



NORTH EAST INSTITUTE OF SOCIAL SCIENCES & RESEARCH

7th Mile, Chümoukedima : Nagaland - 797103
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Affiliated to : Nagaland Central University (NU)

Managed by : Diocese of Kohima

Ref.....

Staff Welfare Policy

Date.....

North East Institute of Social Sciences and Research (NEISSR) has a Staff Welfare Policy with an aim to promote the well-being of the Staff.

Purpose: The Staff Welfare Policy outlines the principles, guidelines, and procedures for promoting the well-being, safety, and overall welfare of employees at our institution. This policy aims to create a supportive work environment that values the physical, mental, and emotional health of staff members, recognizes their contributions, and provides appropriate support and resources to enhance their work-life balance and job satisfaction.

Work-Life Balance:

- The institution recognizes the importance of work-life balance and encourages employees to maintain a healthy equilibrium between their work responsibilities and personal lives.
- Flexible work arrangements, such as telecommuting, flexible schedules, part-time work options, or parental leave, may be considered to support employees' work-life balance, where feasible and in accordance with institutional policies.

Health and Safety:

- The institution is committed to providing a safe and healthy working environment for all employees.
- Safety protocols, procedures, and training programs will be implemented to ensure the physical well-being and occupational health of employees.
- Regular inspections, risk assessments, and preventive measures will be conducted to identify and address potential hazards or risks in the workplace.

Employee Assistance Program (EAP):

- The institution will establish an Employee Assistance Program or provide access to external resources to support employees' mental and emotional well-being.
- The EAP may include counselling services, mental health resources, stress management programs, and referrals to appropriate professionals or organizations.

Health and Wellness Initiatives:

- The institution will promote health and wellness initiatives to encourage employees to lead healthy lifestyles and make positive choices.
- Initiatives may include wellness campaigns, fitness programs, nutrition education and access to recreational facilities or activities.

Professional Development and Training:

- The institution recognizes the importance of continuous learning and professional growth for employees.
- Opportunities for professional development, training programs, workshops, conferences, and skill enhancement activities will be provided to support employees' career advancement and job satisfaction.

Recognition and Rewards:

- The institution will implement mechanisms to recognize and appreciate the contributions and achievements of employees.
- Recognition programs, performance-based rewards and other forms of appreciation will be used to motivate and acknowledge employees' efforts and dedication.

Grievance and Conflict Resolution:

- The institution will establish a grievance and conflict resolution mechanism to address employee concerns, grievances, or conflicts in a fair, confidential, and timely manner.
- Employees will be provided with channels to report grievances, and the institution will ensure a thorough investigation and resolution process, while maintaining confidentiality and protecting employees from retaliation.

Communication and Feedback:

- The institution will promote open and transparent communication channels between employees and management.
- Regular feedback mechanisms, such as employee surveys, suggestion boxes and meetings will be utilized to gather input, address concerns, and improve the work environment based on employees' suggestions and feedback.

Leave and Time-off Policies:

- The institution will establish clear policies regarding various types of leave, including annual leave, sick leave, maternity/paternity leave, bereavement leave, and other applicable time-off options.
- Leave policies will comply with legal requirements and provide employees with reasonable time off to attend to personal or family needs.

Confidentiality and Privacy:

- The institution will respect the confidentiality and privacy of employee information and ensure compliance with applicable data protection and privacy regulations.
- Employee records and personal information will be handled securely and only shared on a need-to-know basis for legitimate institutional purposes.

Compliance and Review:

- The institution will comply with all relevant laws, regulations, and labour standards related to employee welfare and continually review and update this policy as needed to meet the evolving needs and best practices.

By implementing the Staff Welfare Policy, NEISSR aims to create a positive work environment that values the well-being and development of employees, ultimately contributing to their job satisfaction, productivity, and overall success.

