



Going to School Human Resources (HR) Policy

Inclusive, Ethical, Transparent, and Mission-Aligned Employment

1. Introduction

At **Going to School (GTS)**, our people are central to the impact we create. Whether in classrooms, communities, media studios, or policy dialogues, the values, safety, and dignity of our team members are critical to our mission of empowering young people through storytelling and skills.

This HR Policy is a comprehensive framework that governs how we **recruit, support, evaluate, and develop our people**. It reflects GTS's **zero tolerance for discrimination**, commitment to **diversity, equity, and inclusion (DEI)**, and focus on **child protection, sustainability, and ethical leadership**.

2. Objectives of the Policy

- Ensure fair, transparent, and inclusive hiring and employment practices
- Embed DEI principles across all HR systems and organizational culture
- Promote employee wellbeing, safety, and professional development
- Provide mechanisms for accountability, feedback, and ethical conduct
- Foster a collaborative, child-safe, and values-driven work environment

3. Scope and Applicability

This policy applies to:

- All **full-time, part-time, contractual, freelance, and volunteer** staff
- **Interns, fellows, and consultants**
- **Board members, trustees**, and advisors in their capacity as GTS stakeholders
- Applicable vendors, partners, or grantees through sub-agreements

4. Equal Opportunity & Non-Discrimination

GTS is an **equal opportunity employer**. Employment decisions are made solely based on **qualifications, experience, potential, and values alignment**—without regard to:



- Caste, class, religion, language, region
- Gender identity or sexual orientation
- Age, marital status, or pregnancy
- Disability or neurodiversity
- Political opinion, educational background, or lived experience

Any form of **direct or indirect discrimination, harassment, or retaliation** will trigger a formal investigation and disciplinary action.

5. Inclusive Hiring & Onboarding

- Job descriptions will be reviewed for **bias, accessibility, and inclusive language**
- Shortlisting will use anonymized CV review, wherever feasible
- Reasonable accommodations will be provided during interviews
- Diversity of gender, caste, ability, and language will be considered in final selection
- All new hires will undergo:
 - **Child Protection & POSH induction**
 - **DEI training**
 - **Organizational ethics and safeguarding orientation**

6. Compensation & Benefits

GTS provides:

- **Equitable compensation** guided by internal salary bands and market benchmarking
- **Transparent promotion pathways** and annual performance reviews
- **Paid leave:** sick leave, parental leave (inclusive of all genders), menstrual leave, bereavement leave
- **Health insurance** for employees
- **Disability accommodation support** (assistive devices, mobility, flexibility)



7. Working Hours

GTS programs are implemented in schools and in the field from **Monday to Saturday**. Due to the nature of our work, **remote work is not feasible for field-based implementation teams**.

We request that all program staff are **present on-site**—either **in the field, in schools, or in the office**—on their designated working days. Participation is expected in person to deliver and support programs where they matter most: **with children and communities**.

Office-based staff may have flexible working hours where job roles permit, based on **prior approval** from their team lead and the operational needs of the organization.

8. Learning, Growth, and Appraisal

- All employees have access to:
 - Annual **Learning & Development Plan**
 - **DEI and leadership workshops**
 - **Performance and reflection dialogues** every six months
- Appraisals focus on:
 - Technical outcomes
 - Collaboration and communication
 - Ethical conduct, safeguarding, and DEI practice

9. Grievance Redressal and Conflict Resolution

- All grievances may be reported to:
 - **HR Lead**
 - **DEI Committee Member**
 - **Safeguarding Team**
 - **Whistleblower platform** (for anonymous reporting)
- GTS follows a **restorative, trauma-informed grievance approach**, prioritizing:
 - Confidentiality
 - Safety and dignity of all parties



- Time-bound resolution (within 14 working days)

Disputes may be escalated to the **Grievance & Ethics Committee**, which includes internal and external members.

10. Protection from Sexual Harassment (POSH)

GTS is fully compliant with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**. This includes:

- A trained **Internal Committee (IC)**, including one external expert
- Mandatory POSH induction and refresher every year
- Gender-inclusive POSH complaint mechanisms for people of all identities
- Immediate safeguarding actions, and no retaliation

11. Child Protection & Safeguarding Compliance

All employees must:

- Read and sign the **GTS Child Protection Policy**
- Complete training on child safeguarding, boundaries, and ethical interaction
- Avoid any one-on-one unsupervised contact with minors
- Report all violations immediately, even if suspected

12. Workplace Culture & Inclusion

GTS promotes a culture of:

- **Open feedback**, peer listening, and critical reflection
- **Language and space accessibility** (for all genders and abilities)
- **Team wellness practices**: mental health days, support circles, and therapy reimbursements
- Recognition of **invisible labor**—emotional work, translation, facilitation, and access
- Respect for **cultural diversity**, including regional festivals, rituals, and dietary needs

All team celebrations are **opt-in**, inclusive, and alcohol-free.



13. Exit & Transition Protocol

- Employees are expected to give **15-30-60 days 'notice** (depending on their contract)
- GTS conducts **Exit Interviews** to capture learning, feedback, and closure
- Final settlement, documentation, and references are processed within **14 working days**

14. Accountability and Disciplinary Action

Violations of this HR policy—including unethical conduct, discrimination, or policy non-compliance—may result in:

- Written warning
- Performance plan or re-training
- Suspension or dismissal
- Reporting to law enforcement (for criminal or safeguarding breaches)

15. Oversight and Review

- HR policy compliance is monitored by the **HR & Ethics Panel**, reviewed quarterly
- Annual HR audit conducted by external HR consultant and/or DEI advisor
- Staff survey and feedback mechanisms guide revisions
- The full HR Policy is reviewed **every 18 months** or after any legal update

16. Integration with GTS Ethics and Operational Frameworks

This policy is implemented alongside:

- Code of Conduct
- Ethics & Values Policy
- Whistleblower Policy
- Child Protection & Safeguarding Policy
- POSH Policy
- Anti-Bribery & Fraud Policy
- DEI & Accessibility Commitments