



**NATURE TRUST**

leading towards a better future



## **HUMAN RESOURCES POLICY**

**Nature Trust**

February 2026

[naturetrust.org.in](http://naturetrust.org.in)

This **Human Resources (HR) Policy** for **Nature Trust** is designed to foster a professional, inclusive, and growth-oriented environment. It is aligned with the **Constitution of India**, the **Rights of Persons with Disabilities Act, 2016**, and the **Labour Laws of Tamil Nadu**.

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# Human Resources (HR) Policy

**Organization:** Nature Trust

**Effective Date:** February 10, 2026

**Vision:** Empowering our people to empower the community.

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## 1. Constitutional & Legal Framework

Nature Trust is committed to the following legal standards:

- **Article 16 (Equal Opportunity):** No discrimination in employment based on religion, race, caste, sex, or place of birth.
- **RPWD Act 2016:** We actively promote the hiring of persons with disabilities and provide "Reasonable Accommodation" to ensure an accessible workplace.
- **Tamil Nadu Shops and Establishments Act:** Adherence to state norms regarding working hours, holidays, and leave entitlements.

## 2. Recruitment and Onboarding

- **Merit-Based Selection:** Hiring is based solely on competence, alignment with Nature Trust's mission (disability welfare/sustainability), and ethical standing.
- **Inclusivity:** We encourage applications from marginalized communities and individuals with lived experience in disability care.
- **Probation:** New employees will undergo a **3-month probation period**, after which a performance review will determine permanent placement.

## 3. Working Hours and Attendance

- **Standard Hours:** 9:30 AM to 5:30 PM (flexible for field staff and therapists).
- **Work-Life Balance:** We discourage overtime unless essential for emergency care or events.
- **Remote Work:** Depending on the role (e.g., admin or digital outreach), hybrid work models may be approved by the Managing Trustee.

## 4. Compensation and Benefits

- **Fair Wages:** Salaries are determined by experience and the NGO sector standards in Tamil Nadu.
- **Statutory Benefits:** Compliance with Provident Fund (EPF) and ESI as per the eligibility thresholds defined by the Government of India.
- **Professional Development:** Nature Trust invests in training for staff in areas like Drama Therapy, Special Education, and Sustainable Lifestyle Management.

## 5. Leave Policy (Tamil Nadu Standards)

- **Casual Leave (CL):** 12 days per calendar year.
- **Sick Leave (SL):** 10 days per calendar year.
- **Earned Leave (EL):** Accrued based on tenure as per state law.
- **Maternity/Paternity Leave:** In accordance with the **Maternity Benefit Act**, providing 26 weeks of paid leave for women.

## 6. Performance Management & Growth

- **Annual Appraisal:** A collaborative review process focusing on achievements, challenges, and future goals.
- **Promotion from Within:** We prioritize internal candidates for leadership roles to encourage long-term commitment.

## 7. Employee Conduct & Discipline

- **Alignment with Ethics:** Employees must adhere to the *Nature Trust Code of Conduct*.
- **POSH Compliance:** Strict adherence to the *Prevention of Sexual Harassment Policy*.
- **Grievance Redressal:** A clear mechanism for employees to report workplace issues to the HR Committee without fear of retaliation.

## 8. Health, Safety, and Environment

- **Accessible Workplace:** Ensuring all Nature Trust facilities are physically accessible (ramps, wide doors, etc.).
- **Natural Living:** Promoting a healthy, chemical-free workplace environment consistent with our "Natural Lifestyle" objective.

## 9. Separation and Exit

- **Notice Period:** One month's notice (or salary in lieu) is required from either side for resignation or termination.
- **Exit Interview:** To understand the employee's experience and improve Trust operations.