

Discrimination-free Workplace Policy

	POL #: QA-ADM-30	Version No: 2.0
	Date of Approval: 19-03-2022	Review Date: 18-03-2023

Objective

To establish a culture of diversity, inclusion, and equal opportunity within SR University (SRU), aligned with the principles of the National Education Policy (NEP) 2020, Sustainable Development Goals (SDGs), and global best practices.

Policy Statement

SR University is committed to creating and maintaining a discrimination-free workplace where all individuals are treated with dignity and respect. This policy emphasizes zero tolerance for any form of discrimination based on religion, sexuality, gender, age, or refugee status, reflecting our values and dedication to academic and professional excellence.

Non-Discrimination

SR University strictly prohibits all forms of discrimination, harassment, or victimization based on religion, sexuality, gender, age, or refugee status in:

- Recruitment and hiring processes.
- Promotions, compensation, and professional development.
- Interpersonal interactions among employees, students, and stakeholders.

Equal Opportunity

The university upholds equal employment opportunities for all employees, job applicants, and students. Employment decisions will be based solely on merit, qualifications, and the institution's requirements, ensuring no bias or discrimination.

Focus Areas

1. Gender Equality

- Ensuring equal access to opportunities, resources, and support irrespective of gender.
- Promoting policies to prevent gender-based harassment and empowering marginalized gender groups.

2. Sexual Orientation and Gender Identity

- Acknowledging the rights of all individuals to their identities.
- Ensuring the campus is inclusive and free of prejudice against members of different genders.

3. Religion

- Promoting secular values and preventing bias or exclusion on the grounds of religion.
- Encouraging interfaith dialogue and mutual respect.

4. Age Diversity

- Respecting and valuing the contributions of individuals across all age groups.
- Providing opportunities for skill enhancement and career growth for all age brackets.

5. Refugee Status

- Supporting individuals with refugee status through dedicated programs and initiatives.
- Eliminating any discriminatory practices against this group.

Complaint Reporting

- Any individual experiencing or witnessing discriminatory behavior is encouraged to report the matter to designated university authorities.
- The university guarantees confidentiality and protection against retaliation for those who file complaints.

Investigation and Resolution

- Complaints will be thoroughly investigated, ensuring fairness, timeliness, and impartiality.
- Appropriate remedial actions will be taken to resolve the issue and support the affected party.

Prevention and Education

SR University recognizes the importance of prevention and will:

- Conduct regular training and awareness programs for faculty, staff, and students on diversity, inclusion, and anti-discrimination principles.
- Develop resources to educate the community about biases and the value of an inclusive environment.

Governance and Review

- This policy will be reviewed regularly to align with evolving best practices, regulatory changes, and the objectives of NEP 2020 and SDGs.
- Feedback from stakeholders will be incorporated to ensure continuous improvement.

SR University's commitment to fostering a discrimination-free workplace reflects our values of diversity, inclusion, and equity. Every member of our community is responsible for upholding these principles to build an environment where everyone is empowered to succeed and contribute meaningfully to the university's mission.



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Pay Scale Equity Policy

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Objective

SR University (SRU) is committed to ensuring that all employees receive fair and equitable compensation based on their skills, experience, and job performance, regardless of gender. This policy establishes a framework to measure, monitor, and eliminate gender pay gaps, aligning with the principles of the National Education Policy (NEP) 2020 and the Sustainable Development Goals (SDGs 5, 8 & 10).

Policy Statement

SR University values diversity, inclusivity, and fairness in its workplace. The institution acknowledges that achieving pay scale equity is fundamental to creating a supportive and equitable environment. This policy outlines SR University's commitment to addressing pay disparities, promoting transparency, and fostering a culture of equality.

Key Principles

1. Equal Pay for Equal Work

- Employees performing substantially similar work, requiring comparable skills, experience, and responsibilities, will receive equal compensation regardless of gender or any other identity.
- Compensation will include base salary, dearness allowance, house rent allowance, benefits, and other components.

2. Regular Pay Equity Reviews

- SR University will conduct periodic pay equity reviews to identify and address gender-based pay disparities.
- Reviews will involve analysis of compensation structures, salary bands, and job classifications to ensure fairness.
- Discrepancies will be addressed through adjustments to pay structures.

3. Transparent Compensation Practices

- The University will maintain clear and accessible compensation policies.
- Employees will be provided with detailed information on how their pay is determined, including components like allowances and benefits.

4. Bias-Free Recruitment and Promotion

- Recruitment and promotion practices will be designed to eliminate gender bias.
- Equal opportunities for career growth and development will be extended to all employees.

5. Accountability and Whistleblower Protection

- Mechanisms will be in place for employees to raise concerns about pay inequities or gender discrimination without fear of retaliation.

- Whistleblowers reporting in good faith will be protected and supported throughout the resolution process.

Complaint and Resolution Mechanism

1. Reporting Concerns

- Employees may report concerns about pay disparities or discrimination through designated channels.
- Complaints will be handled confidentially, and whistleblowers will be protected from retaliation.

2. Investigation and Corrective Action

- Reported issues will be investigated promptly and thoroughly.
- If inequities are found, corrective actions will include salary adjustments and process changes to prevent recurrence.

Continuous Improvement

- The policy will be reviewed and updated regularly to reflect evolving legal requirements and best practices.
- Feedback from employees and external audits will guide future enhancements.

****The policy shall be read and interpreted along with the SRU Staff Handbook for specific details.***



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Outsourcing and Equivalent Rights Policy

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Objective

To ensure that all workers engaged by third-party organizations providing services to SR University (SRU) are treated fairly and equitably, reflecting the University's ethical standards and values. This policy aligns with the principles outlined in the Sustainable Development Goals (SDGs 8 & 10).

Policy Statement

SR University is committed to maintaining high standards of fairness, equity, and respect for workers' rights. When outsourcing activities to third-party organizations, SRU guarantees that the rights and welfare of these workers are protected and upheld, ensuring compliance with ethical and legal standards.

Key Principles

1. Selection and Due Diligence

- SRU will carefully select third-party organizations and suppliers, considering their commitment to workers' rights and their ability to meet ethical and legal standards.

2. Contractual Obligations

- Contracts with outsourcing partners will explicitly mandate compliance with:
 - Local and national labor laws.
 - Ethical employment practices, including those specified by SR University.
- Provisions for fair wages, safe working conditions, and equitable treatment are non-negotiable in contracts.

3. Transparency and Monitoring

- SRU ensures complete transparency in outsourcing partnerships.
- Regular audits and assessments are conducted to monitor compliance with contractual obligations and this policy.
- External organizations may be engaged for independent verification of worker conditions.

4. Complaint Mechanism

- Workers employed by third-party organizations will have access to a formal complaint mechanism.
- Complaints may be lodged anonymously, and workers are assured of confidentiality and protection against retaliation.

5. Non-Retaliation

- Retaliation against any worker for reporting violations or participating in investigations is strictly prohibited.

6. Corrective Actions

- If any violations are identified, SRU will collaborate with the third-party organization to address and resolve issues promptly.

- Persistent non-compliance may result in termination of the contract.

7. Communication and Training

- SRU will train its employees and key stakeholders on the importance and implementation of this policy.
- Educational materials and workshops will ensure that all parties understand their roles and responsibilities under the policy.

Roles and Responsibilities

1. University Management

- Ensure compliance with this policy in all outsourcing contracts and practices.
- Allocate resources for monitoring and reviewing third-party compliance.

2. Third-Party Organizations

- Adhere to all labor laws and ethical employment practices.
- Provide safe and equitable working conditions for their employees.

3. Workers

- Report any violations of their rights through the established complaint mechanism.
- Participate in investigations and cooperate with corrective actions.

Review and Continuous Improvement

- The policy will be reviewed annually or as needed to incorporate feedback, changes in legal requirements, and evolving best practices.
- Stakeholder feedback will play a crucial role in improving the policy's effectiveness.

The policy reflects SR University's dedication to ethical employment practices and social responsibility.



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