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An Initiative of Association for Voluntary Action (AVA)

# Equal Employment Opportunity Policy



**Equal Employment Opportunity Policy**

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## 1 Introduction

Association for Voluntary Action (“**AVA**” or “**the Organization**”) is committed to be an equal opportunity employer. We do not tolerate discrimination against any individual based on gender, age, sexual orientation, race, caste, color, nationality, ethnicity, religion and disability. The Organization strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Employment Opportunity Policy is subject to applicable regulations, qualifications and merit of the individual.

This Equal Employment Opportunity Policy (“**this Policy**”) is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

## 2 Scope

This Policy applies to all job applicants, full time Associates and members of any of the committees (“**Associates**”) of the Organization. This Policy applies to all aspects of the relationship between Organization and its Associates, including:

- Recruitment;
- Employment;
- Promotion;
- Transfer;
- Training;
- Working conditions;
- Wages and salary administration; and
- Associate benefits and application of policies.

The principles of this Policy are also applicable while selection of independent contractors, volunteers and interns.

## 3 Purpose

This Policy reflects our commitment to ensure equality and promote diversity in the Organization. This Policy is the pillar of a healthy and productive workplace and is built around the premise of ensuring fairness in all aspects of employment. Everyone should feel supported and valued to work and treated with respect and consideration.

## 4 Definitions

**“Disabled person”**- The definition of a **‘disabled person’** is broadened under the 2016 Act: it covers persons with disability, persons with benchmark disability, and persons with disability having high support needs.

## 5 Policy Statement

The Organization is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason. To this end, the Organization undertakes to:

- 5.1** Ensure that recruitment, selection, promotion, transfer, performance reviews are based solely on merit. This ensure that designations and job profiles assigned are based on skill, knowledge, qualifications and experience (including community experience) relevant to the job or situation;
- 5.2** Ensure compliance with the Rights of Persons with Disabilities Act, 2016 and rules thereunder, by providing necessary facilities, infrastructures and amenities for persons with disabilities, including making necessary modifications and to enable them to effectively discharge their duties;
- 5.3** Provide a safe working environment and ensure that no transgender person is discriminated in any matter relating to employment including, but not limited to, infrastructure adjustments, recruitment, employment benefits, promotion and other related issues;
- 5.4** Ensure that Associates are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others;
- 5.5** Ensure that developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the operations.

The Organization will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group at workplace. Appropriate actions basis investigation will be taken if Associates breach this Policy either through discrimination, harassment, bullying or victimizing other Associates or by making false claims. If an Associate feels he/she is being subjected to discrimination, harassment, bullying or victimization, he/she can escalate the same with the HR department or use the existing grievance redressal mechanisms. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

## **6 Violation of the Policy**

Violations of this Policy will not be tolerated. Actions shall be initiated against any Associate who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person in accordance with the Progressive Corrective Discipline Policy of the Organization. This shall be in addition to; any other rights and remedies available to the aggrieved person and the Organization under the applicable laws.

## **7 Exceptions and Review of Policy**

- 7.1** Any deviations from this Policy require approval from the Management Committee;
- 7.2** The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.







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