



Aas Health Foundation

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Human Resources Processes

Aas Health Foundation (the Foundation) values its employees and strives to maintain a supportive, fair, and transparent work environment. The Foundation's human resources processes are designed to ensure that the recruitment, performance management, employee development, and exit procedures are conducted in alignment with best practices and the organization's mission and values. Below are the key HR processes:

1. Recruitment Process

Objective: To attract, recruit, and retain the best talent in line with the Foundation's strategic goals, ensuring a transparent, fair, and inclusive selection process.

Recruitment Steps:

1. Workforce Planning and Job Analysis:

- Identify staffing needs based on the Foundation's programmatic and operational requirements.
- Conduct a job analysis to define job descriptions, qualifications, and key responsibilities for each position.

2. Job Advertisement:

- Job openings are posted on relevant job boards, the Foundation's website, and other appropriate platforms, ensuring a broad and diverse pool of candidates.
- A clear job description, required qualifications, and instructions on how to apply are provided.

3. Application Review and Shortlisting:

- HR reviews all applications and shortlists candidates who meet the essential qualifications and experience.

- Shortlisted candidates are notified and invited for the next phase of the recruitment process.

4. Interview Process:

- Structured interviews are conducted to assess candidates based on their skills, experience, values, and cultural fit within the Foundation.
- Interview panels typically include HR representatives, relevant department heads, and other stakeholders.
- Skills assessments or technical tests may be administered where necessary.

5. Reference Checks and Background Verification:

- Reference checks are conducted for shortlisted candidates to verify qualifications, experience, and professional conduct.
- Background verification (e.g., criminal checks, previous employment verification) may also be performed to ensure that candidates meet the Foundation's standards.

6. Job Offer and Onboarding:

- Once the final candidate is selected, a formal offer letter is extended, outlining salary, benefits, job responsibilities, and terms of employment.
- Upon acceptance, the onboarding process is initiated to integrate the new hire into the Foundation. This includes an introduction to the organization's culture, policies, and procedures, as well as completion of administrative documentation.

2. Performance Management System (PMS)

Objective: To evaluate and improve employee performance through regular feedback, goal setting, and professional development, ensuring alignment with the Foundation's strategic objectives.

Performance Management Process:

1. Goal Setting:

- At the beginning of each performance cycle (usually annually), employees, in collaboration with their managers, set clear, measurable, and achievable performance goals based on organizational objectives.
- Goals are aligned with both the employee's personal development and the Foundation's mission.

2. Regular Check-ins and Feedback:

- Managers are encouraged to have regular (quarterly or monthly) one-on-one meetings with their team members to track progress on goals, provide feedback, and address any challenges.
- Continuous feedback (both positive and constructive) ensures employees remain motivated and on track toward achieving their goals.

3. Mid-Year Review:

- A formal mid-year performance review is conducted to assess progress on the goals set at the beginning of the year.
- At this stage, employees and managers review achievements, make adjustments to goals as needed, and identify any development or training opportunities.

4. End-of-Year Review and Evaluation:

- At the end of the performance cycle, a formal performance appraisal is conducted, typically involving a self-assessment by the employee and an evaluation by the manager.
- The appraisal includes a rating against key performance indicators (KPIs), accomplishments, challenges, and development areas.
- Employees are given constructive feedback on their strengths and areas for improvement.

5. Development and Training Plans:

- Based on the performance evaluation, employees and managers identify opportunities for further training or skill development.
- A personalized development plan is created to support career growth, job satisfaction, and increased performance.

6. Recognition and Rewards:

- High-performing employees are recognized for their contributions to the Foundation's success.
- The Foundation may implement a reward system that includes monetary incentives, promotions, or non-monetary recognition (e.g., employee of the month, acknowledgment during meetings).

7. Performance Improvement Plans (PIP):

- If an employee's performance is below expectations, a performance improvement plan (PIP) is developed to provide clear, measurable objectives to address performance gaps.
 - Regular follow-up meetings will be held to assess progress, and support will be provided to help the employee succeed.
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3. Employee Development and Training

Objective: To enhance employee skills and knowledge, enabling them to excel in their roles and contribute to the overall success of the Foundation.

Training and Development Process:

1. Training Needs Assessment:

- Regular assessments will be conducted to identify skill gaps and training needs across the organization, based on performance reviews, feedback from employees, and organizational priorities.
- Employees are encouraged to express their development needs during performance reviews or regular check-ins.

2. Training Programs:

- The Foundation will provide training opportunities such as workshops, seminars, webinars, and external courses to address identified skill gaps.
- Training topics may include leadership, project management, communication, technical skills, health and safety, and sector-specific knowledge.

3. Career Development:

- The Foundation supports internal career progression, where possible, and encourages employees to apply for higher roles when vacancies arise.
- Career development opportunities are provided through mentorship programs, job rotation, and access to leadership training.

4. Knowledge Sharing:

- Employees are encouraged to share insights and expertise across teams to promote a learning environment within the Foundation.
- Regular internal knowledge-sharing sessions may be organized.

4. Employee Relations and Wellbeing

Objective: To maintain positive employee relations and promote a healthy and supportive work environment.

Employee Engagement and Wellbeing:

1. Employee Engagement:

- The Foundation values employee feedback and periodically conducts surveys to assess job satisfaction, engagement, and morale.
- Actionable feedback is used to make improvements in the work environment and enhance employee engagement.

2. Health and Wellbeing Programs:

- The Foundation provides resources to support employees' physical and mental wellbeing, including health insurance, wellness programs, and access to counseling services.
- Initiatives such as flexible work hours, wellness activities, and employee support groups are implemented.

3. Work-Life Balance:

- The Foundation encourages a healthy work-life balance, offering flexible working hours or remote working arrangements where appropriate.
- Employees are encouraged to take their annual leave and other benefits to avoid burnout.

5. Exit Process

Objective: To ensure a smooth transition for both the departing employee and the Foundation, while retaining valuable insights and maintaining professionalism during the exit process.

Exit Steps:

1. Resignation or Termination Notification:

- Employees intending to resign should provide formal written notice as per the terms outlined in their employment contract (typically 30 days).
- In cases of termination, the Foundation will follow due process, ensuring fair treatment and compliance with labor laws.

2. Exit Interview:

- An exit interview is conducted by HR to understand the reasons for the employee's departure, gather feedback on their experience at the Foundation, and identify areas for organizational improvement.
- This feedback will be analyzed and used for continuous improvement in employee engagement, retention, and work culture.

3. Knowledge Transfer:

- Employees leaving the organization will be asked to hand over their responsibilities to a designated colleague or successor.
- Knowledge transfer is critical to ensuring continuity of work and maintaining project momentum.

4. Final Settlement:

- The HR department will ensure that the employee receives their final paycheck, including unused leave days and any other entitled benefits.
- All company property (e.g., laptops, IDs, documents) will be returned by the departing employee, and access to systems will be deactivated.

5. Alumni Relations:

- Former employees may be invited to remain connected with the Foundation through alumni networks or periodic updates about the organization.
- Alumni engagement can promote goodwill and potential future collaborations or re-hiring.

6. Employee Grievance Redressal

Objective: To provide employees with a fair and transparent mechanism to address grievances and ensure timely resolution of issues.

Grievance Procedure:

1. Filing a Grievance:

- Employees may raise grievances through formal channels, such as speaking directly with their supervisor or HR.

2. Investigation and Resolution:

- HR will investigate the issue impartially and take necessary actions to resolve the grievance within a reasonable timeframe.

3. Follow-up:

- HR will follow up with the employee to ensure that the issue is resolved to their satisfaction and that no retaliation occurs.

Conclusion

The HR processes at Aas Health Foundation are designed to create a positive work environment that fosters growth, accountability, and transparency. These processes ensure that the Foundation attracts and retains the right talent, supports employee development, and promotes fair treatment of employees throughout their tenure with the organization. By adhering to these policies, the Foundation strengthens its ability to achieve its mission and uphold its values while nurturing a dedicated and engaged workforce.