

# BALSAM ACADEMY

## EMPLOYEE HANDBOOK

2023 - 24



# WELCOME

We believe that education is not just about imparting knowledge, but also about nurturing the soul and instilling values that will guide our students throughout their lives.

We encourage you to align yourself with our bigger purpose: to make a positive impact on the world by empowering our students to become compassionate, resilient, and responsible global citizens. Let us embrace the challenges and opportunities that lie ahead with enthusiasm and a shared sense of purpose.

We welcome you all, new or returning, to the new school year as we continue our efforts to increase student learning and ensure our students acquire the necessary knowledge, skills and a plan for their future. Our students are preparing to live and work in an increasingly challenging world and our role in their development is critical.

Being informed and involved are the first steps in making important contributions to the success of school programs. This handbook will help you understand the school's goals and expectations in providing a safe and secure learning environment for all.

Thank you for joining our shared commitment to build the nation.

SCHOOL WEBSITE : [CLICK HERE](#)

SCHOOL POLICIES : [CLICK HERE](#)

SCHOOL PROCESSES : [CLICK HERE](#)

SCHOOL DIRECTORY : [CLICK HERE](#)

## **CODE OF ETHICS**

The Management shall have the right to introduce measures to improve efficiency and productivity such as changes in workflow, work planning, work systems, procedures, automation, computerization, cutting down unnecessary and avoidable work as it considers necessary.

The management shall at its sole discretion allot work/duties and transfer employee from one level to another, one department to another, one branch to another according to the exigencies of the School's work, provided his salary and benefits are not adversely affected. If employee is required for the time being, to do work of higher grade than his grade, he may be paid special allowance at the sole discretion of the Management. The need for officiating will be decided by the Management depending on the exigencies of work. The employees shall not refuse jobs entrusted by their superiors.

## LEAVE TAKING

- Habitual late coming and negligence of duty will not be permitted.
- Habitual absence from duty without previous permission.
- Habitual absence without leave, or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- Abstaining from duty for more than 10 days without prior sanction of the leave or staying more than 3 days beyond the sanctioned leave without permission.

## WORKPLACE CONDITIONS

- Habitual breach of any Standing Order guidelines / code of conduct or any law applicable to the school or any rules made there under.
- Habitual breach of any rules or instruction for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the school.
- Habitual neglect of work, or gross or habitual negligence.
- Refusal to accept a charge-sheet, order or other communication served in accordance with the rules.
- Wilful insubordination or disobedience, whether in combination with another, of any lawful and reasonable order of a superior.
- Wilful slowing down in performance of work, or abatement or instigation thereof.
- Failure to keep up academic progress and up to date knowledge despite the repeated instructions in that behalf.
- Failure to properly complete the teaching of the syllabus determined for the semester /year within the stipulated periods.
- Failure to observe safety instructions notified by the Management or interference with any safety device or equipment installed within the School.
- Wilful damage to work in process or to any property of the school.
- Organising or attending any meeting or association during school hours is not allowed except when required or permitted by the Principal / Non-Executive Directors.

## MATTERS WHICH WILL BE STRICTLY DEALT WITH

- All teaching and non-teaching staff including the transport staff shall not take any membership in any political parties, unions, etc.
- Conviction by any court of law in India, of any offence, involving moral turpitude.
- Going on strike or abetting, inciting, instigating or acting in furtherance thereof.
- Taking or giving bribes or any illegal gratification.
- Disclosing to any unauthorised person any information regarding the processes of the school which may come into the possession of the stand during his work.
- Distributing or exhibiting within the premises of the school hand-bills, pamphlets, posters, and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Non - Executive Director/Principal.
- Engaging in trade within the premises of the school.
- Gambling within the premises of the school.

- Theft, fraud or dishonest about the school's business or property or the theft or property of another employee within the premises of the establishment.
- Possession in school premises of weapons, explosives, and other objectionable material.
- Propagating through teaching lessons or otherwise communal or sectarian outlook or instigating or allowing any student to indulge in communal or sectarian activities is strictly not allowed.
- All teaching and non-teaching staff shall follow the guidelines issued to them from time to time by the Principal /Non - Executive Director. In case the guidelines are not followed, the staff shall be liable for disciplinary action.
- Teaching and Non-Teaching staff shall not part away any information of the school to any outsider, institutions, schools and any other associates, etc.
- Holding meeting inside the premises of the school without the previous permission of the Principal/Non-Executive Director is not permitted.
- The staff should refrain from any kind of commission dealings with the School Suppliers.
- Commission of any act subversive of discipline or good behaviour on the premises of the school should be avoided.
- Indulging in any form of malpractice connected with school activities or examination.
- Collection without the permission of the Principal/Non - Executive Director of any money within the premises of the school except as sanctioned by any law of the time being in force.
- Asking for or accepting any contribution with the raising of funds of any kind or making any collection whether in cash or in kind, without the previous sanction of the SCC is not allowed.

## EXPECTED BEHAVIOUR

- Staff is expected to be dressed in a presentable manner that is not provocative, disrespectful or offensive.
- Helmets made compulsory for Balsam Academy staff. If staff continues to ride two wheelers without helmet, penalty will be imposed. Cancellation from group medical insurance for confirmed and confiscation of vehicle may be imposed.
- Refrain from talking about any issue or matter regarding school or having strong reactions in front of children or adults.
- Refrain from smoking / tobacco chewing /consumption of alcohol in the School premises.
- Modest behaviour with a student, parent, co-workers or other people.

### **Towards Colleagues**

- Discriminating behaviour towards colleagues will not be tolerated.
- No discrimination shall be made on the person's marital, social, financial status. There should not be any discrimination of caste/religion/gender
- The staff must refrain from any kind of criticism and gossip about their colleagues within or out of school.
- Comments which hurt a person's sentiments and doubt his/her integrity and sincerity will not be tolerated. It will be dealt with very strictly by the management.
- Do not air out loose comments that can create doubt, panic, rumour or unsettle the institutional process.
- Zero Tolerance for Harassment: Maintain a work environment free of sexual harassment, whether physical, verbal or psychological. This policy also envisages zero tolerance of any other forms of harassment or vindictive behaviour.
- Policy matters regarding service rules and selection for a Level/Subject Head's post is based on a need and the selection procedure is democratic. Respect this process and seek whole picture when in doubt.

## **Towards Children**

- The Staff should own the responsibility for students to ensure the safety and well-being at all times. Homeroom teachers should ensure that a child-friendly environment is created.
- Use of corporal punishment in any form or to any degree will not be accepted under any circumstances, for example: No physical abuse by slapping, pinching, pushing, and pulling will be tolerated.
- The staff should refrain from any kind of discrimination against any student on the grounds of caste, creed language, accent, place of origin, social and cultural background, class, clothes and physical appearance.
- Sharing information about a child with other members of staff has to be done only in professional forum for clinical purposes.
- The staff should report to the management immediately if they witness any kind of sexual/physical abuse of a child. The staff should also have the full courage to intervene and stop any person who is trying to sexually/physically abuse the child.
- No child should be left out in any school/group activity. Every child deserves a right to express himself/ herself. If the teacher witnesses some kind of group forming in the class where a child is excluded deliberately by other children, she/he has to intervene and sort out matters and make the child feel emotionally secure.
- No child should be criticised for not being able to cope up with the class-work or any other school related activity.
- The child's personal life and family matters should not be discussed at all by the staff.
- A child should not be teased by any other child/adult.
- The staff shall not enter into any monetary transactions with any student /parent, nor accept any gifts from them, nor shall he/she exploit his influence for personal ends, nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- Will not sell objects /articles in the school premises to children
- By word or action, no child will be hurt emotionally, mentally and physically.

## **Towards Parents**

- Parents should be treated with dignity and respect in words, actions and body language. Their queries should be answered with patience and understanding by any staff around irrespective of their backgrounds.
- The staff is not allowed to meet any parent during school hours. Give prior appointment and then meet the parents after the children have left for the day. In emergency, can meet with the permission of the management.
- Unless urgent, staff should not attend phone calls made by parents during school hours. Giving personal telephone number to parents should be avoided as far as possible, unless there is an exceptional problem and it should be done with the knowledge of the management.
- Staff should avoid discussing school matters to Parents in a social setting.
- The staff must refrain from any kind of criticism or gossip about the parents. If any such gossip is happening, it should be brought to the notice of the management.
- The staff must bring to the management's notice if there is some kind of unreasonable demand on the parent's part, instead of arguing with the parents.
- Refrain from commenting on colour, name, surname, physical appearance, choices in life, clothes, class, economic status, language, accent, educational background and ability of parent/parents.
- Be specific in giving any word of advice to the parents about the child. The Parent must betaken into confidence before giving the advice.

## **Balsam Academy STAFF WHO ARE ALSO PARENTS**

- Remember that during School Hours, you are a teacher not only to your own child but also to several other children. So please treat everyone fairly and equally.
- Be respectful to your child's teacher.
- Respect your colleague's expertise in his/her subject areas.
- If you have some genuine concerns and issues with your child's teacher/teachers please address it to the Management. Please do not make a personal attack on the teacher.
- If your child comes to you with a complaint during school hours, please ask him/her to go to his/her class teacher. The class teacher is the appropriate person to deal with any issue during school hours. Don't try to solve it personally as the child will always turn to you, which will be a hindrance in his/her growth and your work.
- Do not ask questions about your child's progress/performance to the teachers in corridors, lunch room, or during class hours. Reserve them for the PTMs and open days.
- Please attend your child's PTMs/Report card days at the time allotted to you.

## **SUSPENSION**

The management may suspend employee pending enquiry in the following cases:

- Any serious misconduct committed by the employee.
- Any criminal case against an employee which is under investigation or under trial.
- An employee who has been detained in custody by competent authority and custody for more than 48 hours.
- Any employee who is absent more than 30 days continuously without prior sanction of leave.

### **Subsistence allowance**

Where an employee is suspended by the management pending investigating or inquiry into complaints or charges of misconduct except in case of under the above- mentioned clause (1C), Management shall pay such employee subsistence allowance as follows:

- At the rate of 50% of the salary (basic pay + D.A.) for the first 90 days of suspension and
- At the rate of 75% of the salary (basic pay + D.A.) for the remaining period of suspension if the delay in completion of proceeding against such employees is directly attributable to the conduct of such employee.

### **Treatment of the period of suspension**

- When an employee under suspension is reinstated, the school may grant the following pay and allowances for the period of suspension:
- If the employee is exonerated and not awarded any of the penalties, he shall be given full pay and allowances which he would have been entitled if he had not been suspended, less the subsistence allowance already paid to him, and If otherwise, such proportion and allowances as the management may prescribe

## **PENALTIES**

### **Classification**

The School Managing Committee may place an employee under disciplinary action for good and sufficient reason including the breach of one or more of the provisions of the Code of Conduct. The following penalties may be imposed upon the employee:

## **Minor Penalty**

- Reprimand
- Warning
- Censure
- With holding of increment of pay – not exceeding one year
- Recovery from pay or such other amount as may due from him/her for the whole or part of any pecuniary loss caused to the school by negligence or breach of orders
- Suspension up to fifteen days
- Reduction or demotion in lower salary grade

## **Major Penalty**

- Removal from service
- Reduction in salary grade – back to basic pay in salary

## **Procedure for Imposing Penalty**

- If any employee misconducts or violates code of conduct, the concerned employee may be issued show cause notice which will give details of misconduct and concerned employees shall be given seven days' time from the date of Receipt of Show Cause Notice to submit the explanation.
- In case the explanation is not found to be satisfactory and misconduct is not of serious nature then, minor penalty as mentioned above may be imposed issuing the order in writing.
- In case the explanation is not found to be satisfactory and the misconduct is of serious nature which warrants the termination of the employee, then the following procedures shall be followed:
- Domestic enquiry will be set up.
- Independent Enquiry Officer shall be appointed by the School Management Committee.
- The name of the Enquiry officer shall be intimated to the concerned employee in writing.
- Employee will be entitled to appoint his/ her colleague to defend his/ her case. No outsider shall be allowed to represent the employee. He/she will also be entitled to produce witnesses or any other documents, etc.
- Management will also appoint its representative to represent the case before the Enquiry Officer.
- During the Enquiry, the concerned employee is entitled to see all the documents provided by the management representatives and can also have a copy of those documents and shall be also entitled to cross examine the witnesses produced by the Management.
- A copy of the Enquiry report shall be furnished to the concerned employees to submit his comments if any to the Management. The concerned employees will submit his/her comments to the Management within ten days from the date of receipt of the Enquiry Report.
- Management will examine the Enquiry report after the receipt of the comments from the concerned employees. In case no comments are received within the stipulated period from the concerned employees, the Management will take the decision after examining the enquiry report.
- Enquiry Officer will give sufficient opportunity to the concerned employee to present his/ her case. In case the concerned employee does not attend the enquiry despite given an opportunity, the Enquiry officer can prepare enquiry report based on available information/documents presented by the Management during course of enquiry.
- Orders of action will be issued in writing.

## **SERVICE ORDERS, NOTICES, ETC.**

Every order, notice and other process made or issued under the Rules shall be served in person on the employee concerned or communicated to him/her by Registered AD/Courier/post at his last known address with the school. If the employee refuses to accept a communication addressed to him/her, a copy of the same will be put up on the School Notice Board after recording the refusal in the presence of 2 (two) witnesses and the same shall be deemed to be effective service.

### **Interpretation**

The Chairperson or the Management may at its discretion, issue orders for the implementation of these Rules, if considered necessary.

Any question of doubts in the interpretation of the Rules should be referred to the Chairman or Management for clarification whose decision shall be final and binding on all employees.

That the provision of these Rules shall apply conjointly and in conjunction with the service agreement/letter of appointment and code of conduct, etc.

## **AMENDMENTS**

The School may amend, modify, delete, or add content on website, policies, processes and code of ethics from time to time and all such amendments, modifications or additions shall take effect from date stated therein and shall be binding all employees.