The Johns Hopkins University
India Personnel Policy Manual
Section 1: Purpose

1. This manual is the official statement of the Johns Hopkins University personnel policies for India. It is the responsibility of each manager and supervisor to administer these policies consistently and impartially.

2. The policies in this manual are applicable to all staff employed by the Johns Hopkins University in India, exclusive of United States citizens and those on the Baltimore payroll.

3. The Office of the Vice President for Human Resources is responsible for personnel policies globally and any revisions to this manual will be made with approval of the Vice President of Human Resources.

4. This manual will be kept online at the Human Resources website under the Human Resources Section. Any revisions to the manual will be placed on the same website and will be announced to the divisional staff and the staff in India.

5. Please note that this policy manual does not contain all University, divisional or departmental policies that may apply to employees. Questions about application of other policies may be addressed to the responsible human resources manager or office.

The policies contained within this manual are not intended, nor should they be construed, to create a contract of employment for a specified period of time. Employment in India is not at will and termination may be effected on the basis of reasons recorded in writing and giving the employee an opportunity of being heard. The University reserves the right to alter, amend or discontinue any or all of the provisions of these policies and the benefits at any time, with or without prior notice, to the extent permissible by applicable law.

The University retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by law. These include, but are not limited to: the right to exercise judgment in establishing and administering policies, practices and procedures, and to make changes in them without notice; the right to take whatever action is necessary in the University's judgment to achieve its goals; and the right to set the standards of productivity and services to be rendered, etc. Failure of the University to exercise any such prerogative or function in a particular way shall not be considered a waiver of the University's right to exercise that prerogative or function in the future or to preclude it from exercising that prerogative or function in some other way.
India Personnel Policy Manual
Section 2: Equal Employment Policy

Each year the University formally reiterates and reaffirms its commitment to the goal of equal opportunity for its entire staff. As a matter of policy to which it is staunchly committed, the University does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, or any other classification considered unlawfully discriminatory under any applicable law. The University is committed to providing qualified individuals access to all employment programs, benefits, and activities on the basis of demonstrated ability, performance, and merit, without regard to personal factors that are irrelevant to the program involved. The University's equal opportunity policy applies to all employment decisions, including those affecting hiring, promotion, demotion, or transfer; recruitment; advertisement of vacancies; layoff and termination; compensation and benefits; and selection for training.

India Personnel Policy Manual
Section 3: Standards of Conduct

A. General Policy

It is the policy of the University to treat staff members with equity, civility, and respect. In return, the University expects staff members to adhere to standards of conduct and performance that are established to enable all to work together to achieve the objectives of the University. These Standards of Conduct are reasonably related to the orderly, efficient or safe operation of the University in India.

B. General Standards of Conduct and Performance

General standards of conduct and performance apply to everyone employed in India. Violation and/or failure to adhere to these standards may result in disciplinary action, up to and including, termination. These standards include, but are not limited to, the following:

a. Each staff member is to spend the work day effectively and efficiently -- by performing the proper tasks safely, competently and in a timely manner and demonstrating an awareness of priorities.
b. Each staff member is to comply with University and departmental policies and procedures.
c. Each staff member is to be at work when scheduled.
d. Each staff member is to notify the supervisor of an unscheduled absence no later than one hour after the scheduled time to report to work or in accordance with departmental guidelines.

c. Each staff member is to work during working hours.

e. Each staff member is to cooperate with reasonable requests from co-workers.

g. Each staff member is to perform reasonable job duties, even if not part of the job description, as assigned by the supervisor.

h. Each staff member is to respect the confidentiality of sensitive information. Such information should not be repeated, discussed or removed from the work area except for legitimate work reasons.

i. Each staff member is to give proper notice of resignation.

j. Each staff member is to safeguard personal property.

k. Each staff member is to respect the property of others and of the University and to use University property only for legitimate work purposes (e-mail, facsimile machines, computers, copiers and other University equipment). Taking of property belonging to others or the University will not be tolerated.

l. Each staff member is to maintain appropriate work place behavior that fosters collegiality and team work. Without these qualities, the University cannot achieve its goal in an effective and efficient manner.

m. Each staff member is to utilize internal resources to resolve employment problems (discussion with supervisor, department administrator, human resources, grievance process, etc.)

n. Each staff member is to know the fiduciary duty associated with University employment and to perform the duties accordingly; conduct that conflicts with the interest of the University will not be tolerated.

o. Each staff member is to refrain from selling or buying any illegal substances during work hours or on the University's premises.

C. Workplace Civility

The quality of services and products delivered by the University is driven by the quality of life of the staff providing the service or product. Working to foster a civil workplace includes, but is not necessarily limited to, the following:

a. Each staff member is to respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).

b. Each staff member is to be courteous towards fellow staff members, faculty, students, patients, and visitors. Disruptive, discourteous and/or insubordinate conduct will not be tolerated.

c. Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behaviors will not be tolerated.

d. The University does not restrict political activity if it does not involve the Johns Hopkins University name, property, facilities or materials.
A. General Policy

The Johns Hopkins University’s recruiting protocol includes developing a job description that describes a job’s major functions and required qualifications, advertising the position, screening applicants, and interviewing qualified candidates. Applicants are selected for interviews based on their qualifications for the positions. When a final candidate is selected, references and employment/education background will be verified as applicable.

B. Employment Agreement

After selection of the final candidate he/she will receive an employment agreement signed by an authorized University representative which will be countersigned by the staff thereby accepting the terms of the employment agreement. The agreement shall include a title, job description (when appropriate), the duration of employment, salary, and any allowances.

C. Introductory Period

Newly hired individuals and those rehired after termination of employment are provisional until the successful completion of ninety (90) calendar days of employment. Transferred or promoted staff members are also provisional until the completion of ninety (90) calendar days in their new position.

D. Hiring of Family Members

Immediate family members and members of the same household are not to be employed in any position where one family member has line authority over personnel actions concerning the other. For the purposes of this policy statement, immediate family includes all relatives, such as, but not limited to the following: spouses, same sex domestic partners, children (including step-children and foster children), parents, stepparents, grandparents, grandchildren, in-laws, siblings (including step-brothers and step-sisters), cousins, nieces, nephews, aunts and uncles. If two staff members become members of the same household, both may retain their positions, provided one is not under the direct or indirect supervision of the other. It is the responsibility of the supervisor/manager to advise the department administrator if such a relationship is established. Exceptions to this reporting relationship limitations require the approval of the Country Director/Chief of Party.
India Personnel Policy Manual
Section 5: Hours of Work and Overtime

A. Standard Work Week

The standard work day is eight (8) hours per day from 9:30 a.m. to 5:30 p.m. For payroll purposes, the standard work week consists of seven days. The staff is required to submit a timesheet to the supervisor on a monthly basis and all time sheets must be maintained in the local office.

B. Full-Time and Part-Time Work

Full-time work is defined as 40 hours per week which may exceed depending on the work exigencies. Part-time work is defined as work performed few hours in a day throughout the year, hired for a specific project or purpose and the worker shall be paid his wages on hourly/daily basis as agreed in the terms of contract between the University and such part-time worker.

C. Attendance/Tardiness

Each staff member is to be at work when scheduled (for example, to attend work regularly, not to arrive late, not to abuse sick leave or lunch periods, and not to leave early without appropriate approval). Each staff member is to notify the supervisor or designee of any unscheduled absence no later than one hour after the scheduled time to report to work. Unexcused absenteeism and tardiness will be handled in accordance with the University’s disciplinary procedure.

D. Overtime

All overtime work must be preapproved by Country Director/Chief of Party and any overtime wages will be compensated in accordance with the applicable laws.

E. Multiple Employments

Staff members who wish to work for another employer while employed by the University must obtain prior written authorization from the Country Director/Chief of Party.

F. Unscheduled Office Closings

If the situation warrants, the Country Director/Chief of Party, in consultation with the headquarters, may decide to close the office early, or not open on a normal work day. In the event of an unscheduled closing, the Country Director/Chief of Party will inform the staff as far in advance as possible. Staff will receive instructions regarding the reopening of the office.
India Personnel Policy Manual
Section 6: Salaries and Wages

A. General Policy

The University's policy is to provide salary/wages to local staffs consistent with the prevailing laws and compensation practices in the country of employment.

B. Position Description

Position descriptions summarize the main responsibility of the job as well as the knowledge, skills and abilities required to perform the job. They are also used to determine the appropriate salary for a position. Both the supervisor and the staff are responsible for keeping the position description current.

C. Salaries/Wages Determination

The salary/wage for a given position is based on its duties, as well as the level of skills and expertise required. Any individual staff's salary in a position is also based on her/his salary history, professional accomplishments, the local salary market, and sponsor provided funding limitations.

D. Salary Payment

Salaries are paid on the first day of every following month in Indian Rupees in accordance with applicable laws.

E. Income Tax Withholding

The monthly salary of the staff would be subject to deductions at source in accordance with the rates prescribed by law.

F. Performance Appraisals and Salary Increases

The salaries/wages schedule will be monitored and revised as appropriate. Written performance appraisals will be conducted on an annual basis and will be utilized to determine any salary/wage increases in conjunction with the standard Foreign Service Nationals (FSN) scale increase guidelines. Once an employee has reached the top step of his/her grade and he is no longer eligible for annual step increases, then he/she may be eligible for a performance bonus payable at the University's discretion.
India Personnel Policy Manual
Section 7: Benefits

A. General Policy

The University is committed to providing benefits to all staff in accordance with the Indian laws and as allowed by the funding source for the activities being conducted in India.

B. Types of Benefits Offered

Employees Provident Fund ("Fund"):

The University and the staff shall, if required by law, make monthly contributions to the Fund at the applicable rate prescribed by law.

Please note that contribution to the Fund is only mandatory for certain establishments in respect of certain employees.

Payment of Gratuity:

Gratuity shall be payable to all employees (staff) who complete five years of continuous service. Gratuity shall be paid in the following circumstances:

(a) On the employee’s superannuation
(b) On the employee’s resignation or retirement
(c) On the employee’s death

The gratuity shall be payable in accordance with the provisions of the Payment of Gratuity Act, 1972. No gratuity shall be paid if the services of the employees are terminated on account of misconduct.

India Personnel Policy Manual
Section 8: Gift Policy

Staff members may not accept gifts or entertainment that might influence their decision making or compromise their judgment. Staff should not accept gifts, hospitality, favors or entertainment with a value of more than $100 from any vendors who have current or pending business arrangements with the university over which that person has authority.
or influence. If they are uncertain about the value of an offer or whether the offer can be accepted under this policy, staff should consult with their immediate supervisor. Ordinary business courtesies, such as occasional business lunches (which should be well below $100 in cost), are allowed.

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India Personnel Policy Manual
Section 9: Leave Allowances and Records

A. General Policy

A staff member is responsible for keeping the supervisor informed of all absences. A staff member may not be absent for any reason without informing her/his supervisor. Absences that have not been approved by the supervisor will be charged as leave without pay. A staff member who is absent for three (3) consecutive days without contacting the supervisor is subject to discharge for abandonment of the position. Habitual absenteeism and tardiness will be handled in accordance with the University's progressive counseling procedure. Staff members are to provide sufficient notice of intention to take leave for vacation or sick days.

B. Holidays

The University recognizes the following holidays in India:

There are three national holidays in India namely – Republic Day (26 January), Independence Day (15 August) and Mahatma Gandhi Jayanti (2 October). In addition, you may be entitled to additional holidays based on the Indian state of your work location. Please refer to Annexure A to this Policy for the list of holidays. If a holiday falls within a period of approved paid leave, the staff will not be charged leave on the holiday. If a staff member is required to work on a holiday due to pre-scheduled training, meetings with host country or US officials, or travel status, s/he is entitled to take that holiday at another time within the same calendar year subject to her/his supervisor’s written approval.

C. Vacation

Fulltime staffs earn 15 days of annual leave per year. All leave requests are subject to supervisor’s approval based on the business needs of the office. Staff hired after the first day of the month or terminated within the month will accrue vacation and sick leave on a pro-rated basis. Although staffs may begin accruing leave immediately, they may not take annual leave during the first 6 months of their employment.

Any unused vacation (or annual) leave may be carried over to the next leave year, the total leave not to exceed 42 days. Staff members cannot take vacation leave that they have not yet earned. When a staff member terminates or resigns for any reason, s/he will
be required to take all his/her leave or paid the value of any unused annual leave, at the
discretion of the University. Staff members, however, will not be paid for any unused
leave if their termination is for unauthorized taking of the University’s money or
property.

D. Sick Leave

The purpose of sick leave is to provide time off with pay when an illness or an accident
outside of work makes it medically necessary for the staff not to work and to provide for
a temporary period of recuperation. Any staff hired after the first day of the month or
terminated within the month will accrue sick leave on a pro-rated basis. Staffs cannot use
sick leave that they have not earned. Sick leave must be taken in minimum increments of
one-half day.

Staffs can use sick leave to care for “authorized dependents” that are ill or undertaking
medical/dental examinations and treatment. The staff member must notify her/his
supervisor of an illness or absence due to an authorized dependent’s illness as soon as
possible. A doctor’s certificate may be required.

Leave must be approved in writing on the appropriate form by the supervisor and
reported to the person in charge of monitoring time and attendance. Sick leave of more
than three to five workdays must be supported by a doctor’s certificate. If the leave was
due to a health condition of the staff, a written release stating the staff is fit to return to
duty from the health care provider is required.

All full-time staff are entitled to 12 days per year of sick leave with full pay.
Accumulated sick leave cannot be used for any other purpose and is not considered a debt
to the staff; no payment will be made for accumulated sick leave upon termination of
employment.

E. Disability Leave

If a staff member’s illness or injury requires a recuperation period that exceeds the
combined amount of sick and vacation available her/him, s/he may request disability
leave. To be eligible for disability leave, the staff member must: (a) have used all her/his
sick and annual leave; and (b) provide written certification from a qualified doctor that
the s/he is unable to return to work for a specified period of time, at the end of which the
staff member must return to work or present certification that s/he is not yet able to do so
for a specific period of time. The University, at its discretion, may require that a doctor of
its own choosing examine the staff. Disability leave is available only to staffs
themselves. Staffs cannot request disability leave in order to care for dependents or other
family members.
F. Maternity Leave

Benefits-eligible female staff who give birth to or adopt a child or children must give written notice to the University of their intention to take maternity leave at least one month before expected date of birth or adoption, and such notice shall be supported by medical certificate. If proper notice is given, the staff is entitled to up to 90 consecutive days' of paid maternity leave. Continued maternity/adoption leave in excess of 90 consecutive days will be treated as leave without pay.

F. Leave of Absence (Unpaid Leave)

All staff employed by the University for more than six (6) months can request in writing leave without pay from their Country Director/Chief of Party. If the requested leave is for more than thirty (30) days, such requests must also be approved by the Divisional office in Baltimore, Maryland, USA. The staff can be required to use accrued vacation leave before taking a leave of absence without pay.

Periods of unpaid leave will not count towards a staff’s length of service for the purpose of calculating annual leave. Sick and vacation leave do not accrue during a leave of absence without pay that exceeds eleven (11) working days during a calendar month. A position vacated by a staff member on an approved leave of absence without pay for ninety (90) days or less cannot be filled with a regular replacement unless the Country Director/Chief of Party gives the staff member a letter prior to the beginning of the leave stating that the position may be filled.

G. Responsibility for Leave Records

The Country Representative/Chief of Party or designee will maintain leave records of individual staff. These records will be the official leave record and will be part of the official personnel files.

H. Staff Records

Local staff records will be maintained in India with copies of the employment agreement, resume, employment application, and/or job description sent to the divisional Human Resource Office in Baltimore. Staffs should also keep copies of all personnel documentation for their own records.
India Personnel Policy Manual
Section 10: Work Place Resolution Procedures

The following is the grievance procedure used by the University for staff employed in India. In some circumstances, the University may exercise its discretion of not having a grievance procedure for certain categories of staff.

Procedure

1. Since most work-related complaints and disputes can be settled in conversation between the staff member and the staff member’s supervisor, staff members are encouraged to resolve any problem by seeing their immediate supervisors. An earnest effort is to be made to resolve these issues as promptly as possible.

2. If the staff member considers it to be appropriate, a conversation may be scheduled with the department head or the departmental administrator in Baltimore or a representative of the divisional human resources office or human resources manager instead of the staff member’s supervisor. Consultation with a representative of the human resources office or human resources manager is available to the staff member or supervisor at any point in the procedure. All parties are encouraged to involve a representative of the human resources office or human resources manager when appropriate.

3. The supervisor is responsible for bringing any grievance involving suspension or termination to the immediate attention of the divisional human resources office or human resources manager.

India Personnel Policy Manual
Section 11: Termination

A. General Policy

Continued employment with the University is subject to certain conditions. The most important of these are the need for the staff’s services, continuance of the program in which the staff work and the staff’s conduct and efficiency. Except in cases of termination for misconduct, or where employment agreement stipulates the period of employment, staffs may receive 30 days’ written notice of the termination of their position, or wages in lieu of notice.
B. Voluntary Termination

To separate in good standing, staff members must give a minimum of thirty (30) days written notice of resignation to the supervisor. The supervisor can waive the notice period.

C. Retirement

A Staff shall retire from the services of the University on reaching the age of superannuation if employment agreement between him/her and the University contains a stipulation in that behalf.

D. Involuntary Termination

Employment may be terminated at the end of a particular project and/or contract period for the University's convenience or change in programmatic needs. Termination may also result from continued poor performance or general misconduct.

E. Reduction In Force

Staff members terminated because of a lack of funds, decreased program needs, reorganization or abolishment of positions will be given written notice as far in advance as possible, but no less than one (1) month.

F. Immediate Involuntary Termination

A staff member can be terminated immediately without any notice (with or without pay) if s/he takes any action willingly and knowingly that harms, jeopardizes or otherwise seriously endangers the well being of the University or its staff.

G. Records

Upon termination of a staff member, all relevant personnel forms and records are to be sent to the divisional human resources office in the Baltimore Office.

H. Transition

Unless otherwise provided by the University management, the staff member resigning or retiring from his/her position shall make best efforts to assist in smooth transition of his/her responsibilities to the person coming as a replacement by ensuring handover of all the documents, University records and computer data. However, this shall not apply to a staff member who has been dismissed due to any of the reasons provided in paragraphs D and F above.
A. Preamble

The University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The university is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy and for refraining from conduct that violates this policy.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

1) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program;

2) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement;

3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

B. Policy

Fundamental to the University's purpose is the free and open exchange of ideas. It is not, therefore, the University's purpose, in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

The University will not tolerate sexual harassment, a form of discrimination, a violation of federal and state law and a serious violation of university policy. In accordance with its educational mission, the university works to educate its community regarding sexual harassment.

The University encourages reporting of all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Employees who either believe they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with their departmental superior or such other person authorised in this behalf. Complainants are assured that problems of this nature will be treated in a
confidential manner, subject to the University's legal obligation to respond appropriately to any and all allegations of sexual harassment.

(a) **Third Party Sexual Harassment**

The employees are also not expected to endure unwelcome conduct by a person not an employee of the University, but any other person encountered in their course of employment by the University. Any employee feeling harassed by such a person should make a report in the same manner as if harassed by a co-worker or superior.

(b) **Complaint Procedure**

If any staff believes that he/she has been subjected to sexual harassment, such information should be immediately reported to the departmental superior or any person authorised in his/her behalf. He or she will immediately order an investigation of the complaint and will take appropriate disciplinary actions. The following is the brief outline of the complaint procedure:

1. The complaint mechanism should ensure time bound treatment of complaints.

2. The complaint mechanism, referred to above, would be adequate to provide, where necessary, a Complaints Committee, a special counselor or other support service, including the maintenance of confidentiality.

3. The Complaints Committee would be headed by a woman and at least half of the persons constituting the Complaints Committee would be women. Further, in order to prevent the possibility of any undue pressure or influence from senior levels, the Complaints Committee will involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

4. The Complaints Committee will make an annual report to the Government department concerned of the complaints and action taken by them.

5. The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

The University prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the University considers filing intentionally false reports of sexual harassment a violation of this policy.

The University will promptly respond to all complaints of sexual harassment. When necessary, the university will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of university affiliation.
In the event of a complaint involving departmental superiors, such complaints of sexual harassment may be brought to Susan Boswell, dean of students, Levering Hall, Telephone: 410.516.8208, Ray Gillian, Vice Provost for Institutional Equity for the University, or Caroline Laguerre-Brown, Director for Equity Compliance & Education, Garland Hall 130, Telephone: 410.516.8075, TTY: 410.516.6225. The matter may then be brought up before the Complaints Committee.

India Personnel Policy Manual
Section 13: Anti-Harassment Policy

A. Preamble

The University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the University's purpose. It is not the University's intent in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

B. Policy Against Discriminatory Harassment

1. The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic is prohibited. The University will not tolerate harassment, sexual harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to Hopkins while they are on campus. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

2. For purposes of this policy, harassment is defined as:

   a). any type of behavior which is based on caste, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that

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1 For the purposes of this policy, "gender identity or expression" refers to an individual's having or being perceived as having a gender-related self-identity, self-image, appearance, expression, or behavior, whether or not those gender-related characteristics differ from those associated with the individual's assigned sex at birth.
b). is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

3. Harassment when directed at an individual because of his/her caste, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

4. Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited. Intentionally making a false accusation of harassment is also prohibited

C. Responsibilities under this Policy

The University is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to the full range of sanctions, up to and including termination of his/her University affiliation.

1. All individuals are expected to conduct themselves in a manner consistent with this Policy.

2. Employees who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Office of Institutional Equity, their supervisors, divisional human resources or such other body or person authorised in this regard.

3. Employees who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Office of Institutional Equity, their supervisors, divisional human resources or such other body or person authorised in this regard.

4. Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the University's legal obligation to respond appropriately to any and all allegations of harassment.

5. Managers who receive reports of harassment should contact human resources or the Office of Institutional Equity for assistance in investigating and resolving the issue.
6. Managers are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.

7. The University administration is responsible for ensuring the consistent application of this policy.

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**India Personnel Policy Manual**

**Section 14: Policy on Alcohol and Drug Abuse and Drug-free Environment**

The University has the right to protect company property, customers, and co-workers from the dangers and risks caused by the use of alcohol and/or unauthorized drugs. Consistent with these concerns, the University maintains a work environment free from the use of alcohol and/or unauthorized drugs in all of its worldwide locations. Staff must report to work free from the effects of the use of alcohol and/or unauthorized drugs. Violation of this policy will lead to disciplinary action, up to and including termination from employment.

Staff members suffering from drug and/or alcohol dependency are encouraged to seek the advice and counsel of rehabilitation professionals. At the staff member’s request, the Human Resources Team will, whenever possible, work with the staff member to find professional help.

A medical leave of absence may be granted to a staff member that brings his or her drug or alcohol problem to the attention of management. However, a staff member’s participation in a drug and/or alcohol rehabilitation program does not excuse the staff member from the University’s performance standards or work rules while at work. Failure to meet these standards can be the subject of disciplinary action up to and including discharge.

As with other staff returning from Medical Leave, a staff member who completes a rehabilitation program may be required to complete successfully a medical examination prior to returning to work to ensure fitness for duty. Returning staff must also comply with any follow-up drug or alcohol screening required by the treatment centre or otherwise.

To preserve the staff’s right to privacy, records and discussions regarding personal problems of this nature will be handled in a confidential manner to the extent possible. These records and discussions shall be maintained separately from the staff’s personnel record as part of the staff’s confidential medical records.

As a condition of employment, each staff member must agree to abide by this policy, and to notify the divisional Human Resources Director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five (5) days after such conviction. If the individual is
supported by a U.S. Federal grant or contract, the University will notify the supporting U.S. government agency within 10 days after receiving notice.

India Personnel Policy Manual

Section 15: Possession of Firearms on University Premises

The possession, wearing, carrying, transporting, or use of firearm or pellet weapon is strictly forbidden on University premises. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including termination of employment. The University may report such an incident to the authorities.

India Personnel Policy Manual

Section 17: Policy on Smoking and Tobacco Products

Smoking is prohibited inside all facilities owned, leased, or operated by the University, including open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also includes all vehicles owned, leased, or operated by the University. The University also reserves the right to designate, with appropriate signage, certain outdoor areas -- especially entrance ways -- smoke-free. Cigarettes, cigars, and pipe tobacco will not be sold at any facility, location, or vending machine owned, leased, or operated by Johns Hopkins University.

India Personnel Policy Manual

Section 18: Policy on Software Duplication

It is the policy of the University to respect the proprietary rights of owners of computer software and to expect that staff will refrain from actions that constitute an infringement of the copyright or other proprietary right attached to software. Staff is required to determine permitted uses of software in their possession, such as the right to make copies, and to obtain appropriate permission when necessary.

Activities of staff that infringe upon proprietary rights will not be considered to have occurred in the course of employment since they are expressly prohibited.
## ANNEXURE A

### LIST OF HOLIDAYS (AS APPLICABLE TO DIFFERENT STATES)*

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Holiday</th>
<th>Date (as applicable)</th>
<th>Number of days</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>New Year’s Day</td>
<td>1 January</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Saraswati Puja (West Bengal)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Guru Gobind Singh Jayanti (Punjab)</td>
<td></td>
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<tr>
<td>4.</td>
<td>Lohri (Punjab &amp; Haryana)</td>
<td></td>
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<tr>
<td>5.</td>
<td>Pongal (Tamil Nadu)</td>
<td></td>
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<tr>
<td>6.</td>
<td>Republic Day</td>
<td>26 January</td>
<td>1</td>
</tr>
<tr>
<td>7.</td>
<td>Basant Panchami (Uttar Pradesh)</td>
<td></td>
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</tr>
<tr>
<td>8.</td>
<td>Maha Shivratri (Uttar Pradesh, Bihar, Rajasthan, Madhya Pradesh)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>9.</td>
<td>Ugadi (Karnataka &amp; Andhra Pradesh)</td>
<td></td>
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</tr>
<tr>
<td>10.</td>
<td>Milad-un-Nabi (Uttar Pradesh, Delhi, Madhya Pradesh)</td>
<td></td>
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<tr>
<td>11.</td>
<td>Holi</td>
<td></td>
<td>1</td>
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<tr>
<td>12.</td>
<td>Gudhi Padwa (Maharashtra)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>13.</td>
<td>Good Friday</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>14.</td>
<td>Ram Navami (Uttar Pradesh, Bihar, Rajasthan and Madhya Pradesh)</td>
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<tr>
<td>15.</td>
<td>Mahavir Jayanti (Uttar Pradesh, Madhya Pradesh, Gujarat)</td>
<td></td>
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<tr>
<td>16.</td>
<td>Dr. Ambedkar Jayanti</td>
<td>14 April</td>
<td>1</td>
</tr>
<tr>
<td>17.</td>
<td>Maharashtra Day (Maharashtra) / Labour Day (Rest of India)</td>
<td>1 May</td>
<td>1</td>
</tr>
<tr>
<td>18.</td>
<td>Rath Yatra (Orissa)</td>
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<tr>
<td>19.</td>
<td>Independence Day</td>
<td>15 August</td>
<td>1</td>
</tr>
<tr>
<td>20.</td>
<td>Ganesh Chaturthi (Maharashtra)</td>
<td></td>
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<tr>
<td>21.</td>
<td>Onam (Kerala)</td>
<td></td>
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<tr>
<td>22.</td>
<td>Ramzan Id</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>23.</td>
<td>Dussehra (Rest of India) / Durga Puja (West Bengal)</td>
<td>1 (rest of India), 2 (West Bengal)</td>
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</tr>
<tr>
<td>24.</td>
<td>Mahatma Gandhi Jayanti</td>
<td>2 October</td>
<td>1</td>
</tr>
<tr>
<td>25.</td>
<td>Diwali/Laxmi Pujan</td>
<td></td>
<td>2</td>
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<td>26.</td>
<td>Guru Nanak Jayanti (Punjab)</td>
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<td>27.</td>
<td>Bakri Id</td>
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</tr>
<tr>
<td>28.</td>
<td>Christmas</td>
<td>25 December</td>
<td>1</td>
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