

# **Equal Employment Opportunity Policy**

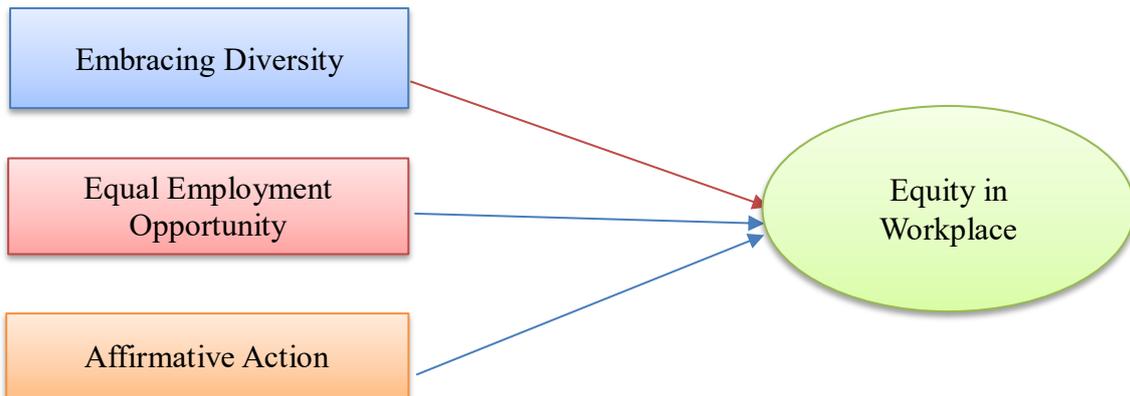
**GUIDELINES 2020-21**

## Objective



The objective of this Equal Opportunity Policy (EOP) is to ensure that all:

- 1.1. All employees of Narayan Seva Sansthan (NSS) or potential employees do not suffer unfair discrimination in the workplace.
- 1.2. Individuals and groups within the NSS work in an environment where all decisions are free of discrimination, where they have equal opportunity based on relevant abilities and merit.
- 1.3. Employees are encouraged to take positive action towards promoting equal opportunity throughout the organization.
- 1.4. Personnel actions, such as compensation, benefits, transfers, layoffs, organization-sponsored training programs, and social and recreational programs, will be administered on a nondiscriminatory basis.
- 1.5. Application of labour laws to be uniformly applied in the organization.



## 2. Scope

This policy applies to all the employees of Narayan Seva Sansthan (NSS):

1. NSS aims to create employment opportunities such that all employees achieve their full potential.
2. NSS is committed to promoting equal employment opportunities and a workplace that is free of all forms of discrimination.
3. Equal opportunity means that all staff experience fairness, impartiality and equal access to all career initiatives in the NSS.
4. NSS commitment to equal opportunity promotes an inclusive work environment that values and accepts the diverse cultural and social backgrounds of its staff.

### **EOP & Provision of Services:**

It refers to the principle which ensures that all employees and potential employees of NSS are treated equitably and fairly, regardless of their race, sex or disability. Everyone has an equal chance when applying for jobs or promotions, training opportunities and in their working conditions.

The following activities shall be conducted in a uniform manner:

1. Recruitment procedure and selection criteria, for appointment or engagement of a person as an employee.
2. Promotion and transfer of an employee.
3. Training and staff development for an employee; and
4. Terms of employment or any other employee related activity.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.



## **What is Workplace Discrimination?**

Discrimination occurs when someone is treated unfavorably because of a certain attribute.

Discrimination may involve some or all of the following:

1. Conduct that can be considered harassing, coercive or disruptive, including sexual harassment
2. Making offensive 'jokes' about another worker's clan, ethnic background, colour, sex or disability
3. Expressing negative stereotypes about particular groups e.g. "married women shouldn't be working."
4. Judging someone on their political or religious beliefs rather than their work performance.
5. Using selection processes based on irrelevant attributes such as ethnic or clan group, age, sex or disability rather than on knowledge, skills and merit.

### **Parameters of Discrimination:**

All employees shall strive to create a workplace that is free from discrimination in their employment practices against any potential or existing employees, and shall not discriminate on a person's:

- Age or other circumstances
- Colour
- Cultural or social beliefs such as religious
- Educational Background
- Race, ethnicity or nationality
- Spiritual, traditional or customary beliefs
- Political opinion
- Physical features
- Gender identity and expression
- Marital status
- Pregnancy or judging the impacts of potential pregnancy on decisions
- Sexual orientation
- Health or physical disability or impairment
- Medical record
- Family responsibilities

## **Complaint Process & Procedures:**

A person wishing to make a complaint of discrimination:

- Can consult and file a written complaint with the Human Resource Department.
- The complaint should be made in writing and addressed to the Human Resource Department within 5 working days of any such incident of discrimination.
- That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is also available with Human Resource Department.
- That the Human Resource Department will ensure if any grievance does arise and is brought up & is dealt with in a fair and equitable manner free from any discrimination.
- That no opportunity is denied to persons in case of disabilities, merely on ground of disability. Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Department.
- Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment.
- Employees and applicants will be protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or assisting in an investigation.



**Responsibility:**

- The Human Resource Department has the functional responsibility of assuring compliance with Organization policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- Any employee who violates this Policy, or in any manner discriminates with any person with disability or renders any harassment to such person shall be dealt with under the Code of Conduct Policy of NSS.
- This Policy will be available to all employees via the NSS Intranet sites and normal communication vehicles within the business.
- All recruitment literature and employment advertising will indicate that NSS is an Equal Opportunity Employer.

**Policy Revision History:**

<b>Version</b>	<b>Revision Date (Effective from)</b>	<b>Approved By</b>
1.0		