



FENCING ASSOCIATION OF INDIA (FAI)

HUMAN RESOURCE POLICY MANUAL

Employment Terms • Workplace Standards • Institutional Conduct

OFFICIAL POLICY DOCUMENT

EFFECTIVE DATE 1 January 2026	APPLICABILITY All employees of the Association
APPROVING AUTHORITY Secretary General	GOVERNING JURISDICTION Courts at New Delhi

This manual forms an integral part of the employment framework of the Association.

FENCING INDIA | PROFESSIONALISM • ACCOUNTABILITY • INTEGRITY

01 PREAMBLE, SCOPE, AND SUPREMACY

- 1.1 This Policy governs the terms and conditions of employment for all personnel employed by or drawing remuneration from the Association.
- 1.2 This Policy applies to all employees irrespective of the terms of their individual employment contract. Acceptance of employment or remuneration constitutes deemed acceptance of this Policy.
- 1.3 In the event of any conflict between an individual contract and this Policy, the provisions of this Policy shall prevail.
- 1.4 This Policy shall take effect from 1st January 2026 and shall apply to all employees of the Association, whether employed prior to, on, or after such date, and irrespective of designation, department, or place of posting.

02 MANDATORY INCORPORATION CLAUSE

- 2.1 Every future contract shall include the following clause:

“The Employee agrees that this employment is governed by the FAI HR Policy Manual, which is incorporated by reference and forms an integral part of this agreement. The Policy may be amended by the Association, and such amendments shall be binding upon notification.”

03 WORKING HOURS

- 3.1 The ordinary hours of work shall be 9 hours per day and 48 hours per week, inclusive of intervals for rest or meals, as applicable under law.
- 3.2 No employee shall work for more than 5 hours at a stretch without an interval for rest.
- 3.3 Work beyond the prescribed daily or weekly hours shall be compensated at overtime rates as per law.
- 3.4 Each Employee shall be entitled to a rest interval of thirty (30) minutes per working day, to be availed at a time determined by the Employee in accordance with their work schedule, subject to reasonable operational requirements of the Association.

04 PLACE OF WORK AND ATTENDANCE

- 4.1 The Employee's primary place of work is the Association's office in New Delhi.
- 4.2 The Employee shall report to the office between 9:00 AM and 10:00 AM.
- 4.3 Attendance shall be recorded solely by physical entry in the office attendance register until such time as a biometric attendance system is implemented, whereupon biometric entry shall be the sole recognized mode of attendance and registry entry shall cease to be valid.

No mode of attendance other than the mode prescribed under this Clause shall be recognized. An Employee who has not recorded attendance through the prescribed mode for a given day shall be deemed absent for that day, and no wages shall be payable for such day, save where the Secretary-General regularizes the same by written order.

- 4.4** Failure to report to the office without prior written approval shall constitute absence from duty. The Association may deduct wages for such absence in proportion to the period of absence, as permitted under law.
- 4.5** Where an Employee reports late to the office on more than three (3) occasions in a calendar year, each such instance of delayed entry beyond one (1) hour shall attract a deduction of one (1) day's salary or one (1) day of Earned Leave, at the Association's discretion.

05 LEAVE — ADMINISTRATION AND APPROVAL

Compliance with Section 22 of the Delhi Shops and Establishments Act, 1954.

TYPE	ENTITLEMENT
Privilege Leave (Earned Leave)	15 days per year after 12 months of continuous employment; 5 days for every 4 months of completed service. Not applicable during the probation period.
Sick Leave / Casual Leave	12 days per year (combined total). Leave credit shall accrue at the rate of 1 day for each completed month of service.

- 5.1 Privilege Leave and Casual Leave:** All applications for any category of leave shall be submitted in writing and shall require the prior written approval of the Secretary-General. Approval is subject to the exigencies of work and may be refused or postponed where the Employee's absence would materially disrupt the Association's operations. Where an application is refused, the reasons shall be recorded in writing.
- 5.2 Sick Leave:** In the case of Sick Leave, the Employee shall inform the Secretary-General of their absence at the earliest opportunity, preferably before the commencement of scheduled working hours. A medical certificate from a registered medical practitioner shall be submitted upon return to work. Leave granted on medical grounds shall not be arbitrarily refused; however, the Association reserves the right to require the Employee to be examined by a medical practitioner of its choice, at its own expense, for verification.
- 5.3** An Employee who fails to submit a leave application and obtain the required prior approval, where mandated under Clause 5.1, shall be deemed to have absented themselves from duty without authorization. Such absence shall render the Employee liable for deduction of wages for the period of absence, as permitted under the Payment of Wages Act, 1936, and shall also constitute misconduct under Section 10 of this Policy.

06 HOLIDAYS

- 6.1** The Association shall observe the following as fixed holidays: Holi, Diwali, Republic Day, and Independence Day.
- 6.2** In addition, the Association may declare up to four (4) further holidays each year from among other public and festival holidays, at the discretion of the Secretary-General.
- 6.3** Notwithstanding Clauses 6.1 and 6.2, no holiday under this Section shall be observed, and the office shall remain operational, where a Tournament or Major Sporting Event falls on or in proximity to such holiday, as determined by the Secretary-General. No Employee shall be entitled to claim such holiday, or any leave in lieu thereof.

07 PROBATION

- 7.1** All new employees shall be on probation for a period of six (6) months.

- 7.2** The probation period may be extended at the Association's discretion.
- 7.3** Confirmation shall be in writing. Absence of a confirmation communication does not imply automatic confirmation.
- 7.4** No act, omission, or continued payment of remuneration by the Association shall be construed as confirmation in the absence of written confirmation under Clause 7.3.
- 7.5** During the probationary period, the Employee shall not be entitled to Privilege Leave as stipulated in Section 5.

08 PERFORMANCE IMPROVEMENT PLAN (PIP)

- 8.1** The Association may place an employee on a Performance Improvement Plan ("PIP") if performance falls below the required standard.
- 8.2** The PIP shall be in writing and shall set out performance targets and a reasonable timeframe for improvement.
- 8.3** Failure to meet PIP targets may result in termination of employment.

09 NOTICE PERIOD AND TERMINATION

9.1 Notice Period:

- a.** During Probation: 15 days or salary in lieu.
- b.** Post-Confirmation: two (2) months or salary in lieu.

9.2 Termination by Employee:

- a.** Notice: two (2) months in writing.
- b.** The Association reserves the right to accept a payment of pro-rata remuneration in lieu of notice.
- c.** The Employee shall not submit a resignation, and any resignation so submitted shall not take effect, during (i) the period commencing three (3) calendar months prior to any Tournament or Major Sporting Event and ending one (1) calendar month after its conclusion, or (ii) any period of heightened operational demand as designated by the Secretary-General by written notice to employees generally. A resignation submitted in contravention of this Clause shall be deemed submitted on the first available date thereafter.

9.3 Garden Leave: During the notice period, the Association may place the Employee on garden leave, excluding the Employee from the workplace, while continuing to receive full remuneration.

9.4 Deductions: The Association may deduct outstanding amounts from the Employee's final settlement.

09 NOTICE PERIOD AND TERMINATION — CONTINUED

9.5 Breach of Policy: Breach of this Policy by an Employee shall entitle the Association to take such disciplinary and/or legal action as it considers appropriate, including but not limited to termination, recovery of loss, and civil or criminal proceedings, without prejudice to any other right or remedy available to the Association under law or contract.

9.6 Separation Handover: Upon separation, the Employee shall hand over all charge, records, documents, email access, and office assets prior to final settlement. Final settlement shall not be released until handover is complete.

10 CONDUCT AND MISCONDUCT

- 10.1** Every Employee shall maintain conduct consistent with the standing, reputation, and interests of the Association.
- 10.2** The following constitute misconduct: dishonesty or fraud in connection with the Association's affairs; moral turpitude; insubordination or wilful disobedience of lawful instruction; unauthorized disclosure of confidential information; conduct prejudicial to the interests or reputation of the Association; habitual or wilful absence without leave; conviction of any criminal offence; and any act in breach of this Policy or the Employee's contract.
- 10.3** A finding of misconduct, made after such inquiry as the Association considers appropriate, shall entitle the Association to take disciplinary action, including termination.

11 TERMINATION FOR CAUSE

- 11.1** The Association may terminate an Employee's engagement with immediate effect and without notice or payment in lieu, upon a finding of misconduct under Section 10.
- 11.2** Termination for cause shall not entitle the Employee to notice pay, severance, or any compensation otherwise payable under Section 9. The Employee's final settlement shall be limited to the salary and other entitlements accrued up to and including the date of termination, subject to any lawful deductions.
- 11.3** The Association's right to pursue civil or criminal remedies survives termination under this Section.

12 CONFIDENTIALITY

- 12.1** The Employee shall not, during or after the term of engagement, disclose or use for any purpose other than the Association's business any confidential information, including athlete data, financial information, sponsor agreements, or internal deliberations, acquired in the course of engagement.

13 RETIREMENT

- 13.1** The age of retirement for employees of the Association shall be sixty (60) years.
- 13.2** The Association may, in exceptional cases and where considered necessary in its interest, grant an extension of service beyond sixty years on such terms as it deems fit.

14 USE OF OFFICE ASSETS AND IT SYSTEMS

- 14.1** Office assets, including computers, email, and internet facilities, shall be used strictly for official purposes.
- 14.2** Unauthorized access, misuse, or breach of IT security shall invite disciplinary and legal action under Sections 10 and 11.

15 GOVERNING LAW AND JURISDICTION

15.1 This Policy and all contracts incorporating it shall be governed by Indian law. Courts at New Delhi shall have exclusive jurisdiction.

16 NOTICE AND COMMUNICATION

16.1 Any notice, communication, or approval required under this Policy shall be in writing and delivered by hand, email, or registered post to the last known address or email of the recipient, and shall be deemed served on the date of delivery or transmission.

17 SEVERABILITY

17.1 If any provision of this Policy is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

18 NO WAIVER

18.1 Failure or delay by the Association in enforcing any provision of this Policy shall not constitute a waiver of its right to enforce that or any other provision at a later time.

19 AMENDMENTS

19.1 FAI reserves the right to amend this Policy at any time. Amendments shall be binding upon notification.

19.2 The interpretation of this Policy shall rest with the Secretary-General, whose decision shall be final and binding.

APPROVAL AND AUTHORISATION

Signed by  Secretary General Fencing Association of India (FAI)	POLICY STATUS APPROVED Effective from 1 January 2026
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