



Equality, Diversity and Inclusion Policy

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1. Introduction

UPES is a State Private University established in the year 2003 through UPES Act (2003) of the State Legislature of Uttarakhand and listed under Section 2(f) of UGC Act. The University is multidisciplinary with eight Schools focused on Engineering, Computer Science, Design, Law, Business, Health Sciences, Modern Media and Liberal Arts. Located in Dehradun, Uttarakhand with an area of over 40 acres across 2 campuses, the University offers over 141 programs to more than 12000 students and employs over 1000 faculty and staff. UPES is NAAC Grade A accredited University with five of its School of Engineering programs NBA accredited as well.

The NIRF 2021 ranked the University amongst Top 100 Universities in India (Rank 100) with School of Engineering ranked at 91, School of Law at 25 and School of Management at 46.

The university is QS Four-Star rated, as well as the first University to receive the IACBE accreditation for two of its School of Business programs. Apart from this the institution has been awarded the Advanced E-LEAD (E-Learning Excellence in Academic Digitization) certification by the QS I-GAUGE ranking agency, and has been ratified as a 'Great Place to Work' by the Great Place to Work® Institute.

2. Background

UPES aims to create and maintain an inclusive working and learning environment wherein everyone feels valued and empowered to perform at peak level, regardless of any differences, including race, special ability, gender, gender reassignment, age, nationality, sexual orientation, religion or belief, marital or civil partnership status, or socio-economic background or class. This vision of diversity and inclusiveness encompasses all of our employees, our students, and how we learn, share, perform and grow together.

Everyone at the University, both student and staff, has the right to participate fully, giving their best and achieve their full potential in a climate free from discrimination or harassment.

Our core values underpin the guidelines of our Equality Policy and how we engage with, and respond to diversity and strive for inclusion in undertaking our academic, cultural and professional relations. These are:

- Valuing people
- Integrity
- Mutuality
- Creativity
- Professionalism

The policy promotes positive attitudes towards inclusivity and valuing diversity. It also seeks

to ensure that all who are subject to the University's policies, practices and procedures are treated fairly and are not treated less favorably on the grounds of any of the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

3. Purpose

3.1 The purpose of the Equality, Diversity and Inclusion Policy (the 'Policy') is to set out the University's commitment to an inclusive and supportive environment for students, staff, contractors and visitors that is free from discrimination, where all are able to participate and where everyone has the opportunity to fulfil their potential. Equally, the Policy sets out the University's expectations, where each member of the University community has a responsibility to adhere to and uphold the Policy.

3.2 UPES is committed to provide equal opportunity to all and attract a diverse and effective workforce with a wide range of abilities, experiences and skills based on our institutional core values. These values are strongly aligned with society, humanity and social justice, for a more connected and trusted environment within and without the University.

4. Guidelines

4.1 General Principles

- 4.1.1 The University seeks to build capability across the institution in the development of this inclusive culture and resolution of obstacles to equality.
- 4.1.2 Equality, diversity and inclusion priorities align with and underpin the UPES Strategic Plan as well as operational planning at all levels.
- 4.1.3 The University adopts flexible approaches to engagement to ensure that the voices of stakeholders are taken into account as appropriate.
- 4.1.4 UPES provides a working environment where everyone is treated with dignity and respect, free from any form of inappropriate behaviour and one in which all employees can give of their best. 'Dignity at Work' underwrites creating and sustaining a productive working environment for all staff, where discrimination or harassment does not occur and is known to be unacceptable.
- 4.1.5 The institution facilitates a range of flexible/alternative working patterns, parental leave, career breaks and childcare scheme ('Work-life Balance').
- 4.1.6 Employment practices in UPES are based on merit, qualifications, and competencies suitable to the given role; and not influenced or affected by an applicant's or employee's gender, caste, religion, age (within statutory limits),

marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability, proximity to another employee, or any other trait protected by law.

- 4.1.7 UPES does not tolerate any form of bias or discrimination against any employee, by virtue of any above indicated trait. It encourages a focus on what we have in common and what joins us as global citizens. It is centred on what is mutually beneficial and dignifies people, rather than how we differ and what separates us. It establishes the conditions for empowerment and recognizes our shared humanity.
- 4.1.8 There is no special preference given to any candidate. Existing employees may provide references in recruitment however, hiring decision is solely based on merit. The University values everyone and is empathetic, fair, respectful and inclusive. This holds for employees, participants in, or contributors to our work, irrespective of background, characteristics or attributes
- 4.1.9 Any employee involved in the hiring process, found to be engaging in any type of unlawful discrimination is liable to disciplinary action, up to and including termination of employment.
- 4.1.10 This Policy is implemented through human resource department. Progress against actions and objectives will also be reported to the Executive Management Team on a regular basis.
- 4.1.11 Regular and continued gender sensitization training is given to all the employees from time to time for updation of policy and its awareness.

4.2 Responsibilities

- 4.2.1 All University students, staff, contractors and visitors have equalities related responsibilities.
- 4.2.2 The University Executive Team is responsible for:
 - 4.2.2.1 Ensuring that the University meets its legal obligations relating to equality;
 - 4.2.2.2 Ensuring that equality analysis is carried out on all senior level proposed policies and decisions where appropriate.
- 4.2.3 Managers are responsible for:
 - 4.2.3.1 Ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination;

- 4.2.3.2 Fostering a culture in which equality and diversity considerations are embedded into their work areas
 - 4.2.3.3 Ensuring that staff and students are encouraged and enabled to reach their full potential;
 - 4.2.3.4 Identifying appropriate staff development to meet the needs of their respective areas.
- 4.2.4 Human Resources Managers are responsible for:
- 4.2.4.1 Supporting managers in ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination.
- 4.2.5 Students are responsible for:
- 4.2.5.1 Upholding the principles of this policy;
 - 4.2.5.2 Contributing to a safe and inclusive environment that celebrates diversity.
 - 4.2.5.3 Members of staff are responsible for:
 - 4.2.5.4 Upholding and implementing the aims of this policy
 - 4.2.5.5 Promoting equality of opportunity
 - 4.2.5.6 Contributing to a safe and inclusive environment that celebrates diversity.

4.3 Breach of the policy

- 4.3.1 The University will take seriously any instances of non-adherence to the Policy by students, staff, contractors or visitors. Any instances of non-adherence will be investigated with the intent of resolving matters. Where appropriate, such instances may be considered under the relevant disciplinary policy and procedures.