

## **ABOUT RUBAROO**

Rubaroo, simply means coming face to face, with myself, society and issues around me, which include - my choices, my values, my fears, and everything that becomes a part of my identity. For the founding team at Rubaroo, it was a word that encompasses what all of us believed in when we came together to form the organization. It linked our journeys to the turning point of finding our passion - a space, which nurtured our potential to challenge and breakaway from the conditioning of society but also a space that gave us the freedom to choose consciously, question, and learn to *be*.

Taking from its meaning, Rubaroo aims to be an organization where adolescents and young people can come together to learn from each other.

It aims to be an empowering space where young people co-create the space to understand themselves better, understand issues, take action in society, and nourish relationships, to become socially conscious leaders in their own capacity.

### **Our Vision**

Our Vision is to create an inclusive, just, and equitable world where individuals transcend boundaries through a genuine engagement with the self and the society.

### **Our Mission**

Our mission is to create a platform which is safe and inclusive space for young people to access opportunities of learning and self-development.

### **Our Values**

- **Self awareness**
- **Equity**
- **Responsible**
- **Collaboration**
- **Empowerment**

In order to achieve the above, it is important for us as an organization, to follow certain policies, and adhere to certain *Dos' and Don'ts*. We do believe that Rubaroo is a space, where young people will have fun, make their own rules and follow them too. However, for an organization to function in its true spirit, it is necessary that we have a few processes in place.

While this is a dynamic document, and will change as Rubaroo grows, let us all abide by these processes for the next 1 year, after which these will be reviewed.

## **Policy Statement**

### **INDIVIDUAL Values**

Rubaroo aspires to be an organization that is inclusive, equitable, and fair to all the people associated with it, directly and indirectly. Rubaroo is an equal opportunity workplace that reflects diversity and gender balance. You are encouraged to understand the core values held by Rubaroo and demonstrate appreciation for people from diverse backgrounds and identities.

Rubaroo believes in democratic functioning and self development for individual team members. We also promote the values of transparent and shared decision making. You are encouraged to take charge of your self development and learning as well as sharing of knowledge with the team.

### **Hours of Work**

- A working day at Rubaroo consists of 8-9 hours of work (including 1 hour for lunch break). However, there is flexibility of the working hours based on the need of the project you are working on.
- Any number of working hours beyond 9 hours in a day shall not be accounted for. It will still be considered as 1 working day and no overtime shall be paid for extra hours of work.
- Any number of working hours less than 3 hours in a day shall not be accounted for. It will NOT be considered as a working day. 3-4 hours shall be considered as half a day and 8-9 hours shall be considered as a full day. The above mentioned is subject to review and approval from your supervisor.
- At Rubaroo, we work 5 days in a week, Saturdays and Sundays being holidays.

### **Attendance**

- All team members are requested to fill in their respective online time logs everyday. (let us be true to ourselves ☺)
- You need to mention the time in and time out, and the work you have done for that day in brief.
- Please mark the holidays (Saturdays, Sundays and other public holidays) in a different colour.
- In case, you are on leave on a particular day; please mention the kind of leave (comp off, sick leave etc.)
- Please mention in your timelog when you work from home.
- At the end of the month, please get your time log signed by your supervisor.

### **Probation Period**

New joinees are expected to serve a probation period of 3 months, on the completion of which, they will be reviewed. Based on their performance during probation, an offer of appointment will be given.

### **Holidays and Leave/s**

Leave/Holiday	Details
<b>Leave Year Calendar</b>	Rubaroo follows the financial calendar year from April 1 <sup>st</sup> to March 31 <sup>st</sup> for its leave policy.
<b>Public holidays</b>	<p>12 public holidays are observed in Rubaroo out of which 10 are compulsory and 2 are optional. The list and dates of Public Holidays shall be revised each year and shared at the beginning of the calendar year.</p> <p>Rubaroo also shuts down each year from Christmas, 25th December to New Year, 1st January.</p>
<b>Casual Leave and Sick Leave</b>	You are entitled to <b>12 casual leaves</b> and <b>12 sick leaves</b> in a year. All the leaves should be used during the same financial year and cannot be carried forward or reimbursed in the next year.
<b>Long Sick Leave</b>	For Sick Leave which is longer than 3 days, you should inform your supervisor and provide a medical certificate from an authorized doctor. Sick Leaves can also be availed for sickness of members of immediate family after informing your supervisor.
<b>Privilege Leave</b>	Everyone at Rubaroo is entitled to Privilege Leave on their Birthday and Wedding Anniversary if it falls on a weekday. You are not entitled to claim these leaves if the two dates fall on Saturdays and Sundays. Moreover, these leaves can not be carried forward and therefore must be used on the date of birthday and wedding anniversary.
<b>Compensatory off</b>	<p>Since we are a small organization and work with limited funds, we do not pay any overtime. Instead, if you have worked on a public holiday/ Saturday/ Sunday, you are entitled to take a Compensatory off.</p> <p>However, the compensatory leaves should be availed of within 3 months from the day of working. In case, the Compensatory offs are not used within 3 months, they shall lapse. You cannot take more than two consecutive comp offs.</p>

- Status of leaves for each team member shall be reviewed every year end and any extra leaves beyond Sick Leaves, Casual Leaves and Comp Offs shall be considered as Unpaid leaves and shall be deducted from salary.
- You are requested to send an email to your supervisor and HR head 15 days before taking a leave longer than 3 days and 3 days before taking a leave or comp off for less than 3 days when going on a planned leave.
- In case, its an emergency leave, please inform your supervisor at the earliest and fill write an email to your supervisor once you are back from your leave.
- During probation, new joinees will be entitled to only 1 Sick Leave per month and Comp Offs when applicable. No Casual Leaves can be taken during the probation. Any leaves beyond Sick Leaves and Comp Offs shall be considered unpaid and shall be deducted from Salary.

### **Maternity and Paternity**

- Rubaroo encourages and supports working mothers and fathers in the workplace. We also understand that pregnancy and childbirth is a healthy and normal process and therefore try to ensure that the transition into this role is as smooth as possible for its employees.
- You are encouraged to inform your supervisor of your pregnancy at the earliest. However, we respect that you may not want to share about the pregnancy before reaching certain milestones of your pregnancy.
- We understand that the experiences of pregnancy can be different for each individual and therefore, hope to ensure your safety at work. Please feel free to share about any changes in your work capacity and discuss the scope of easing the work pressure during pregnancy. There are multiple ways in which your safety will be ensured such as options to reduce work hours, change of duties, light duties, rotated tasks, provision of a chair and provision of additional breaks during and post pregnancy.
- You can choose to work until the birth if you wish to. However, you may be required to provide a medical certificate to confirm that you are fit to travel to workplace and work. In case, the medical certificate informs that you may not be fit to travel and work, you may be required to start your parental leave early.
- We are a small organization and work with limited funds, we are currently unable to support the salaries of employees post childbirth during the break period. However, we do hope that if you are willing to return to work anytime post childbirth, we would be more than happy to have you back with us.
- Feel free to discuss the scope of bringing your baby to the workplace post childbirth whenever you feel ready. We would constantly strive to ensure your baby's and your safety and comfort at the workplace. We would be happy to accommodate a nursery and a private

space for breastfeeding, sleeping and diaper change or any other support that can be provided to you during this phase.

- Rubaroo, being an equal opportunity workplace for all genders, aims to support its male team members during paternity. We understand that as expecting parents and fathers, your personal role and responsibility will grow significantly during this phase and therefore hope to support you by providing flexibility for work hours and work from home.
- We also encourage men to bring their children to office everyday and we will ensure their comfort and safety and look after them with heaps of love and care.

## **TEAM**

### **Team Building**

- We hold Annual Retreat each year for team bonding and reflection on self development as well as organizational development
- We also hold monthly get togethers of the entire team along with their families to create a space for everyone to come together and bond stronger.

### **Reviews**

- Each team member is assigned a supervisor and a mentor. You should make sure that you have conversations with your supervisor/supervisee and with your mentor/ mentee once every month.
- Weekly review and team updates are scheduled for every Monday mornings or the next working day, if Monday is a holiday. The minutes are to be recorded and filed regularly in the time logging sheet.
- Monthly reviews are done in the first week of every month. The minutes must be recorded and filed regularly in the time logging sheet.
- Every half year, Premeds are created with aspirations and milestones to be achieved by each program and department. These premeds shall be presented during monthly review meetings.
- Review of Budget and premeds is done periodically during Annual reviews, Six monthly reviews, and monthly review meetings.

### **Learning and Growth**

- At Rubaroo, we believe that we learn from our surroundings and peers and grow each day. We also firmly believe that experiential learning is the best form of learning and hence, we

encourage our team to take out a few days for themselves and identify a learning need for themselves.

- Learning Opportunity: We encourage you to look out for learning opportunities in India and abroad where we shall provide with a monetary support of Rs 20,000/- for your travel and learning once you have submitted the actuals.
- Learning Day is a platform for the team to come together for half a day every month where one of the team members brings learning opportunities for the rest of team. Each team member has to facilitate a learning day at least once every half year.
- Every month, Mentoring Conversation will take place between team members and their mentors. You are encouraged to take the initiative to schedule these conversations on a regular basis.
- Every year, you will be expected to create a Learning Plan for self development and growth aspirations. You can review the learning plan along with your mentors periodically and revise it based on the progress made.
- Individual feedbacks between the team members will be done periodically.

## **ORGANIZATIONAL**

### **Dress Code Policy**

There is no defined dress code for office. However, for field visits, we encourage you to keep in mind the cultural and religious background of the audience we work with and dress accordingly.

### **Reimbursement of Expenses**

Any expenses and costs incurred and paid for by you for stationery, printing, food or any other material required for official assignments will be reimbursed on submission of a detailed statement with original receipts of all backup vouchers/cash receipts. Any personal expenses incurred during official assignments will NOT be reimbursed.

### **Travel**

- You will receive travel and conveyance reimbursement for official assignments, on actuals, as per the norms of the organization. No conveyance is payable for travel to/from residence to place of work. Any outstation travel costs for work assignments on an actual basis shall be reimbursed on submission of a detailed statement with original receipts of all backup vouchers/tickets/cash receipts/ boarding passes etc. These needs to be submitted at any outstation visit.
- Since we need to justify all the expenditure, it would be appreciated if we take ownership and use the most affordable means of transport.

- Please fill in the Local Conveyance Voucher for all travel reimbursements and attach the original bills and receipts.
- If you are using your own vehicle to travel for official assignments, you will be reimbursed a certain amount depending on the number of kilometers travelled. You need to fill in the travel log form for the same.

Four wheeler- Rs.10/- km

Two wheeler- Rs.5/- km

### **Resources**

- As a team member you would be a custodian of all the properties of Rubaroo including assets, training equipment, resource material, books, training kits. You are expected to take care of all the resources, and treat them with utmost care.
- You should fill in the resources inventory register, before and after every workshop.

### **Finance**

- Finances must be closed for each month by 30<sup>th</sup> of each month.
- Please fill in the vouchers, get them approved by the authorized person and file them in the appropriate place.
- Once your vouchers are approved and sanctioned, you will be reimbursed accordingly.
- All the Vouchers No. made from April 2017 will begin with 17-18/01.
- Order of the bills should be followed.
- The payment voucher should be supported with the kacha bill.
- All the vouchers should be completed, approved and signed the relevant authority for each program by Friday (every week).
- All the bills should be checked, circled and signed with a pink pen while attaching it to the voucher.
- There should be no scribbling done on the vouchers, if any the voucher won't be accepted.
- Bills like Petrol, Ratnadeep and other small printed bills should be photocopied and then attached to the voucher. Bills in which ink may erase over a period of time should also be photocopied and both original as well as photocopy should be attached.
- All the bills should be in favour of Rubaroo.

- A bill with 'Estimate/Quotation' written on it would not be accepted. So, one should double check while taking the bill.
- Salary paid for more than 5000 Rs paid in cash should be attached with revenue stamp.
- All the small bills should be stuck on the A4 sheet recycled paper and then attached to the voucher.

### Annexure - i

#### **Child Protection Policy**

##### **Purpose**

As an Indian child-centred youth development organisation, Rubaroo is committed to promoting the rights of children including their right to be protected from harmful influences, abuse and exploitation. Rubaroo takes active measure to ensure children's right to protection are fully realized. We acknowledge its expectation that all employees and others who work with Rubaroo have children's best interest at the heart. The Child Protection

Policy is Rubaroo's statement of intent that demonstrates our commitment to safeguarding children from harm and makes clear to all in the organisation and who come into contact with us what is required in relation to the protection of children, and that child abuse in any form is unacceptable to Rubaroo.

##### **Vision**

We aim to create "child safe" environments, both internally and externally, where children are respected, protected, empowered and active and where Staff are skilled, competent and well supported in meeting their protection responsibilities.

##### **Statement**

Rubaroo is committed to actively safeguard from harm and ensuring children's right to protection are fully realized. We take our responsibilities to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form. In addition, we will take positive action to prevent child abusers from becoming involved with Rubaroo in any way and take stringent measures against any Staff and / or Associate who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of "the best interests of the child".

##### **Definitions under the Child Protection Policy**

A Child abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and included any action that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their prospect of safe and healthy development into adulthood.

Child Protection, within the scope of this policy, is defined as the responsibilities, measures and activities that Rubaroo undertakes to safeguard children from both intentional and unintentional harm

### **Scope of the Child Protection Policy**

The Child Protection Policy applies to everyone working for or associated with Rubaroo. It encompasses the whole of

Rubaroo and includes without limitation:

1. Staff at all levels - in offices, in field or elsewhere
2. Associates - these include board members (international and National Boards),
3. Volunteers, community volunteers, sponsors, consultants and contractors.
4. Also the staff and / or representatives of partner organizations and local governments who have been brought into contact with children or are party to Rubaroo's child sensitive data while working for or with Rubaroo
5. Visitors – (e.g. donors, journalists, media, researchers, celebrities, staff family members, etc.) who may come into contact with children through Rubaroo are also bound by this policy.

### **Responsibilities under the Child Protection Policy**

Rubaroo staff, associates and Visitors must:

1. Never abuse and / or exploit a child or act/ behave in any way that places a child at risk of harm.
2. Report any child abuse and protection concerns they have in accordance with applicable local office procedures. That is a mandatory requirement for staff. Failure to do so may result in disciplinary action.
3. Respond to a child who may have been abused or exploited in accordance with applicable local office procedures.
4. Cooperate fully and confidentially in any investigation of concerns and allegations.
5. Contribute to an environment where children are respected and encouraged to discuss their concerns and rights.
6. Always ask permission from children (or, in the case of young children, their parent or guardian) before taking images (e.g. photographs, videos) of them. Respect their decision to say no to an image being taken. Ensure that any images taken of children are respectful (for example : children should have adequate clothing that covers up the sexual organs. Images of children in sexually suggestive poses or what in any way impact negatively on their dignity or privacy are not acceptable. Stories and images of children should be based on the child's best interest.

### **Personal Conduct Outside Work**

We are committed to ensuring that our Staff and representatives apply high standards of behaviour towards children within both their professional and their private lives. Rubaroo does not intend to dictate the belief and value systems by which Rubaroo employees conduct their personal lives.

Rubaroo's position throughout the world is dependent, however, on maintaining good relations and upholding its reputation as a child-focused community development organisation with numerous organizations. Unlawful or other conduct by Rubaroo's employees which jeopardizes the reputation or position whether during or after business hours will not be permitted. Such conduct includes, but is not limited to; any unlawful activities related to sexual abuse; sexual harassment; physically / verbally abusive behaviour and public disorderly conduct. Staff and Associates are required to bear in mind the principles of the Child Protection Policy and heighten their awareness of how their behaviour may be perceived both at work and outside work.

