

HUMAN RESOURCE MANAGEMENT

GREENEPAL

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A Report for the Completion of HRM Project, TERM 5, MBAe

Group Greenepal

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1.1 Introduction

Greenepal is a non-political, non-religious, non-governmental and non-profitable organization. Greenepal dedicates to bring necessary changes in the Nepalese community through the mutual effort of its members, well-wishes and donors.

Greenepal exists because our environment needs voice, solutions, actions, dedication and change through volunteerism and mutual support. Our society and life on it deserve a clean and safe environment now and in the future. So, let's come together and work to protect, conserve and manage the environment.

Green symbolizes hope growth so there is an ample opportunity to grow our self and our society. If we behave like literate civil, Greenepal wants to create awareness among people to make clean and safe environment.

Mission

To Reach, Educate, Inspire, Grow and Nurture the environment for the country.

Vision

To be a leading organization to provide training, knowledge and service all over Nepal in the environment protection and any other campaign that can bring a positive change to the country.

Goal

Green Nepal is the welfare campaign required by the society to create a greener and better Nepal.

1.2 Organizational Culture

The specific collection of values and norms that are shared by people and groups in an organization and that control the way they interact with each other and with stakeholders outside the organization.

Major organization culture of Greenepal is as follows:

- Every individuals working for the organization are given equal opportunity to share the ideas, views and opinions.
- Every member must be committed to the organization goals; they must work with selfless feelings.
- We will be maintaining pleasant and happy environment in the organization so that there is better ideas, relationship and motivation to work.
- There will be no discrimination based on cast, gender, nationality, race, religion. We provide equal employment opportunity etc.
- The members must be committed to serve the community and for the betterment of environment.

1.3 METHODS OF JOB ANALYSIS

1. observation– job analyst watches employees directly or reviews film of workers on the job

2. Individual interview– a team of job incumbents is selected and extensively interviewed

3. Group interview– a number of job incumbents are interviewed simultaneously

4. Structured questionnaire– workers complete a specifically designed questionnaire

5. diary– job incumbents record their daily activities

1.3.1 Observation Methods

Observation of work activities and worker behaviors is a method of job analysis which can be used independently or in combination with other methods of job analysis. Three methods of job analysis based on observation are: (1) direct observation; (2) Critical incident technique

Direct observation:

Using direct observation, a person conducting the analysis simply observes employees in the performance of their duties, recording observations as they are made. The observer either takes general notes or works from a form which has structured categories for comment. Everything is observed: what the worker accomplishes, what equipment is used, what the work environment are like and any other factors relevant to the job.

Critical incident technique

The critical incident technique involves observation and recording of examples of particularly effective or ineffective behaviors. Behaviors are judged to be "effective" or "ineffective" in terms of results produced by the behavior. The following information should be recorded for each "critical incident" of behavior:

- (1) What led up to the incident and the situation in which it occurred;
- (2) Exactly what the employee did that was particularly effective or ineffective;
- (3) The perceived consequences or results of the behavior; and
- (4) A judgment as to the degree of control an employee had over the results his or her behavior produced (to what degree should the employee be held responsible for what resulted?)

1.3.2 Individual interview & Group interview

The personnel working for Greenepal can face group or individual interview for the job analysis process. The interview can be unstructured interview and structured interview

Unstructured interview is method with no prepared questions.

Structured interview include normally a job-holder's sequence of activities in performance and an inventory or questionnaire may be used.

1.3.3 Structured questionnaire

The individuals working for Greenepal will be provided with open ended questions or questions with pre specified options with relevant to the job they are conducting, and the analysis will be done on the response provided by them on these questions.

1.3.4 Diary

The supervisors will be provided with the diary in which they will be noting the work activities of each individuals working under them and their performance and attitude towards the work and this will act as the basis for the job analysis of the individual employee.

1.4 Job Description of all the Individuals of GREENEPAL

As we have mentioned already GREENEPAL is a Social Organization with the Concept of Going GREEN. We are member based Organization but for the Success of any Organization we need one Core team. So, we have team as a board consists of 15 members who are responsible for operation of GREENEPAL.

In a Board we have below Designation:

1. Chairman
2. Vice-Chairman
3. Secretary
4. Vice-Secretary
5. Treasury
6. Members

Each Human Resource of GREENEPAL, Job Description is as follows:-

Chairman:

- To Lead the Organization and GREENEPAL Team
- To Look after the Organization for its objective fulfillment
- To Divide the Work among the Team members for conducting its function, projects and activities in effective and efficient manner
- To head the meeting of GREENEPAL

Vice-Chairman:

- To help Chairman
- To do the task assign by Team
- To act on behalf of Chairman while he/she is absent

Secretary:

- To maintain the GREENEPAL documents, files and correspondence

- To do the task assign by Team and Chairman
- To Look after the administration of GREENEPAL
- To prepare the Minute of meetings and keeping them

Vice-Secretary:

- To help Secretary
- To do the task assign by Team
- To act on behalf of Secretary while he/she is absent

Treasury:

- To Look after the GREENEPAL financial Issues
- To do the task assign by Team
- To prepare the financial statement of GREENEPAL and to speech Budget of GREENEPAL
- To audit the Organization finance

Members:

- To attain the meetings and sharing ideas, opinion and information with team
- To do the task assign by Team
- To play important roles for the Success of GREENEPAL projects , activities

1.5 Recruiting Goals and Sources

As its being social Organization who will select those people who are literate and wants to GO GREEN for the clean and Green society. As we being member based organization we will be keep on expanding our members who are interested and want to participate in our projects and activities. We will target people from Colleges, Schools and literate citizens.

As members will be selecting from above mentioned criteria not only this we will select our members as our advisor from several sectors such as people from research area, social fields and Corporate levels.

Sources of Recruiting will be from advertising through our Websites where membership form will available and people who are interested will fill of the form. We will also select our members through our visits' to schools, Colleges and other areas where people are interested to Go Green. We will select our members from our circle too who are worried about our society and eager to do something for keeping it clean and green.

Selection

Employee Selection is the process of putting right men on right job. It is a procedure of matching organizational requirements with the skills and qualifications of people. Effective selection can be done only when there is effective matching. By selecting best candidate for the required job, the organization will get quality performance of employees. Moreover, organization will face less of absenteeism and employee turnover problems. By selecting right candidate for the required job, organization will also save time and money. Proper screening of candidates takes place during selection procedure.

Selection Process

Preliminary Interview

It is used to eliminate those candidates who do not meet the minimum eligibility criteria laid down by the organization. The skills, academic and family background, competencies and interests of the candidate are examined during preliminary interview. Preliminary interviews are less formalized.

Application blanks

The candidates who clear the preliminary interview are required to fill application blank. It contains data record of the candidates such as details about age, qualifications, experience, etc.

Reference and Background Analysis

Reference and background check is done to know about the individual behavior, their social image and also to check if he/ she has given genuine information as in preliminary interview and application blank.

Appointment

The candidate is selected and then finally he is appointed.

1.6 Employee Development Methods

Learning and development both formal and informal is critical to the current and future success of our organization. We learn informally all the time, through work activities and new experiences. Formal, structured development activities such as induction ensure that employees receive the learning they need, as well as specialist knowledge and skills development.

We should link learning and development activities to the achievement of your strategic objectives. This means thinking about the knowledge, skills and experience we will need for the organization in the future and identifying skills gaps.

1.6.1 Skills audit

A basic skills audit of the people in our organization will help you to identify these and will include the following questions:

- What skills do employees and volunteers have?
- What will they need in the future?
- What are the gaps?

- How might these gaps be filled?

Learning and development needs are often identified during appraisal and through regular one-to-one supervision meetings.

1.6.2 Development opportunities

Opportunities to allow staff and volunteers development includes:

- Attending conferences, courses and workshops (academic/vocational)
- Coaching, mentoring.
- Seeking advice from others, work shadowing (inside or outside organization)
- E-learning
- Internal knowledge-sharing events
- Job rotation
- New assignments and work experience
- Reading books and articles, watching DVDs.

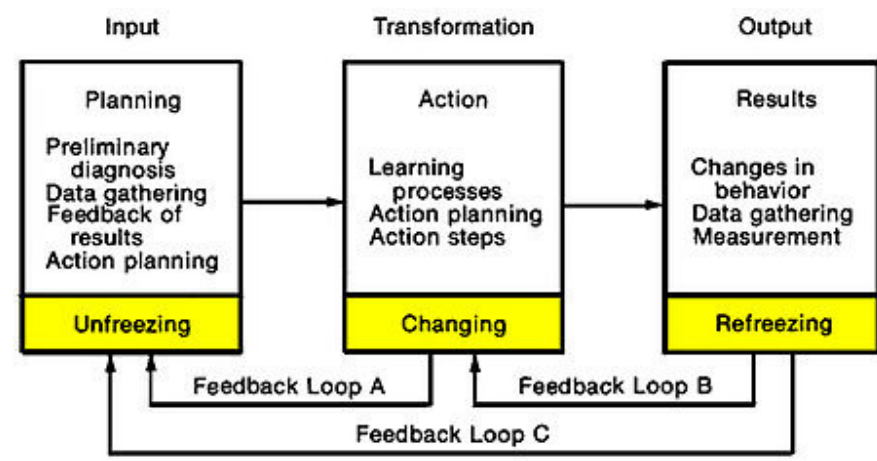
We can maximize the benefit from such activities and reinforce the benefits of our investment by briefing staff and volunteers in advance and taking an interest when employees return from any development activity. Also ensure that they are given opportunities to apply and share the learning with the team.

The organization also needs to 'learn' from things that have gone well or not so well, from successes and challenges, rather than merely praising or attributing blame. Take time with colleagues to consider what might be done differently next time.

1.7 Organization Development Process

The core of OD is organization a group working toward one or more shared goals, and development - the process an organization uses to become more effective over time at achieving its goals.

OD is a long range effort to improve organization's problem solving and renewal processes, particularly through more effective and collaborative management of organizational culture, often with the assistance of a change agent or catalyst and the use of the theory and technology of applied behavioral science



Systems Model of Action-Research Process

Three steps change process

"Unfreezing": Faced with a dilemma or disconfirmation, the individual or group becomes aware of a need to change.

"Changing": The situation is diagnosed and new models of behavior are explored and tested.

"Refreezing": Application of new behavior is evaluated, and if reinforcing, adopted.

Action research is depicted as a cyclical process of change. The principal elements of the first stage include a preliminary diagnosis, data gathering, feedback of results, and joint action planning.

The second stage of action research is the action, or transformation, phase. This stage includes actions relating to learning processes (perhaps in the form of role analysis) and to planning and executing behavioral changes in the client organization.

The third stage of action research is the output, or results, phase. This stage includes actual changes in behavior, if any resulting from corrective action steps taken following the second stage. Data are again gathered from the system so that progress can be determined and necessary adjustments in learning activities can be made. Minor adjustments of this nature can be made in learning activities via feedback loop B. Major adjustments and reevaluations would return the OD project to the first, or planning, stage for basic changes in the program. As indicated in the diagram, the planning stage is a period of unfreezing, or problem awareness. The action stage is a period of changing that is, trying out new forms of behavior in an effort to understand and cope with the system's problems. The results stage is a period of refreezing, in which new behaviors are tried out on the job and, if successful and reinforcing, become a part of the system's repertoire of problem-solving behavior.

1.8 INTRODUCTORY PROVISIONS AND EMPLOYEE ACKNOWLEDGEMENT FOR EMPLOYMENT MANUALS

1.8.1 Introduction

It is a pleasure to welcome you as a new employee of the Greenepal. We hope it will be a mutually beneficial association.

The Greenepal abides by all applicable local, state and federal laws and regulations affecting employment. In case of any conflict between these policies and local laws, the applicable legal requirements will prevail.

This Handbook applies to all employees of the Greenepal. Because this Handbook is intended to acquaint you with our personnel policies, regulations, benefits, and related information, please read it through carefully, and, if you have any questions, contact your supervisor.

The provisions set forth in this Employee Handbook indicate the current policies of the Greenepal with respect to general employee matters. The provisions in this Employee Handbook supersede all existing policies and practices, oral or in writing, and may not be amended or added to without the express written approval of the Greenepal.

1.8.2 Nature of Employment

Your employment with the Greenepal is voluntarily entered into and you are free to resign at any time, with or without cause. Similarly, the Greenepal is free to terminate any employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable law. Accordingly, neither you nor the Greenepal has entered into any contract of employment, express or implied. This employee handbook and its policies do not create a contract between any employee(s) and the Greenepal. Our relationship is and always will be one of voluntary employment "at-will".

1.8.3 Management Rights

Greenepal recognizes the importance of the policies, procedures, and other information set forth in this Handbook. However, the items set forth in this Handbook are not conditions of employment. The Greenepal reserves the right to make changes or to eliminate policies and benefits, and the right to give current policies, procedures or benefits a different interpretation in a particular situation. The Greenepal reserves the right to modify policies, procedures, and benefits at any time, for any reason with or without notice. All modifications must have the written approval of the Board of Directors. Therefore, before relying on an item in this Handbook, you should check with the Board as to whether the item is still current.

In addition, you may not be eligible for the various benefits described in this Manual; you may be required to satisfy certain eligibility requirements before obtaining coverage. In some instances, state or federal laws may impose requirements in addition to stated Greenepal policy.

In such cases, those legal requirements will prevail over general policy. Further, in any situation where insurance or other benefit plans are concerned, the terms of the policy or plan prevail over statements contained in this Handbook.

1.8.4 Equal Employment Opportunity

It is the policy of Greenepal that employment shall be based on merit qualifications, and competence. It is our policy to abide by all laws pertaining to fair employment practices and to not discriminate against any employee or applicant for employment because of race, age, sex, religion, color, national origin or ancestry, disability, marital status, sexual orientation, citizenship status or other protected status under federal, state or local law. This policy governs all areas of employment, including hiring, promotion, assignment and discharge.

1.8.5 Sexual and Other Unlawful Harassment

See Appendix 1

1.9 EMPLOYEE ACKNOWLEDGMENT FORM

This Employee Handbook describes important information about the Green Nepal and I understand that I should consult my supervisor regarding any questions not answered in the Handbook. I have entered into my employment relationship with the Green Nepal voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Green Nepal can terminate the relationship at-will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the [Employer's] policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the [Employee Director or Board of Directors of the Employer] has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. No provisions of this Handbook constitute legal or contractual obligations of the Green Nepal and the Green Nepal is free to change any provision at any time within its sole discretion. I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE'S NAME:

SIGNATURE:

DATE:

[FILE ORIGINAL IN PERSONNEL FILE]

2.0 EMPLOYMENT HANDBOOK & AGREEMENT OF GREENEPAL

AGREEMENT dated as of _____ 20XX between _____, a Nepal not-for-profit corporation (the "Company"), and EMPLOYEE, residing at _____ (the "Employee").

WHEREAS the parties desire to enter into an employment agreement, on the terms and conditions hereinafter set forth, providing for the employment of the Employee by the Company for the term herein specified,

NOW, THEREFORE, in consideration of the mutual agreements hereinafter set forth, the parties hereto agree as follows:

2.1 Section 1: Employment and Term.

The Company hereby employs the Employee, and the Employee hereby agrees to serve, as an employee of the Company with the duties set forth in Section 2, for a term (hereinafter called the "Term of Employment") beginning 2011, unless sooner terminated as provided herein. This contract may be renewed in writing signed by an authorized member of the Company's Board of Directors.

2.2 Section 2: Duties.

(a) The Employee agrees that during the Term of Employment, he will hold the office of [] reporting to the Company's []. The Employee agrees that he will perform faithfully and to the best of his ability such duties and assignments relating to the business of the Company, as the [] of the Company shall direct and consistent with the office of [].

(b) During the Term of Employment, the Employee shall, except during customary vacation periods and periods of illness, devote all of his business time and attention to the performance of his duties hereunder and to the business and affairs of the Company and to promoting the best interests of the Company and he shall not, either during or outside of normal business hours, engage in any activity inimical to such best interests. Notwithstanding the foregoing,

Employee may serve as a Director on Boards of organizations which do not compete with the Company and may engage in charitable or civic pursuits provided that they do not interfere with the performance of his Duties.

2.3 Section 3. Compensation During Term of Employment.

(a) Base Salary. During the Term of Employment, the Company shall pay to the Employee compensation (in addition to the compensation provided for elsewhere in this agreement) in equal monthly installments at the rate of NPR _____,000 per

Contract Year (such amount being herein called "Base Salary") from _____ 1, 2011, through _____ 31, 20XX. Beginning _____, 1, 20XX, the Company shall pay to the Employee a Base Salary of NPR000 per annum in equal monthly installments. Employee's Base Salary shall be reviewed at least annually during the term of the Agreement with regard to potential increases as authorized by the Board of Directors. The Base Salary shall be paid in such periodic installments as the Company may determine, but not less often than bi-monthly.

(b) Fringe Benefits and Perquisites. During the Term of Employment, the Employee shall enjoy the customary perquisites of office, including but not limited to, office space and furnishings, secretarial services, expense reimbursements and any similar emoluments uniformly afforded to senior management officials of the Company as authorized or approved by the Board of Directors.

(c) Vacations. The Employee shall be entitled each year to a paid vacation of ____ weeks. The Company shall not pay the Employee any additional compensation for any vacation time not used by the Employee.

2.4 Section 4 Termination of Employment.

(a) Death or Total Disability. The employment of the Employee will terminate upon his death or if, by reason of partial or total disability, Employee is incapable of performing his principal duties hereunder for a period of 90 consecutive working days or for more than 120

working days in any 12 month period ("Disability"). If, during the Term of Employment, the employment of the Employee is terminated due to death or Disability, the Employee or his estate shall receive, within 10 days of such termination, Base Salary provided for in Section 3 as then in effect, accrued through the date of termination of Employee's employment ("Date of Termination").

Upon the Date of Termination, all other benefits under this Agreement shall lapse, expire and be forfeited (other than the proceeds of any insurance or disability policy or medical coverage provided by the Company which are or become payable by reason of the Employee's death or Disability, as the case may be).

(b) For Cause or for Lack of Good Reason. The employment of the Employee may be terminated by the Company at any time for Cause, as defined below. If, during the Term of Employment, the employment of the Employee is terminated by the Company for Cause, as defined below, the Employee shall receive, within 10 days of such termination, Base Salary provided for in Section 3 as then in effect, accrued through the Date of Termination. Upon the Date of Termination, all other benefits under this Agreement shall lapse, expire and be forfeited.

(c) Without Cause. (i) The employment of the Employee may also be terminated by the Company at any time without Cause as defined herein. If, during the Term of Employment, the employment of the Employee is terminated by the Company without Cause, the Employee shall continue to receive Base Salary provided for in Section 3 as then in effect and medical and other insurance coverage in effect on the Date of Termination for the - months following termination (the "Severance Period"). Subject to the severance arrangements described herein, all other benefits under this Agreement shall lapse, expire and be forfeited.

(d) Definition of "Cause" and "Good Reason". "Cause" means (i) willful failure of the Employee to perform his duties with the Company which have been duly assigned to the Employee and which duties are commensurate with the position for which Employee is then employed, (ii) the engaging by the Employee in willful conduct which is materially injurious to the Company, (iii) the conviction or plea of the Employee of any crime or offense constituting a felony, (iv) material breach of this Agreement or the confidentiality provisions contained herein and described in Section 5 of this Agreement.

2.5 Section 5. Trade Secrets and Confidential Information.

The Employee shall not, either directly or indirectly, except as required in the course of his employment by the Company, disclose or use at any time, whether during or subsequent to the Term of Employment, any information of a proprietary nature owned by the Company, including, but not limited to, (i) lists of customers, clients and contacts or any of them, (ii) contracts with customers, programmers, developers, suppliers, distributors and other dealers, marketing plans, financial condition and results of operation, and (iii) records, data, formulae, documents, specifications, inventions, processes, methods and intangible rights which are acquired by him in the performance of his duties for the Company and which are of a confidential information or trade secret nature. All inventions, processes, methods and intangible rights, lists of customers, clients and contacts or any of them, contracts with customers, suppliers and distributors, records, files, drawings, documents, equipment and the like, relating to the business of the Company, which the Employee shall invent, develop, conceive, produce, prepare, use, construct or observe, shall be and remain the sole property of the Company. Upon the termination of his employment (or earlier upon request of the Company), the Employee shall return to the possession of the Company all materials (and all copies thereof) involving any and all confidential information or trade secrets of, and shall not take any material or copies thereof from the possession of, the Company.

2.6 Section 6: Miscellaneous.

(a) The captions in this agreement are not part of the provisions hereof, are merely for the purpose of reference and shall have no force or effect for any purpose whatsoever, including the construction of the provisions of this agreement, and if any caption is inconsistent with any provisions of this agreement, such provisions shall govern.

(b) This agreement is made in, and shall be governed by and construed in accordance with the internal laws of the State.

(c) This agreement contains a complete statement of all of the arrangements between the parties with respect to the subject matter hereof, and there are no representations, agreements, arrangements or understandings, oral or written, between the parties relating to the subject

matter of this agreement which are not fully expressed in this agreement. This agreement may not be waived, changed, modified or discharged orally, but only by an agreement in writing signed by the party against whom any waiver, change, modification or discharge is sought.

(d) All notices given hereunder shall be in writing and shall be sent by registered or certified mail, return receipt requested, and, if intended for the Company, shall be addressed to it at its principal office at for the attention of or at such other address and for the attention of such other person of which the Company shall have given notice to the Employee in the manner herein provided, and, if intended for the Employee, shall be addressed to him at his then current residence address as shown by the employment records of the Company, or at such other address or to such designee of which the Employee shall have given notice to the Company in the manner herein provided. Each such notice shall be deemed to be given on the date received at the address of the addressee.

(e) The Company and the Employee will treat this agreement as confidential, and neither of them will disclose the contents of this agreement to any person, except as may be required by law and except as the Company may need to do so in its dealings with banks or other lenders or otherwise in the normal course of business.

(f) The Employee irrevocably (i) consents to the jurisdiction and venue of the in court in connection with any action, suit or other proceeding arising out of or relating to this agreement or any act taken or omitted hereunder, (ii) waives and agrees not to assert in any such action, suit or other proceeding that he is not personally subject to the jurisdiction of such courts, that the action, suit or other proceeding is brought in an inconvenient forum or that the venue of the action, suit or other proceeding is improper, (iii) waives personal service of any summons, complaint or other process and (iv) agrees that the service thereof may be made by certified or registered mail directed to the Employee at his address for purposes of notices hereunder. Should the Employee fail to appear or answer within the time prescribed by law, he shall be deemed in default and judgment may be entered by the Company against him for the amount or other relief as demanded in any summons, complaint or other process so served. Nothing contained herein shall affect the rights of the Company to bring such an action, suit or other proceeding in any other jurisdiction.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

Not-For Profit.

By: _____

By: _____

Employee

3.1 Appendix 1

3.1.1 SAMPLE POLICY PROHIBITING HARASSMENT

Greenepal is proud of its professional and congenial work environment, and will take all necessary steps to ensure that the work environment remains pleasant for all who work here. All employees must treat each other with courtesy, consideration and professionalism. **Greenepal** will not tolerate harassment of any employee by any other employee or supervisor for any reason. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, sexual orientation, age, or religion, is prohibited by state and federal laws, which may subject **Greenepal** and/or the individual harasser to liability for any such unlawful conduct. With this policy, **Greenepal** prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Accordingly, derogatory racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

Sexual harassment include unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made with implicitly or explicitly a condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or obscene gestures; displaying or forwarding sexually explicit or pornographic material through e-mail or the Internet;
3. Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
4. Other: making or threatening reprisals as a result of a negative response to harassment.

Any employee who believes that he/she is or may be subjected to objectionable conduct must report it immediately to **[immediate supervisor, Employee Director, or board member]** **[or by using the Human Resources hot line - (give phone number)]**. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee in this organization is exempt from this policy. In response to every complaint, **Green Nepal** will take prompt investigatory actions, and corrective and preventative actions where necessary. An employee who brings such a complaint to the attention of **Green Nepal** in good faith will not be adversely affected as a result of reporting the harassment.

Any employee who engages in objectionable conduct is subject to discipline up to and including termination.

Employee acknowledgement:

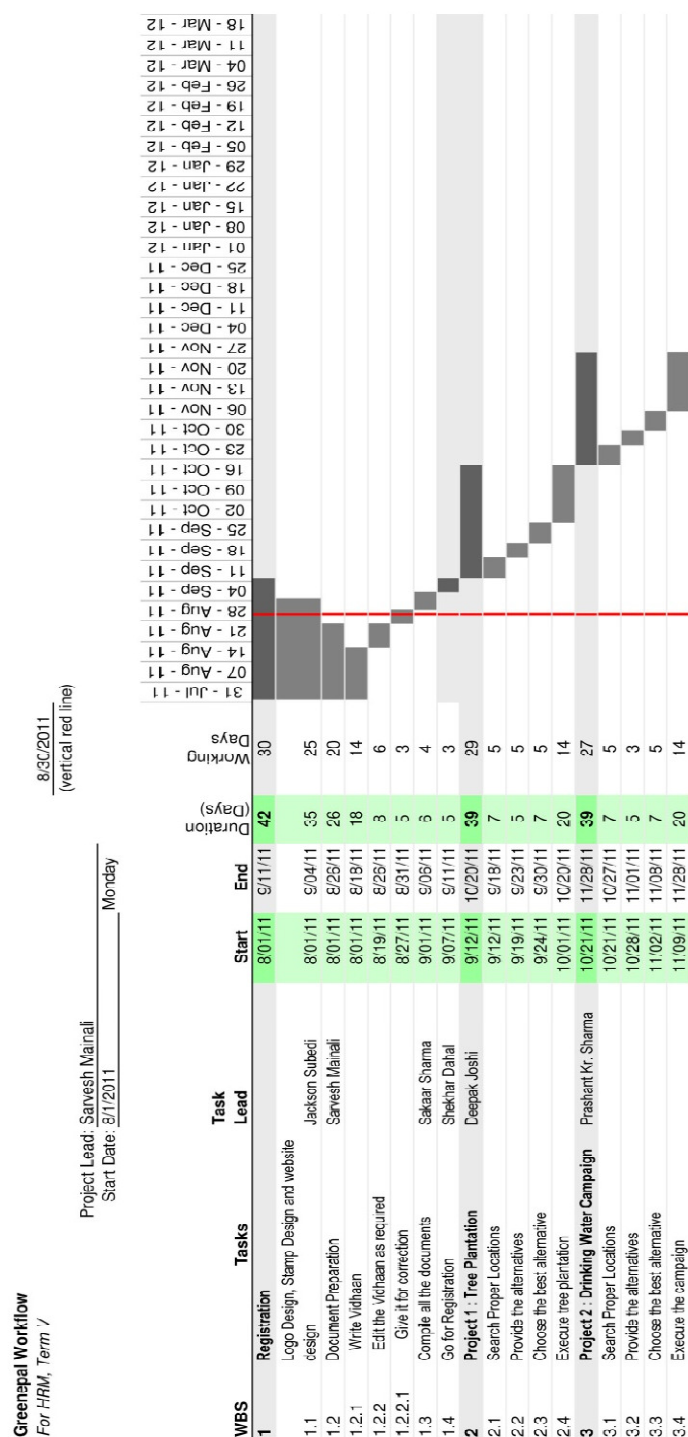
I have carefully reviewed this policy and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

Print Name:_____

Signature:_____

Date:_____

3.1.2 GANTT CHART ACTUAL

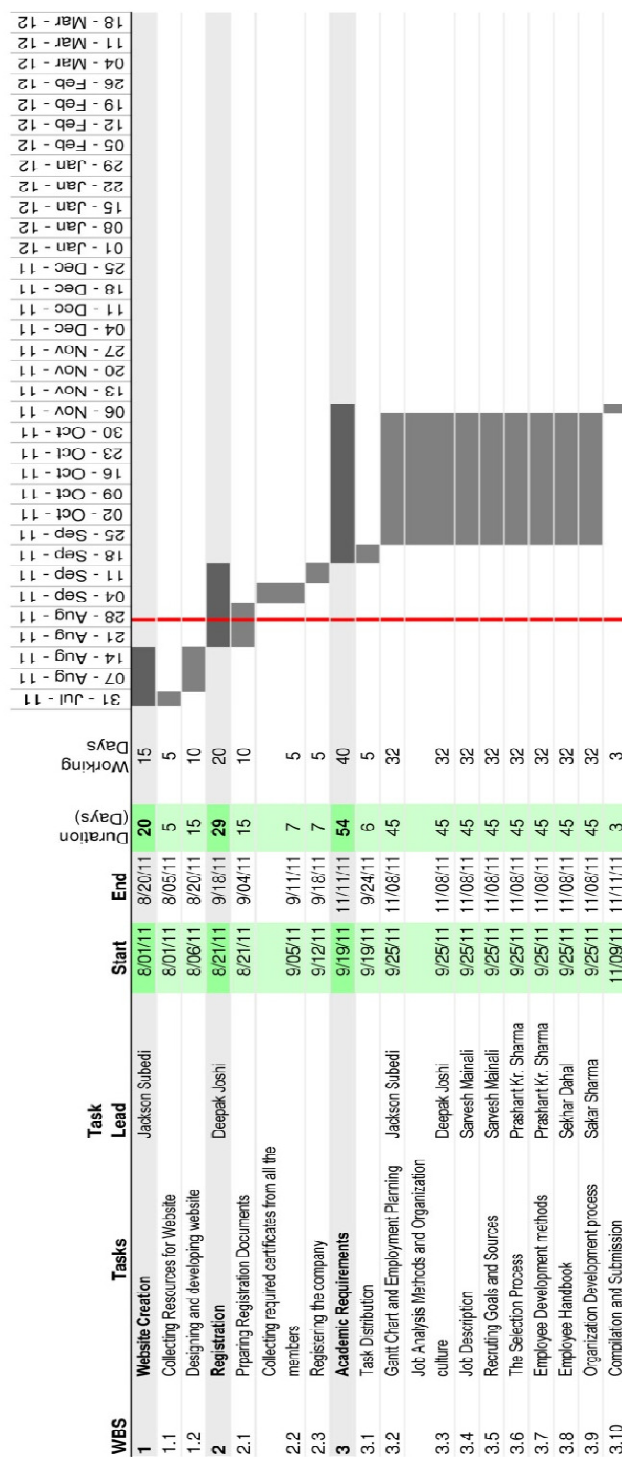


3.1.3 GANTT CHART ACADEMIC

Greenepal Workflow For HRM Term V

8/30/2011
(vertical red line)

Project Lead: Sarvest Mainali
Start Date: 8/1/2011 Monday



3.1.4 STRATEGIC PLANNING PROCESS

