

PRAXIS: EQUAL OPPORTUNITIES POLICY

1. Purpose

The purpose of this policy is:

- To ensure that all job applicants and employees receive fair treatment and are valued in a workplace free from harassment, victimisation and bullying
- To actively encourage the development of a diverse organisational culture.

2. Principles

- Praxis believes that, in addition to issues of equity and equal opportunities, a diverse workforce enhances its work by bringing diverse viewpoints to bear on issues and challenges.
- Praxis is committed to developing a workforce that reflects the composition of the communities in which it is located, and acknowledges that certain sectors have been previously disadvantaged in terms of employment opportunities.

3. Policy

Praxis is committed to ensuring that all job applicants and employees receive fair treatment and are valued regardless of sex, sexual orientation, transgender status, disability, age, marital status, religion or religious belief, race, colour, ethnic or national origin, pregnancy or maternity status, HIV/AIDS status or any other characteristic. Praxis is also committed to ensuring that no-one is disadvantaged by conditions or requirements which cannot be shown to be justifiable. We are committed to the Code of Practice of the Commission for Racial Equality and the Equal Opportunities Commission Code of Practice. It is expected that all employees in positions of authority are familiar with this legislation.

This policy applies to recruitment, promotion, transfer, training, benefits, facilities, and other policies and procedures, and aims to ensure the fair treatment and dignity of employees in workplaces free from harassment, victimisation and bullying.

4. Applicability

This policy applies to:

- a: all Praxis permanent, temporary and hourly paid staff
- b: all Praxis unpaid staff resources including volunteers, trainees and work experience placement students
- c: all consultants engaged by Praxis to work in the India
- d: all contractors engaged to provide services for Praxis in the India.

5. Responsibility for the policy

The Chief Executive of Praxis has overall responsibility for implementing the policy. He is also responsible for co-ordinating the application of the policy and ensuring that it is implemented.

The Chairperson of the Board of Directors will be responsible for monitoring its effectiveness.

All employees have a personal responsibility to treat people fairly, value and respect others and ensure that no one is harassed, victimised or bullied in the workplace. Employees should promote a work environment in which people have the confidence to report, in good faith, incidents which are discriminatory or personally offensive.



6. Procedures

6.1. Communication of the policy

The equal opportunities policy will be placed in all Praxis staff manuals. All job applicants will have access to Praxis's equal opportunities policy. Flyers for all externally advertised jobs as well as internal and web-site advertisements will contain the statement: 'Praxis is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community.' When the post advertised is gender or race-specific but within the terms of current legislation, the statement: 'Praxis is committed to equal opportunities' will be used. Induction/orientation courses for new employees will include an explanation of Praxis's policy.

6.2. Terms and conditions of employment

6.2.1 Pay

Staff remuneration for permanent and temporary staff will be based on the grade for the post, which will be determined by the role profile. Individual salaries will be determined by the current salary scale for the grade of the post. Increments will be determined by seniority (length of service) and by the overall movement of the scales in line with Praxis's chosen market for the grade.

6.2.2 Hours of work

A system of flexible working hours, based on operational and organisational requirements, will be available to all staff. Recognition will be given to additional hours worked in line with Praxis's Time off in Lieu Policy. Alternative work patterns will be encouraged where they are appropriate e.g. annual hours, part-time hours and job share. Staff who vary their hours or who work to alternative work patterns will not be disadvantaged in respect of the treatment, terms and conditions and benefits offered to all staff.

6.2.3 Benefits

All regular/permanent staff will be made aware of their respective entitlements to the following, which will be based on justifiable criteria:

- Annual leave and all other forms of paid or unpaid leave including maternity, paternity and adoption leave and pay, parental leave and time off for dependants
- Pension Schemes
- Sickness absence and benefits
- Loans and salary advances

6.3. Training

Training will be given to all involved in the selection or management of staff. This training will ensure that staff members are familiar with the requirements of the law and that they are aware of their responsibilities in carrying out Praxis policy, both in letter and in spirit.

6.4. Monitoring

Praxis is committed to an ongoing programme of action to make this policy fully effective, and this programme will be updated from time to time. Policies, procedures and practices will be kept under review by the Chief Executive to ensure that all job applicants and employees are treated in accordance with Praxis's equal opportunities policy.

In order to evaluate the achievements of the policy, and to assess what changes are

EQUAL OPPORTUNITIES POLICY

required, Praxis will undertake equal opportunity monitoring in three areas: applicants; existing staff; and access to development, training and promotion opportunities within Praxis. The equal opportunities policy and actions for its implementation will be the subject of a report every two years (next report due in last quarter of 2009), by the Chief Executive and Board of Directors. This meeting will review progress towards achieving equal opportunities and will agree on new objectives and initiatives as appropriate. Action will be taken where necessary to redress the effects of any policies or criteria which are found to have unjustifiably limited the provision of equal opportunities, and new initiatives will be taken to increase progress in terms of Praxis's commitment to equal opportunities.

6.5. Grievances

Particular care will be taken to deal effectively with any complaints of discrimination in terms of this policy. Such complaints should be pursued through the normal grievance procedures and, if necessary, will be taken up through the disciplinary procedures. Discrimination and/or harassment on the basis of sex, race, sexual orientation, transgender status, religion, disability or HIV/AIDS status are named examples of gross misconduct in Praxis's disciplinary procedure. Where it is found that such allegations have substance, appropriate disciplinary action will be taken. In all grievance and disciplinary cases involving equal opportunity issues, the Chairperson, Board of Directors must be informed at an early stage.

Affirmative Action Policy

Praxis acknowledges the rights of staff members set out in the constitution of the countries where we work as well as other legislative frameworks that might limit or make unlawful the implementation of Affirmative Action. Praxis therefore adopts the following stance on Affirmative Action that will inform its employment plans, as determined by legislation in different countries.

Through affirmative action Praxis aims to ensure equal representation of women at all levels across the organisation with a special emphasis on the promotion and selection of women into senior leadership positions. Through Affirmative Action we seek to increase recruitment of women through career development and succession planning.

Praxis is committed to ensuring this Praxis strategy be pursued over a maximum period of 7 years, starting from April 2008 until April 2015. Thereafter it is envisaged that normal principles of equal opportunities will apply.

