

संख्या : 145/ जे.एन.ए.आर.डी.डी.सी/RS/एडमिन /2023-24

दिनांक : 23.02.2024

कार्यालय आदेश / OFFICE ORDER

विषय : Notification of Equal Opportunity Policy & Complaint cum Liaison Officer

As per the mandate of the **Transgender Persons (Protection of Rights) Act, 2019** and the **Transgender Persons (Protection of Rights) Rules, 2020** the following officer is hereby appointed as the Complaint cum Liaison Officer as per the following terms of reference.

Mrs R. Vishakha

Sr Admin Officer & Complaint cum Liaison Officer

Terms of reference :

- She will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace without discrimination.
- Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Employment Opportunity policy.
- Help in developing proactive strategies to prevent discrimination and harassment.
- The Liaison Officer will help administration department in preparing and finalizing quarterly progress report who would then present the progress report to the Director of JNARDDC, NAGPUR as per requirements.
- Overseeing that all employees have the responsibility to comply with the Equal Opportunity Policy. Departmental Heads need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
- All employees shall be encouraged to report any incidents of violation of this Policy to Administration Department/Liaison Officer

यह कार्यालय आदेश, निदेशक के अनुमोदन के साथ जारी किया गया है.



आर.श्रीनिवासन

(वरिष्ठ.प्रशासनिक.अधिकारी)

आर. श्रीनिवासन / R. Srinivasan
वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin. Officer
जवाहरलाल नेहरू एल्यूमीनियम अनुसंधान विकास और अभियन्ता केंद्र,
Jawaharlal Nehru Aluminium Research Development & Design Centre
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प्रतिलिपि : सूचना और आवश्यक कार्रवाई के लिए

- निदेशक महोदय एवं सारे कर्मचारी / स्टाफ – By email & group message

JNARDDC Equal opportunity policy for Transgender Persons

A. Introduction:

In December 2019, the Government of India, passed the Transgender Persons (Protection of Rights) Act, 2019 which for the first time extended constitutional rights to persons identifying as transgender.

Ministry of Social Justice & Empowerment is dedicated to fostering an inclusive, diverse, and supportive work environment where all individuals, regardless of gender identity, can thrive. This policy is formulated in alignment with the Transgender Persons (Protection of Rights) Rules, 2020 notified by the Government on 29.09.2023, and reflects the Ministry's commitment to eradicating discrimination, promoting equal opportunities, and providing a workplace that respects the rights and dignity of transgender persons.

B. Scope:

This Equal Opportunity Policy applies to all employees of JNARDDC and its operations. This Policy will be a guiding document for business partner, workforce, interns/ trainees including temporary employees.

C. Objective:

The primary objective of this comprehensive policy is to create an atmosphere that ensures the fair treatment of transgender individuals, free from discrimination, harassment, and bias, while establishing a robust grievance redressal mechanism.

D. Policy Statements:

1. Non-Discrimination & Enabling Work Environment:

- i. The JNARDDC strictly prohibits discrimination based on gender identity or expression. Every employee, regardless of gender identity, will be treated fairly and with dignity.
- ii. An employee, consultant, or potential employee or consultant shall not be denied recruitment, appointment, promotion, professional or training opportunities, or have their services terminated or treated unfairly in relation to their employment based on their gender identity or expression.
- iii. A transgender employee shall be addressed according to their pronouns, chosen name and gender in all workplace communication and have these reflected in their organizational communication, email addresses and other official documents.

2. Recruitment and Hiring:

JNARDDC is committed to fair and inclusive recruitment and hiring practices, Transgender individuals will be considered for employment based on their qualifications and skills without prejudice.

3. Workplace Harassment and Bullying:

Harassment or bullying based on gender identity is strictly prohibited. Any reported incidents will be promptly and thoroughly investigated, and appropriate corrective actions will be taken.

4. Privacy and Confidentiality:

Information related to gender identity will be treated with utmost confidentiality. Employees are expected to respect the privacy of their colleagues and refrain from disclosing any such information without explicit consent.

5. Access to Facilities:

Ensure infrastructural facilities (such unisex toilets) and amenities (such hygiene products) to be provided to the transgender persons to effectively discharge their duties

6. Sensitivity Training and Awareness:

JNARDDC will conduct awareness / training programs to raise awareness about transgender issues and promote understanding among employees. This includes education on the Transgender Persons (Protection of Rights) Act, 2019 and the Transgender Persons (Protection of Rights) Rules, 2020.

7. Promotion of Transgender-Friendly Policies:

The JNARDDC will actively advocate for and implement policies that promote transgender inclusivity and equality.

E. Grievance Redressal Mechanism:

- i. Head of Office shall appoint a Complaint Officer who shall preferably be of a senior rank and in this role will be reporting to the Head of Office.
- ii. Any employee who believes they have experienced discrimination or harassment based on gender identity is encouraged to report the incident to the Complaint Officer, who will then forward the reports to the Grievance Redressal Committee of the Academy.
- iii. All reports will be treated with the utmost confidentiality. A thorough and impartial investigation shall be conducted promptly by the committee to address the concerns raised.
- iv. Upon completion of the investigation, appropriate corrective actions will be taken to address the issue. This may include counselling, training, disciplinary measures, or any other necessary actions to rectify the situation.

F. Responsibilities:

- i. Every employee of the JNARDDC is responsible for giving effect to this Policy. They must promote the values of Equal Opportunity through respect, care, sensitivity and dignity.
- ii. It shall be the functional responsibility of the Administration Section to ensure compliance with this Policy and implementation of related programs and to report findings and progress to the senior management.
- iii. Any employee who violates this Policy, or in any manner discriminates against any person or otherwise harasses or harms them shall be deemed to be in breach of the Code of Conduct of the organization, and shall be appropriately dealt with, along with actions that can be taken under this Policy or any other action that the management may deem fit
- iv. The Head of Department will be overall responsible to oversee and promote the effective operation of this Policy

G. Communication of the Policy:

This Policy will be available to all employees via the JNARDDC's websites and normal communication medium within its offices/commissions/autonomous bodies.

H. Compliance:

All employees are expected to comply with this policy. Non-compliance may result in disciplinary action, up to and including termination.