



GITAM: GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Deemed to be University u/s 3 of the UGC Act, 1956)

A Category - Deemed to be University

Visakhapatnam | Hyderabad | Bengaluru

**The Policy for
Equality Diversity and Inclusiveness**

Contents

1	Introduction.....	3
2	Scope.....	4
3	Policy Statement	5
3.1	Prevent Discrimination and Harassment.....	5
3.2	Advance Equal Opportunities	5
3.3	Foster Positive Relations	5
4	Aims of the Policy.....	5
5	Roles and responsibilities.....	6
6	Internal Monitoring and Auditing.....	8
7	Complaints of Discrimination and Harassment.....	8
8	Extracts of HR Policy of GITAM.....	9

1 Introduction

The GITAM Deemed to be University is dedicated to fostering equality of opportunity within its learning, teaching, research, and work environments. We are committed to supporting our students and staff's growth and achievement, regardless of their backgrounds. We deeply respect and appreciate diversity within our University community, striving to create an environment where everyone feels equally valued and respected. This ethos is essential for fulfilling the University's objectives.

We are resolute in our Endeavour to promote equality and establish an atmosphere where everyone in our community is treated with honor and dignity. Our commitment extends to cultivating a workforce and educating students that mirror the diverse community we serve and belong to. As a Higher Education Institution, we uphold specific equality duties that mandate eradicating unlawful discrimination, advancing equal opportunities, and cultivating positive relationships. We are resolute in offering equal opportunities, ensuring fairness, and preventing discrimination against employees, students, visitors, as well as potential applicants based on their protected characteristics:

- (A) **Age:** The University embraces and values the diverse range of students' ages, striving for fair and respectful treatment for all.
- (B) **Disability:** The University provides guidance and assistance to students, while the campus has accessible meeting and teaching spaces for individuals with disabilities.
- (C) **Gender Reassignment:** The University takes pride in its diverse student body and is committed to equitable and respectful treatment of all transgender students.
- (D) **Marriage and Civil Partnership:** The University is dedicated to treating all students in marriages or civil partnerships fairly and respectfully, reflecting civil partnership recognition in accordance with the law.
- (E) **Pregnancy and Maternity:** Creating a supportive and dignified environment during pregnancy, maternity, and breastfeeding is a priority at the University.

- (F) **Race:** Students can access various support avenues, including the Campus Life office, student networks, and clubs, to address race-related concerns.
- (G) **Religion, Belief, and Non-Belief:** The University has established a Policy for Students on Religion, Belief, and Non-Belief, underscoring its commitment to fostering an inclusive environment.
- (H) **Sex (Gender):** The University is actively advancing best practices to address gender-related matters, striving to narrow the gender gap and enhance gender representation across all employment levels.
- (I) **Sexual Orientation:** The University takes pride in its diverse student community, ensuring a welcoming and respectful environment for students of all sexual orientations.

2 Scope

This policy outlines the guiding principles for integrating equality, diversity, and inclusion across all aspects of the University's operations. It provides clarity to staff, students, and other stakeholders about their rights and responsibilities while aiding the University in promoting equal opportunities and diversity, and preventing discrimination. Additionally, this policy assists the University in fulfilling its obligations under the public sector equality duty in India. It applies to all members of the University community, encompassing:

- All staff members, including full-time, part-time, contractual and honorary staff, and those from other institutions or organizations on placement or visiting roles.
- All students, including exchange and placement students and prospective students.
- Visitors utilizing the University's premises.
- Contractors and volunteers engaged at the University.
- Individuals representing or acting on behalf of the University, including suppliers of goods and services.

3 Policy Statement

In regard to students, staff, visitors, and potential members who aspire to work or study with us, and in consideration of the characteristics mentioned in section 1, the University commits to:

3.1 Prevent Discrimination and Harassment

The University will actively combat discrimination, harassment, and victimization in all aspects. Background and characteristics will not influence student or staff recruitment, admissions, progression, or support. We will establish a secure, inclusive, and respectful culture that collectively challenges stereotypes, prejudices, discrimination, and harassment.

3.2 Advance Equal Opportunities

Addressing areas of underrepresentation is a priority. We will ensure that all individuals have equal opportunities to work, study, and advance at the University. Our policies, procedures, and practices will accommodate diverse needs while upholding shared values.

3.3 Foster Positive Relations

We recognize the richness of diversity within the University community. We will celebrate diversity, combat prejudice, and enhance understanding among different groups through communications, events, and activities.

The University may employ positive action in accordance with Article 14 of the Constitution of India, which ensures equality before the law and equal protection within the country.

4 Aims of the Policy

The University aims to promote equal opportunity, as outlined earlier, by pursuing these objectives:

- Developing an Equality, Diversity, and Inclusion strategy.
- Assessing the impact of policies through Equality Impact Assessments.
- Establishing effective data monitoring and analysis processes.
- Engaging employees, students, and stakeholders in formulating and implementing equality objectives, ensuring their diversity reflects that of the

University.

- Promoting equality, diversity, and inclusion via internal and external communication.
- Ensuring all managers and employees undergo equality training, especially those involved in recruitment and selection.
- Ensuring accessibility of employee and student support services to all groups.
- Appointing, training, developing, rewarding, and promoting individuals based on merit and ability.
- Providing avenues for employees, students, and representatives to discuss equality and inclusion matters.
- Ensuring access to the Report and Support platform for reporting bullying, harassment, and discrimination.
- Requiring contractors and service providers to adhere to this policy.
- Complying with legal obligations.

5 Roles and responsibilities

This policy's implementation is guided by the University's Equality Outcomes and accompanying action plan, published every four years. These outcomes are measurable equality priorities informed by internal data, consultations, and sector evidence. The Equality Outcomes aim to eliminate discrimination, promote equal opportunity, and foster positive relations, with regular review and progress assessment by the respective constituted Committees.

The committees ensures the dissemination of equality policies and objectives throughout the University, with accountability shared by various roles, including Deans, the University Secretary, Compliance Officer, Chief Financial Officer, and more.

The University is deeply committed to upholding Article 14 of the Constitution of India by going beyond legal requirements to create inclusiveness where diversity is celebrated. This commitment is evident in various aspects:

Policy and Decision-Making: The University ensures that reports and policies include an equality impact assessment, which the Trust Board reviews for informed decision-making. The policies emphasize equality and diversity, and regular training and reminders are provided to employees and officers about their responsibilities.

Designated Staff: The University has a dedicated staff member to address equality issues and inform senior leaders.

Advancing Equality of Opportunity: The University strives to remove disadvantages related to specific characteristics (e.g., disabilities, race) and meet the needs of particular groups. It encourages participation in all activities, fostering understanding and promoting participation.

Fostering Good Relations: The University promotes tolerance, friendship, and understanding of different religions and cultures through curriculum, assemblies, community involvement, and addressing tensions within the school.

Collaboration and Expertise: The University actively engages with people and groups possessing specialized knowledge about different characteristics to inform its approach.

Inclusive Decision-Making: The University considers the impact of significant decisions on various groups, particularly regarding accessibility and equivalence, which is documented alongside risk assessments for activities.

Publication of Information: The University publishes information on the impact of policies on individuals with relevant protected characteristics and is committed to improving inclusion. It extends its scope to socio-economic background, intersex, and ableism.

Creating an Inclusive Culture: The University promotes acceptance and involves stakeholders to influence action plans related to the curriculum, pastoral activities, workforce, and culture.

Attainment Data and Improvement: The University publishes academic

attainment data annually, analyzing strengths and areas for improvement. It addresses issues affecting specific groups, such as declines in incidents of bullying related to protected characteristics.

The University's comprehensive approach demonstrates a dedication to promoting equality, diversity, and inclusion.

6 Internal Monitoring and Auditing

Monitoring occurs through the Annual Performance Review process.

7 Complaints of Discrimination and Harassment

The University treats reports of discrimination, harassment, or related complaints seriously and will investigate them thoroughly. Allegations may lead to disciplinary action. Staff or students wishing to report such incidents can approach their Line Manager, Human Resources Partner, or Student Support Adviser, or use the Online Reporting Tool.

The University is committed to creating an environment where equality, diversity, and inclusion are upheld at every level. Adhering to this policy is a shared responsibility, ensuring dignity, respect, and fairness for all members of the University community.

URL: <https://iqac.gitam.edu/mandatory-disclosure>

8 Extracts of HR Policy of GITAM

❖ Maternity Leave:

Applicability: All eligible female employees who are not covered under ESIC and subject to modification from time to time as per the statute.

Number of Days: Period not exceeding 182 days.

Approving Authority: for Dean / Director / Registrar / Pro VC and Above-ViceChancellor; Below Dean (Teaching staff) / Below Director (Non-Teaching Staff)-Registrar.

Modalities:

- Every woman employee (Teaching/Non-Teaching/Contract) shall be entitled to maternity leave unless she has worked for a period of not less than one hundred and sixty days (160 days) in the twelve months immediately preceding the date of her expected delivery. The maximum period for which any woman employee is entitled to maternity leave shall be 26 weeks out of which not more than 8 weeks shall precede the date of her expected delivery. If the women are having 02 or more than 02 surviving children, maternity leave entitlement shall be 12 weeks of which not more than 06 weeks preceding the date of delivery.
- Maternity Leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 06 weeks, and the application for leave is supported by a medical certificate from the treating doctor who is a registered medical practitioner.
- A woman who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- Maternity Leave may be combined with any Earned Leave, Half Pay Leave, but any leave applied for in continuation of the Maternity Leave may be granted if the request is supported by a medical certificate from the treating

doctor who is a registered medical practitioner.

A woman who goes through a tubectomy operation shall be given a paid leave for a duration of 2 weeks immediately following the day of her operation.

❖ **Paternity Leave:**

Applicability: All eligible male employees

Number of Days: 7

Approving Authority: for Dean / Director / Registrar / Pro VC and Above-ViceChancellor; Below Dean (Teaching staff) / Below Director (Non-Teaching Staff)-Registrar.

Modalities:

- Paternity Leave of 7 days may be granted to male staff within 3 months of the child birth, and such leave shall be granted only to up to two children.
- Intervening holidays/weekly offs shall form part of Paternity Leave.
