



K.S.RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

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KSRCT GENDER EQUALITY POLICY

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1. INTRODUCTION: K.S.R Educational Institution recognizes that a diverse workforce makes an essential contribution to the success of its educational vision statement and to its ability to reduce illiteracy in rural area. The purpose of KSRCT Gender Equality Policy is to build a diverse workforce and to ensure that job applicants and employees do not receive less favourable treatment at work on the grounds of age, gender, marital or civil partnership status, pregnancy, maternity, family responsibilities, sexual orientation or gender identity. The Policy guarantees that:
 - All KSRCTians will be treated fairly and with respect. For the purposes of this policy, the term “KSRCTians” includes Board Members, Trustees, Management representatives, faculty members and student.
 - All KSRCTians are entitled to a workplace free from harassment and discrimination. Harassment is defined as any behaviour based on any of the characteristics identified above which is unwanted and which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Discrimination occurs when someone is treated less favourably than another person because of any of the characteristics identified above.
 - All employees will have the opportunity to contribute and achieve their potential.
2. RELATED POLICIES: KSRCT has implemented a Programmatic Gender Policy which sets out what the Institution aims to achieve in terms of gender equality and women’s empowerment through the various domain focused programmes it supports among all the departments. KSRCT has also put in place a Safeguarding and providing the needs of vulnerable communities who are served by Trust members of KSREI. KSRCT has an Anti-Harassment Policy to address these issues in detail.
3. SCOPE OF THE POLICY: The Workplace Gender Equality and Diversity Policy applies to KSRCT job applicants and to all KSRCT employees whether full time or part time, temporary or permanent and wherever they are located within KSRCT network of offices. It covers: a. Recruitment, selection and promotion b. Terms and conditions of employment c. Professional development d. Flexible

working options e. Safe working environment f. Leadership, management and accountability g. Grievances, disciplinary action and termination of employment.

4. **RESPONSIBILITY FOR THE POLICY:** KSRCT's Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination in each of its areas of operation. The Board has delegated to the Principal of the respective Institution of KSREI over the day-to-day responsibility for implementing the policy and ensuring its maintenance and review. The Director of Strategic Operations and Head of Human Resources have particular responsibility for ensuring that all HR policies and procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination. Managers and supervisors are responsible for setting appropriate standards of behaviour, eliminating discrimination, providing equality of opportunity within their teams and for promoting a culture of tolerance and respect. All KSRCT employees are responsible for treating others with dignity and respect.
1. **GENERAL POLICY STATEMENTS:** KSRCT will:
 - Promote a working environment where all employees are treated with respect and dignity.
 - Ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
 - Challenge discriminatory behaviours or attitudes wherever they occur.
 - Respond swiftly and sensitively to any incidences of discrimination.
 - Provide any reasonable adjustments for people with disabilities to ensure they have access to our services and employment.
 - Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible where the expression of those beliefs does not impinge on the legitimate rights of others.
 - Ensure that we take account of the needs of our employees' pregnancy or maternity.
 - Celebrate a diverse workforce to ensure fair treatment. The Annual gender sensitization action plan should be prepared and planned to focused on:
 - Digital literacy
 - Entrepreneurship Workshops.
 - Women SHG trade fairs.
 - Women health awareness.
 - Women in science.
 - Women focused workshops.
 - Legal

awareness on women rights. • Women driven campaigns. • Health campaign (cancer marathon) and Cancer screening. • Psychological support to women candidates – Rising strong Girl Force (RiSt-GF). • Menstrual Health and hygiene. It is subjected to add on as many to promote skilling and equipping among women based on the needs to ensure equal opportunity is given to women in all workplace opportunities and learning environments

2. RECRUITMENT, SELECTION AND PROMOTION: KSRCT advertises all open positions on its website and states media clearly that it welcomes applications from all sections of the community. The job advertisement and job specification specify clearly the knowledge, experience and skills required by the applicant. Selection for employment will be on the basis of relevant criteria, experience, aptitude and ability. Candidate selection will always be carried out by more than one person and never by a single-sex panel.
7. TERMS AND CONDITIONS OF EMPLOYMENT: KSRCT applies a job classification scheme which uses specific criteria to identify jobs of similar complexity and responsibility and to place them within classification bands in order to identify work of equivalent or the same value. Pay is then determined by the location of the position within the classification scheme. Terms and conditions of employment and benefits will be reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.
8. PROFESSIONAL DEVELOPMENT: KSRCT's performance management process supports the identification of professional development needs and opportunities and the identification of career development goals. KSRCT provides access to learning and development opportunities to all staff. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the effectiveness of our work.

9. FLEXIBLE WORKING OPTIONS: KSRCT provides access to a range of flexible work opportunities to support employees with family responsibilities or other employees whose work can be carried out effectively from home.
10. SAFE WORKING ENVIRONMENT: KSRCT prohibits all forms of physical or verbal harassment and discrimination.
11. LEADERSHIP, MANAGEMENT AND ACCOUNTABILITY: KSRCT aims for diversity in its senior management and governance structures. A statement of management support for the Equality Policy is available to all staff and student during their admission. The Head of HR and HR Representatives are responsible for monitoring the policy and any complaints received.
12. GRIEVANCES, DISCIPLINARY ACTION AND TERMINATION OF EMPLOYMENT: KSRCT will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action. We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.
13. BREACHES OF THIS POLICY: Staff should use the grievance procedure to make a formal complaint regarding any instance of harassment or discrimination. More information regarding options, and support for employees who feel they are being harassed, can be found in the Anti- Harassment Policy. Serious breaches of the Workplace Gender Equality Policy will constitute gross misconduct and give rise to penalties up to and including dismissal. Anyone found guilty will be dealt with according to the disciplinary procedures laid down in national legislation. KSRCT is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy. "Retaliation" or "victimisation" means any direct or indirect action that might be recommended, threatened or taken to the detriment of an employee

who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.