



EQUITY,
DIVERSITY AND
NON-
DISCRIMINATORY
POLICY
GUIDELINES



1. Policy Statement

Brainware University with an objective to promote “**Equity**” and eliminate discrimination on the ground of caste, religion, gender, disability, ethnicity, immigration status etc. to the general public while freely imparting education and related training programme as per the requirement against any section of society created **Brainware University (Equity, Diversity and Inclusion Policy) Guidelines** applicable to all category students, employees/staff members (faculty & support staff) of all categories, and all applicants seeking employment, all student applicants and all service providers to the University and its campuses.

The purpose of the Equity, Diversity and Inclusion Policy is to set out the University’s commitment to ensure fairness in the implementation of its functions and activities and to tackle discrimination, harassment and victimisation. It aims to provide University’s commitment to achieve a fully inclusive working and learning environment, and placing itself as a centre of excellence in equality, diversity and inclusion.

2. Definitions:

Equity describes a fundamental guiding principle according to which individuals are to be treated in a manner that is fair and appropriate to their specific circumstances. This implies that no one is intentionally or unintentionally discriminated against by being excluded from certain opportunities due to these circumstances. Equity acknowledges differences between individuals and aims at inclusiveness by facilitating access to the opportunities and also provides additional support for disadvantaged people to explore their full potential.

Diversity describes the existence of a variety of characteristics which cover differences in gender, age, health, race, nationality, ethnicity or cultural affiliation, religion, marital or familial status, sexual orientation, social origin, or economic circumstances including differences in competencies, experiences, talent, opinions, beliefs, and personality.

Inclusion describes the ongoing process of practicing equity and promoting diversity. Inclusiveness defines a responsive and friendly environment in which all individuals from a multitude of backgrounds and contexts are supported according to their respective needs and consequently have the opportunity for full participation.

Discrimination describes the differential treatment of individuals based on characteristics such as gender, age, health, race, nationality, ethnicity or cultural affiliation, religion, marital or familial status, sexual orientation, social origin, or economic circumstances. The concept of Non-Discrimination prohibits any form of negative discrimination. It allows for positive discrimination as far as is necessary to promote and achieve equality, diversity and inclusiveness.

Harassment is a kind of behavior that is unsolicited, unwanted and improper and that causes distress in persons who are getting harassed. Harassing behavior can be of a physical, verbal or suggestive nature, and it can happen in person or electronically. It includes the misuse of power with the intention of causing harm to others (bullying), actual or attempted intimidation, unsolicited advances, direct insults, and malicious gossip.



3. Policy Objectives:

1. All employees or potential employees do not suffer unfair discrimination in the workplace.
2. All students or aspiring students are not treated with unjustified discrimination during their study.
3. Individuals and groups within the campus work in an environment where all decisions are free of discrimination, where they have equal opportunity based on relevant abilities and merit.
4. Eradicate discrimination against or harassment of women employees and girl students, from the workplace/academic ambience where they will be treated with dignity and respect.
5. Application of labour laws to be uniformly applied in the organization.
6. University will not condone any adverse discrimination against any person on its premises, whether that person is its students or employee or otherwise.
7. Any person who believes himself or herself to have been subjected to adverse discrimination on the basis of the discrimination characteristics is encouraged to bring the matter to the attention of the Grievance Redressal Committee at the earliest.
8. Any adverse discrimination or other action or behaviour that constitutes a violation of law will be reported to the police.
9. Employees are encouraged to take positive actions towards promoting equal opportunity throughout the organization.
10. HR actions, such as compensation, benefits, transfers, layoffs, company-sponsored training programs, and social and recreational programs, will be administered on a non-discriminatory basis as applicable for the employees and the students.
11. Equal opportunities will be provided and discrimination in all aspects of employment/study should be avoided and the talent and skills of all students and faculty members are to be maximised.

4. Application of the Policy

4.1 The University will apply this policy to all areas of employment including:

- Recruitment and selection of staff
- Promotion opportunities
- Evaluation of jobs and grading
- Training and development opportunities
- Discipline and grievance procedures
- Redundancy procedures
- Dismissals

4.2 The University will apply this policy to its relationship with students including:

- Access and admission to courses
- Accommodation
- Appeals and Complaints
- Assessment
- Student Support services
- Disciplinary procedures
- Student Learning Services



5. Requirements for Policy Implementation

Responsibilities

5.1 Every faculty and staff member have a role to play in ensuring that equal opportunities are provided in accordance with this Policy. All faculty and staff members must understand the importance of equal opportunities and set an appropriate standard and must proactively promote equal opportunities with the areas they are entrusted with.

5.2 All individuals are encouraged to improve their own understanding and awareness of equal opportunities and to request training where required. If any individual believes that this policy is not being adhered to then they must bring this to the attention of the Authorities of the University.

5.3 University acknowledges that the achievement of equity, diversity and inclusiveness is an ongoing process that requires all members of the University must work towards the achievement of equity, diversity and inclusiveness. They must avoid all forms of negative discrimination and harassment, in particular.

6. Ensuring Equal Opportunities

6.1 Any breach of this policy will be dealt with in accordance with the Disciplinary Policy of the University. Serious cases of discriminatory conduct may be regarded as gross misconduct and could lead to disciplinary action.

6.2 If any student or faculty/staff feels that he/she has been subjected to discrimination or harassment contrary to this policy he/she should raise the matter in accordance with the Grievance Policy. Complaints will be treated in confidence and investigated accordingly.

7. Complaint process and procedures

7.1 A person wishing to make a complaint of discrimination can consult and file a complaint with the Grievance Redressal Committee. The complaint should be made in writing and addressed to the chairperson of the committee within 5 working days of any such incident of discrimination. The constitution of the Committee shall be:

1. A Presiding Officer who shall be a faculty member employed at a senior level nominated by the Vice Chancellor – Presiding Person
2. Two faculty members and two non-teaching employees, who have had experience in social work or have legal knowledge, nominated by the Vice Chancellor.
3. Three student representatives, if the matter needs the involvement of students
4. One member from non-government organisations or association having familiarity with the issues relating to discrimination.

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

7.3 Within 10 days of result of the Disciplinary Committee Meeting, either the complainant or the respondent may make a request that an investigation be reviewed stating which aspect of the investigation is inadequate. The request must be submitted to the office of the Vice Chancellor, who will determine if the investigation is to be re-opened in order to address the concerned



raised. In case the appeal is taken up, then the investigation shall be completed within 15 working days by the independent committee constituted by the Vice Chancellor. The result of the appeal shall be binding on the complainant for all purposes.

7.4 Disciplinary and grievance procedures will comply with equal opportunities principles. All decisions made, even any appropriate penalties to be awarded, will be without discrimination.

8. Benefits of Equity, Diversity and an Inclusive Environment

8.1 Equity and the promotion of diversity benefit the society by providing access to the University and its various opportunities and offerings thus enabling the full participation of every member of the society, and ensuring that no one is unduly excluded due to their background, certain external and/or internal characteristics, and/or circumstances beyond their control.

8.2 An inclusive environment benefits the community promotes the well-being and prosperity of society as a whole by enhancing the performance of the University as one of the major institutions of higher education.