

4. ANTI-DISCRIMINATION POLICY

LIFE FOUNDATION

(Registered Non-Governmental Organization)

Version: 1.0

1. Introduction

Life Foundation is committed to fostering a fair, inclusive, respectful, and equitable environment where every individual is treated with dignity and respect. The Organization firmly believes that discrimination in any form is unacceptable and is dedicated to promoting equal opportunities in all its programmes, services, employment practices, and volunteer engagements.

This Policy reflects Life Foundation's commitment to upholding the principles of equality, human rights, and social justice, in accordance with the Constitution of India and applicable laws.

2. Purpose

The objectives of this Policy are to:

- Promote equality and inclusion in all organizational activities.
- Prevent discrimination, harassment, bullying, and victimization.
- Ensure equal access to programmes and services.

- Create a respectful and safe working environment.
- Encourage diversity and mutual respect.
- Establish procedures for reporting and addressing discrimination.

3. Scope

This Policy applies to:

- Governing Body Members
- Employees
- Volunteers
- Consultants
- Interns
- Contractors
- Donors
- Partner Organizations
- Beneficiaries

- Visitors
- Applicants for employment or volunteering

The Policy applies to all organizational offices, programme sites, field visits, meetings, training sessions, digital platforms, and events conducted by or on behalf of Life Foundation.

4. Policy Statement

Life Foundation provides equal opportunities to all individuals and prohibits discrimination on any unlawful or unfair ground.

No individual shall be discriminated against because of:

- Age
- Gender
- Sex
- Gender identity or gender expression
- Sexual orientation
- Disability

- Religion or belief
- Caste
- Tribe
- Ethnicity
- Language
- Marital status
- Pregnancy or maternity
- Nationality
- Socio-economic background
- Political opinion (where protected by law)
- Any other characteristic protected under applicable law

All individuals shall be treated fairly and respectfully.

5. Forms of Discrimination

Discrimination may include:

Direct Discrimination

Treating someone less favourably because of a protected characteristic.

Indirect Discrimination

Applying policies or practices that unfairly disadvantage certain individuals or groups.

Harassment

Unwanted conduct that creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Victimization

Treating someone unfairly because they have made or supported a complaint of discrimination.

Bullying

Repeated inappropriate behaviour intended to intimidate, humiliate, or undermine another person.

6. Equal Opportunity

Life Foundation is committed to ensuring equal opportunity in:

- Recruitment

- Volunteer engagement
- Promotions
- Training and capacity building
- Leadership opportunities
- Programme participation
- Access to organizational services
- Community development initiatives

Selection decisions shall be based on merit, qualifications, experience, suitability, and organizational requirements.

7. Responsibilities

Governing Body

The Governing Body shall:

- Promote equality and inclusion.
- Ensure implementation of this Policy.

- Review the Policy periodically.

Management

Management shall:

- Foster an inclusive workplace.
- Prevent discriminatory practices.
- Address complaints promptly and fairly.
- Provide awareness and training.
- Employees and Volunteers
- All personnel shall:
- Respect the dignity of others.
- Promote inclusive behaviour.
- Avoid discriminatory language or conduct.
- Report incidents of discrimination.
- Cooperate with investigations.

8. Reasonable Accommodation

Where appropriate, Life Foundation shall make reasonable efforts to accommodate the needs of persons with disabilities or other specific requirements, provided such accommodations do not impose an undue operational or financial burden on the Organization.

9. Reporting Discrimination

Any individual who experiences or witnesses discrimination, harassment, bullying, or victimization should report the matter to the designated authority or the Executive Head of the Organization.

Complaints may be submitted verbally or in writing and shall be handled promptly, fairly, and confidentially.

No person shall face retaliation for reporting a concern in good faith.

10. Investigation

Upon receiving a complaint, Life Foundation shall:

- Acknowledge the complaint.
- Conduct a fair and impartial assessment.
- Gather relevant information.

- Maintain confidentiality.
- Provide an opportunity for all parties to be heard.
- Take appropriate corrective action where necessary.

11. Confidentiality

All complaints and investigations shall be handled with appropriate confidentiality.

Information shall only be shared with individuals directly involved in resolving the matter or where required by law.

12. Consequences of Policy Violations

Any employee, volunteer, consultant, contractor, or representative found to have violated this Policy may be subject to:

- Counselling*
- Written warning
- Mandatory training
- Suspension
- Termination of employment or engagement

- Removal from organizational activities
- Legal action where appropriate

13. Training and Awareness

Life Foundation shall periodically conduct awareness programmes and training on:

- Equality and diversity
- Inclusion
- Respectful workplace behaviour
- Prevention of discrimination and harassment
- Human rights
- Organizational values

14. Monitoring and Review

The Organization shall periodically review this Policy to ensure continued effectiveness, compliance with applicable laws, and alignment with best practices.

15. Compliance

All individuals associated with Life Foundation are expected to comply with this Policy.

Failure to comply may result in disciplinary action in accordance with organizational procedures and applicable laws.

16. Contact

For questions or complaints regarding discrimination or harassment, please contact:

Life Foundation

Hojai, Assam, India

Email: info@lifefoundationngo.org.in | lifefoundationngo@gmail.com

Website: www.lifefoundationngo.org.in

Declaration

Life Foundation is committed to building an organization and society where every individual is valued, respected, and provided with equal opportunities regardless of their background or identity. The Organization will not tolerate discrimination, harassment, bullying, or victimization in any form and will continue to foster an inclusive culture based on dignity, fairness, compassion, and mutual respect.

Approved by:

Governing Body

Life Foundation

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