



# Diversity, Equity & Inclusion Policy

## **SAURABH SAGAR SEWA SANSTHAN (Regd.)**

Jeevan Asha Hospital & Rehabilitation Center  
Shri Mansapuran Mahavir Kshetra,  
Vill Didoli, 4 KM Kanwad Marg, Gang Nahar,  
Murad Nagar, Dist. Ghaziabad Pin Code- 201206, UP

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## **1 Introduction**

Saurabh Sagar Sewa Sansthan Charitable Trust is working the social sector to help the needy ones especially to persons with disabilities and talent pool have diverse characteristics, experiences, needs, and aspirations. The Trust is committed to fostering diversity, equity, and inclusion as a culture that enables all employees to bring their authentic selves to work and to fully participate with their knowledge, experience, and viewpoint to provide incomparable value for all stakeholders.

The Trust also recognizes that each employee has varying access to resources and privileges and is working towards taking steps to ensure that every employee is provided the unique resources they need to have access to opportunities at a given organization.

The diversity, equity, and inclusion policy (the 'DE&I policy') aims to set out Trust's commitment to providing a workplace free from discrimination for employees. The policy also sets out trust's expectations, where each employee is responsible for adhering to and upholding the policy.

## **2 Scope**

This policy shall apply to all establishments of the Saurab Sagar Sewa Sansthan Charitable Trust, and each employee shall be made a partner in implementing the policy.

## **3 Policy Statement**

Saurab Sagar Sewa Sansthan Charitable Trust is committed to ensuring that no employee, intern, retainer, consultant, and trainee and those contracted to work at, or for, the trust is subjected to discrimination.

The Trust encourages diversity while ensuring that no person is judged based on race, color, religion or belief, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/ or expression, marital status, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Saurab Sagar Sewa Sansthan Charitable Trust, in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, ensures that the work environment is free from any discrimination against persons with disabilities and also ensures that all employees enjoy the right to equality, life with dignity, and respect for their integrity equally with others. Trust fosters an inclusive environment, and strives to protect employees from all forms of exploitation, and ensure their safety within the grounds of the establishments.

We also strive to :

- Ensure an inclusive and diverse working environment for all its employees
- Ensure accessibility for persons with disabilities in the establishments
- Ensure no opportunity is denied to persons with disabilities, merely on ground of disability
- Ensure no discrimination against a transgender person in employment matters, including recruitment, and promotion
- Encourage active employee participation in a diverse environment and awareness
- Ensure respectful communication regardless of the roles and designations or gender
- Ensure diverse cross-level representation
- Remove systemic barriers to ensure equity to foster diversity & inclusion such as through implementation of a workforce education program

Saurab Sagar Sewa Sansthan Charitable Trust is devoted to encouraging and fostering an inclusive culture where people feel empowered to contribute, voice their opinions, and give their absolute best every day.

Our leaders foster an environment where many points of view are considered and where the collective expertise of our workforce influences decisions to promote this culture.

#### **4 Governance:**

The Board and Trustee drives and promotes the DE & I plan and initiatives, fostering an environment where everyone can be themselves, use their strength to rise above their circumstances and support the success of their teams by contributing their special expertise and perspective. HR department shall ensure that the HR policy drives and promotes the DE & I plan and initiatives.

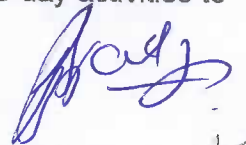
At the executive level, Senior management and Management Trustee will oversee an annual assessment and modification that will include a status report and a list of initiatives and their associated goals.

**HR Department will be responsible for: -**

- Sensitizing employees through regular internal Communications, and training of staff and officials
- Managing and arranging yearly training and programs on DE & I
- Ensuring effective procedures and mechanisms are in place to support this policy within the Saurab Sagar Sewa Sansthan Charitable Trust through collaboration with internal and external stakeholders
- Leading and supporting the implementation of this policy for a diverse and inclusive environment, while giving fair and impartial treatment to all
- Ensure availability of a grievance redressal mechanism for the persons who are reporting issues under the purview of this policy.

Wherever applicable, HODs, reporting authorities and heads or, as specified, will be responsible for ensuring that the grievances due to discrimination and discipline are being voiced through the proper channels, encouraging the employees to use the system in place if necessary.

Employees at all levels will be obliged to adhere to this policy in their day-to-day activities to the best of their abilities.



**Authorised Signatory**  
**Saurab Sagar Sewa Sansthan Charitable Trust**

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