



PRIYADARSHINI DENTAL COLLEGE & HOSPITAL

STAFF WELFARE POLICY

VERSION: 03

DOC NO: PDCH /SWP/06/ 2022

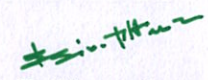
DATE OF ISSUE: 10/06/2022

PREPARED BY


Human Resources Department
Priyadarshini Dental College and Hospital



APPROVED BY


Dr. B. Sivapathasundharam MDS,
Principal,
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1.0 Preamble

Priyadarshini Dental College and Hospital is committed to the well-being of its staff members. This policy outlines all the measures taken to provide support, care, and benefits to its employees.

2.0 Purpose

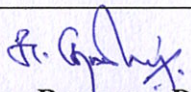
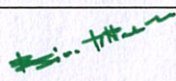
The purpose of the policy is to address the needs of the staff members to create a motivated and positive environment that supports overall work-life balance.

3.0 Scope

The policy provides job satisfaction, work-life balance, professional growth, long-term commitment, physical and mental well-being of the staff.

4.0 Objectives

- To improve job satisfaction
- To prioritize the physical and mental well-being of the staff
- To prioritize personal as well as professional growth
- To support work-life balance
- To aid in retention of qualified staff
- To ensure financial stability

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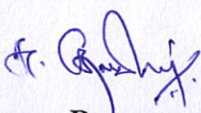
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5.0 Policy

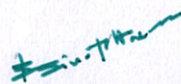
- **Health and safety:** PDCH provides a safe and secured working environment that is free from hazards and potential risks to the health of its staff for which the institution does regular health and safety audits, training programs, provides protective equipment wherever needed complying with all the standard norms and regulations.
- **Employee benefits:** PDCH provides a range of benefits such as retirement benefits, paid leave, free transportation, and access to recreational facilities to support the physical, mental, and financial well-being of its staff.
- **Work-life balance:** The institution recognizes the importance of work-life balance for its employees and has put in place measures to support this. Flexible working arrangements, such as part-time work and job sharing, are available to employees. The institution also provides access to counseling services to support employees with any personal or work-related issues that may affect their well-being.
- **Career development:** PDCH provides regular training and development opportunities to help staff enhance their skills and knowledge and progress in their careers. Faculty attending conferences are provided with 25-50% towards conference fee.
- **Grievance handling:** The institution has a well-structured grievance handling mechanism in place to ensure that employees can raise any concerns or grievances in a safe and confidential manner. The institution takes all grievances seriously and works to resolve them promptly and fairly.

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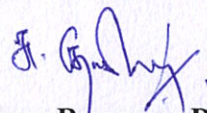
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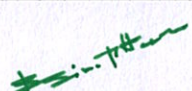
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- **Recognition and rewards:** PDCH acknowledges and rewards its employees and regularly their efforts through performance-based bonuses, employee of the month awards or opportunities for professional development.
- **Diversity and inclusion:** The institution prioritizes diversity and is committed in creating a more inclusive environment. It has implemented policies and initiatives to promote diversity, such as affirmative action programs and training programs on cultural sensitivity and diversity awareness.

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