



Sarvpriye Foundation

Equal Employment Opportunity Policy

This policy applies to all the Sarvpriye Foundation (“Organization”) employees (“employees”, “interns”, “associates” and “members”) and the operations. Sarvpriye Foundation aims to create equal employment opportunities such that all employees achieve their full potential.

Overview

Sarvpriye Foundation recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximises organisational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

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

Purpose & Scope

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity in the workplace.

This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they’re the ones who are traditionally disadvantaged in the workplace. We don’t guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

Policy

Sarvpriye Foundation is an equal opportunity employer and will provide equality in employment for all the people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointments, promotion or transfer, and to pursue their career as actively as others. Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with this, Sarvpriye Foundation does not condone any form of unlawful discrimination or vilification, including that which relates to:

- Gender;
- Pregnancy
- Potential pregnancy;
- Marital/ domestic status;
- Disability
- Race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- Age
- Family responsibilities, family status, status as a parent or career;
- Racial classification
- Sexuality
- HIV/AIDS vilification
- Religious belief or activity;
- Political belief or activity;
- Industrial activity;
- Employer association activity
- Trade union activity
- Physical features
- Breastfeeding;
- Trans-sexuality;
- Transgender;
- Profession, trade, occupation or calling;
- Medical records; and
- Criminal records.

In all the cases, no factor other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions

Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Organization's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Organization will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Organization will build systems and processes to ensure:

1. That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
2. That provision is made for an accessible environment and of availability of assistive devices as required.
3. That the HR Department will ensure a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities. Such Liaison Officer shall be part of the Human Resources team reporting to the Executive Director Human Resources of the Organization.
4. That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.
5. If any grievance arise and is brought up to the Committee concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. Is dealt with in a fair and equitable manner free from any discrimination.
6. That no opportunity is denied to persons with disabilities, merely on ground of disability.

Any individuals with disabilities working in the organization or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative. 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 under the Act.

Policy Implementation

1. Equal employment opportunity takes place in all employment practices: hiring, promotion, demotion, transfer, recruitment, termination, rates of pay or other forms of compensation, and selection for training. Every employee has access to Organization-sponsored educational, training and recreational activities.
2. The Organization endeavors to provide every employee with a working environment free from harassment. Individually and collectively, we share the responsibility for understanding the great importance of a respectful work environment, and for assuring that every employee is welcomed, accepted and rewarded according to his or her contribution to the attainment of our goals and objectives.
3. In addition, unlawful harassment, intimidation, threats, coercion, discrimination or retaliation in any other form against anyone is strictly prohibited for:

- making a good faith internal complaint of any conduct, act or practice violating the Organization's EEO Policy;
 - filing a complaint allowed by any equal employment opportunity law or regulation ("EEO laws");
 - participating in an investigation or any other activity undertaken by the Organization or any governmental agency related to compliance with our EEO policy or any EEO law;
 - opposing in good faith any act or practice that violates any EEO law; or
 - exercising any right under any EEO law.
4. We know that positive, results-oriented action to advance equal employment opportunity serves the best interests of the Organization, its employees and the communities in which it operates. Towards this end, the head of Human Resources Department serves as Sarvpriye Foundation's Equal Employment Opportunity Compliance Officer with overall responsibility for monitoring program effectiveness and assuring compliance with this policy. Managers at all levels are responsible for assuring full compliance with this policy in their respective areas. Each employee is responsible for supporting equal opportunity, assisting the Organization in meeting its objectives in this area, and assuring that their own conduct conforms to the Organization's commitment to equal employment opportunity.
5. If an employee has any questions about the Organization's policy on equal employment opportunity, the Organization encourages the employee to talk to his or her Supervisor, Department Head, local Human Resources Representative, or the Law Division.

Procedure

Employees who believe they are being treated unfairly as a result of discrimination should promptly notify their managers. Any supervisor or manager who receives such a complaint (whether formal or informal) must report the complaint to a local Human Resources Representative or the head of the Human Resource Department.

Should a complaint of discrimination or harassment be made, it will be investigated in a confidential and procedurally fair manner. If proven, the person responsible will be disciplined. In serious cases, this may involve dismissal.

Interpretation & Guidance

In the event that any additional guidance and/or further interpretation is required, please contact your local Human Resources representative.

Review Timelines

This policy will be reviewed on the basis of changes in the legal and market guidelines.

Communication of Policy

1. This Policy will be available to all employees via Sarvpriye Foundation Intranet sites and normal communication vehicles within the business.
2. Suitable material will be included in Organization publications, management conferences, and supervisory training courses.
3. All recruitment literature and employment advertising will indicate that the Organization is an Equal Opportunity Employer.

This policy is to be used in conjunction with the Discrimination, Harassment and Affirmative Action Policies.



Priya Gupta

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