

F. No. A-50/13/2023-ADM
Government of India,
Ministry of Personnel, Public Grievances & Pensions,
(Department of Personnel & Training)
Lal Bahadur Shastri National Academy of Administration,
Mussoorie

Date: 25-08-2022

EQUAL OPPORTUNITY POLICY OF LBSNAA
[Under the Transgender Persons (Protection of Rights) Act, 2019, and provisions under the
Transgender Persons (Protection of Rights) Rule, 2020]

Preamble and Overview:

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect, care, fairness, sensitivity and dignity.

This Equal Opportunity Policy ("Policy") applies to all LBSNAA employees ("employees") and its operations. This Policy will be a guiding document for business partner workforce, interns/ trainees including temporary employees. LBSNAA, Mussoorie aims to create employment opportunities such that all employees achieve their full potential.

I- Policy Statement:

It is the policy of LBSNAA, Mussoorie to provide equal employment opportunities, without any discrimination on the grounds of age, colour, disability, marital status, nationality, geography, ethnicity, race, religion, sex, sexual orientation. The Academy endeavours to maintain a work environment that is free from any harassment, bullying, direct or indirect discrimination based on above considerations. This Policy is subject to applicable regulations, qualifications and merit of the individual.

The Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

II- Equal opportunity for Transgender Persons

The LBSNAA, Mussoorie is committed to providing equal employment opportunities in accordance with the provisions of The Transgender Persons (Protection of Rights) Act, 2019 and Rules thereunder (*as may be amended from time to time*) for transgender persons and will take all actions to ensure that a conducive environment is provided to them to perform their role and excel in the same. In furtherance of the same, the Academy shall:

- Provide a safe working environment and ensure that no transgender person is discriminated in any matter relating to employment including infrastructure

adjustments, recruitment, employment benefits, promotion, career development and training as those afforded to other employees.

- Ensure infrastructural facilities (such as unisex toilets), measures for safety and security (transportation and guards) and amenities (such as hygiene products) to be provided to the transgender persons to effectively discharge their duties; applicability of all rules and regulations of the employer regarding service conditions; and maintenance of confidentiality of the gender identity of the transgender employees.

Transgender persons covered under The Transgender Persons (Protection of Rights) Act, 2019, may contact the Complaint Officer for matter with respect to protection of their rights. Any information, thereby provided is voluntary, will be kept confidential, and will be used in accordance with applicable laws only. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Further, employees and applicants will be protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or assisting in an investigation under the Act.

III- Responsibility:

- Every employee of LBSNAA Mussoorie is responsible for giving effect to this Policy. They must promote the values of Equal Opportunity through respect, care, sensitivity and dignity. Employees need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
- 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.

Liaison Officer will be responsible for:

- Shall oversee the provision of required facilities/amenities including the process of recruitment for transgender persons.
- Ensuring that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Opportunity Policy.
- The Liaison Officer to share the progress report periodically and an annual assessment report with the Head of Office.
- 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.
- Liaison Officer is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- All employees are encouraged to report any incidents of violation of this Policy, and the Complaint Officer should act promptly when concerns arise, or complaints are made.
- 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.

- The Head of Department [Director, LBSNAA] will be overall responsible to oversee and promote the effective operation of this Policy

IV- Grievance Procedure:

- Individuals have the right to file a complaint concerning any discrimination on the grounds of age, colour, disability, marital status, nationality, race, religion, sex, sexual orientation with the Complaint Officer, who will then forward the reports to the Grievance Redressal Committee of the Academy.
- The Complaint Officer and the Committee will follow the procedure of Grievance redressal as outlined in the Guidelines for conducting the Enquiry. On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, will be subjected to relevant disciplinary actions.

Grievance Redressal Committee:

- The Grievance Redressal Committee institutionalized at LBSNAA will take up the grievances received under the Equal Opportunity Policy.

Communication of the Policy:

- This Policy will be available to all employees via the Academy's Intranet sites and normal communication medium within the Academy and its campus at New Delhi.
- Suitable material will be included in LBSNAA publications, management conferences, and supervisory training courses.
- All recruitment literature and employment advertising will indicate that the LBSNAA is an Equal Opportunity Employer.

Amendment:

- This Policy may be amended in accordance with government rules and regulations from time to time.


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ALL LBSNAA (through SARGAM)

Copy to

1. PPS to Director for kind information of the Director.
2. SPS to JD for kind information of the Joint Director.