Equal Opportunity and Workplace Non-Discrimination Policy

1. Purpose
To prevent discrimination in employment and promote a respectful, inclusive and equitable workplace for all employees and job applicants.

2. Scope
This policy applies to recruitment, selection, appointment, pay, training, appraisal, promotion, work allocation, benefits, discipline and separation from service. It covers teaching, non-teaching, administrative, regular, probationary, temporary, part-time, fixed-term and visiting employees, and job applicants. Student-specific protections are addressed through the University's relevant student policies.

3. Definitions
- **Discrimination:** Direct or indirect differential treatment, exclusion or disadvantage on a ground protected by applicable law or this policy, where not justified by a lawful and relevant requirement.
- **Protected grounds:** Grounds recognised by applicable law, including sex, gender, caste, religion, race, disability, age, place of birth, national origin and other legally protected characteristics.
- **Reasonable accommodation:** Necessary and appropriate adjustments for persons with disabilities, in accordance with applicable law and the University's accessibility arrangements.

4. Policy Statement
VISTAS is committed to equal opportunity and non-discrimination in all employment-related decisions. Employment decisions shall be based on qualifications, skills, experience, performance, responsibilities and legitimate job requirements. Discrimination, harassment and victimisation on grounds protected by law or this policy are prohibited.

5. Policy Principles and Commitments
- Recruitment and selection criteria shall be job-related, transparent and applied consistently.
- Access to training, promotion, benefits and professional development shall follow documented criteria.
- Pay and employment decisions shall not be based on protected characteristics.
- The University shall provide reasonable accommodation for persons with disabilities in accordance with applicable law and Policy 01 / relevant accessibility arrangements.
- Sexual harassment complaints falling within the POSH Act shall be referred to the duly constituted Internal Committee and handled under the statutory procedure.
- Employees shall not face retaliation for raising a genuine concern or participating in an authorised process.
- Complaints shall be handled fairly, impartially and with appropriate confidentiality.

6. Implementation Procedure

1. An employee or applicant may report a concern to Human Resources, the designated Grievance Officer or the appropriate statutory / institutional committee.
2. The receiving office shall record and acknowledge the concern, normally within three working days, and route it to the correct mechanism.
3. The matter shall be examined by an impartial authority with jurisdiction, and relevant parties shall be given a fair opportunity to provide information and respond.
4. Where a violation is established, proportionate corrective action shall be taken under applicable law and University rules.
5. The complainant shall be informed of the outcome to the extent permitted by confidentiality and applicable procedure.
6. Human Resources shall review anonymised complaint trends periodically to identify training needs and improvements.

7. Roles and Responsibilities

Role	Responsibility
Human Resources	Communicate the policy, support fair employment practices and maintain appropriate records.
Department Heads	Apply employment criteria consistently and refer concerns promptly.
Internal Committee / other competent committees	Handle matters within their statutory or approved mandate.
Employees	Treat colleagues respectfully and use the appropriate reporting channels.
Competent Authority	Oversee implementation and approve corrective measures.

8. Records and Supporting Evidence

- Approved policy and evidence of communication
- Recruitment, appraisal, promotion and training procedures
- Relevant anonymised complaint and action records
- Training and awareness records
- Policy review and corrective-action records

9. Review and Amendment

This policy shall be reviewed at least once every three years, or earlier if applicable law, University structures, identified risks or implementation reviews require amendment. The review date and approved amendments shall be recorded.

Created / Revised on: _____

Approved by: _____ Date: _____

Signature / Seal: _____