. SERVICE BOOK AND CONFIDENTIAL REPORTS:

1. Service Book containing factual record of the employee, salary, rules, increments, promotion, leave record, any disciplinary action or regard etc. shall be maintained for each employee on the form prescribed by the Education Directorate of the concerned State. The signature of the employee shall be obtained for the entire period in the Service Book. Service book should be duly attested by the Head of the School in case of employees and by the person authorized / the Manager / secretary / Correspondent in the case of the Head of the School.
2. Annual confidential report shall be maintained by the school for every employee including the Head of the School. The Confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential reports for the employees shall be written by the Head of the School and for the head of the School by the Manager / Secretary / Correspondent.
3. Confidential roll should be maintained in the form prescribed by the Educational Department of the concerned State and should be kept confidential. Any adverse in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry.
4. In case authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.

5. Personal files shall be maintained by the school for each of the employee. The Original Certificate / Degrees shall be returned to employees after verification and Photostat copies kept in the personal files School Authorities should not keep original certificate with them.

18. Code of Conduct for the Employees

The code of conduct for teachers shall be as follows:

No teacher shall-

- knowingly or willfully neglect his/her duties;
- propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;
- discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them;
- indulge in, or encourage, any form of malpractice connected with examination or any other school activity;
- make any sustained neglect in correcting class-work or home-work done by students;
- while being present in the school, absent himself (except with the previous permission of the head of the school) from the class which he/she is required to attend;
- remain absent from the school without leave or without the prior permission of the head of the school;
- accept any job of a remunerative character from any source other than the school or give private tuition to any student or other person or engage himself/herself in any business.
- prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication;
- engage himself/herself as selling agent or canvasser for any publishing firm or trader;
- enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends; nor shall he/she conduct his personal matters in such a manner that he has to incur a debt beyond his means to repay;
- practice, or incite any student to practice casteism, communalism or untouchability;
- cause, or incite any other person to cause, any damage to school property;
- behave or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises;
- be guilty of, or encourage violence or any conduct which involves moral turpitude;
- be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or employee of the school;
- organize or attend any meeting during the school hours except where he is required, or permitted by the head of the school to do so;

Every teacher shall:

- actively participate in developing and enhancing the School curriculum.
- be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the head of the school;
- abide by the rules and regulations of the school and also show due respect to the constituted authority.
- perform duties as may be assigned to him/her by Principal from time to time and whenever required stay beyond School hours and on holiday.
- Attend to all duties which makes the School premises secure & safe such as dispersal of children after school hours, break, floor, bus, van and fire drill.

The breach of any condition specified above shall be deemed to be a breach of the Code of Conduct.

19. Disciplinary Action

Disciplinary Procedure:

- a. The school Managing committee may place an employee suspension where:
 1. The disciplinary proceedings against him are Completed or pending, OR
 2. A case against him / her in respect of any criminal offence in under investigation on trial
OR
 3. He / she is charged with embezzlement.
 4. He / She is charged with cruelty towards any student or any employee of the school.
OR
 5. He / she is charged with misbehavior towards parents, guardian, student or employee of the School.
OR
 6. He /she is charged with breach of any other code of conduct.

Penalties:

1. The following penalties may for good and sufficient reasons, including the breach of on or more of the provisions of the Code of Conduct may be imposed upon an employee.
 - a. MINOR PENALTIES:
 - i). Censure
 - ii). Recovery from pay, the whole or any part of any pecuniary loss caused to the school be negligence or breach of orders.
 - iii). Withholding of increment of pay.
 - a. MAJOR PENALTIES:
 - i). Reduction of rank
 - ii). Compulsory retirement
 - iii). Removal from service, which shall not be a disqualification for future employment in any schoolrun by the society.

Explanation:

The following shall not amount to a penalty within the meaning of this rule, namely:

- i.) Retirement of the employee in accordance with the provisions relating to superannuation, retirement.
- ii.) Replacement of a teacher who has not qualified of his /her appointment by a qualified one.
- iii.) Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave suspension or the like.

PROCEDURE OF IMPOSING MINOR PENALTY

No order in case of a minor penalty shall be made except after informing the employees of the proposal to take action against him / her and the allegation on which such action is proposed to be taken and expect after giving to the employee an opportunity to make any representation against the proposed action.

PROCEDURE FOR IMPOSING MAJOR PENALTY:

1. No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be in the manner specified below:
 - i.) The disciplinary authority shall force definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and he /she shall be required to submit within such time as may be specified by the disciplinary authority but not later two weeks, a written statement of his /her defense and also to state whether he / she desires to be heard in person.
 - ii.) On receipt of the written statement of defense, or where no such statement is received within the specified time, the considers it necessary to do so, appoint an inquiry officer for the purpose.
 - iii.) At the conclusion of the inquiry, the inquiry shall prepare a report of the enquiry recording his findings on each of the charges together with the reasons thereof.
 - iv.) The disciplinary authority shall consider the report of the inquiry and record its findings on each charges and if the disciplinary authority is of opinion that any of the major penalties should be imposed if shall:
 - a. Furnish to the employee a copy of the report of the enquiry officer where an inquiry has been made by such officer.
 - b. Give him / her notice in writing the action proposed to be taken in regard to him / her and calling upon him / her to submit within the specified time, not exceeding two weeks, such representation as he / she may wish to make against the proposed action.
 - c. On receipt of the representation if any, made by the employee, the disciplinary authority shall determine what penalty, if any, should be imposed on the employee and communicate its tentative decision to impose the penalty to the committee for its prior approval.
 - d. After considering the representation, made by the employee against the penalty, the disciplinary authority shall record its findings and decision to the committee for its approval and while doing do the disciplinary authority shall furnish to the employee records of the case including the statement of the allegations, charges framed against the employee, representation made by the employee, a copy of the inquiry report, where such inquiry was made and the proceedings of the disciplinary authority.
2. No order with regards to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the committee.

Suspension

The Disciplinary Authority has power to suspend any faculty/staff member pending enquiry. During suspension pending enquiry, the delinquent faculty member / staff will get subsistence allowance as per the payment of Subsistence Allowance Act and Rules framed there under, as applicable.

20. Late Arrivals

All faculty & staff members must be punctual at work. However, they may be given 10 minutes grace period and be allowed to sign their attendance in the prescribed register or punch their attendance on attendance machine but this should not be availed on regular basis. One day earned leave / casual leave will be deducted for every three days of coming late in a month.

21. Working beyond Office Hours

All faculty & staff required to work beyond working hours will do so, only after prior sanction from the Head of the Department. The intimation of the same is to be made available at the security gate and also to the administration department.

22. Grievance Handling

Any aggrieved faculty / staff shall approach the Coordinator/Principal as the case may be and submit his grievance in writing. In case, grievance is not resolved within a period of seven days the matter shall be brought to the notice of Director.

23. Anti-Lobbying Policy

To strengthen the School's functioning which is free from pressure, influence and lobbying and objectively implement the rules and regulations formulated by respective State/Union Territory, Affiliating Authority such as CBSE/ICSE and by its own committee

- a. Any such of the following activities are unallowable under the policy of Anti-Lobbying
 1. Attempts to influence the outcomes of any results (academic and non-academic) selection procedure for participation/ represent the school with referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity including putting pressure through public representative or government official by phone/email/personal visits or writing letter.
 2. Establishing, administering, contributing to, or paying the expenses of a political party, campaign, or other organization established for the purpose of influencing the outcomes of all school activities;
 3. Any government official or employee in connection with a decision of the school mis-use the powers of the authority to coerce the outcome to suit his/her benefit;

Any lobbying made by any of the Staff, Parent and students of the school will be construed as act of indiscipline and misconduct on their part. The appropriate authority of the school in its right would initiate appropriate action as deemed fit.

24 Safety & Security

Faculty and Staff members shall be bound to observe safety and security rules as notified from time to time by the management and to use safety equipments and take other precautions as necessary. Breach of safety rules shall be construed, as misconduct/violation and Faculty and Staff members are liable for appropriate action.

In order to monitor safe movement, dispersal and lunch break time etc. of all children, the Principal/HoS would prepare and circulate duty roster for all staff during

- i) Dispersal
- ii.) Break Time
- iii) Morning Time

All staff should adhere to the duty and see that the safety of the children is being taken care of.

25. Compliant Committee for Prevention of Sexual Harassment

OBJECTIVES OF THE POLICY

- To fulfill the directive of the Supreme Court of India enjoining all employers to develop and implement a policy against sexual harassment of women at the work place.
- To uphold Women Right to Protection against Sexual Harassment and the Right to Livelihood and towards that end for the prevention and redressal of Sexual Harassment of Women.
- To evolve a permanent mechanism for the prevention, prohibition and redress of sexual harassment of women at workplace within the jurisdiction of BTS
- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.
- To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps including the constitution of appropriate Committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of BTS to provide an environment free of discrimination and violence against women.

The school has formed a complaint committee for prevention of Sexual Harassment. For any complaints/suggestions, employee & students of Banyan Tree School may write to Principal/HoS.

26. Corporal Punishments

Corporal punishment is often used as a measure to discipline children. Nobody has any legal or moral authority to physically punish children simply because they are unable to control the situation in any other way. Corporal punishment to any student is strictly prohibited in the school and any one found indulging the same, the Management may initiate strictest action including termination from services.

27. Do's and Don'ts at BTS

Here are a few general rules and a principle an employee of BTS is expected to remain mindful of:

ALWAYS

- Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best, is that of a person who places the students interest above considerations of personal financial gain
- Is neatly dressed and groomed
- Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people;
- Is on schedule and requests assistance, when falling behind is anticipated;
- Is always quick to respond to students queries or messages
- Remembers that the students ultimate benefit is more important than his/her possible interim annoyance
- Stays out of politics and tries to put himself/herself in the other person's place when exist differences of opinion.
- Professional and business email etiquette and responsibility are expected from all faculty and staff members. Internal communication between employees is strictly for internal use and must not be forwarded/shared with persons outside. Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis.

NEVER

- Promise more than he/she expects to be able to deliver
- Lies or misrepresents anything, either to students, subordinates or superiors
- Acts on primary reactions always considers the consequences of any stand or action, checks himself/herself when necessary
- Fails to communicate weekly in writing with superior and designated, other recipients of weekly reports
- Criticizes surroundings, local habits, foods etc
- Gets involved in political arguments, national or international, or such controversial topics as race and religion
- Criticizes others in a non-constructive way or in the presence of third parties
- Faculty and staff cannot enter into any contract or agreement on behalf of the School without a specific written authorization from either the Trustee/Secretary or the Director of the School. Any such contract or agreement signed will be null and void and the School will not be responsible for the consequences. In this regard the School reserves its right to initiate appropriate legal action against the concerned persons.
- It is strictly forbidden for the BTS staff to demand, be promised, or accept gifts and other benefits from anybody with whom he is being a professional relation.

28. Non Solicitation:

During the term of your employment, you will not directly or indirectly:

- Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization
- Solicit or encourage any employee of BTS to leave the employ of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.
- Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of BTS.
- Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with BTS.

Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority Head of School/Principal.

29. Copyright Clause & IPR

All copyrightable future work done by you during your course of employment with BTS shall be the property of BTS. The future work created by you should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others. You would be solely responsible and accountable for such unlawful activity and further agree to indemnify BTS against any legal action that may be initiated against it in respect of any infringement with respect to the aforesaid work.

With respect to the above, you will also assign the copyright, without any consideration, in and to the future work that is created by you during the course of employment to BTS by executing an assignment deed in its favor and will have no claims in and to the same whatsoever.

You will not distribute at any time, future work that is created by you during the course of employment for educational, personal, commercial, non commercial or any other purpose whatsoever without taking prior permission from BTS. We expect utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or willful sharing of confidential information with

third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.

No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to BTS should be taken out of the office, without prior knowledge of the administrative head. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the administrative head.

30. Bringing Children / Relatives / Friends to Work

As a rule only BTS employees are permitted on campus. All others are required to register themselves at the gate and are permitted only as per policy. In case an employee needs to bring along their child, relative or friend to work they are required to seek prior approval from their Campus Head which then needs to be conveyed to the Security personnel.

While on Campus the employee would be fully responsible for the guest's safety and ensure that he or she does not become a disturbing element for anyone. Any damage caused by the guest would have to be compensated for by the employee. In case of a minor, the employee would ensure that their child will not prevent them from fulfilling their job in a normal manner.

If guest is an adult their permission request would need to include details of their employer and purpose of them being allowed on campus.

Each guest must wear a '**Guest of (name of employee)**' ID Card provided at the Gate.

31. Travel Reimbursement

Two wheelers: Rs. 4.00 /KM

All 4 Wheelers: Rs. 7.00 /KM

The faculty members can call for a Taxi as per entitlement from the School for official purposes, approved as per the rules.

32. IT Policy for Employees

INTERNET / EMAIL

The School's computers, computer files, the e-mail system, Internet access and the software furnished to employees are the School's property and are meant for official work.

The School specifically prohibits the use of computers, handhelds and the e-mail system including Internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off- color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.

Employees may not access the Internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.

Employees may not use computers or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful. Employees of the School are permitted to use their email or intranet accounts only for official communication. Sending emails the like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending emails with heavy attachments, or forwarding chain mails, etc. is strictly prohibited.

SOFTWARE

Illegal duplication of software or violation of copyright laws by the duplication or sharing of software, installing of pirated software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden. An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.

Access is provided to employees for various online software and resources. All data contained therein is property of the School and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the School. Immediate action will be taken against those found guilty of violating this policy.

MEASURES

In order to enforce these policies, computer, Internet and e-mail usage may be monitored by the School, including retrieving and reading e-mail messages and other computer files, and monitoring of Internet traffic. Therefore, e-mail messages and other use of the School's computers is not confidential, and even though you may be issued a private password or other private access code to log in to a system, you may have little expectation of privacy with regard to your use of the system.

Employees should immediately notify the management of any violation of these policies. Those found guilty of violating these policies will be subject to disciplinary action, suspension of online accounts or if necessary, face termination of employment.

33. Exit Policy

Objective

To provide guidelines to be followed when the employee leaves the organisation either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

34. Termination of Service

During probation period and / or extended period of probation, every faculty & staff is liable to be terminated at any time without any notice or assigning any reason (s) thereof. On confirmation, services of a faculty member can be terminated by giving three months' notice, or by payment of three months' basic pay in lieu thereof whereas staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof.

35. Resignation

- A faculty may resign from the services by giving one month's notice or salary in lieu of the notice period.

- Faculty, whether confirmed or not, will not resign from the services of the School in the middle of the academic year once he / she accepts a course for teaching in a particular term. In case he/she fails to do so, the faculty will be liable to pay one month's salary, in addition to serving the notice period as per rules.
- Faculty is required to give one month's prior notice or salary in lieu of the notice. Accepting the salary in lieu of the notice will be solely at the discretion of the School Management.
- Staff will be required to give compulsorily one month's prior notice in case of separation from the School.

- **Faculty Members:**

All faculty members are liable to give two month's notice or two month's salary in lieu of notice period in the middle of the academic session.

Administration and other staff:

Administrative and other staff members whether confirmed or not are required to give one month notice or pay one month's salary in lieu of notice period.

It is the sole discretion of the management to accept the notice period served by the departing employee and decide the relieving date before expiry of such notice period. The School shall not be under any obligation to pay for the non served notice period.

35.1 Process for Resignation

The mail /letter has to be sent to the HoS/Principal. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR Department. All departing employees are required to handover his/her assigned responsibilities to the designated person and get a confirmation from him/her that all job responsibilities have been handed over to the satisfaction of the line manager. During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms. The HR/Administration will help in procuring the No Dues Certificate. On receipt of No dues Certificate the full and final settlement of account would be prepared. Final payment cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can to either pick the cheque or it will be posted to the address as mentioned by them.

Please note once the duly completed no dues certificate reaches the office, it will take 30 days to clear from the account.

36. Full and Final Payment

- (a) When an employee resigns with a willingness to serve the notice period as per terms and conditions of appointment and his/her resignation is accepted by the School, then the employee shall be entitled to full salary & benefits on completion of the notice period.
- (b) When an employee resigns with a willingness to serve the notice period as per terms and conditions of appointment and the school accepts his/her resignation but allows him/her to leave without serving the notice period then the employee shall be entitled for salary for the number of days worked.
- (c) When an employee resigns and is not willing to serve the notice period, the school shall be entitled to deduct his/her salary for notice period not being served.

Termination - When the School decides to terminate an employee, the School shall be liable to pay salary for the notice period to the employee as per terms of appointment.

*For the purpose of calculation for payment and deduction as mentioned above, **salary refers to Basic Salary & notice period refers to One Month.**

37. Retirements

Staff shall retire from service of the School on attaining the age of superannuation fixed at 60 years. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the School shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

38. Long unsanctioned leave

You will be considered to have voluntarily abandoned the service of the organization if you fail to report for duty, either after 5 days from the date of expiry of your sanctioned leave, or you are absent for a period of 5 consecutive days or more without sanction or if you turn up to rejoin duty after an unauthorized absence of more than 5 days and are unable to explain your absence to the satisfaction of the organization.

39. Return of BTS's Property

You shall promptly upon the termination of your employment, deliver organization's equipments and belongings (laptop, mobile phone, data card, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the Firm and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.

No copy (printed or digital) of any document or proposals or report or contacts' data base can be made by the departing employee. Any violation of the School's intellectual property ownership or rights will be taken very seriously, and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

40. Issue of No objection certificate / Recommendation & Relieving letter

Any employee requiring such letter/s / NOC, may forward their request to their respective area heads/directors, who may forward recommendation of such letters to corporate HR at BTS, Lodhi Road.

The Corporate HR team will issue such letters to the respective employee in its standard format.

41. Leave Travel Allowance (LTA) Policy for BTS

1. Eligibility for LTA

- All employees of Banyan Tree schools, on completion of each 12 months service from the date of joining shall be entitled to Leave Travel Allowance.
- The LTA for each employee will be equivalent to the sum of earned Leave travel allowance applicable monthly for a period of 12 months as reflected in their salary and benefits breakup.

2. Procedure to claim LTA

- Leave Travel allowance can be claimed each subsequent year after completion of each 12 months of continuous service. The employee can avail LTA for 6 or more days of continuous holidays announced by the school or 6 or more days of continuous leave availed by an employee. An Employee can claim LTA after availing any kind of leave due except casual leave.

- Every eligible employee will have to apply in the prescribed format within the prescribed period of 3 months on completion of each continuous 12 month of service for the release of LTA.

- On failure to claim LTA within the prescribed period of three months from the date of eligibility, the claim shall lapse and the accumulated amount for the corresponding year shall be forfeited.

- If the employment contract of an employee is not renewed at the end of 12 months cycle of continuous service, the applicable LTA amount shall be adjusted in full and final settlement of account.

42. Faculty Ward Benefit Policy (Academic Session 2022-2023):

1. Faculty ward subsidy will be applicable for Academic session 2022-2023 and will be reviewed every session.
2. The benefit is for wards of the teaching faculty employed by the School.
3. The faculty ward fee waiver benefit is only applicable on the tuition fee of the school and not on other fees, if any.
4. The application for faculty ward benefit subsidy will have to be addressed to the Principal and submitted to the School office.
5. The eldest ward pays only 25% of the full tuition fees (**75% waiver**). The second sibling gets **100% waiver** for the same; the third sibling onward **pays 50%** of the tuition fees.
6. In lieu of birth details verification by the School office, the provision of discount if appropriate will be provided to the student.
7. In case the faculty leaves Banyan Tree School before the completion of the academic session, the ward will avail the discount for the continuing quarter.
8. The faculty ward subsidy cannot be claimed as a matter of right; it will be entirely at the management's discretion to offer the same.

43. DISCLAIMER:

1. BTS reserves the right to amend at any time the policies and other material contained in this handbook
2. This communication is confidential and is directed to and for the use of BTS employees. The recipient if not the BTS employee should not use this in any manner other than BTS employees and it will be considered unauthorized.
3. This compilation are the general rules governing all the schools, However keeping the local condition in our mind should there be any different treatment of any such rules of a particular State/Union Territories, the HoS/Principal shall initiate for such deviation which may be implemented in all such instances.

