

Bharat Rural Livelihoods Foundation (BRLF)
Equal Opportunity, Diversity and Inclusion Policy

Policy Title: Equal Opportunity, Diversity and Inclusion Policy	Policy Number: HR/BRLF/04
Effective Date: January - March 2026	Review Date: December 2025
Approved By: Board of Directors	Policy Owner: Human Resources Department

1. Background and Rationale

Bharat Rural Livelihoods Foundation (BRLF) is committed to advancing inclusive rural development through partnerships and programs that empower communities, reduce poverty, and promote sustainable livelihoods. This commitment includes promoting diversity, equality, and inclusion across all levels of the organization.

2. Purpose and Scope

This policy aims to ensure that BRLF provides equal opportunity and a work environment free from discrimination, harassment, and bias. It applies to all employees, consultants, interns, volunteers, partners, and vendors associated with BRLF, across all locations.

3. Policy Statement

BRLF upholds the principle of equality of opportunity and is committed to a proactive and inclusive approach that supports and encourages underrepresented groups, promotes an inclusive culture, and values diversity.

All employment-related decisions at BRLF are based on merit, qualifications, competence, and organizational needs. BRLF prohibits discrimination based on caste, class, religion, color, national or ethnic origin, sex (including pregnancy), age, disability, HIV status, sexual orientation, gender identity, marital status, or any other characteristic protected by law.

4. Principles of Equality and Inclusion

- a. Promote fairness and transparency in all employment practices.
- b. Encourage representation of women, marginalized, and excluded groups.
- c. Foster a work culture where diverse perspectives are valued and respected.
- d. Ensure that policies and procedures promote inclusion and do not directly or indirectly discriminate.
- e. Encourage employees to contribute to an inclusive workplace culture.

5. Recruitment and Selection

BRLF will ensure that recruitment and selection processes are fair, transparent, and based on merit. All job advertisements will include BRLF's commitment to equal opportunity. Selection criteria will be job-related, clearly defined, and reflect essential qualifications, skills, and experience.

Interview panels will consist of at least two-three members, and no questions or assessments will discriminate based on age, gender, religion, marital status, or social background.

6. Training and Awareness

BRLF will organize periodic training and awareness sessions for employees to:

- Increase understanding of equality, inclusion, and non-discrimination principles.
- Build capacity to identify and challenge unconscious bias.
- Promote respect and dignity for all employees.

Employees are encouraged to participate in capacity-building programs that enhance awareness and personal development related to inclusion and diversity.

7. Promotion and Career Development

Promotions at BRLF shall be based purely on merit, performance, and organizational needs. No employee shall be discriminated against during promotion or professional development/ growth opportunities on any protected grounds. The organization will proactively identify and address barriers to growth for underrepresented groups.

8. Grievance and Redressal Mechanisms

Any employee who believes they are being subjected to discrimination, harassment, or victimization may raise a grievance at grievance@brlf.in. Concerns can be reported to the GRC through the Grievance redressal process. All grievances will be treated with confidentiality, fairness, and impartiality. BRLF will not tolerate retaliation against any employee for raising a genuine concern in good faith.

9. Disciplinary Measures

Any employee found to have engaged in discriminatory behavior, or harassment shall face disciplinary action under BRLF's disciplinary procedures. In serious cases, such conduct may be treated as gross misconduct, resulting in termination of employment.

10. Monitoring and Review

- BRLF's Human Resources Department will regularly review recruitment and employment practices to ensure compliance with this policy.
- The organization will monitor diversity statistics, staff feedback, and grievance outcomes to identify areas for improvement.
- The policy will be reviewed at regular interval or as required by legal or organizational changes.

11. Roles and Responsibilities

- The HR Department shall ensure implementation and periodic review of this policy.
- Managers shall uphold and promote equality and inclusion in all management practices.
- All employees are responsible for maintaining respectful workplace behavior and supporting inclusion.

12. Policy Effectiveness and Amendment

This policy comes into effect immediately as approved by BRLF Management.

Amendments may be made as required to comply with updated laws, regulations, or organizational priorities.