SPORTS AUTHORITY OF INDIA
IT DIVISION

HUMAN RESOURCE (HR) POLICY

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1. PURPOSE

The purpose of this Human Resource (HR) Policy is to establish a structured framework for the management of human resources within **SAI**. This Policy aims to promote fairness, transparency, accountability, employee well-being, equal employment opportunities, professional conduct, and compliance with applicable employment laws and organizational requirements.

The Policy further seeks to:

- Establish clear HR governance and responsibilities.
- Ensure fair and ethical employment practices.
- Promote employee development and engagement.
- Protect organizational interests and information assets.
- Support compliance with applicable statutory and regulatory requirements.
- Foster a safe, healthy, and productive work environment.

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2. SCOPE

This Policy applies to:

- All permanent employees.
- Contractual personnel.
- Temporary staff.
- Consultants and interns.
- Outsourced personnel working on behalf of **SAI**.
- All departments, divisions, offices, and operational locations.

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3. OBJECTIVES

The objectives of this Policy are to:

- Define human resource management practices.
- Ensure consistency in employee administration.
- Establish employee rights and responsibilities.
- Promote ethical conduct and professionalism.
- Support organizational goals through effective workforce management.
- Encourage continuous learning and professional development.

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4. REFERENCE DOCUMENTS AND APPLICABLE REQUIREMENTS

This Policy shall be read in conjunction with:

- Industrial Relations Code, 2020.
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Digital Personal Data Protection Act, 2023.
- Information Technology Act, 2000.
- Applicable Government of India employment laws and regulations.
- **SAI** Information Security Policy and related organizational policies.

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5. TERMS AND ABBREVIATIONS

Term	Definition
Employee	Any person employed by **SAI**
HR Department	Human Resource Department
Competent Authority	Authorized management approving HR matters
Personal Data	Information relating to an identified individual
Workplace Misconduct	Violation of organizational rules, ethics, or legal requirements
POSH	Prevention of Sexual Harassment

6. ROLES AND RESPONSIBILITIES

6.1 Human Resource Department

The HR Department shall:

- Develop and maintain HR policies and procedures.
- Manage recruitment and onboarding.
- Maintain employee records.
- Coordinate employee training and development.

- Address employee grievances.
- Ensure compliance with applicable labour laws.

6.2 Department Heads

Department Heads shall:

- Support implementation of HR policies.
- Monitor employee performance and conduct.
- Facilitate training and workforce planning.
- Ensure policy compliance within their departments.

6.3 Employees

Employees shall:

- Comply with organizational policies.
- Maintain professional conduct.
- Protect organizational assets and information.
- Participate in mandatory trainings.
- Report violations and workplace concerns.

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7. RECRUITMENT AND SELECTION

SAI shall maintain a fair and transparent recruitment process.

The organization shall:

- Provide equal employment opportunities.
- Conduct recruitment based on competence and merit.
- Verify qualifications and background information.
- Maintain recruitment records.
- Ensure compliance with applicable legal requirements.

No discrimination shall be permitted on the basis of race, religion, gender, caste, disability, age, or any protected characteristic.

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8. EMPLOYEE ONBOARDING

All new employees shall:

- Complete onboarding formalities.
- Sign applicable agreements and declarations.
- Receive awareness regarding organizational policies.
- Be assigned required access and resources.
- Undergo mandatory induction training.

Employee records shall be maintained securely.

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9. EMPLOYMENT CONDITIONS

Employees shall comply with:

- Employment terms and conditions.
- Organizational code of conduct.
- Attendance requirements.
- Information security obligations.
- Confidentiality requirements.

Changes to employment conditions shall be communicated appropriately.

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10. CODE OF CONDUCT

Employees shall:

- Act professionally and ethically.
- Maintain integrity and honesty.
- Avoid conflicts of interest.
- Respect colleagues and stakeholders.
- Protect organizational reputation.

Fraud, misconduct, harassment, discrimination, and unethical behaviour shall not be tolerated.

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11. ATTENDANCE AND LEAVE MANAGEMENT

Employees shall adhere to approved attendance requirements.

The organization shall maintain processes for:

- Casual Leave.
- Earned Leave.
- Sick Leave.
- Maternity Leave.
- Paternity Leave.

Leave approvals shall follow approved procedures.

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12. PERFORMANCE MANAGEMENT

SAI shall implement performance management processes to:

- Establish work objectives.

- Monitor employee progress.
- Support professional development.
- Encourage continuous improvement.
- Align employee contributions with organizational goals.

Performance reviews shall be conducted in accordance with approved HR procedures.

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13. TRAINING AND CAPACITY BUILDING

SAI shall promote learning and development through:

- Induction training.
- Technical training.
- Information security awareness.
- Privacy awareness programs.
- Professional development initiatives.

Training records shall be maintained by the HR Department.

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14. EMPLOYEE HEALTH, SAFETY AND WELL-BEING

The organization shall provide:

- Safe working conditions.
- Health and safety awareness.
- Emergency response procedures.
- Workplace wellness support.

Employees shall comply with safety requirements applicable to their work environment.

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15. PREVENTION OF SEXUAL HARASSMENT (POSH)

SAI shall maintain a workplace free from harassment.

The organization shall:

- Establish Internal Complaints Committee (ICC) where required.
- Investigate complaints fairly.
- Protect complainants from retaliation.
- Maintain confidentiality in complaint handling.

All employees shall comply with POSH requirements.

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16. INFORMATION SECURITY AND CONFIDENTIALITY

Employees shall:

- Protect confidential information.
- Follow information security requirements.
- Use organizational resources responsibly.
- Report security incidents promptly.

Information shall not be disclosed without authorization.

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17. DISCIPLINARY ACTION

Violation of organizational policies may result in:

- Verbal warning.
- Written warning.
- Suspension.
- Disciplinary proceedings.
- Termination of employment.
- Legal action where applicable.

Actions shall be fair, documented, and proportionate to the violation.

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18. GRIEVANCE REDRESSAL

Employees may raise grievances related to:

- Workplace conditions.
- Employment concerns.
- Harassment or discrimination.
- HR administration matters.

All grievances shall be reviewed and addressed through established procedures.

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19. EMPLOYEE SEPARATION

Employee separation may occur through:

- Resignation.
- Retirement.
- Contract completion.
- Termination.

- Separation under applicable organizational procedures.

Before separation:

- Assets shall be returned.
- Access rights shall be revoked.
- Exit formalities shall be completed.
- Confidentiality obligations shall continue after employment where applicable.
- Upon cessation of employment, contract or assignment, the HR Department shall promptly notify the IT Division and other relevant system owners to ensure that the individual's access rights, credentials and authorisations are revoked or disabled within the applicable prescribed timeline and, where required under the applicable UIDAI framework, within 24 hours of exit.
- Access rights of personnel having access to relevant information systems shall be reviewed at least once every six months, or at such other frequency as may be prescribed under applicable requirements. Records of access reviews, changes and revocation shall be maintained. Similar controls shall apply where a change in role or assignment makes existing access unnecessary

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20. RECORD MANAGEMENT

HR records shall be:

- Accurate and complete.
- Protected against unauthorized access.
- Retained according to organizational and legal requirements.
- Disposed of securely when retention periods expire.

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21. COMPLIANCE AND MONITORING

Compliance with this Policy shall be monitored through:

- HR reviews.
- Compliance assessments.
- Internal audits.
- Employee feedback mechanisms.
- Management reviews.

Non-compliance may result in disciplinary action.

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22. EXCEPTION MANAGEMENT

Exceptions to this Policy shall:

- Be documented.
- Include valid business justification.

- Be approved by the Competent Authority.
- Be reviewed periodically.

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23. POLICY REVIEW

This Policy shall be reviewed:

- Annually.
- Following major organizational changes.
- Following legal or regulatory updates.
- Following audit observations.

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24. EFFECTIVE DATE

This Policy becomes effective on 27.10.2026 by the approval by the Competent Authority.

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25. APPROVAL

This Human Resource Policy is approved by the Competent Authority of **SAI** and shall be applicable to all employees and personnel associated with the organization.

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26. REFERENCES

1. **Industrial Relations Code, 2020**
   Link: https://labour.gov.in
2. **Sexual Harassment of Women at Workplace (POSH) Act, 2013**
   Link: https://wcd.nic.in
3. **Digital Personal Data Protection Act, 2023**
   Link: https://www.meity.gov.in
4. **Information Technology Act, 2000**
   Link: https://www.meity.gov.in
5. **ISO 30414: Human Capital Reporting Guidelines**
   Link: https://www.iso.org

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