Equality, Diversity and Inclusion Policy
(w.e.f.- April 1, 2026)

1. Purpose:

At SPJIMR we are committed to fostering a workplace and learning environment that promotes **equity, inclusion, diversity, dignity and mutual respect** for all members of the community.
This policy establishes guiding principles and practices to ensure fair treatment, equal opportunity, and a culture where every individual feels valued, respected, and able to contribute fully.

2. Scope:

This policy applies to:

- All employees (faculty, staff, contract staff, consultants, interns)
- Students and participants

It applies to all Institute premises, events, and work-related engagements (including virtual spaces).

3. Definitions:

Equity: At SPJIMR, everyone receives respectful and dignified treatment. Fair opportunities are provided to all employees based on their needs. This is taken into consideration while planning various employee benefit schemes, sharing access to information, finalizing seating allocation, preparing annual training and development calendar, etc.

Inclusion: At SPJIMR, inclusion is practiced in all our day-to-day activities. Employees across all levels and backgrounds are encouraged to share their thoughts and ideas by being a part of various institutional committees. Their contribution is valued and recognized.

Diversity: At SPJIMR, we believe diverse groups are more successful compared to homogenous teams, because they bring different perspectives to the table. Diversity here involves attracting employees from a range of background, age groups, gender, regions, religions and more.

4. Policy Statement:

SPJIMR is dedicated to providing a discrimination-free work environment to all its employees. It is an Equal opportunity employer and all our HR practices and procedures reflect these principles. We are committed to treating all our employees equally without any discrimination on grounds of age, color, gender, marital status, disability, nationality, race, religion, and sexual orientation.

The Institute will:

- Provide equitable opportunities in recruitment, learning, growth, and leadership
- Promote inclusive behaviour and zero tolerance for discrimination
- Encourage diverse representation across all levels
- Create a safe environment where individuals can express ideas and perspectives freely
- Fair treatment during the hiring process, promotions, rewards, equal pay, etc.
- Our recruitment and selection process is fair and unbiased based on the principle of selecting the best person for the job.

5. Commitment to equality:

The Institute ensures equal opportunity regardless of:

- Gender, gender identity or expression
- Sexual orientation
- Age
- Disability or medical condition
- Marital or family status
- Religion or belief
- Socio-economic background
- Language or cultural background
- Ethnicity or nationality

6. Inclusive Employment Practices followed by SPJIMR:

Recruitment & Hiring

- Job advertisements will use inclusive and gender-neutral language.
- Selection will be based on merit and job-related criteria.
- Diverse hiring panels will be encouraged.

Compensation & Benefits

- Equal pay for equal work and responsibility.
- Fair and transparent compensation and benefits practices.

Learning & Career Development

- Equal access to training and development opportunities.
- Support for career progression based on performance and potential.
- Mentorship and leadership development opportunities.

Work Environment

The Institute will promote:

- Respectful and inclusive communication
- Flexible work practices where feasible

7. Responsibilities:

Leadership & Managers

Managers must:

- Demonstrate inclusive leadership
- Ensure fair decision-making
- Address inappropriate behaviour promptly

Employees

All employees are expected to:

- Treat colleagues with respect and dignity
- Foster an inclusive work culture
- Avoid discriminatory or offensive behaviour
- Report concerns in good faith

Human Resources

HR will:

- Promote awareness and training
- Ensure fair implementation of HR processes
- Support complaint resolution
- Monitor policy effectiveness

8. Reporting & Grievance Redressal:

Employees who experience or witness discrimination or harassment should report concerns to:

- HR Department
- Reporting Manager
- Designated Committee

All complaints will be handled:

- Promptly
- Confidentially
- Fairly and sensitively

9. Non-Retaliation

Retaliation against individuals who raise concerns in good faith is strictly prohibited and will result in disciplinary action.

10. Disciplinary Action

Violation of this policy may result in disciplinary action up to and including termination of employment, as per institute rules.

11. Training & Awareness

The Institute will conduct periodic training and awareness programs to promote equality, diversity, and inclusion.

12. Policy Review

This policy will be reviewed periodically to ensure alignment with best practices.