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**RAKTA
SANJEEVANI**

GENDER POLICY

An equal workplace for every voice.

Address

Bebejia Gaon, Titabar, Jorhat, Assam- 785630

Gender Equality & Non-Discrimination Policy

Document ID: GENDER-POL-001

Version: 1.0

Effective Date: 05/04/2021

Policy Statement

Rakta Sanjeevani is committed to fostering a workplace and organizational culture that promotes gender equality and prohibits discrimination of any kind. We believe that every individual is entitled to equal opportunities and fair treatment, irrespective of their gender, race, religion, age, disability, sexual orientation, or any other characteristic protected by law. This policy applies to all employees, volunteers, interns, and anyone acting on behalf of Rakta Sanjeevani.

Guiding Principles

1. Equality of Opportunity:

Ensuring equal access to all opportunities, resources, and benefits.

2. Respect and Dignity:

Treating all individuals with respect and dignity.

3. Non-Discrimination:

Prohibiting any form of discrimination, harassment, or victimization.

4. Inclusivity:

Promoting an inclusive environment where everyone feels valued and respected.

5. Fairness:

Making decisions based on objective criteria and merit.

6. Transparency:

Ensuring transparency in all processes and decisions.

7. Accountability:

Holding individuals accountable for their behavior and actions.

8. Continuous Improvement:

Regularly reviewing and improving our policies and practices.

Grievance Redressal

Any individual who believes they have experienced discrimination or harassment is encouraged to report it through the following channels:

1. **Immediate Supervisor:** Report the incident to your immediate supervisor.
2. **Use official Email:** Submit a written complaint to the raktasanjeevani@gmail.com
3. **Designated Grievance Officer:** Contact the designated grievance officer (Name: Apurba Gohain, Contact: 7002847487).

Rakta Sanjeevani will investigate all complaints promptly and impartially. Confidentiality will be maintained to the extent possible. Appropriate action will be taken against anyone found to have violated this policy, up to and including termination of employment or association with the organization.

Policy Review

This policy will be reviewed annually to ensure its effectiveness and relevance. Amendments will be made as necessary to reflect changes in legislation or organizational practices.

Approved By: Sri Apurba Gohain, Secretary

Date: 05/04/2021

Summary

This document outlines Rakta Sanjeevani's Gender Equality & Non-Discrimination Policy. It details the organization's commitment to providing a fair and inclusive environment, free from discrimination, for all individuals associated with the NGO. The policy covers the policy statement, guiding principles, grievance redressal mechanisms, and policy review process.



**RAKTA
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ORGANIZATION POLICY

*Transparency in action. This policy provides a
safe space for you to speak up without fear.*

***Created on
05/04/2021***

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