

O P Jindal Global University		
Human Resources Manual		
Policy Name: Policy on Non-Discrimination, Equal Employment Opportunity and Affirmative Action Policy		
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1. Objective

To provide all the employees a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discrimination, including harassment.

2. Applicability

This policy is applicable to all University employees, retainers, adjunct staff, interns, contractual workers, consultants and third party workers who are engaged with the University. This policy applies in all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff, and termination.

3. Introduction

O.P. Jindal Global University (JGU) is committed to providing equal opportunities in employment and never engage in any form of unlawful discrimination, following the global best practices when it comes to employment policies. The University follows all related laws and does not discriminate against individuals on the basis of race, color, gender, age, national origin, religion, sexual orientation, marital status, disability or any other legally protected aspect.

4. Definitions:

4.1 Discrimination

For the purpose of this policy, JGU considers any sort of favourable or unfavourable unfair treatment based on a personal characteristic of an employee, such as race, color, gender, age, national origin, religion, sexual orientation, marital status and disability as discrimination.

4.2 Harassment

For the purpose of this policy, JGU considers harassment as any verbal or physical conduct that:

- (i) creates an intimidating, hostile, or offensive work environment
- (ii) unreasonably interference with an individual's work performance
- (iii) adversely affects an individual's employment opportunity

Harassment may take the form of (but is not limited to) offensive slurs, jokes, and other offensive oral, written, computer-generated, visual or physical conduct which is aimed at an individual or group because of their status.

4.3 Equal Employment Opportunity

JGU is committed to selection of employees made strictly on merit basis and do not discriminate the candidates based on the gender, race, religion, sexuality, color, marital status, national origin, physical or mental disability and/or age.

5. Policy

5.1 Anti-discriminatory Policy

1. The University will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, sexual orientation, gender, gender identity, gender expression, or

any other characteristic in connection with any aspect of employment at OP Jindal Global University.

2. Harassment on the basis of any characteristic is a form of discrimination and is likewise prohibited by this University policy.
3. All the employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
4. The University has constituted an Anti-Discrimination Committee hereby referred to as the Committee to prevent any form of discrimination at JGU. The members of this committee will oversee steps to inhibit any discrimination on campus.
5. The Committee shall institute a facility for lodging complaints and look into the complaints of any act of discrimination against an employee.
6. The Committee shall work to prevent discrimination in JGU Premises and also take educational and awareness measures to combat discrimination and promote integration.

5.2 Equal Employment Opportunity

1. The University is an equal opportunity employer and do not discriminate the candidates based on the race, color, gender, age, national origin, religion, sexual orientation, marital status and disability physical or mental disability.
2. The selection of candidates shall be made strictly on merit.
3. The University is to comply with the Haryana Government's requirements to fill the non-technical posts with adequate representation to the residents of state of Haryana, subject to requisite qualification, experience and merit.
4. The developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the institution.

6. Affirmative Action

As a matter of institutional policy, OP Jindal Global University is committed to principles of diversity and affirmative action, and will comply with all affirmative action requirements in accordance with law.

7. Policy Enforcement

If any employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or use the existing grievance redress mechanisms like Anti-Discrimination Committee, Committee on Gender Sensitisation Against Sexual Harassment (COGSASH), on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

For faculty and staff concerns, reports of discrimination, harassment, or retaliation should be made orally or in writing and as soon as possible. The earlier the report, the easier it is to investigate and take appropriate remedial action. Supervisors/managers and Human Resources professionals are expected to report any complaints of discrimination, harassment, or retaliation of which they are aware. Remedial actions can include University intervention by the Committee, a Human Resources officer, other faculty or staff, or sometimes an outside party unrelated to the University, or, where facts are in dispute, an investigation.

Making a false report or providing false information may be grounds for disciplinary action in the absence of a good faith belief that the report/information is true.

8. Confidentiality

The University recognizes the importance of confidentiality. Personnel responsible for implementing this policy will respect the confidentiality and privacy of individuals reporting or accused of discrimination, harassment, and retaliation to the extent reasonably possible. Circumstances where confidentiality cannot be maintained include situations when the law requires disclosure of information and/or when disclosure by the University is necessary to protect the safety of others.

9. Protection Against Retaliation

The University prohibits retaliation against individuals who raise concerns of perceived discrimination or harassment or who participate in the investigation of any claim of discrimination or harassment. Retaliation is any materially adverse action that would dissuade a reasonable person from making or supporting a claim of harassment or discrimination. Retaliation can be direct such as changing an employee's work location, work assignments, pay or schedule, or it can be indirect such as intimidating, threatening, or harassing an employee who has raised a claim or participated as a witness in an investigation. All parties to a concern are prohibited from engaging in intimidating actions directly or indirectly through other persons.