

Equal Opportunity & Anti-Discrimination Policy (EOADP)



Change Initiatives

GC-79, Salt Lake City, Sector III, Kolkata 700106,

www.changeinitiatives.in

Email: changeinitiatives@gmail.com

Contact: 9831007306

Introduction

Indian constitution encapsulates social safeguard measures for all citizens of India in Article 15 and Article 16. Article 15 mandates prohibition of discrimination on grounds of religion, race, caste, sex or place of birth

Article 16 mandates equal opportunity in matters of public employment. Article 16(2) further states that no citizen shall on grounds only of religion, race, caste, sex, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State.

Change Initiatives (The Organization) is committed to promoting equal opportunity and preventing discrimination, harassment, and victimisation in all aspects of our operations. We recognize the value of diversity and are committed to providing a safe and inclusive environment for all employees, volunteers, and program participants.

This revised policy manual is effective from 01 September 2020

The Management/Governing Body reserves the right to modify, add, and supersede these policies with or without notice

1.1. Statement of Intent

Our organization is committed to promoting diversity, equity, and inclusion in all aspects of our operations. We value the unique contributions of individuals from diverse backgrounds and are committed to providing an environment that is free from discrimination, harassment, and victimization

1.2. Scope of Policy

This policy applies to all employees, volunteers, program participants, and anyone who interacts with our organisation. It covers all aspects of our operations, including but not limited to recruitment, hiring, training, program delivery, and fundraising

This Policy is without prejudice to any anti-discrimination provisions of applicable law including, but not restricted to, the provisions of:

- Article 17 of the Constitution of India
- The Protection of Civil Rights Act, 1955
- The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989
- The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Sections 354 and 509 of the Indian Penal Code, 1860; and
- The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995

1.3. Types of Discrimination

Discrimination is defined as treating someone unfairly or differently based on a protected characteristic, such as age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law.

Discrimination can take many forms, including direct, indirect, harassment, victimization, and bullying

1.4. Responsibilities

All employees, volunteers, and program participants have a responsibility to comply with this policy and to create an inclusive and welcoming environment. Board members and senior leadership have a particular responsibility to promote equal opportunity and prevent discrimination, harassment, and victimization

1.5. Recruitment and Selection

We will recruit and select employees and volunteers based on their skills, qualifications and experience. We will not discriminate against job applicants or volunteers based on their protected characteristics. All job postings, application forms and recruitment processes will be designed to attract a diverse pool of candidates

1.5.1. Training and development:

We will provide training and development opportunities to all employees, volunteers, and program participants to help them understand their rights and responsibilities under this policy. We will also provide training to board members and senior leadership to help them promote equal opportunity and prevent discrimination, harassment, and victimisation in all aspects of our operations

1.5.2. Harassment and Victimisation

We will not tolerate harassment or victimization of any kind, including sexual harassment, racial harassment, and bullying. We will take all complaints of harassment and victimisation seriously and investigate them promptly and impartially. We will take appropriate disciplinary action against anyone found to have harassed or victimised another person

1.5.3. Reasonable Accommodations

We will make reasonable accommodations to accommodate employees, volunteers, and program participants with disabilities or other protected characteristics. We will work with them to identify and implement reasonable accommodations that allow them to perform their roles effectively

1.5.4. Monitoring and Review

We will monitor the effectiveness of this policy and review it periodically to ensure that it remains up to date and relevant. We will also collect data on the diversity of our workforce, volunteers, and program participants and use this information to identify areas for improvement

1.6. Complaints Procedure

A person wishing to make a complaint of discrimination can consult and file a complaint with the Internal Complaint Committee. The complaint should be made in writing (Hard Copy or Email) and addressed to chairperson of the committee within 5 working days of any such incident of discrimination.

The constitution of the Committee shall be:

- A Presiding Officer, not below the rank of Project Team Leader
- Three members of the Governing Body Board of Organisation
- One member from the Advisory Board of Organisation
- One outside member from any other NGO

Once the complaint has been filed an investigation will be undertaken immediately by IIC and work towards the prompt resolution and prevention of discriminatory acts and practices. The matter should be resolved within 15 working days

1.7. Conclusion

An equal opportunity and anti-discriminatory policy is essential for ensuring that all individuals within the organization are treated with respect, fairness, and dignity. The policy sets out clear expectations for all employees, volunteers, and program participants, and provides a framework for preventing discrimination, harassment, bullying, and victimization

By committing to an equal opportunity and anti-discriminatory policy, the organization is sending a message that it values diversity, promotes inclusion, and is committed to providing a safe and welcoming environment for everyone. It is important for all members of the organization to be familiar with the policy, to understand their responsibilities under the policy, and to work together to create a culture of respect and inclusivity

Ultimately, the success of the equal opportunity and anti-discriminatory policy depends on the commitment and actions of everyone in the organization. By working together and supporting one another, we can create an environment where everyone feels valued, respected, and empowered to reach their full potential