



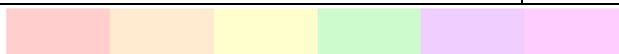
Project report on Organisational Development and Change Guideline for Stronger LGBTI Youth Leadership Programme in Manipur, India.



June 2020 to November 2020

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1. PROGRAM MANAGEMENT

Under Program Management, the following sessions have been covered.

- 1.1 Creation of Management Manual as part of Creation of Program Management.
- 1.2 Sessions on communication and team building by Mentors to enhance personality and developing network of Ya_All
- 1.3 Developing an Annual Plan
- 1.4 Developing a Five Year Strategic Plan
- 1.5 Resource Mobilization
- 1.6 Proposal and Grant Writing.

Details of each component are discussed below.



1.1 ORGANIZATIONAL MANUAL OF YA_ALL



INTRODUCTION TO YA_ALL

Ya_All, which reads as Yawol in Manipuri translates to Revolution. It was formed on May 17, 2017 on International Day against Homophobia, Transphobia and Biphobia as a secret WhatsApp group to discuss personal issues faced by queer youths in Manipur. Due to the increased stigmatization and violence, and the need to create a visible support system for each other we came out openly as a collective. It was registered , on 13th June 2019 under The Indian Trust Act 1908. It is an independent inclusive youth network, initiating conversations and dialogues around youth health and education, youth issues, mostly on gender, sexuality, health, and wellbeing.

We are the first youth-queer led and focused registered Youth Network in Manipur and North East who are working openly at grassroots level on youth and queer issues. All the board and volunteers are under 35 years of age.

We provide a safe space through our initiative called “ Meitram” which is the first co-working and networking space owned and run by queer individuals in India. Meitram act as the Resource Hub and support through free peer counselling, free peer to peer training, capacity building and advocacy to educate, equip and empower young people and destigmatize the conversations around Sexual & Reproductive health and rights, Mental health & well-being , Drug Use & Harm Reduction of adolescents, youths and LGBTI+ individuals .

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ORGANIZATIONAL PROFILE

MISSION:

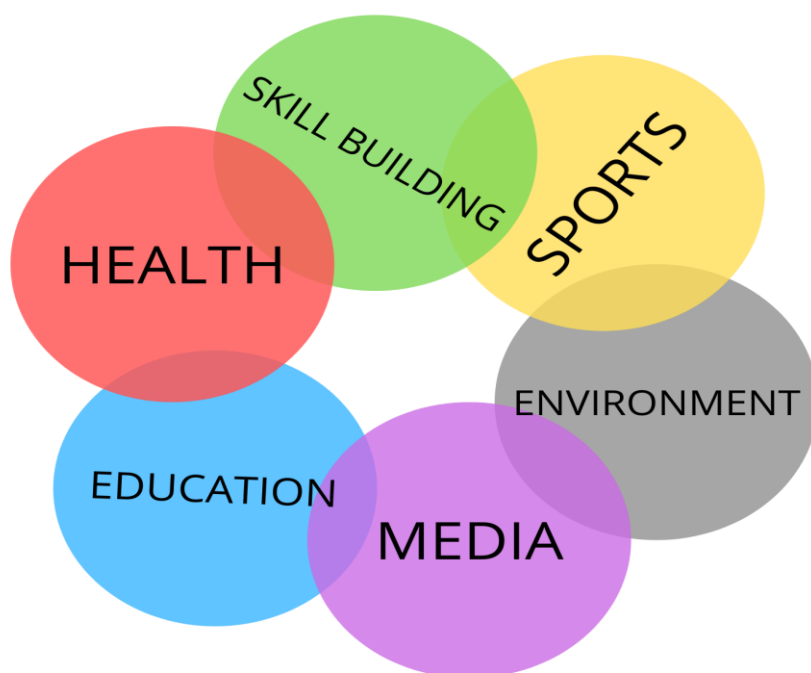
Our mission is to Equip and Empower adolescents, Youths and LGBTI/ Queer community of Manipur and North East India through life skills, advocacy, research and capacity building on Health, well-being and livelihoods.

VISION:

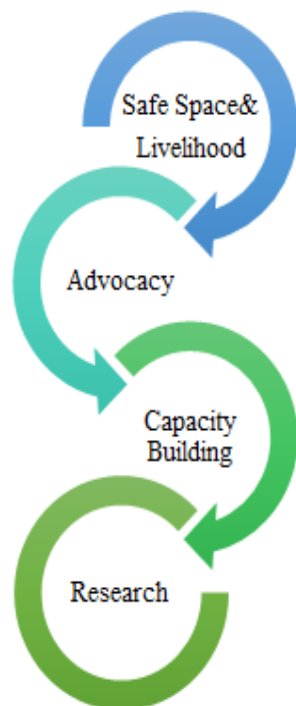
Our vision is to restore and recreate an inclusive society which will provide equitable information, service and opportunities to every individual through youth engagement and thereby working towards a sustainable world.

THEMATIC AREAS OF WORK:

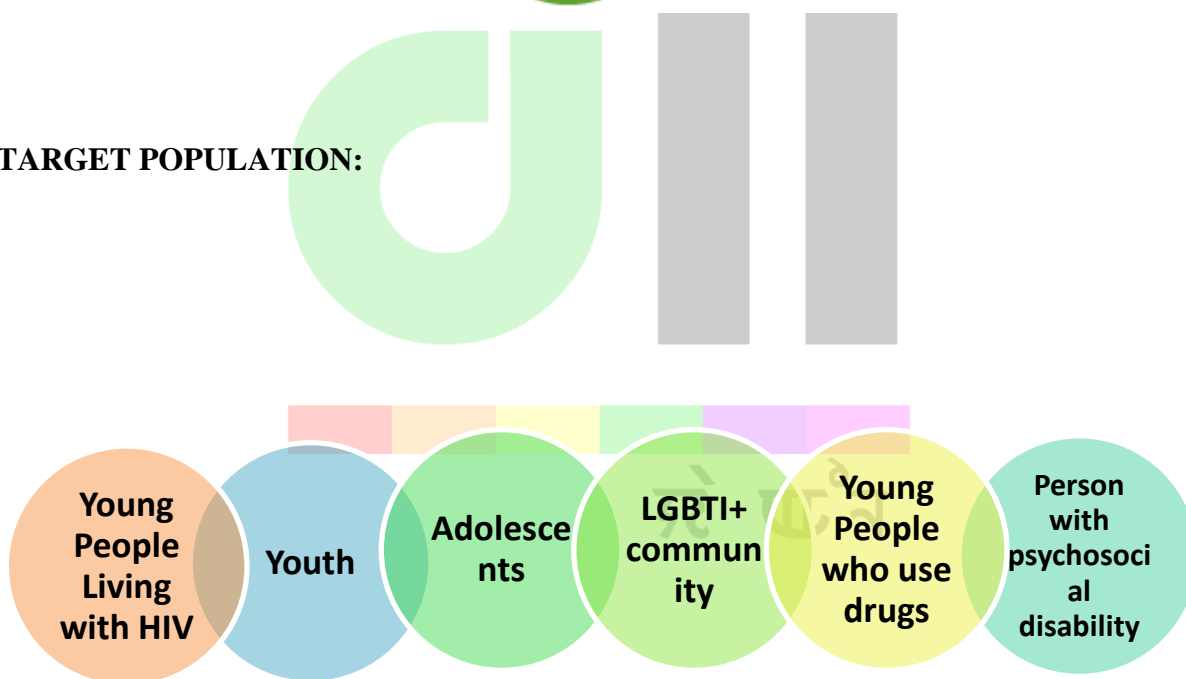
Thematic Areas



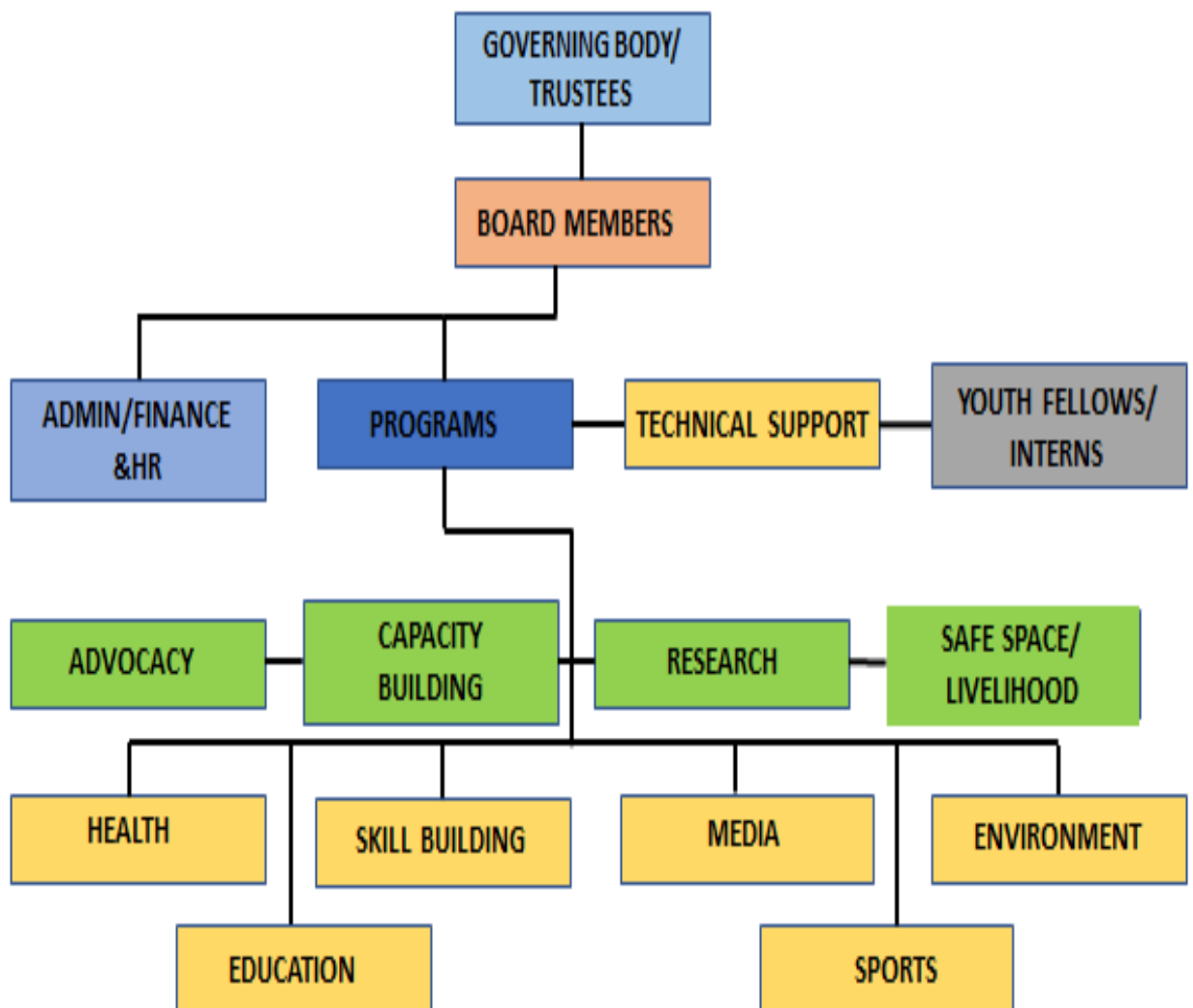
SERVICES:



TARGET POPULATION:



ORGANIZATIONAL STRUCTURE



ROLES AND RESPONSIBILITIES OF GOVERNING BODY

The Governing Body or board of trustees consists of The Secretary, The President and The Treasurer. The role of each Governing Body is discussed below.

1. Roles and responsibility of The Secretary

A secretary is a member of the board of directors who overlooks the execution and functioning of the management activities of any organisation.

Since Ya_All is a non-governmental organisation working in the field of youth, adolescent, YPLHIV, LGBTQIA, people with psychosocial disability, young drug users, the roles and responsibilities are fairly network based.

Some roles and responsibility of Secretary are laid down are:

- Management of staff members.
- Schedule meetings.
- Allocate roles and responsibilities to staff and sub-ordinates.
- Co-ordinating with the staff for programmes and events.
- Obtains appropriate facilities for organization activities.
- Conducts elections.
- Documentation of Minutes of Meeting.
- Execution of recruitment process of new members.
- Centralisation or decentralisation of role to other staff members.
- Framing of various policies of the organisation.
- Communication of the organisational policies to the staff members.
- Regulation of staff conduct in an organisation.
- Responsible for answering the stakeholders of the organisation.
- Responsible for communicating to the public about the activities of the organisation.

- Responsible for settlement of conflict between parties within an organisation.
- Reporting annual report of the organisation to the Board of Directors.

2. Roles and responsibility of The President

The president is tasked with providing strong leadership for the company by working with the board and other executives to establish short and long-term goals, plans and strategies.

Some roles and responsibility of The President are laid down below:

- They are responsible for presiding over the entire workforce and they will manage budgets and make sure resources are allocated properly.
- Presides at all meetings of the organization.
- Calls special meetings of the organization.
- Schedules all practices, meetings, and other activities of the organization.
- Prepares and files any reports.
- Attends required meetings for organization.
- Liaison between organization and officials.
- Represents organization at official functions.
- Sends and receives correspondence on behalf of the organization.
- Remains fair and impartial during organization decision making processes.
- Coordinates elections.
- Maintain official organization property, or records.
- Recruit new members.
- Make sure members feel valued and connected to the organization.

3. Roles and responsibility of The Treasurer

The treasurer is an officer who is responsible for deciding how funds will be raised, spent, and is to keep account and report to the organizations. They also look into and are responsible for the maintenance of bank account of the organization.

Some roles and responsibility of The Treasurer are laid down below:

1. Overlooking the Financial Condition of the organisation.
2. The Organisation treasury should look into all the Projects of the organization and handles the project budget by the treasury officer.

3. The finance officer should show the final report of every project.
4. Bank account and other related to the Budget should be signed by the treasury.
5. The president and treasury will discuss about every project of the Organization.
6. The treasury of the organization should maintain all the file of transactions of every project.
7. Treasury will sign all the financial report of the project
8. Treasury will maintain the bank account and inform all the transactions to the president.



ORGANIZATIONAL POLICY OF YA_ALL

Ya_All is a gender inclusive organization working for the betterment of the society as a whole. Ya_All's Organizational policy and guidelines will serve as the basis for creating an inclusive policy to ensure every soul including transgender, gender non-conforming, and transitioning employees feel safe and welcome in our workplace. The policy will guide employees at Ya_All in effectively carrying out their rights and responsibilities.

This policy will be reviewed on an ongoing basis, at least once a year. Ya_All will amend this policy, following dialogue, where necessary.

Date of last review: 1st June 2020

The policy laid down includes:

1. Sexual Orientation , Gender identity and Expression and Sex Characteristics (SOGIESC) Policy.
2. Human Resources (HR) Policy.
3. Social Media Policy.
4. Child Protection Policy.
5. HIV Workplace Policy
6. Mental Health Policy and Action Plan.
7. Financial and Accountability policy.
8. Sexual harassment of women at workplace policy

Each Policy guideline are discussed in the further section.

1. SEXUAL ORIENTATION , GENDER IDENTITY AND EXPRESSION AND SEX CHARACTERISTICS (SOGIESC) POLICY.

Purpose

This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

Definitions

» **Gender identity:** A person's internal, deeply felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.

» **Gender expression:** An individual's characteristics and behaviours, such as appearance, dress, mannerisms, speech patterns, and social interactions that may be perceived as masculine or feminine.

» **Transgender:** An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.

- A person whose sex assigned at birth was female but who identifies as male is a transgender man (also known as female-to-male transgender person, or FTM).

- A person whose sex assigned at birth was male but who identifies as female is a transgender woman (also known as male-to-female transgender person, or MTF).

- Some people described by this definition don't consider themselves transgender – they may use other words, or may identify simply as a man or woman or may identify as SOGIESC. A person does not need to identify as transgender in order for an employer's non-discrimination policies to apply to them.

» ***Gender non -conforming***: This term describes people who have, or are perceived to have, gender characteristics and/or behaviours that do not conform to traditional or societal expectations. Keep in mind that these expectations can vary across cultures and have changed over time.

» ***Transition***: The process of changing one's gender from the sex assigned at birth to one's gender identity. There are many different ways to transition. For some people, it is a complex process that takes place over a long period, while for others it is a one- or two-step process that happens more quickly. Transition may include “coming out” (telling family, friends, and co-workers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.

» ***Sexual orientation***: A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like non-transgender people.

» ***LGBTIQA***: A common abbreviation that refers to the lesbian, gay, bisexual, transgender, intersex, queer and asexual community.

SPECIFIC POLICIES

Privacy

Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information. Information about an employee's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws. Management, human resources staff, or co-workers should not disclose information that may reveal an employee's transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may

only be shared with the transgender employee's consent and with co-workers who truly need to know to do their jobs.

Official Records

Our organization will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Most records, however, can be changed to reflect a person's preferred name without proof of a legal name change. A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. Official records will also be changed to reflect the employee's new name and gender upon the employee's request. As quickly as possible, we will make every effort to update any photographs at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately. If a new or transitioning employee has questions about company records or ID documents, the employee should contact the concern Human Resource Team of Ya_All.

Names/ Pronouns

An employee has the right to be addressed by the name and pronoun that correspond to the employee's gender identity, upon request. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of this policy. If you are unsure what pronoun a transitioning co-worker or someone from the community might prefer, you can politely ask them how they would like to be addressed.

Transitioning on the Job

Employees who transition on the job can expect the support of management and human resources staff. Human Resources will work with each transitioning employee individually to ensure a successful workplace transition.

Ya_All will provide support during the life-stage (or multiple life-stages) during which an employee decides to go through a transition to affirm their gender. Remember that this transition may or may not be accompanied by medical or surgical interventions such as

hormone therapy or gender affirmation surgery, formerly called sexual reassignment surgery. Since each individual transgender person's experiences are different, the level and nature of support they may need will differ. Therefore, there cannot be a one-size fits-all policy, only guidelines as to what kind of support can be availed, if the employee wishes to go through such affirmation. The employee should be kept at the centre of this process, and they should consent to every step forward in their transition.

Sex-segregated job assignments

For sex-segregated jobs, transgender employees will be classified and assigned in a manner consistent with their gender identity, not their sex assigned at birth.

Restroom Accessibility

Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a restroom, when available. All employees have a right to safe and appropriate restroom facilities. There is a room at Ya_All, which is gender neutral.

Locker Room Accessibility

All employees have the right to use the locker room that corresponds to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, can be provided with a reasonable alternative changing area such as the use of a private area, or using the locker room that corresponds to their gender identity before or after other employees. Any alternative arrangement for a transgender employee will be provided in a way that allows the employee to keep their transgender status confidential. But such facilities are still not available at Ya_All.

Washroom

A gender-neutral washroom for every person at the workplace will be provided.

Discrimination/ Harassment

It is unlawful and violates organization policy to discriminate in any way (including, but not limited to, failure to hire, failure to promote, or unlawful termination) against an employee because of the employee's actual or perceived gender identity. Additionally it also is unlawful and contrary to this policy to retaliate against any person objecting to, or supporting

enforcement of legal protections against, gender identity discrimination in employment. Our organization is committed to creating a safe work environment for transgender and gender non-conforming employees. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action, and providing employees and staff with appropriate resources.

Shelter and Accommodation

Temporary shelter and accommodation to the discriminated LGBTIQIA+ employee will be provided.

Mental health facilities

Ya_All will provide mental health services to the community. The professionals are Queer affirmative. No charges should be amounted to the service. However, if any professional is found being unfriendly or indulging in any discriminative act with any person availing the services can be reported to the Human Resources of Ya_All.

Safe space

Ya_All, being gender inclusive organization, has a safe space for the youths, mostly for the SOGIESC community youths at Meitram, Imphal. Every employee can use this space, and not only the employees but also their near and dear ones.

SOGIESC Recruitment Practices

As our organization is gender inclusive, we give equal opportunity to every person while recruiting for every specific post. There will be no discrimination based on one's gender and sexuality.

Interviewing Time

Placing visible symbols of LGBTQIA+ inclusion or transgender inclusion around the interview spaces that candidates visit (pride flags, mugs, coasters, posters etc.). However, we should be sure to walk the talk.

Sensitization and Awareness Training

Most organizations today have training modules on work ethics, gender diversity, and prevention of sexual harassment. These training materials should acknowledge/ include relevant aspects of transgender+ identities. There should also be periodic awareness and sensitization sessions conducted for all employees, especially managers.

SOGIESC Guidelines

- A Human Resource contact person may be designated for support in matters of gender affirmation and transition. This person guides the employee through the process. This contact should be prominently listed in policy web pages, LGBT+ resources, employee directory etc.
- .Any problem, issues, project funding etc. or anything that is sensitive should be first discussed with the project manager and Human Resources of the organization.
- Clearly documented roles and responsibilities of all parties involved – the individual, their manager and Human Resources – are needed.
- Training modules for managers and Human Resources partners specifically about supporting an employee from the SOGIESC community and through their transition, dos and don'ts etc.
- Support and resources for making systemic changes to name and gender pronouns in employee listings, legal name and gender updates in the Human Resources systems, email ID changes, etc.
- Guidance on the process of communicating the employee's transition to the rest of the co-workers and external entities in a public-facing role. This should be as per the employee's timelines and wishes. Some prefer communicating it themselves; others may prefer that their manager or Human Resources communicate it more formally.
- In case medical procedures that require hospitalization and recovery time are involved, the employee may require medical leaves. Ideally, this should be allocated as per the existing short-term/long-term medical leave policy, just as would be the case for a heart surgery, for example.
- The organization should ensure that only essential documentation is sought from the employee, and that the personnel handling the approvals are sensitized on such medical procedures. Note that there may be multiple leave requests as part of affirmation.

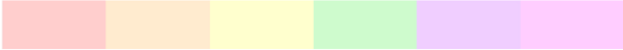
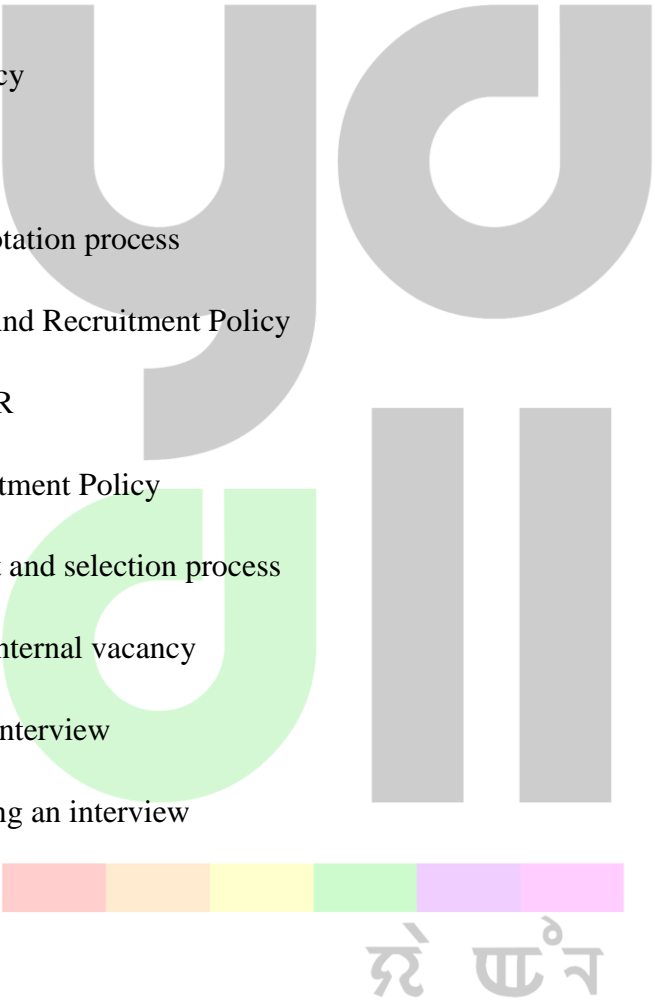
Alternatively, the organization could develop a separate leave policy for gender-affirming medical procedures, as long as it is equivalent to or better than the regular medical leave policy.

- Establish a formal or informal restricted resource group of transgender+ employees to network and provide peer-support if feasible. This group can also help the HR streamline processes better, and provide feedback on content for training modules etc. This could be within the umbrella of the existing LGBTQIA+ resource group.
- Provide scope for reasonable accommodation beyond the above guidelines. Some employees might need additional financial assistance, flexible work options etc. Depending on the sensitivity of the individual case, and subject to business unit approvals, these accommodations may be approved for specific employees. The inability to provide such accommodations should be communicated clearly.
- Guidelines from the - NALSA (National Legal Service Authority) Judgement vs Union of India (recognition of third gender, 2014), Navtej Johar vs Union of Indian (recognition of homosexuality, 2018) and the Transgender Persons(Protection of Rights) Act 2019, which is still in process.



2. HUMAN RESOURCES (HR) POLICY.

Table of contents:

1. Office timings for employees
2. Attendance
3. Monthly salary policy
4. Job Rotation Policy
5. Outline of the job rotation process
6. Human Resource And Recruitment Policy
7. Responsibility of HR
8. Principles of Recruitment Policy
9. Steps of recruitment and selection process
10. How to apply for internal vacancy
11. Guidelines for an Interview
12. Steps for conducting an interview
13. Selection Phase 
14. Induction 
15. Code of conduct of organization
16. Conflict of interest
17. Confidential information
18. Fair dealing
19. Organizational assets

- 20. Professionalism
- 21. Financial information
- 22. Gifts and other benefits
- 23. Harassment
- 24. Compliance with laws and agreement 2
- 25. Fraud
- 26. Bribe
- 27. Charitable contribution
- 28. Transaction with the third party
- 29. Relationship at work
- 30. Lobbying
- 31. Records and audits
- 32. Accounting practice
- 33. Reporting of unethical or illegal behaviour
- 34. Revision of code of conduct policy
- 35. Explanation of the code of conduct policy
- 36. Conflict resolution policy
- 37. Additional guidance on conflict resolution

1. Office timings for employees: Timely attendance at the workplace should be ensured. Everyone is required to be punctual to office. The office timings are from 10.30 a.m. to 3.00 p.m. daily from Monday to Friday. Lunch Hour shall be 1.00 p.m. to 1.30 p.m.

2. Attendance: Owing to the traffic and unexpected circumstances en-route to the work place, the time of arrival will be from flexible from 10:30 a.m. to 11:00 a.m. Everyone is

expected to sign in on arrival and sign out at departure, in the attendance register. Late arrival and absentia is usually not encouraged. If compelled, employees are requested to mail the reason of absence from the workplace to the admin.

3. Monthly salary policy: Any leave beyond 3 days of leave calculated in a month without the issue of an authentic medical certificate, will be considered as Leave without pay. In cases where the total leave has been exhausted by the employee and there is no leave balance to adjust the absentia, the whole of the extra leave so calculated will be considered as Leave without pay. Reimbursement of extra deduction, if any, at the payment of the next month salary. At the end of the calendar year, account of all such leaves will be set off against the earned leaves and if the employee is found to have balance leaves after adjustment of leaves so deducted he /she would be reimbursed the extra amount so collected out of his monthly salary, during the calendar year. Such reimbursement would be done along with the salary of the first month of the new calendar year.

4. Job Rotation Policy

Introduction: The aim of the job rotation policy is to provide a transparent and structured framework for internal movement of talent and responsibilities and to achieve the set goal of the organization.

Objective: The objective of job rotation policy is to provide growth opportunities to all the employees of the organization and to fulfil the career aspiration of the employees based on the year of experience on a job role. It also helps the organization fulfil its talent and responsibility related requirement. The job rotation policy covers the rules and regulation related to the talent and responsibility mobility of the organization. Tenure Based Structured Job Rotation & Succession Planning Employees will be recommended for job rotation process based on the maximum tenure, twice in a year.

5. Outline of the job rotation

Process: HR department will enable the role change discussions after

- The necessary training for inducting a staff into the organization to fit the individual into the working organization structure will be provided, to facilitate smooth job rotation.
- Identifying the employees who are completing maximum tenure
- Verification of possible roles the employees can serve

- Drawing a career path of the employees after job rotation.
- Role assessment with respect to the business requirement and skill requirement
- The transition is planned after role change assessment
- The new job likely to be assigned to the employee is identified.
- The HR department provides the necessary documentation to the employee

Guidelines:

- Above job rotation, policy is strictly implemented in all working condition.
- The standard tenure matrix is used to check the minimum and maximum tenure of the employee.
 - In some exceptional cases the job rotation plan can be changed with the approval of business head and HR head of the company
- Employees are requested to accept any role change suggested by the management for the benefit of the organization
 - The performance measure of the employee will change based on the new job assigned.
- Employee has a right to delay or postpone the job rotation citing any appropriate health or personal issues.
- HR department has the responsibility to make the job rotation a success by properly analysing the talent need of the organization, the skill set of the employee and the need of the hour.
- The tenure of new job assigned can be extended based on the business and workplace requirement.

1. Human Resource And Recruitment Policy

The purpose of recruitment policy is to ensure that rightly skilled and qualified candidates are attracted and hired as it is mandatory for the success of an organization. To do these, right and efficient recruitment Policy methods must be chosen. Its purpose is also to have a recruitment policy wherein recruitment and selection (as per recruitment and selection policy) of candidates is based on fundamental principles which are explained later in the employee policy template.

- Ensure clarity on the details needed to fill in a particular job vacancy.
- Clarity on the type of recruitment procedure to be chosen as per recruitment policy and procedure.
- To have resumes of good applicants in pipeline that help in recruitment.

- Vacant positions must be filled in timely with best utilization of available resource.
- All information must be provided in a concise and clear manner as per the employee policy template.
- To ensure to choose the best candidate.
- Recruiters must be well advised to take correct recruitment decisions.
- Promotion of positive image of employer.

Policy:

1. Our organization has a commitment to our section of society towards providing higher standard programs and services.
2. The organization also makes sure to attract the right kind of talent by advertising for the vacancies to follow the path of ambition recruitment.
3. The organization is also committed towards filling of vacancies through job posting.
4. The organization is committed towards providing an environment that is free from all kinds of aggressive pressure and intimidation.
5. The organization believes in unbiased recruitment and selection and no discrimination is made basis the age, gender, sexuality, status etc. It believes in providing equal employment opportunities to all applicants and the selection is done based on merit regarding skills, qualification and capability.

In order to make recognition towards following the policy right and implementing it correctly within the organization the responsibilities lies on senior management, the HR department, the managers and supervisors.

7. Responsibility of HR:

1. To train all managers and supervisors on the various aspects of recruitment policy.
2. To guide managers and supervisors regarding their role in recruitment process following the employment policy.

8. Principles of Recruitment Policy:

1. Selection is purely on the basis of merit.
2. Candidates are requested to provide only relevant information as per the job vacancy.
3. All information received from the applicant will be kept confidential.

4. All information provided by candidate in such a manner that correct decision regarding suitability of profile can be taken.

5. Organisation ensures that recruitment and selection is conducted in a professional, timely and responsive manner following recruitment and selection policy sample.

6. In order to meet with the principles it is ensured that appropriate training and support is given to all employees involved in training and development following principles of recruitment policy.

7. Recruitment and selection must be conducted in completely professional manner so that the image of organization is enhanced.

8. The organization believes in adopting best practice in its recruitment and selection policy sample.

9. The recruitment and selection must happen in a cost effective manner.

9. Steps of recruitment and selection process:

Preparation stage:

1. This is the first stage of recruitment and selection process under recruitment policy of a organization.

2. The recruitment and selection process cannot begin until/unless complete analysis for the need of role is done.

3. All new role must have defined level, grade and position before the recruitment and selection process begins. Details are mentioned in employee policy template.

4. All approvals should be in place before the commencement of recruitment and selection procedure as per recruitment policy and procedures.

5. Recruitment should form an important part of staffing strategy for the an area.

6. For any assistance in recruitment and selection HR must be contacted to have clarity on recruitment policy.

Job description:

1. A clear and concise job description must be created.
2. The job description must clearly reflect all aspects of a job.
3. The skills, experience, qualification, aptitude required for the particular position is to be mentioned in the job description.

HR is supposed to do the following:

1. Post the details of vacancy which includes position, skills required, level for which hiring is done, experience required.
2. Outline of the position.

10. How to apply for internal vacancy:

1. The interested candidate can send their CV with cover letter regarding why they want to apply for this position to the supervisor with all relevant details.
2. The CV is sent for acceptance and processing it further.
3. The candidate whose work experience, skills, qualification matched with the profile is called for an interview.
4. Normal recruitment and selection process is carried out in case of internal advertisement

11. Guidelines for an Interview:

1. Basic purpose of an interview is to give and get information which helps in making a decision whether a candidate is suitable or not.
2. Every individual have their own interviewing style however there are certain parameters which need to be followed while conducting an interview.

12. Steps for conducting an interview:

1. Screen the resume well before the interview starts and it will help and make a manager feel more confident and comfortable.
2. Review the resume to check is it meeting the following requirements:

- a. Basic qualification needed to carry out the job.
 - b. Total work experience along with specialization in given area.
 - c. Skills which are needed to perform a given job and also to check if the candidate possesses some extra skills which can also be required for the given position.
3. Make the environment friendly and comfortable. The candidate must feel the ease in conversation.
 4. The interviewer must keep a control over the interview so that meaningful discussion happens.
 5. Try getting the relevant information by putting in questions which compel candidate to answer all that manager need to know.
 6. Interview must not be generic discussion session where candidate is sharing only what he/she wants to share instead they must share what interviewer wants to know.
 7. Communication during the interview session must be smooth. All the barriers while answering the question must be removed.
 8. The interviewer must try getting all relevant questions answered and all related topics must be covered.
 9. If any aspect is still not clear, the interviewer should ask the question again by rephrasing it or it can also be done by returning to it in the later part of interview session so that clarity is obtained on that particular aspect.
 10. The interview should be in a conducive environment.
 11. Interview must be conducted in a meeting room.
 12. There should not be any disruptions due to mobile, laptop etc. mobiles are to be kept either in silent or flight mode during the interview.
 13. It is generally preferred to have a round table discussion with the candidate so that candidate can have comfortable conversation with everyone present at the table.
 14. There must be proper introduction of all members in the interview panel and the candidate.

15. The interviewer must try to keep the conversation straight and structured.
16. Body language must be relaxed.
17. Form an agenda.
18. Discuss the duties and responsibilities involved in the job.
19. Determine the total time that can take place.
20. Provide candidate with description of duties and responsibilities of the job.
21. Collect information. The structured questions must be put to the candidate so that all relevant information can be obtained.
22. However some flexibility is required in case some questions arise due to some flexibility in the conversation.
23. Try to get both the positive and negative aspects of the candidate and try to match with the requirements.
24. Reserve some time for discussion on general topics.
25. Try to have discussions on additional skills which candidate possess, which have yet not been discussed.

13. Selection Phase:

1. Short listing must be done by at least 2 people to avoid any kind of biased approach.
2. The candidate must meet the necessary requirements needed for the particular profile.
3. A member of HR will normally be there in the selection process.
4. All the details regarding the selection must be shared with candidate which includes any kind of tests, quiz, etc. Minimum 7 days should be given for that.
5. The candidate whether it's internal or external must be assessed without any kind of biasness. Only the candidate whose skills, experience, aptitude completely matched with the required criteria should be shortlisted. No suppositions to be made.

6. Managers should consult the HR department if they require any assistance with selection process. 7. References are being checked on the details as shared by the candidate.

8. Any checks which may form part of selection process should be conducted prior to issuing of offer of employment.

14. Induction: This is the final stage of recruitment process. Once the successful candidate has accepted the offer of employment and a start date is agreed, HR is responsible for preparing a comprehensive induction program for the new employee. HR reserves the right to employ successful candidates that radiates dedication, professionalism and the will to stick to the organization even during an organization slump.

Revision of the policy: The organization reserves the right to revise, modify any or all clauses of this policy depending upon the demands and necessities of the organization.

15. Code of Conduct of Organization

The purpose of the code of conduct policy is to define guidelines regarding employee behavior with respect to their supervisor, colleagues and organization as a whole.

15.1 Scope: This policy applies to all employees of the organization.

15.2 Dress Code : Employee are expected to dress clean, comfortably and appropriately.

15.3 Cyber security: It is necessary to define guidelines for the use of the computer, phones, internet usage, and social media to protect the assets and to enhance security.

15.4 Internet Usage: The organization provides internet to employees for business purpose. However, occasionally it can be used for personal purpose, provided it is not obstructing normal job responsibilities of employees.

There are the following restrictions in using the organization's internet.

1. Downloading of obscene, offensive material.
2. Sharing of confidential information with others.
3. Interfering with other employee's privacy.
4. Downloading or uploading pirated movies or related material.

5. Surfing of websites which can damage the organization's network

6. Doing any illegal action like hacking, fraud etc.

15.5 Cell Phone: Use of cell phone is a necessity today. We as an organization allow the use of cell phone for business purpose or personal purpose. However, few points to be kept in mind which are: • Use cell phones maximum for purpose like urgent and business calls, calendars, etc.

- Keep cell phone minimum for personal use during office hours. Try using common area or meeting room for personal use as it does not disturb colleagues.
- Using a cell phone for playing games in office hours is strictly prohibited.
- Use of cell phone is not allowed in the area where the organization's confidential records are being kept. Also sharing of confidential information is not allowed with cell phones.
- Uploading or downloading of inappropriate or illegal material is prohibited with the use of cell phones.

15.6 Organization's Email: As per code of conduct policy at the workplace use of email is being guided as follows:

1. Use corporate email id for business purpose: The use of email for the official purpose can be without any limitation. An employee can go to the organization's newsletter and other services required for professional growth.
2. Use for the personal purpose: Organization's email can be used for the personal purpose as far as it is safe for the organization's server. Spam mails are to be removed and an employee should not use it for sending confidential information belonging to the corporate.
3. An employee should implement the model code of conduct for use of organization emails. The general expectation regarding the use of organization email is as follows:

- No Signing up for illegal websites etc.
- No Sending of marketing content or email etc.
- Registering for competitors services unless you are authorized to do it.

- No Sending of discriminatory messages and content
- No spamming other employee emails.

15.7 Social Media: The organization provides access to social media for its employees. Code of conduct for employees defines the use of social media. Generally, social media can be used both for personal and professional purpose.

Certain guidelines to be followed by the employee while using social media on organization premises:

1. No excessive use of social media for personal purpose while in office.
2. It must not interfere with the normal routine of employees
3. No exchange of any offensive or derogatory material

Organization's confidential information should not be shared on the social media platform. Any breach or rules and regulations will demand disciplinary action against the employee.

Official use of social media: Following the guidelines mentioned under "code of conduct at work" are compulsory while using social media for official use.

- I. Be active and patient with the use of social media
- II. Have constructive discussions with the employees before taking any step related to posting in social media platforms
- III. Seek opinions from public relation department before posting major content.

16. Conflict of Interest:

Conflict of interest arises when any personal benefit from another source interfere with the employee's responsibility towards the organization.

Examples of conflict of interest under the code of conduct policy can be explained as:

- Accepting any kind of bribes etc from a third party source.
- When an employee takes some action which interferes with the normal working of the employee within the organization.

- When an employee or any immediate member accept something from a competitor or third party basis his/her position.

Some situations have been explained wherein the conflict of interest is observed:

a. Simultaneous employment: It implies that an employee is working side by side with a competitor, supplier, and customer along with the organization. It is generally not allowed to work as a consultant or board member until unless permitted by the management of the organization you are currently employed with.

b. Money or compensation from other sources: Any kind of money or compensation must not be allowed to be taken from competitors, suppliers or customers other than the organization you are currently working with.

c. Gifts: Acceptance of gifts from the competitors, customers etc which are given with an aim to influence any person's action etc. should not be accepted. Offering/ receiving /giving any such gift is an example under the conflict of interest.

d. Employment of a relative: As per the organization's code of ethics any employee is hired, promoted in the organization basis merit. Nepotism, favouritism, etc. are strictly out of bounds within the organization. A relative is someone who is related by blood or marriage within the third degree to an employee.

Before employing a relative in the organization the following points must be taken into account: • There must not be any reporting relationship with the employee.

- One can't be promoted or hired within a reporting relationship with a relative.
- An employee cannot directly / indirectly involve in the hiring process of a relative.

e. Workplace visitors: While visiting the premises visitors are requested to give complete details in the entry register and carry an identity proof with them. The following are to be followed

- Sharing of any confidential information with the visitor must be strictly prohibited.
- Visitors cannot gather donation etc. in the office premises.

f. Corporate opportunity: An employee is expected to advance the legitimate interest of the organization whenever an opportunity to advance arises. This is done while following the Professional code of ethics. Employees are therefore guided to prohibit the following:

- Making use of opportunity which belongs to business for personal use
- Use of the organization's property, information etc. for personal use.

17. Confidential information:

Employees of the organization are to maintain the confidentiality of information which is not to be shared outside as it might be harmful to the organization and gainful for the competitor. Sometimes confidential information is shared by senior management to employees. Such information when entrusted must not be shared in public. Disclosure of confidential information can be done only when permitted by senior management committee.

18. Fair Dealing:

One of the examples of the code of ethics is to deal rightly with employees, suppliers, contractors, customers etc. No one is allowed under the code of conduct policy to take unfair advantage of anyone through manipulation, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

19. Organization assets:

Organization assets should be used with caution. There must not be any wastage, misuse of organization assets as it results in loss of organization's property and assets. All business assets shall be used only for the legitimate business purpose.

20. Professionalism:

The employees are expected to follow the Professional code of ethics under which they must behave professionally in their work and while dealing with other colleagues, visitors, suppliers, etc. They are also expected to maintain integrity & honesty in all their work. Ethical and legal standards should be maintained. Employees must help the organization maintain an open and supportive environment. The employees should also see that facts of the organization are not misinterpreted.

21. Financial information:

Financial information is needed in order to make the proper management decision. Many employees working in finance department come across such information. Employees must try not to share such information outside. Also, employees are expected not to disturb financial data. All financial transaction must be recorded accurately. In case there is any discrepancy, it must be reported immediately to the manager or supervisor.

22. Gifts and other benefits:

Acceptance of benefits in the form of bribery to influence one's working in an unprofessional path is strictly prohibited.

23. Harassment:

The Organization is committed to providing an environment which is free from any kind of discrimination based on religion, sexuality, caste, creed, marital status etc. Employees are also expected to support the organization on the same. However, if an employee comes across any kind of harassment as an act by any visitor or supplier, the organization will provide the affected employee with all the support and will also provide preventive measures on the same.

24. Compliance with laws and agreement:

All employees shall conduct business in compliance with all applicable laws and regulations of the particular district, state or country.

25. Fraud:

Any kind of fraud intentionally is subject to strict disciplinary action. Some examples of Fraud are:

- Misrepresentation of financial data
- Submission of false financial report
- False reporting of any kind of financial transactions
- Forged checks

26. Bribe:

Abiding by the values under “Code of ethics” bribery of any kind is not accepted within the organization. There should not be any incident of offering directly or indirectly any types of bribery to the partners, customers, colleagues, etc. to:

- Get business
- Affect business decisions
- Taking unfair advantage for one’s position.

27. Charitable contribution:

The charitable contribution is allowed under the “Organization’s code of conduct in the workplace” but some points to be kept in mind: The Contribution is made without any self-interest. Any person or organization receiving the contribution must not be related to management. No contribution to be made to private account of an individual All expense made under contribution should be updated by the finance department in accounts book.

28. Transaction with the third party:

The Organization tries to be in touch with the government agencies all by itself, however, any situation may arise wherein third party agent is needed to carry on the transaction further. A formal contract must be signed between the organization and the third party. Such a relationship should be based on the "Code of ethics". A copy of the code of conduct must be given to the third party. It is to be ensured that any fee, commission or the remuneration is paid to the third party is reasonable and commensurate with the functions and services performed. Such matter must be reflected in the book of accounts.

29. Relationship at work:

Any personal involvement with a colleague, customer, and the supplier can distract the normal working of the team. Any such issue must be discussed with manager or HR and corrective actions can be taken accordingly.

30. Lobbying: Lobbying or any such related activity must be regulated. There should be no representation of the organization in any such meeting until unless it is specifically designated by the organization to do so.

30.1 Improper opportunity: Employees by any means should not compete with the organization.

31. Records and Audits:

For any organization's operation of business, it is crucial to have correct records and financial transactions. There are certain standard and laws which are to be followed in managing accounts for the organization. It is possible by maintaining proper internal controls and procedures.

32. Accounting practice:

It is the policy of the organization to fully and fairly disclose the financial condition of the organization according to laws, rules, and regulations. All record of the organization must reflect all the transactions made so far.

33. Reporting of unethical or illegal behaviour:

It is generally promoted in the organization that any kind of unethical or illegal behaviour must be reported to the superiors immediately. As the organization relies on Organization code of conduct in the workplace such matters should be reported to protect the organization from any grave damage. In case the employee is not comfortable sharing it with superiors, such matters should be reported to the board member(s). The organization does not believe in retaliation of any kind by or on behalf of the organization and its employees.

Penalties for failure to comply: All employees in the organization are expected to abide by the code of conduct. Any violation of code will result in disciplinary action against the employee. Corrective action will be taken against:

Violation of organization's code of conduct, policy or procedure or any applicable law.

- Guiding others to violate the policy or procedure.
- Seeing breaching of the code of conduct but not reporting to it.
- Non-cooperation in organization's audit and investigation.

- Revengeful behaviour against anybody reporting a concern in good faith.
- Responsibilities in following the code of conduct Following the Corporate code of conduct is every employees' responsibility.

It, however, varies from position to position but responsibilities can be documented

- I. Employee responsibility: It is employee responsibility to understand the code of conduct well. The Employee must adhere to the guidelines mentioned in the code of conduct to make the decision.
- II. Manager's responsibility: A manager must act as a role model following code in everyday working.
 - a. Provide motivation to employees in raising concern in case they come across any incidence wherein codes of conduct guidelines are violated
 - b. Promotion of Code of conduct within the organization.
 - c. Arranging training programmes for the team to follow the code of conduct in all they do in the organization.
 - d. Responding well to employee concern or issues.
- III. Management responsibility: Management responsibility lies in proper implementation of policy.

34. Revision of code of conduct policy

The organization reserves the right to revise, modify any or all clauses of this policy depending upon the demand of business. 35. Explanation of the code of conduct policy Corporate HR department will be the sole authority to interpret the content of this policy.

36. Conflict resolution policy

Problems, misunderstandings and frustrations may arise in the workplace. It is Ya_All's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns. The purpose of this policy is to provide a quick, effective and consistently applied method for a nonsupervisory employee to present his or her concerns to management and have those concerns internally resolved.

Procedures:

Step 1: Discussion with supervisor a. Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with that supervisor to discuss the problem that gave rise to the complaint within three working days of the date the incident occurred. b. The immediate supervisor should respond in writing to the complaint within three days of the meeting held with the complainant employee.

Step 2: Written complaint and decision

1. If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's director/department head. Employees may request assistance with writing their complaints from the human resource (HR) department. The employee's director/department head should forward a copy of the complaint to the HR department.
2. The submission of the written complaint is due within three working days of the response from the supervisor. The complaint should include:
 - I. The problem and the date when the incident occurred.
 - II. Suggestions on ways to resolve the problem.
 - III. A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should state this.
3. Upon receipt of the formal complaint, the director/department head must schedule a meeting with the employee within three working days to discuss the complaint. Within approximately three working days after the discussion, the director/department head should issue a decision both in writing and orally to the employee filing the complaint.

Step 3: Appeal of decision

- a. If the employee is dissatisfied with the decision of the director/department head, the employee may, within three working days, appeal this decision in writing to the HR department.

b. The HR department may call a meeting with the parties directly involved to facilitate a resolution or refer complaints to a review committee if it believes that the complaint raises serious questions of fact or interpretation of policy. The HR department may gather further information from involved parties.

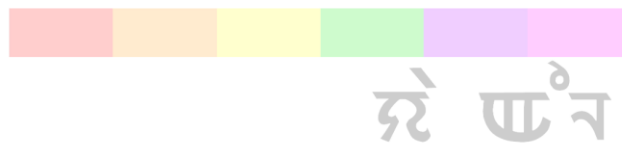
37. Additional Guidance on conflict resolution

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision, and the problem should not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

Ya_All reserves the right to impose appropriate disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No Ya_All employee will be subject to retaliation for filing a complaint under this policy.



3.SOCIAL MEDIA POLICY.

Contents :

INTRODUCTION

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Why do we use social media?

Why do we need social media?

Setting out the social media policy

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Using Ya_All's social media channels- appropriate conduct

Use personal social **media accounts- appropriate conduct**

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Confidentiality

Discrimination and harassment

Use of social media in the recruitment process

Introduction

What is social media? Social media is the term given to web-based tools and applications which enable users to create and share content (words, images and video content), and network with each other through the sharing of information, opinions, knowledge and common interests. Examples of social media include Facebook, Twitter, LinkedIn and Instagram.

Why do we use social media?

Social media is essential to the success of communicating Ya_All's work. It is important for some staff to participate in social media to engage with our audience, participate in relevant conversations and raise the profile of Ya_All's work.

Why do we need a social media policy?

The difference between a personal and professional opinion can be blurred on social media, particularly if you're discussing issues relating to Ya_All's work. While we encourage the use of social media, we have certain standards, outlined in this policy, which we require everyone to observe. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary in the public domain. This policy is intended for all staff members of all levels, volunteers and trustees, and applies to content posted on both Ya_All's device and a personal device. Before engaging in work-related social media activity, staff must read this policy.

Setting out the social media policy

This policy sets out guidelines on how social media should be used to support the delivery and promotion of Ya_All, and the use of social media by staff in both a professional and personal capacity. It sets out what you need to be aware of when interacting in these spaces and is designed to help staff support and expand our official social media channels, while protecting the charity and its reputation and preventing any legal issues.

Internet access and monitoring usage There are currently no access restrictions to any of our social media sites in the Ya_All office. However, when using the internet at work, it is important that staff refer to our IT Policy. You are permitted to make reasonable and appropriate use of personal social media activity during your lunch breaks. But usage should not be excessive and interfere with your duties.

Point of contact for social media

Our Media Team is responsible for the day-to-day publishing, monitoring and management of our social media channels. If you have specific questions about any aspect of these channels, speak to the Director (Media and Communication). No other staff member can post content on Ya_All's official channels without the permission of the Director (Media and Communication).

Which social media channels do we use?

Ya_All uses the following social media channels:

- Facebook
- Twitter
- Instagram

GUIDELINES

Using Ya_All's social media channels — appropriate conduct

1. Media Team is responsible for setting up and managing Ya_All's social media channels. Only those authorised to do so by the Director (Media and Communication) will have access to these accounts. 2. Be an ambassador for our brand. Staff should ensure they reflect Ya_All's values in what they post and use our tone of voice. Our brand guidelines set out our tone of voice that all staff should refer to when posting content on Ya_All's social media channels.

3. Make sure that all social media content has a purpose and a benefit for Ya_All, and accurately reflects Ya_All's agreed position.

4. Bring value to our audience(s). Answer their questions, help and engage with them

5. Take care with the presentation of content. Make sure that there are no typos, misspellings or grammatical errors. Also check the quality of images.

6. Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.

7. If non-staff of Media Team wish to contribute content for social media, whether non-paid for or paid for advertising, they should speak to the Director (Media and Communication) about this.
8. Staff shouldn't post content about supporters or service users without their express permission. If staffs are sharing information about supporters, service users or third party organisations, this content should be clearly labelled so our audiences know it has not come directly from Ya_All. If using interviews, videos or photos that clearly identify a child or young person, staff must ensure they have the consent of a parent or guardian before using them on social media.
9. Always check facts. Staff should not automatically assume that material is accurate and should take reasonable steps where necessary to seek verification, for example, by checking data/statistics and being wary of photo manipulation.
10. Honesty is the best policy. Say what you know to be true or have a good source for. If you've made a mistake, don't be afraid to admit it.
11. Staff should refrain from offering personal opinions via Ya_All's social media accounts, either directly by commenting or indirectly by 'liking', 'sharing' or 'retweeting'. If you are in doubt about Ya_All's position on a particular issue, please speak to the Director (Media and Communication).
12. It is vital that Ya_All does not encourage others to risk their personal safety or that of others, to gather materials. For example: a video of stunt.
13. Staff should not encourage people to break the law to supply material for social media, such as using unauthorised video footage. All relevant rights for usage must be obtained before publishing material.
14. Staff should not set up other Facebook groups or pages, Twitter accounts or any other social media channels on behalf of Ya_All. This could confuse messaging and brand awareness. By having official social media accounts in place, the Director (Media and Communication) can ensure consistency of the brand and focus on building a strong following.

15. Ya_All is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. We have every right to express views on policy, including the policies of parties, but we can't tell people how to vote.

16. If a complaint is made on Ya_All's social media channels, staff should seek advice from Media Team before responding. If they are not available, then staff should speak to the Director (Media and Communication).

17. Sometimes issues can arise on social media which can escalate into a crisis situation because they are sensitive or risk serious damage to Ya_All's reputation. The nature of social media means that complaints are visible and can escalate quickly. Not acting can be detrimental to the charity.

The Media Team regularly monitors our social media spaces for mentions of Ya_All so we can catch any issues or problems early. If there is an issue that could develop or has already developed into a crisis situation, the Media Team will do the following: Online Reputation Management (ORM), Image Management. If any staff outside of the Media Team become aware of any online comments that they think have the potential to escalate into a crisis, whether on Ya_All's social media channels or elsewhere, they should speak to the Director (Media and Communication) immediately.

Use of personal social media accounts — appropriate conduct

This policy does not intend to inhibit personal use of social media but instead flags up those areas in which conflicts might arise. Ya_All staffs are expected to behave appropriately, and in ways that are consistent with Ya_All's values and policies, both online and in real life.

1. Be aware that any information you make public could affect how people perceive Ya_All. You must make it clear when you are speaking for yourself and not on behalf of Ya_All. If you are using your personal social media accounts to promote and talk about Ya_All's work, you must use a disclaimer such as: "The views expressed on this site are my own and don't necessarily represent Ya_All's positions, policies or opinions."

2. Staff who have a personal blog or website which indicates in any way that they work at Ya_All should discuss any potential conflicts of interest with their line manager and the Media Team. Similarly, staff who wants to start blogging and wish to say that they work for

Ya_All should discuss any potential conflicts of interest with their line manager and the Media Team.

3. Those in senior management, and specialist roles where they are well known in their field of expertise, must take particular care as personal views published may be misunderstood as expressing Ya_All's view.

4. Use common sense and good judgement. Be aware of your association with Ya_All and ensure your profile and related content is consistent with how you wish to present yourself to the general public.

5. Ya_All works with several high profile people, including journalists, and major donor. Please don't approach high profile people from your personal social media accounts to ask them to support the charity, as this could hinder any potential relationships that are being managed by Media Team. This includes asking for retweets about Ya_All. If you have any information about high profile people that have a connection to our cause, or if there is someone who would like to support Ya_All, please speak to the Media Team to share the details.

6. If a staff member is contacted by the press about their social media posts that relate to Ya_All, they should talk to the Media Team immediately and under no circumstances respond directly.

7. Ya_All is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. When representing Ya_All, staffs are expected to hold Ya_All's position of neutrality. If staffs are politically active in their spare time need to be clear in separating their personal political identity from Ya_All, and understand and avoid potential conflicts of interest.

8. Never use Ya_All's logos or trademarks unless approved to do so. Permission to use logos should be requested from the Media Team.

9. Always protect yourself and Ya_All. Be careful with your privacy online and be cautious when sharing personal information. What you publish is widely accessible and will be around for a long time, so kindly take the content carefully. When you are using social media sites at work, it is important that you do so safely. You can find more information on your responsibilities when using our computer systems in our IT Policy.

10. Think about your reputation and for Ya_All as well. Express your opinions and deal with differences of opinion respectfully. Don't insult people or treat them badly. Passionate discussions and debates are fine, but you should always be respectful of others and their opinions. Be polite and the first to correct your own mistakes.

11. We encourage staff to share tweets and posts that we have issued. When online in a personal capacity, you might also see opportunities to comment on or support Ya_All and the work we do. Where appropriate and using the guidelines within this policy, we encourage staff to do this as it provides a human voice and raises our profile. However, if the content is controversial or misrepresented, please highlight this to the Media Team who will respond as appropriate.

FURTHER GUIDELINES

Libel

Libel is when a false written statement that is damaging to a person's reputation is published online or in print. Whether staffs are posting content on social media as part of their job or in a personal capacity, they should not bring Ya_All into disrepute by making defamatory comments about individuals or other organisations or groups.

Copyright law

It is critical that all staff abide by the laws governing copyright, under the Copyright, Designs and Patents Act 1988. Never use or adapt someone else's images or written content without permission. Failing to acknowledge the source/author/resource citation, where permission has been given to reproduce content, is also considered a breach of copyright.

Confidentiality

Any communications that staffs make in a personal capacity must not breach confidentiality. For example, information meant for internal use only or information that Ya_All is not ready to disclose yet. For example, a new story that is embargo for a particular date. Please refer to our Confidentiality Policy for further information.

Discrimination and harassment

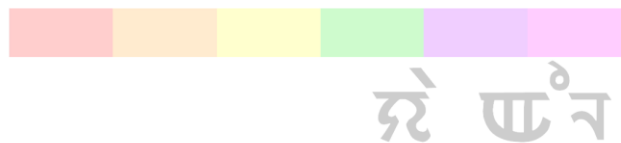
Staff should not post content that could be considered discriminatory remarked, or bullying or harassment of, any individual, on either an official Ya_All social media channel or a personal account. For example:

- making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, age, religion or belief
- using social media to bully another individual
- posting images that are discriminatory or offensive or links to such content

Use of social media in the recruitment process

Recruitment should be carried out in accordance with the Recruitment Policy, and associated procedures and guidelines. Any advertising of vacancies should be done through HR and the Media Team. Vacancies are shared routinely on Facebook or Instagram.

There should be no systematic or routine checking of candidate's online social media activities during the recruitment process, as conducting these searches might lead to a presumption that an applicant's protected characteristics, such as religious beliefs or sexual orientation, played a part in a recruitment decision. This is in line with Ya_All's Equal Opportunities Policy.



4. CHILD PROTECTION POLICY.

Policy Overview

Ya_All is committed to protecting the rights of children by safeguarding them from all forms of harmful influences, abuse and exploitation. Ya_All will make necessary arrangements to prevent or minimise any harm to children who come in contact with the organisation and will take measures to respond to any concern raised within the organisation or its programmes as outlined in the policy.

A 'duty of care' exists for all stakeholders who come into contact with children. This means they should not only apply the principles of good practice in their work but also that they have a responsibility and a legal duty to ensure the protection and safety of children in their care or any child they are in contact with.

Ya_All will:

- strive to understand children within the local context in which they live
- work with children in a spirit of co-operation and partnership based on mutual trust and respect
- work with children in ways which enhance their capacities and capabilities and develop their potential
- treat children with respect and recognise them as individuals in their own right
- regard children positively and value them as individuals with specific needs and rights
- value the views of children and take them seriously
- strive to ensure a safe environment with minimised risk to any harm for the children who come in contact with Ya_All.
- Make sure that every employee are aware and respect the guide lines of POCSO Act.

Ya_All's Board of Trustees endorses this policy.

The implementation and ongoing monitoring of the policy in both specifics and spirit is the responsibility of the Ya_All Leadership team.

Purpose

Ya_All will endeavour to ensure all Employees, Associates, Contract and Consultants:

- Are aware of the problem of child abuse and the risks to children

- Are aware of and are committed to the policies and procedures set out in this policy document
- Safeguard children from any harm, also including abuse through following a Code of Conduct and other necessary procedures in place
- Report where possible breaches are observed in the Code of Conduct
- Respond appropriately when the Code of Conduct is breached

Scope

These guidelines are applicable to Ya_All, including the following situations and contexts, as defined herein.

- Within premises of Ya_All or the associated partner NGO, during all hours of engagement with the children, in relation to any direct or indirect activity related to Ya_All or the associated partner NGO, including before and after regular working hours and on holidays.
- In extended environments of Ya_All or the associated partner NGO if there is any link with it. e.g.: parking areas, events at Ya_All or the associated partner NGO or outings and work related travel and transportation arrangements made by Ya_All or the associated partner NGO for its children.

These guidelines are also applicable to all persons who come in direct or indirect contact with the child in the context of the above:

1. Board and Management of Ya_All
2. Permanent, temporary and contract employees.
3. Volunteers, consultants, experts, workers from outsourced agencies and service providers
4. Any person who is in association with Ya_All and provides authority over, access to a child or allows him/her to initiate, nurture and sustain a fiduciary relationship with a child.
5. Any other person, who may be covered by these guidelines.

Policy and Procedures:

1. Definitions:

Child - In accordance to the definition used by the United Nations Convention on the Rights of the Child (UNCRC) and the Protection of Children from Sexual Offences Act 2012 (CRCPC), Ya_All defines anyone under the age of 18 as a child. Ya_All assumes responsibility for any child in their care.

Child maltreatment - This is sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity.

Child Abuse: Child abuse has been divided into 5 types to assist with identifying it specifically:

A) Physical Abuse: The actual or potential physical harm from interaction or lack of interaction, which is reasonably within the control of a person in a position of responsibility, power or trust.

B) Sexual Abuse: The involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws and social taboos of society. Child sexual abuse is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performances, internet pictures and materials. The use of technology such as the internet by adults to entice children to meet or participate in virtual sex is also an abuse.

C) Neglect and negligent treatment: It is the inattention or omission on the part of the caregiver to provide for the development of the child in: health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family or caretakers and which causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral or

social development. This includes the failure to properly supervise and protect children from harm as much as is feasible.

D) Emotional abuse: It includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can reach their full potential in the context of the society in which the child lives. There may also be acts toward the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. Acts include restriction of movement, degrading, humiliating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment.

E) Exploitation: Child exploitation is the act of using a minor child for profit, labour, sexual gratification, or some other personal or financial advantage.

Child safeguarding refers to the responsibility of agencies working with / in contact with / impacting children, to take all reasonable measures to ensure that the risks of harm to children are minimized; and where there are concerns about the welfare of children, to take appropriate actions to address those concerns (i.e. working to agreed policies and procedures, and in accordance with local laws). Safeguarding refers to institutional / internal policies and procedures intended to ensure that children are not exposed to harm and abuse through their contact with the organization, their staff and their participation in projects and programs, and that the organization's operations do no harm to the children in any way. Child Protection is part of safeguarding and refers to activities undertaken to protect specific groups of children who are being or are at risk of being abused.

2. Child Protection Committee:

To receive and effectively deal with child abuse complaints, a Child Protection Committee (CPC) has been constituted by Ya_All. The CPC consists of:

- CPC Chairperson – Executive Director
- Child Protection Officer (HR)
- A senior staff member – Programs Director
- External NGO member committed towards the cause of children's rights and empowerment.

The panel shall include the CPC Chairperson and at least two (2) members. Further, Ya_All designates the Human Resources Manager as the Child Protection Officer (CPO) to look into overall implementation of the policy.

3. Responsibilities:

All employees at Ya_All are required to:

- Be aware of situations which may present risks and how to appropriately manage
- Plan and organise the work and the workplace so as to minimise risks
- Be visible to others when working with children whenever possible
- Create and maintain a non-defensive attitude and an open culture to discuss any issues or concerns
- Promote a culture of responsible so that any potentially abusive behaviour can be challenged
- Develop a culture where children can talk about their contacts with staff and others openly
- Respect each child's boundaries and help them to develop their own sense of their rights as well as helping them to know what they can do if they feel that there is a problem Anyone working for or associated with Ya_All must avoid actions or behaviour that could be construed as poor practice or potentially abusive.

Anyone working for Ya_All will not:

- Spend excessive time alone with children away from others
- Take children to your own home, especially where they will be alone with you
- Have a child or children to stay overnight at your home unsupervised
- Sleep in the same room or bed as a child
- Hit or otherwise physically assault or physically abuse children
- Behave physically in a manner which is inappropriate or sexually provocative towards a child or develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse that includes intentionally humiliating, belittling, degrading, holding, kissing, cuddling, touching a child in an inappropriate, unnecessary or culturally insensitive way.

- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Condone, or participate in, behaviour towards children which is illegal, unsafe or abusive or exposes the child to danger
- Discriminate against, show different treatment, or favour particular children to the exclusion of others.

The CPC will:

- Focus only on the complaints/suggestions received on child safety violations/abuse and not on any administrative issues.
- Discuss the concerns, record the same and give appropriate recommendations to the organisation's management for further action.
- Ensure the concerns are addressed and closed within a specified time.
- Maintain all registers, files and folders and documents related to child safety and protection.
- Seek external expert help as and when required.
- Convene as soon as an incident is reported with periodic follow-up until closure of case.
- Cooperate with the police, judiciary and local administration in investigation of the reported incident, to the extent applicable by law, while keeping in mind the safety, security, right to privacy and confidentiality in the best interest of the child.
- Assess and address the impact of the incident on other children, adults working there and on the organisation as a whole.

The CPO will:

- Assist the CPC Chairperson during case proceedings.
- Receive all complaints of child safety violation including child abuse, whether verbal or written and ensure confidentiality and record it in a register.
- Maintain case files and records pertaining to the complaints/incident.
- Follow mandatory reporting in case of safety violation including child abuse wherever legally mandated and coordinate with the police and local authorities and ensure that there is no attempt to cover up the incident, or influence the child's parents/guardian or other authorities.

- Follow procedures where there are allegations of child safety violations or child abuse including against the Head of the institution/Chairperson of CPC.
- Coordinate capacity building related to CPP.

5. Communications regarding Children:

- Ya_All should ensure that it uses images that are decent and respectful and which do not present children as victims. In all communications, children should be always adequately clothed and poses that could be interpreted as sexually suggestive are unacceptable.
- Web sites and other promotional materials of Ya_All should not use images of children without obtaining verbal permission from the child and the parent(s)/guardian(s) of the child.
- The child's personal and physical information that could be used to identify their location within a country is not used in any manner on any platform.

5. Procedures:

This section is to ensure what steps should be taken if it is believed that the Child Protection Policy is being violated.

i. Reporting: Ya_All Employees, Associates and Consultants should report their concerns to the CPO within 24 hours of observing a breach of the Child Protection Policy. All concerns or allegations should be submitted in writing. It is not the responsibility of the person first hearing or encountering a case of alleged or suspected abuse to decide whether or not abuse has taken place; it is their responsibility to immediately report the concern.

The reporting should focus on:

- Evidence that the Child Protection policy has been violated with relevant dates
- Potential / Actual Risks to the child/children
- Measures to safeguard children and minimize risk
- Action/next steps

ii. Ensure the safety of the concerned child:

The CPO shall ensure that the child is removed from any imminent danger immediately by preventing contact with the person involved. The CPO will ensure that the child is not

further questioned or interrogated. The CPO will cooperate with the partner NGO to reassure the child that the problem will be attended to and he/she is safe and protected.

iii. The CPO will within three days of receiving the complaint:

- Conduct a risk assessment of the reported concerns and inform the relevant authorities as appropriate who will ensure that child is provided care and protection.
- Put together all the evidence submitted
- Prepare and communicate an appropriate response e.g. disciplinary process or urgent action if consequences of breach of Code are severe.

iv. Medical Intervention:

The CPO will cooperate with the partner NGO to ensure that the child is provided with the appropriate medical assistance as required. The CPO will cooperate with the partner NGO on the medico-legal papers which will be referred to during the case proceedings.

v. Informing parents / guardians:

The CPO will liaise with the partner NGO to ensure that the parents / guardians are informed about

- The complaint. The internal inquiry procedures that will be followed to address the complaint.
- The confidentiality that will be maintained.
- The relevant local authorities that will be informed about the case details.

vi. Internal Inquiries and Suspension:

- The CPO in consultation with the Chairperson shall convene the CPC meeting within 24 hours of reporting of the incident to take further action and inform the partner NGO accordingly.
- The CPO will meet with the person who has reported the concern to ensure that facts, opinions, observations are recorded accurately and prepare an investigation report.
- The CPC will decide whether the person responding to the complaint should be temporarily suspended pending further police and social services inquiries.
- If the person responding to the complaint is at an outstation location, the CPC will decide on whether they should be asked to return to the main office.

- Based on the outcome of the internal inquiry, the CPC will refer to the Disciplinary policy to assess the appropriate disciplinary outcome that will be implemented.

vii. Documentation:

- Written complaint submitted to the CPO should be signed and dated.
- Minutes of the meeting should be detailed and precise, focusing on what was said or observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.
- All such records should be treated as confidential. It is the responsibility of each individual in possession of the information to maintain confidentiality.

viii. External Reporting:

- If there is a suspicion about any form of criminal behaviour taking place at a programme, the CPO will assess the risk and inform the appropriate local authorities immediately. The CPO will also look into any other external bodies like the host organisation, community, etc that need to be informed of the action and the possible risks and inform them accordingly.
- The CPO may refer to the following external redressal mechanisms as appropriate: Child Welfare Committee (CWC); Juvenile Justice Board; Child Helpline; The Department of Women and Child Development

Training

The Management of Ya_All shall provide the necessary resources and direction for the following capacity building programs including information for all adult stake holders. The content of the capacity building process should include the following:

- a. Orientation on child abuse, neglect and exploitation; applicable laws, policies and guidelines, such as UNCRC, POCSO, JJ Act and ICPS to ensure they are aware of the key provisions; redressal mechanisms, media relation, confidentiality and reporting obligations
- b. CPP: Training of all personnel, contract staff on the CPP, response and redressal mechanisms set up within Ya_All. Additionally Ya_All will conduct other relevant trainings (related to appropriate behaviours with children) to ensure staff are able to understand finer aspects related to the policy.

- c. There should be a refresher course for all of the above topics.
- d. This will include signing the declaration indicating their understanding of the Policy.

Policy Review Schedule

The Ya_All Child Protection Policy will be reviewed annually or basis management discretion to ensure the policy is updated. Ya_All will also look into ensuring that all Ya_All Partners have a Child Protection Policy in place and supervise an annual reviewing and revision of the policy.



5.HIV WORKPLACE POLICY

ACRONYMS AND ABBRIVATION

AIDS- Acquired Immune Deficiency Syndrome

CBOs - community Based Organizations

CDC - Centre for Disease Control and prevention

FBOs- Faith Based Organizations

HIV- human Immuno-deficiency Virus

IBRD- International Bank for Reconstruction and development

ILO- International Labour Organization

ISD- Industrial Safety Department

KAPB - Knowledge, Attitude, Behaviour and Practice

LAC- Labour Advisory Committee

LRIDA - Labour Relations and Industrial Disputes Act

LTI- Life Threatening Illnesses

NAC- National AIDS Committee

NGOs - Non-Governmental Organizations

NIS- National Insurance Scheme

OHS- Occupational Health Service

OSHA - Occupational Safety and Health Act

PAC - Parish AIDS Committee

PATH - Programme of Advancement Through Health and Education

PCU - Project coordination Unit

PLWHA - People Living with HIV/AIDS

PVC - Polyvinyl Chloride

STD- Sexually Transmitted Disease

STI - Sexually Transmitted Infection

UNAIDS- Joint United Nations Programme on HIV/AIDS

VCT - Voluntary Counselling and testing

WHO –World Health Organization

GLOSSARY

Affected Person AIDS: Persons whose lives are impacted in any ways by HIV/AIDS
Acquired Immune Deficiency Syndrome – a cluster of medical conditions, often referred to as opportunistic infections and cancers, and for which, to date, there is no cure.

Discrimination: The unfair and unjust treatment of an individual based on their real or perceived HIV status [UNAIDS]. It is used here in accordance with the definition given in the Discrimination (Employment and Occupation) Convention, 1958 (No.C111), to include HIV status. It also includes discrimination on the basis of a worker's perceived HIV status, including discrimination on the ground of sexual orientation.

Employer: A person or organisation employing workers or contracting labour under a written or verbal contract of employment which establishes the rights and duties of both parties, in accordance with national law and practice. Governments, public authorities, private enterprises and individuals may be employers.

Gender: Refers to learned differences in social roles and relations between men and women.

HIV: Human Immuno-deficiency Virus, which attacks and may ultimately destroy the body's natural immune system, leading to the development of AIDS.

HIV negative: Having done a specific medical test for HIV infection and receiving a test result which does not indicate the presence of the virus in the body, i.e. there is no indication from the test that the individual is infected with HIV.

HIV positive: Having done a specific medical test for HIV infection and receiving a test result which indicates the presence of the virus in the body, i.e. that the individual is infected with HIV. HIV test A medical test to determine a person's HIV status.

Occupational Health Services (OHS): Health services which have an essentially preventative function and which are responsible for advising all stakeholders on the requirements for establishing and maintaining a healthy working environment and work methods to facilitate optimal physical and mental health in relation to work (Occupational Health Services Convention 1985 [No. 161]).

Prevalence: The number of people with HIV at a point in time, often expressed as a percentage of the total population.

Policy: A document setting out an organisation's position and guidelines on a particular issue. It must be within the ambit of the law.

Reasonable accommodation: Any modification or adjustment to a job or to the workplace that is reasonably practicable and will enable a person living with HIV or AIDS to have access to or participate in employment.

Sex: Refers to the biologically determined differences between men and women.

Sexual Intercourse: Sexual activity that involves vaginal, anal, or oral penetration.

STI: Sexually Transmitted Infections- These are infections usually passed from person to person by sexual contact, although some may be passed on by other means (e.g. via needle with infected blood injury). STIs include infections such as syphilis, chancroids, chlamydia, and gonorrhoea. They also include conditions commonly known as sexually transmitted diseases (STDs) and formerly known as venereal diseases (VDs).

Stigma: Stigma can be described as a process of devaluation of people, either living with, affected by HIV/AIDS.

Screening: To ascertain an employee's or job applicant's HIV status. Measures whether direct (HIV testing), indirect (assessment of risk-taking behaviour) or asking questions about tests already taken or about medication. This may include written or verbal questions about previous HIV tests, questions related to the assessment of risk behaviour and any other indirect methods Pre-employment screening is screening done for job

applicants. Post-employment screening is screening done for existing employees/ for persons already working within an organisation or industry.

Surveillance Testing: Anonymous unlinked testing which is done in order to determine the incidence and prevalence of a disease within a particular community or group to provide information to control, prevent and manage the disease.

Treatment: Steps taken to care for and manage an illness.

Universal Precautions: Simple standards of infection control practice to be used to minimize the risk of blood-borne pathogens.

Worker: An individual who has entered into or works or normally works (or where the employment has ceased, worked) under a contract, however described, in circumstances where that individual works under the direction, supervision and control of the employer regarding hours of work, nature of work, management of discipline and such other conditions as are similar to those which apply to a worker.

HIV/AIDS Workplace Policies

An HIV/AIDS workplace policy provides the basic framework for company action to reduce the spread of HIV/AIDS and to manage its impacts. Workplace HIV/AIDS policies should:

- Make an explicit promise for corporate action.
- Commit to confidentiality and non-discrimination for all employees.
- Ensure consistency with appropriate national laws.
- Encourage all employees (regardless of HIV status) to support an inclusive and non-stigmatizing working environment.
- Provide guidance to supervisors and managers.
- Explain to employees living with HIV/AIDS the type of support and care they will receive, so they are more likely to come forward for counselling and testing.
- Help stop the spread of the virus through prevention programs.

- Make the policy available to all employees, in a format that is easily understood.
- Manage the impact of HIV/AIDS with the ultimate aim of cutting business costs.

KEY ELEMENTS OF AN HIV/AIDS WORKPLACE POLICY

The International Labour Organization recommends the following key elements for every HIV/AIDS policy:

1. Recognition of HIV/AIDS as a workplace issue HIV/AIDS is a workplace issue because it affects workers and enterprises—cutting the workforce by up to 30% in some countries, increasing labour costs and reducing productivity. Recognizing the link between workplaces and the surrounding communities, business also has a role to play in the wider struggle to beat the epidemic.

2. Non Discrimination HIV/AIDS should be treated like any other serious illness/condition in the workplace. There should be no discrimination against workers on the basis of real or perceived HIV status. The non-discrimination principle extends to employment status, access to health insurance, pensions, and other staff entitlements.

Stigmatization and discrimination against people living with HIV/AIDS actually inhibits prevention: if people fear the possibility of discrimination, they are less likely to undergo counselling and testing and seek out treatment. As a result, they may unknowingly pass HIV on to others.

Additionally, those who are positive are more likely to conceal their status for fear of being shunned by their co-workers or fired.

3. Gender equality The gender dimensions of HIV/AIDS should be recognized. Women are more likely to become infected and more often adversely affected by HIV/AIDS than men, for biological, sociocultural, and economic reasons. HIV/AIDS programs must therefore respond to the circumstances and needs of men and women separately, as well as together. Prevention, testing, and other support decrease the impact of the epidemic.

4. Healthy work environment : the work environment should be healthy and safe, as far as is practicable, for all concerned parties. This means employers are responsible for providing information on HIV transmission and appropriate first aid in the event of an accident. It does not, however, give employers the right to test employees for HIV in the

interest of public health, because casual contact in the workplace presents no risk of HIV transmission. In addition, a healthy work environment tries to accommodate all workers (in consideration of their physical and mental health) and thereby mitigate the impact of AIDS on workers and the enterprise.

5. Social dialogue Successful HIV/AIDS policies require cooperation and trust between employers, workers and their representatives, as well as government, where appropriate. This is fundamental, as policies are more likely to be used effectively if they have been developed with the full participation of all concerned parties.

6. Confidentiality Companies are never justified in asking job applicants or workers to disclose HIV-related information. Nor should co-workers be obliged to reveal such information about fellow workers. Access to personal information of this type should be strictly bound by confidentiality provisions (e.g., managers and health personnel can sign confidentiality pledges to show their commitment to this principle). Violating employee confidentiality will erode trust, employee morale, and productivity as well as encourage possible legal action.

7. Continuation of employment relationship HIV infection cannot be a cause for termination of employment. Persons with HIV should be encouraged to work for as long as they are medically fit for available, appropriate work. This principle is based on the fact that being HIV positive is not the same as having AIDS and related opportunistic infections. Reasonable accommodation to help people continue working can include flexible working hours, special equipment, opportunities for rest breaks, time off for medical appointments, flexible sick leave, part-time work, and return-to-work arrangements. With the availability of antiretroviral therapy, ongoing employment is advantageous for both the employee and the employer.

8. Prevention HIV infection is preventable. Prevention of all means of transmission can be achieved through a combination of strategies: informational materials, participatory education classes (including personal risk assessment and life skills), practical support for behavioural change (such as condom distribution and encouraging family living situations among employees), and treatment for other sexually transmitted infections.

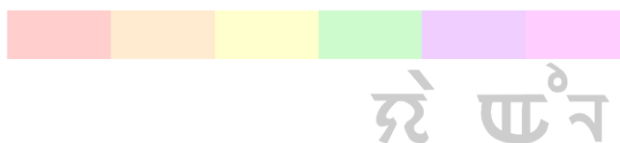
9. Care and support Solidarity, care, and support should guide the response to HIV/AIDS in the workplace. Prevention, care, and treatment should be seen on a

continuum of workplace programming. Available treatment encourages confidential voluntary testing, which makes it easier to provide care and also encourage prevention. Care and support include voluntary testing and counselling, treatment for opportunistic infections, especially tuberculosis, and antiretroviral therapy, where affordable; workplace accommodation; employee and family assistance programs; and access to benefits from health insurance and occupational schemes.

GUIDELINES

The guidelines that have been developed to guide the response of government to HIV and AIDS include:

- The UNAIDS HIV&AIDS and Human Rights International Guidelines (1998) on rights-based response to HIV&AIDS These provide guidance for states in mounting a rights-based response to HIV and AIDS, which is effective in reducing the transmission of HIV and its impact in accordance with human rights and fundamental freedoms.
- The ILO Code of Practice on HIV and AIDS and the World of Work This provides guidelines for the development of policies and programmes on HIV&AIDS in the workplace. The code is based on the following ten key principles: 1) Recognition of HIV and AIDS as a workplace issue 2) Non-discrimination 3) Gender equality 4) Healthy work environment 5) Social dialogue 6) Confidentiality 7) Continuation of employment relationship 8) Prevention and 9) Care and support.



6. MENTAL HEALTH POLICY AND ACTION PLAN

Mental health policy provides the overall direction for mental health by defining a vision, values, principles and objectives and by establishing a broad model for action to achieve that vision.

To be effective, the mental health policy should be accompanied by an action plan that concretely specifies the specific actions that will be out in place to achieve the policy objectives.

Mental Health Action Plan:

- Details strategies and activities that will be implemented
- It specifies a budget and timeframe for each strategy and activity
- Specifiers/indicators to assess whether the implementation of the plan has been successful

Guidelines for the interrelated areas for action or directions that will be taken to improve mental health

- Financing
- Coordination
- Promotion, Prevention, and Treatment
- Quality Improvement
- Human Resources and Training
- Research and Evaluation
- Collaboration

1. PSYCHOLOGICAL PROTECTION

Objective: A work environment where employees' psychological safety is ensured.

- Psychological Protection has been flagged as an area of concern in our workplace
- The actions below fall into four main categories: Norms, values and practices of the work environment
- Training and development initiatives

- Communication strategies and approaches; and
- Formal policies and programs.

2. WORK ENVIRONMENT (NORMS, VALUES & PRACTICES)

- Create a culture where psychological health and safety is valued, encouraged and promoted
- Ensure organizational justice across all facets of the workplace: ensure fairness in how workplace decisions are made and how procedures are carried out (“procedural justice”); ensure fairness in the outcomes of workplace decisions, such as promotion decisions (“distributive justice”); and communicate explanations for decisions in a respectful manner, with sincerity, care and empathy (“interactional justice”)
- Create a process where difficult workplace situations can be discussed and addressed in a safe and confidential manner
- Recognize that the assurance of psychological safety is more than just a policy – it involves an ongoing process of education, implementation and evaluation, with revisions as needed
- Provide incentives and reinforcement for the active demonstration of psychologically healthy and safe behavior.

3. TRAINING & DEVELOPMENT

- Provide ongoing orientation and training on organizational policies and programs on harassment, discrimination, violence at work and conflict management.
- Orient and train managers/supervisors, human resources providers, and other members/staffs to be knowledgeable and accountable for ensuring a psychologically healthy and safe workplace.
- Provide training on identifying and dealing with psychosocial stressors in the workplace (e.g., training in assertiveness, problem-solving and stress management)

4. COMMUNICATION

- Provide safe opportunities for employees to identify and participate in the remediation of psychological safety concerns.
- Communicate the availability of resources, educational material and supports available to manage stress

5. FORMAL POLICIES & PROGRAMS

- Regularly review and modify policies and programs to reflect emerging case law and regulatory changes.
- Create organization ethics, values and employee privacy statements with participation from all levels of staff.
- Conduct regular risk assessments and reviews to help understand and monitor factors that may negatively affect employees' psychological health and safety.
- Provide employees with adequate rest/break or job rotations for particularly burdensome mental or physical tasks



7. FINANCIAL AND ACCOUNTABILITY POLICY

Developing and Approving a Financial Policy

- Discussing the financial policy half yearly
- If the employees wants to add some policy then submit the idea in written form
- Draft the financial policy, followed by review and discussion by staff and board leadership
- Train staff on policy

Responsibilities

- Review financial reports at each board meeting.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.
- Employees should check their bank account on every 2nd or 3rd day of the month
- Finance officer should send the project report on before one week of the last date of the project.

Financial Transactions with Insiders

- No advances should be paid of funds to employees, officers, or directors. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.
- No advance salary will be given. Only if there is critical medical problem then submit the medical report.

Salary

- Salary will be given at the 2nd day of the month
- 3 days will be given as a leave
- If beyond 3 days leave is taken, then employees should submit medical record and if employees do not possess the medical report, then the salary will be deducted.

Budget

- All the project budgets should submitted in the annual board meeting.
- In the annual board meeting finance officer should submit their capital & operating budgets
- Finance officer should discuss with Auditor and make the final audit report.

Gift Acceptance

- Ya_All will accept stock or other negotiable instruments such as a vehicle from donors to transfer assets to the organization.
- Ya_All shall accept contributions of goods or services other than cash that are related to the programs and operations of the organization.

Asset Protection

- Avoid actions that would expose the organization, its board, or its staff to claims of liability
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.

- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments
- If employees want to go through any files related to finance then he/she should take permission first.



2. SEXUAL HARASSMENT OF WOMEN AT WORKPLACE POLICY

The policy statement Ya_All is committed in providing a work environment, which is free from discrimination on any ground and from harassment at work including sexual harassment, to promote and advance sound and productive working relations and mutual respect among employees.

Ya_All supports the fact that everyone has inherent dignity and has the right to have their dignity respected and protected.

What is sexual harassment at workplace?

Sexual harassment at workplace is an act or a pattern of behaviour that compromises the physical, emotional or financial safety and security of women worker.

It also includes any sexually oriented practice that endangers women's continued employment, negatively affects their work performance or undermines their sense of personal dignity.

Sexual harassment can involve one or more incidents and actions constituting harassment which may be physical or psychological (verbal or non-verbal).

Examples of conduct or sexual harassment include, but are not limited to: Physical conduct

- Physical contact like unwanted touching, grabbing, holding, pinching, rubbing, kissing or inappropriate touching
- Physical violence like sexual assault or attempt to molest
- Blocking or cornering a woman's path
- Repeated and unwanted social invitations and demanding sexual favours
- Making remarks with sexual overture and derogatory statements or jokes
- Insulting publicly or saying something degrading or humiliating
- Verbal conduct
- Displaying sexually explicit or suggestive materials
- Sexually suggestive gesture like leering, elevator eyes and advances
- Sending unwelcome messages/emails/letters or inappropriate materials with proposition

- Indecent exposure or behaviour that makes women feel insecure and uncomfortable

Who are the ‘employees’?

- All regular, temporary and ad hoc employees
- All employment relations, whether salaried or voluntary
- Probationers/ apprentices/ interns/ volunteers
- Employees with express or implied terms of engagement (e.g. written or oral contracts).

What is ‘workplace’?

- A workplace is a location where someone works for the employer, a place of employment. Such places can range from a home office to a large office building. Workplace also extends to any place visited by the workers in relation to their employment. Forms of Sexual harassment
- Quid pro quo harassment- which is harassment related to the abuse of authority resulting in tangible or noticeable employment related such as hiring, firing, promotions, increments, change in work assignment, etc. In such cases a person in authority makes job benefits dependent on sexual favours or denies or threatens to deny job benefits if such favours are rejected.
- Hostile work environment - refers work environment where the women workers feels unsafe, uncomfortable or threatened due to the unwelcome sexual harassment conduct in work place. This creation of hostile and unfriendly work environment has a negative impact on women’s health and safety, diminishing their job performance.

Whom to address?

- Under the SHWW(PPR) Act 2013, all employers (organisations/departments/companies) engaging 10 or more employees, are required to constitute an Internal Complaints Committee (ICC).
- As Ya_All organisation is relatively small, one member from the board committee should be appointed to whom the aggrieved women can address their concerns.

1.2 SESSION ON COMMUNICATION AND TEAM BUILDING

To enhance the capacity of team members of Ya_All, and strengthen networking of the organization, weekly sessions were held. Mentors / resource person from diverse background chaired the sessions. The sessions by the mentors are discussed below.

1. UNDERSTANDING THE SCHEME GIVEN BY THE MANIPUR RURAL LIVELIHOOD DEVELOPMENT

Date: - 25 June 2020

Resource Person: - Angela Athokpam (District Coordinator, Manipur State Rural Livelihood Mission)

Key Points Discussed:

Angela introduced about the scheme of Manipur. She talks about the schemes provided to the youths under the age of 18-35 years namely Deendayal Antyodaya Yojana-National Rural Livelihood Mission and Deen Dayal Upadhyaya Grameen Kaushal Yojana (DDUGKY). The objectives of the initiative is to bring the rural women (SHG) under the Below Poverty Line category. DDUGKY plays an important role in supporting the social and economic programs of the government like the Make In India, Digital India, Smart Cities and Start-Up India, Stand-Up India campaigns. She highlighted about the job facilities in private sector like hotels, café, etc.

2. CHILD AND WOMEN RIGHTS IN MANIPUR.

Date: - 11 July 2020.

Resource person:-Nonibala Narengbam, Secretary of IRDSO-Integrated Rural Development Service Organisation,

Key Points Discussed:

There were fourteen participants present in the session. The topics discussed were on child rights and juvenile justice act, importance of POCSO act. There was an interaction on

Juvenile justice Act 2015 and importance of child rights protection centre. The resource speaker shared her view from the grassroots level to social practices within the organizations. In continuation she highlighted about the issues and difficulties faced in collecting case studies, her experiences faced in the field, explanation about restoration justice (WCD), rape victim compensation. There was an interactive session along with the participants and speaker. She also emphasised on the working condition of transparency, productivity and flexibility in every aspect of our work.

3. ENHANCING PERSONALITY AND DEVELOPING NETWORK WITHIN ORGANIZATION

Resource Person: Mr Kishan Keisham, Ms Shivani Wangkheimayum & Mr. Sadam Hanjabam.

Dates: 1st August 2020, 10th August 2020, 17th August 2020

Key Points Discussed-

In August, Ya_All organized workshop on different aspects such as framing policies, creating a workspace, personality development, and weekly session with resource person which enhanced and strengthen the team members of the organization. The session led by Mr. Kishan Keisham and Mrs. Shivani covered about the program management, how to conduct a programme procedure, goals, achievement, Human resources, how to evaluate and monitor for each task given by the UNDP within the organization.

Mr. Kishan Keisham conducted a virtual meeting for writing the formal email. the steps are subject line, opening line, recipient, content, utilize the above lines wisely, reply promptly to emails including a signature block, etc.

Sadam Hanjabam had conducted session on Resource Mobilization on how to strengthen the network of each member within the organization and for the organization. Session on Proposal and Grant Writing has been carried out and developed a sample proposal for the organization.

4. ADMIN, FINANCE AND AUDIT

Resource Person: Chaoba Thakelchangbam

Dates: 21st, 22nd and 23rd September 2020

Key Points Discussed-

Ya-All conducted a 3 days training of finance & Admin team along with the Project Leads. Mr Chaoba led the session and looked into the Existing financial management of Ya_All. Following these, the session explores Journal Entry, Case Book, renewed Voucher, making a vehicle log, Requisition Slip, Maintaining check book, etc. the session also looked into developing roles and responsibilities of the treasurer and on strengthening the effective functioning of finance department. A Financial manual was developed with the help of the consultant.

The Mentor facilitated discussion on procedures of 12A, 80G, Audit, and proper financial management on Ya_All.

5. ORGANIZATIONAL MANUAL SET UP

Resource Person: Johnson Laishram (Global Shapers)

Session Dates: 2nd October 20, 3rd October 20 & 16th October 2020

Key Points Discussed-

The session focused on Strategic Planning of Ya_All for the coming 10 years duration. The 1st day of the session focused on understanding the basic principles of functioning of an organization.

The discussion revolved around identifying Cause, Problem tree Analysis, Logical Framework Analysis, etc. to understand the inputs, activities, outputs, and outcomes desired to achieve a final successful project/program. Few international organization's functioning and structure were looked into. The session was more of a discussion and activity-based through the use of exercises such as the use of Problem Tree to analyse a problem, Cause Analysis Worksheet, etc.

The 2nd-day session focused on Understanding Ya_All's functioning where the mentor explored Ya_All's organization structure, its vision, mission; thematic areas of work; key populations, program components, etc. The already existed programs were discussed and explored and required changes were identified and discussed upon.

At the end of the session, the participants came up with a new organization structure, defined Ya_All, s target group, thematic areas of work.

For the next few days, the participants worked on the roles and responsibilities of the board of trustees, the roles and responsibilities of the governing body, research on Ya_All's thematic areas.

Once this assignment complete, a third session took place with the mentor where each thematic area was discussed individually. Using the Logical Framework Matrix, each participant had brainstormed and had been able to come up with a structured plan of each thematic area for the next few years.

6. UNDERSTANDING ON THE TRAINING OF JCRE SKILLS

Resource Person:- Lairenjam Niranjana Singh

Date: 30 November 2020

Key points discussed:

He started by sharing his journey and experiences of founding JCRE skills solutions in Imphal, Manipur. When he learned that the population of unemployed youths rose in large numbers in the state, he was determined to save the youths from unemployment and turn them into competent human resources. JCRE provides trainings on different areas of skills like IT, plumbing, electrical, beauty and wellness, hospitality, food and beverages, tailoring, etc.

The participants shared their views and questions about making these skills development programs more inclusive. There are populations who are school dropouts or who never attended school. They often do not find skills training programs that are inclusive of them.

There was a discussion to understand the position of gender in this sector. Women and other gender minorities because of their positions and invisibility in the society are more vulnerable to unemployment.

Also discussed how the gender roles in the society have influenced the approach to different skills trainings. There was further interaction on how skills can be given more holistically and inclusively, on Policies and Youth Leadership.

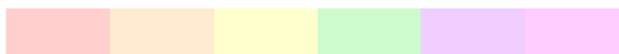
7. WORKSHOP WITH THE MANIPUR STATE RURAL LIVELIHOODS MISSION / DEEN DAYAL UPADHYA-GRAMIN KAUSHAL YOJANA

Resource Person: Kh. Bobby Singh (Chief Operating Officer)

Date: 19 November 2020

Key Point Discussed:

An interactive session was conducted at Ya All Office with Sir Kh Bobby Singh, Chief Operating Officer (Skills) of Manipur State Rural Livelihoods Mission / DDU-GKY on “Skilling young LGBTI+ and Community of Manipur.” The workshop was attended by 19 participants. It was a productive interaction. Some questions were raised by the participants about how DDU-GKY function and some of the facilities they provide. Questions regarding various training they initiate/facilitate are discussed and it was very educative. Many opportunities and awareness about different facilities and training they provide are being discussed thoroughly. Moreover it is great joy for Yaall, as an inclusive organization we look forward for inclusive approaches. Training on Beauty Therapy & Hair Styling was discussed specially for trans women which they are interested at and are initiating to start soon. Looking forward to reach out to different communities, inform about DDU-GKY, and help LGBTI+ and other community to grasp the opportunity, which the Government is initiating to help many people living in Manipur.



8. COLLABORATION WITH MANIPUR COMMISSION FOR PROTECTION OF CHILD RIGHTS AND YA_ALL.

Resource person : Ph.Manibabu Sharma, Chairperson, Manipur Commission for Protection of Child Rights

Date :- 28 November 2020.

Key Points discussed:

There were seven participants present in the session. There were various proposals brought by the speaker for the session. The first one was to launch tele counselling helpline number for the children during covid-19. The second one was the issues faced by children who are tested positive including post Covid phase. The concerns regarding children were psychological effects on children with Covid because it would be likely for them to experience fear, anxiety, less socialisation with peers and people. The issues raised were the impact of Covid-19 that would have on children, which could become an issue if not addressed due to the lack of services and support. In continuation to that, the proposal of launching a helpline number for children during the pandemic in the state. The service would include counselling the child and giving psychosocial support through tele counselling.

Date:-3 November 2020.

Venue: Office of Manipur Commission for Protection of Child Rights.

Key point Discussed: - There were fourteen participants present in the session. The session was to address children who are affected with Covid-19 and how to cope with it. During the session, a staff at Ya_All gave a brief report about the organisation, its functions and nature. She elaborated on the projects carried out by the organisation during covid-19 such as case studies undertaken, khudol initiatives, paomi post and tele counselling. She also mentioned that four staffs of the organisation were selected by the state for the tele counselling support during the outbreak of Covid in Manipur. The district allotted were Thoubal, Ukhrul, Jiribam and Pherzawal, out of which more than 200 cases were telecounseled. In continuation Sadam Hanjabam; founder Director of Ya_All further highlighted about the organisation. There was an interactive session among the participants. Some of the questions raised by the participants were regarding issues with children during lockdown, example of case studies and what could be done.

Title: 'Launching of helpline number of Ya_all in collaboration with MCPCR'.

Date:- 21/11/2020.

Resource Person:- Ph. Manibabu Sharma, Chairperson, Manipur Commission for Protection of Child Rights along with four members of MCPCR, ten staffs of Ya_All

The chairperson of MCPCR addressed the importance of psychosocial support towards children during Covid 19. The functioning and nature of the organisation was highlighted by

the staff. The Chairperson of MCPCR then officially launched the four helpline numbers. The helpline numbers was launched to provide online psycho-social support through tele counselling for children in Manipur. It was not only restricted to one particular language or dialect but it included Meiteilon, Tangkhul, Vaiphei, Thangal, English, Kuki & Hindi.

Title: Child Rights.

Resource Speaker: Megharaj Sharma, member of MCPCR,

Date:- 27/11/2020.

Key Points Discussed:

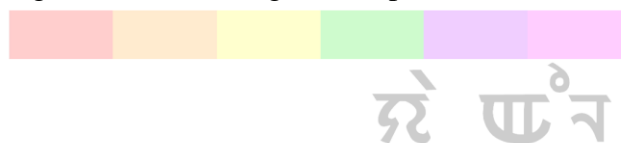
There were 13 members present in the session. The points discussed were about child right policy, inclusion of LGBTQI community in the system. An interactive session on the issues and challenges faced by transgender, rules and policy were discussed.

9. INCLUSION & LEADERSHIP THROUGH SPORTS

Date: 20th November 2020

Resource Person: Ashiniram Rajkumar & Suman Elanngbam (Sports Management Professional)

Key points Discussed: The mentors shared their experiences and journey on their involvement with Sport. The session highlighted the need for an inclusive space in Sports, brought about issues faced by the LGBTQIA Community in participation at Sports, and the way forward. The session ended with the conclusion that every sport enthusiast need to bring forth his/her/ their willingness and come together to pursue their interest in Sport.



1.3 DEVELOPING ANNUAL PLAN

Component :	Developing Annual Plan
Outputs:	Short Term Work Plan
Activity:	3 Days Consultation with Team
Programmes Plan	<ol style="list-style-type: none"> 1. Sexual Health and Reproductive Health Rights 2. Skill Building 3. Mental Health 4. Sports

1. Sexual Health And Reproductive Health and Rights

a. Young People Living with HIV

Objective	To ensure availability & usage of medication among YPLHIV
Activity	<ol style="list-style-type: none"> 1) Organization partnership with CARE FOUNDATION and VIHAAN in getting medication for the YPLHIV. 2) Delivery service of Medication for easy availability of medicine among the YPLHIV community. 3) Sensitization on ICTC (Integrated Counselling and Testing Centre). An ICTC is a place where a person is counselled and tested for HIV, of his own free will or as advised by a medical provider. The main functions of an ICTC are: Conducting HIV diagnostic tests. 4) Creating peer counselling program to check the availability, usage and issues being faced by YPLHIV community.
Output	<ol style="list-style-type: none"> 1) A dialogue with members of CARE FOUNDATION and VIHAAN has been initiated. 2) A dialogue with delivery service agencies for door-to-door delivery of medication has been initiated and also with the concerned medical authority. 3) Three workshops on peer support in terms of medication and its usage has been conducted at one of our Coordinator's house and also at the Ya_All office. Sensitization of ICTC has been added in these workshops. Around 10-15 YPLHIV participated in all the workshops.

b. Short term Plan for LGBTI Community

OBJECTIVE	To advocate and sensitize the members of Ya_All and stakeholders whom we are to collaborate with.
ACTIVITY	<ol style="list-style-type: none"> 1) Stakeholder's sensitization for Gender Identity Change of Transgender community. 2) SOGIESC advocacy and awareness through social media platforms and workshops. 3) Queer Affirmative Peer Counselling training among members of the organization and to the community. 4) Capacity Building on Sexual Health and Reproductive Health Rights among the Young Key Populations.
OUTPUT	<ol style="list-style-type: none"> 1) Conducted sensitization workshops on inclusion of transgender community under the NALSA Judgement, 2014 which recognizes this community as third gender after taking Gender Identity Change (GIC) Affidavit from the District Court or any other court. Sensitization workshop on the community members have also been done. Conducted three workshops with DDU-GKY, JCRE and Social Welfare Department of Manipur and 25-30 participants in each workshop. 2) Advocacy on Gender Identity, Expression and Sex Characteristics on Ya_All Facebook and Instagram page have been done. Workshops have also been conducted at the Ya_All office among the community member about SOGIESC. Support could be visible on social media and three workshops on SOGIESC have been conducted among the community members and about 10-15 members in each workshop were participated. 3) Special session on queer affirmative peer counselling has been done by the mental health professionals at Ya_All in presence of the Ya_All staff and members from the community. One day workshop at the Ya_All office was conducted and 20-25 members were present including the three mental health professionals. 4) Conducted workshops on SRHR and young community members have been sensitized. 25-30 participants were attended in this workshop.

c. Menstrual Health and Hygiene

Objective	To conduct a need assessment and identify the issues and needs around Sexual and Reproductive health among youths (Adolescents, YLGBTI and YPLHIV).
Activities	<ol style="list-style-type: none"> 1. Case Studies and documentation. 2. Sensitization about sexual and reproductive health using social media. 3. Capacity building of youths on SRHR
Output	Youths are sensitized about menstrual health, different menstrual products, safe sex, safe abortion, sexual autonomy and abuse/violence free sexual relationship.

2. Skill Building & Livelihood Skills

Objective	To create a link for livelihood skills for the young key population.
Activities	<ol style="list-style-type: none"> 1) Creating partnership with DDU-GKY for generating livelihood skills training to the young key population in Rural India. 2) For underprivilege urban young key population, to build partnership with JCRE Manipur, a private firm providing skills training. 3) Advocacy of the program initiated by Ya_All at social media platforms and conducting workshops.
Output	<ol style="list-style-type: none"> 1) Conducted workshops with COO of DDU-GKY and MD of JCRE at Ya_All office. In both workshops, around 30 participants were there. 2) Sensitization of issues faced by Young Key Population were also discussed.

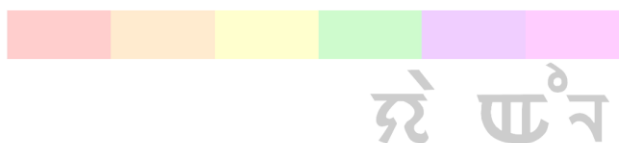
3. Mental Health

Objective	To create awareness about mental health among adolescent, youth and women of different community.
Activity	Capacity Building, workshop on various mental health topic covering, Stress, anxiety, depression etc.

Output	<ol style="list-style-type: none"> 1. Giving Group counselling or personal counselling. 2. Weekly session. 3. Visiting different places to strengthen psychosocial support.
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4. Sports

Objectives	<ol style="list-style-type: none"> 1. To provide the opportunity and platform for LGBTI community through Sports 2. To Inclusive the less discrimination of LGBTI sports
Activity	<ol style="list-style-type: none"> 1. Capacity building training /workshop. 2. Football training session . 3. Selection of coach . 4. Media Campaign 5. Friendly Match and sensitization . 6. Voluntary service by team.
Output	<ol style="list-style-type: none"> 1. Capacity building /workshop session by resource person . 2. Weekly football training session 3. 1 football coach selected (Transgender friendly). 4. Trained by Professional 5. Enhanced Physical health . 6. Media posts shared on social media platforms on facebook , instragram ,twitter. 7. Awareness and coverage on participations of Transgender in football. 8. Friendly match and teams playing in Manipur and awareness on gender Transgender community competitive spirit
Expected Outcomes	Team work, Healthy Lifestyle ,personality development



1.4 DEVELOPING 5 YEARS STRATEGIES PLAN

Component	Developing 5 years Strategic Plan
Outputs	Long Term Work Plan
Activity	3 Days Consultation with Team and mentor
Programme Plan	<ol style="list-style-type: none"> 1. Sexual Health and Reproductive Health <ol style="list-style-type: none"> a. Young People Living With HIV b. LGBTI Movement c. Menstrual Health Hygiene 2. Mental Health 3. Skill Building & Livelihood Skills 4. Sports

1. Sexual Health and Reproductive Health (SRHR)

a. YPLHIV

GOAL	Availability and access to Medicine and assisting in terms of Care and Support among YPLHIV.
ACTIVITY	<ul style="list-style-type: none"> • Advocating about HIV/AIDS on fb/Instagram/ twitter etc. and making the YPLHIV aware about the services rendered at Ya_All. • Launching a HELPLINE number specifically for the YPLHIV community to give full tele support system. • Achieving organizational partnership with CARE FOUNDATION and VIHAAN on acquiring medicines for individuals. • For delivery of medication, initiation of including YPLHIV in delivery services so that their status is secured among themselves i.e., among the YPLHIV community. • Counselling session and sensitization workshop on mental health and wellbeing has been conducted. Around 15 participants were present at that workshop. And in addition of selecting peer counsellors from different district of the state.
OUTPUT	<ol style="list-style-type: none"> 1) Social Media Advocacy has been initiated and is still continuing. Positive impact can be observed from it. 2) Launching of HELPLINE number is still in progress and the work has already been initiated. 3) Dialogue on partnership with CARE FOUNDATION and VIHAAN has been initiated and is still in progress. 4) Dialogue on medication delivery from the community members has been proposed but not yet in progress.

	5) Ya_All's mental health professionals have conducted training for creating peer counsellors of YPLHIV and five peer counsellors from different district of the state has been selected.
EXPECTED OTCOME	1) To provide an easy and convenient medication for YPLHIV. 2) Strengthening the peer counsellors to provide effective counselling to the community members. 3) Increasing sensitization on HIV/AIDS at the community and other institutions and also to the society as a whole.

b. Long Term Plan for LGBTI Community

GOAL	To advocate and empower the LGBTI+ community towards acceptance, rights and support.
ACTIVITY	<ol style="list-style-type: none"> 1) Gender Identity Change (GIC): <ul style="list-style-type: none"> • Continuing sensitization at the community level about the steps taken by the government and also sensitization to the various stakeholders that needs to be collaborated. • Facilitating the process of GIC and creating a link between the community members and stakeholders. 2) SOGIESC Advocacy: <ul style="list-style-type: none"> • Continuing advocacy on social media platforms and engaging with various organizations that works on SOGIESC rights through social media platforms. • Gender and Sexuality sensitization workshop at community level, schools and other institutes under Sexual and Reproductive Health Rights at Ya_All as well as other places that can be reached. • Capacity building workshop to enhance the capability of the community member for their growth and wellbeing. 3) Mental Health Support: <ul style="list-style-type: none"> • Skill training for mental health practitioner about being queer affirmative and conducting queer affirmative counselling session to all the peer counsellors. • Conducting workshops and also providing services to the SOGIESC community. 4) Legal Advocacy: <ul style="list-style-type: none"> • Keeping a legal advisor who is queer affirmative to help and support in times of crisis being faced by the SOGIESC community. 5) Sexual Health and Reproductive Health Rights (SRHR): <ul style="list-style-type: none"> • Capacity building at places like community centers, schools and colleges where young key population are confined to about sexual and reproductive

	health.
OUTPUT	<ol style="list-style-type: none"> 1) More initiations of workshops and sensitization program on Gender Identity Change affidavit and other related steps taken up by the government in coming years so that no individual belonging to the community is left out. And we expect 20-30 participants in each workshop to be conducted. 2) Continuing online advocacy and sensitization to reach the youths and also workshops and capacity building sessions to the SOGIESC community so that they become the best of what they are capable of and have a safe space in the society. 50-70 members are targeted each year. 3) To give trainings to new mental health practitioners who are unaware of SOGIESC and also to deliver the maximum support to the community members in persons or through tele counselling. 4) Legal advisor helping the community members in getting their individual rights so that they get the best out of what the government gives them. 5) Continuing advocacy and sensitization on sexual and reproductive health at grassroot levels like community centers, schools and colleges so that the upcoming youths may be well aware of the consequences they and their peers may face in near future.
EXPECTED OUTCOMES	<ol style="list-style-type: none"> 1) Increased awareness on SOGIESC among the youths and also to the society as a whole. 2) Creating youth leadership among the community members so that we generate more youth changemaker. 3) Generating a sustainable livelihood means for the community members so that they are financially independent. 4) Providing a safe space for the community members in terms of sexual and reproductive health and also mental health and wellbeing.

c. Menstrual Hygiene and Health Rights

Goal	To educate the youths about their rights of sexual & reproductive health, advocate for better access to its services and improve their sexual and reproductive health.
Activities	<p>Research</p> <p>Capacity building of youths on SRHR.</p> <p>Sensitization of schools, college and other institutions.</p> <p>Conduct workshops and sessions to create a learning platform.</p> <p>Coordination with other stakeholders to improve its service availability, affordability and accessibility.</p> <p>Linkages with program like RKSK for better outreach.</p>
Output	Youths and different stakeholders are reached out and sensitized

	about SRHR, learning and sharing space is provided, and sense of support among the groups is built.
Expected outcome	Youths are educated and well informed about their rights of sexual and reproductive health, have better access to its services. Conversations around SRHR are normalized and youths have enhanced capacity to take healthy choices about their own sexual and reproductive health, to prevent themselves from HIV/AIDS & STIs, to protect themselves from sexual violence and also to support and educate their fellow peers. Improved implementation of SRHR programs.

2. Mental Health

Goal	To Improve the Mental Health well -being and support of adolescent and young people.
Objective	To create an inclusive and affirmative support system
Activity	<ol style="list-style-type: none"> 1. Person with Psychosocial disability <ol style="list-style-type: none"> a. Social Media Advocacy. b. Capacity Building Workshop on “RIGHTS”. c. Service delivery/Intervention. 2. General Population <ol style="list-style-type: none"> a. Social Media Advocacy. b. Peer Counselling Programme for School Students. c. Mental Health Workshop- Schools/College/Community/ Organisation. d. Queer Affirmative Counselling. e. Mental Health Service delivery/Intervention. 3. Employee of Ya-all <ol style="list-style-type: none"> a. Regular Self Care session b. Intervention/Service delivery c. Capacity Building of Ya-all Employees. 4. Field Based Activity such as Art Based Therapy, Sports, and Music Etc are also practice.
Output	<ol style="list-style-type: none"> 1. Media posts shared through Face book/Instagram/Twitter on Rights of Person with Psychosocial disability. <ol style="list-style-type: none"> a. Workshop session conducted for person with psychosocial disability. b. Counselling provided to person with psychosocial disability. 2. Media post shared through face book / Instagram <ol style="list-style-type: none"> a. Peer counsellors selected and session conducted. b. Mental Health workshop session conducted in Schools/ Colleges/ Organisation and Community

	c. Counselling session Provided 3. Weekly session a. Intervention provided b. Self care session.
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3. Skill Building & Livelihood Skills

Goal	To enable a large number of underprivileged youth to take up industry-relevant skill training that will help them in securing a better livelihood.
Activity	1) In collaboration with DDU-GKY for providing skills training free of cost for young key population residing in rural India. 2) In collaboration with JCRE Manipur to provide skills training both for rural and urban young key population. JCRE is a private company. 3) Sensitization and mobilization through social media platforms and also through conducting workshops with the youths.
Output	1) Sensitization and knowing about DDU-GKY workshop were conducted and dialogue on including the marginalized community were initiated with the COO of DDU-GKY Manipur. Long term collaboration was also proposed in which Ya_All can act as a medium of connection between DDU-GKY & youths of Manipur. Around 30 participants were present. 2) The same goes for JCRE where Ya_All had a dialogue with its Managing Director for providing training services to the youths of the State. 25 participants were present in this workshop. 3) Online sensitization and mobilization are continuing for more awareness on livelihood skills to the society.
Expected Outcomes	1) Possibility of generating more jobs to the youths of the State, especially the marginalized youths. 2) Increase in networking with the skills developing stakeholders for future purposes. 3) Active participation from the young key population through sensitization and awareness.

4. Sports

Goal	Sports Activism and Skill Building A practise of sport Based Therapy
Activity	Promotes Health(Physical and Mental), Education,
Output	1.To Bring about the understanding, acceptance and equality through Sports
Expected Income	1. To improves the well being of every individual in society so they can reach their potential through Sports expecially for LGBTI community

1.5 RESOURCE MOBILIZATION

To strengthen the team member and network of Ya_All, our team members have been representing Ya_All in various dialogues through teams representation and participation in various programmes and fellowships. These are some of the program that few of our team member have been involved with.

YUWAAH, GENERATION UNLIMITED

It is an initiative by UNICEF India making the youth change maker take part in the decision making on the works to be done by UNICEF India.

Dit Mangang (They/Them,22) has been selected as Youth Advisory Board Member and also as a YPAT (Young People's Action Team) of YuWaah Generation Unlimited.

Under this initiative, they will be engaging with the marginalized community at the grass root level and take part in the decision making of the advisory board committee.

GLOBAL MENTAL HEALTH DATA BANK PROJECT

The Global Mental Health Databank is a feasibility study to change by enabling youth from the United Kingdom, South Africa, and India to work directly with mental health researchers to better understand how young people can manage their mental health. This project will work directly with youth and researchers to build the blueprint for a global mental health program that directly collects data and provides insights to youth around the world.

Ms. Suvluxmi Gurumayum (She/ Her) has been selected as a youth panel member. She will committing for 6 months to work with the researchers by attending a couple of two-hour virtual meetings each month as well as

respond to questions posed either over email, WhatsApp groups etc on persistent aspects of Mental health and youth.

TCI FELLOWSHIP 2020-2021

TCI Asia Pacific has led the global reframing of advocacy from "mental health" to "inclusion", to bring policy attention to inclusion and community transformation; rather than towards the betterment of existing mental health services and improving institutions. In order to back this advocacy, TCI-Asia Pacific has consolidated several learnings on Inclusion, through reports and advocacy documents. In Asia Pacific today, TCI holds a prominent space as one of empowering individuals and movements of persons with psychosocial disabilities, and the advocacy for inclusion, with cross disability supporters and various multi stakeholders of the region.

The fellowship program is one of the elements of support that TCI Asia Pacific is offering its members. Fellowship is also one of the instruments created, to strengthen national, sub regional and regional advocacy.

Mr. Sadam Hanjabam (He/Him) has been selected as a TCI fellow for the year 2020 to 2021. Under this fellowship he will initiate dialogue on Mental Health among the vulnerable populations specially the LGBTQIA Community and Persons with Psychosocial disability.

THE YOUTH CARE NETWORK

The Youth Care Network is an initiative to create a national network of young leaders who are equipped with mental health first aid and skills to provide psychosocial support to adolescents within their communities. This project is an initiative by the YP Foundation, supported by World Health Organization and Ministry of Health and Family Welfare.

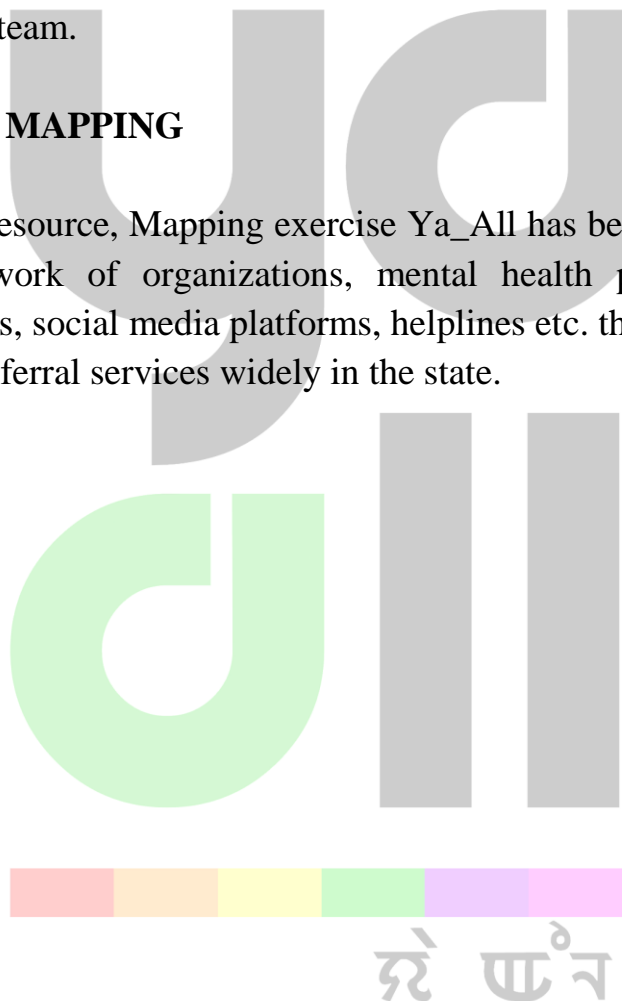
Arunida Khumukcham (She/ Her) and Lulu Mangang (He/Him) have been selected as Youth Leader. The program consists of a four month training period where the participants will be trained in basic mental health first aid, community response and strategies to address youth well-being in their communities.

CHILD HELPLINE FOR COVID CARE

With the collaboration of Manipur Commission for Protection of Child Rights (MCPCR) a helpline dedicated solely for children in need of Psychosocial support has been launched where Ya_All's Mental Health team along with its existing helpline extended its service and working alongside the team.

RESOURCE MAPPING

Through the resource, Mapping exercise Ya_All has been able to build and create a network of organizations, mental health professionals, child friendly clinics, social media platforms, helplines etc. that will enable in the linkage and referral services widely in the state.



2. FINANCE

Under the finance component, the following has been carried out:

2.1 Developing Financial Policy

2.2 Audit and Tax

2.3 Monitoring and Evaluation

2.4 Funding Support

2.5 Prints and Stationaries.

Each components are discussed in detail below.



2.1 DEVELOPING FINANCIAL MANUAL

FINANCIAL AND ACCOUNTABILITY POLICY

Developing and Approving a Financial Policy

- Discussing the financial policy half yearly
- If the employees wants to add some policy then submit the idea in written form
- Draft the financial policy, followed by review and discussion by staff and board leadership
- Train staff on policy.

Responsibilities

- Review financial reports at each board meeting.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.
- Employees should check their bank account on every 2nd or 3rd day of the month
- Finance officer should send the project report on before one week of the last date of the project.

Financial Transactions with Insiders

- No advances should be paid of funds to employees, officers, or directors. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.
- No advance salary will be given. Only if there is critical medical problem then submit the medical report.

Salary

- Salary will be given at the 2nd day of the month
- 3 days will be given as a leave
- If beyond 3 days leave is taken, then employees should submit medical record and if employees do not possess the medical report, then the salary will be deducted.

Budget

- All the project budgets should submitted in the annual board meeting.
- In the annual board meeting finance officer should submit their capital & operating budgets
- Finance officer should discuss with Auditor and make the final audit report.

Gift Acceptance

- Ya_All will accept stock or other negotiable instruments such as a vehicle from donors to transfer assets to the organization.
- Ya_All shall accept contributions of goods or services other than cash that are related to the programs and operations of the organization.

Asset Protection

- Avoid actions that would expose the organization, its board, or its staff to claims of liability

- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments
- If employees want to go through any files related to finance then he/she should take permission first.

2.2 AUDIT AND TAX

Since we are a young organization who is only completing a year of registration, we are still in the process of preparing for an AUDIT report for the year. We have conducted a consultation program by Mr. Chaoba, Financial consultant, where we discussed on how to prepare an AUDIT Report and its importance.

The session also covered on the requirement in the process which include preparing an Annual report of 2019-2020, Financial Report and identifying stakeholder for further funding support.

2.3 MONITORING AND EVALUATION

Mr Chaoba led the session and looked into the Existing financial management procedure of Ya_All. Following these, to strengthen and develop a monitoring and evaluation system, he explored on areas such as Journal Entry, Case Book, renewed Voucher, making a vehicle log, Requisition Slip, Maintaining check book, etc. the session also looked into developing roles and responsibilities of the treasurer and on strengthening the effective functioning of finance department. A Financial manual was developed with the help of the consultant for strengthening the monitoring and evaluation process.

This is an ongoing process. We as an organization are still developing and making necessary changes for making stringent monitoring and evaluation procedure for the organization.

3. NETWORKING AND ADVOCACY

Social Media is one of the medium of outreach for our organization. To build a stronger network with our stakeholder the following has been carried out.

- 3.1 Printing of Manuals
- 3.2 Digital Outreach
- 3.3 Videos for networking.



3.1 PRINTING OF MANUALS

This is an ongoing process. We are still developing manuals and brochures to be distributed for dissemination to our network.

3.2 DIGITAL OUTREACH

The following are few of Ya_All,s digitizing work carried out during the project period.

1. TOPIC: From Victimhood to Change Agents and Leadership, Creating a new generation of young leader

- **Resource Person: Nonibala Narengbam, Child & Women Rights activist in Manipur.**
- **Date: 11th July 2020**

*Link attached to the photo for reference.



2. **TOPIC:** 3-days training of our Finance & Admin team along with the Project Leads, a part of “Organisational Development & Change for Strengthening Youth Leadership Project of Ya_All, Manipur, India ” supported by United Nations Development Program (UNDP).

- **Date:** 21st, 22nd & 23rd September 2020
- **Resource Person:** Takhelchangbam Chaoba Sharma, Financial Consultant

*Link attached to the photo for reference.



3. **TOPIC:** 3-days Strategic Planning Workshop

- **Date:** 2nd, 3rd & 4th October 2020
- **Resource Person:** Laishram Johnson Singh, Program Consultant

*Link attached to the photo for reference.



4. TOPIC: INTERACTION PROGRAM WITH STAFF OF YA_ALL ON CHILD RIGHTS.

- **Date:**28th October 2020
- **Resource Person:** Sir Ph. Manibabu Sharma, Chairperson, Manipur Commission for Protection of Child Rights.

*Link attached to the photo for reference.



5. TOPIC: LGBTI+ INCLUSION IN SKILLS (PROGRAM & LEADERSHIP)

- **Date:**19th November 2020
- **Resource Person:** Sir Kh. Bobby Singh, the COO-Skills of Manipur State Rural Livelihoods Mission / DDU-GKY.

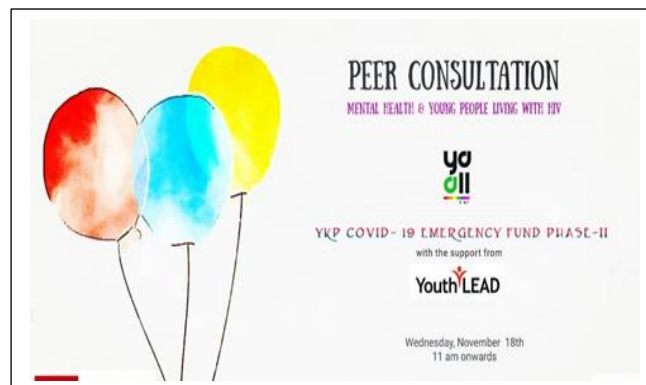
*Link attached to the photo for reference.



6. TOPIC: Peer Consultation on Mental Health and Young People Living with HIV

- **Date:** 16th November 2020
- **Resource Person:** Arunida Khumukcham, Mental Health Professional.

*Link attached to the photo for reference.



7. TOPIC: INCLUSION & LEADERSHIP THROUGH SPORTS

- **Date:** 20th November 2020
- **Resource Person:** Ashiniram Rajkumar and Suman Elangbam, Sports Management Professionals.

*Link attached to the photo for reference.



8. TOPIC: LAUNCHING OF HELPLINE NUMBERS FOR PSYCHO-SOCIAL SUPPORT & COUNSELLING FOR CHILDREN DURING COVID-19

- **Date:** 21st November 2020
- **Resource Person:** Sir Ph. Manibabu Sharma, Chairperson, MCPCR and all the members for their trust



*Link attached to the photo for reference.

9. TOPIC: Inclusion in Skills, Policies and Youth Leadership in Manipur & North East.

- **Date:** 30th November 2020
- **Resource Person:** Sir Lairenjam Niranjana Singh, Founder, CEO & Director of JCRE Skills Solutions.



*Link attached to the photo for reference.

10. TOPIC: Ya_All Staff Virtual Meeting

- **Date:** 1st August 2020
- **Resource Person:** **Sadam Hanjabam**, Founder & CEO, Ya_All North East India.



*Link attached to the photo for reference.

11. TOPIC: Extending COVID Relief Support through Khudol Initiative in Manipur & parts of North East India with the support from Youth LEAD, Robert Carr civil society Networks Fund @AIDS Healthcare Foundation.

- **Date:** 2nd October 2020.



*Link attached to the photo for reference.

12. TOPIC: Showing gratitude to our project funders & mentors Youth LEAD, UNDP & Being LGBTI in Asia for our undergoing mission on Strengthening local youth leaders and organisation in Manipur.

- Date: 4th October 2020



12. TOPIC: Playing an Exhibition match with India's First Transgender Football Team, YA_ALL TRANSGENDER FOOTBALL TEAM in partnership with FARE Network.

- Date: 9th October 2020.



*Link is attached to the photo for reference.

3.3 VIDEO FOR NETWORKING: Ya_All,s introductory video has been developed for dissemination and sharing to other network which has been shared in Ya_All's social media pages.

