

PRAKRTIREVA SARANAM FOUNDATION

INCLUSION & NON-DISCRIMINATION POLICY

Policy Version: 1.0

Effective Date: 30 August 2026

Approved By: Board of Directors

Approval Date: 30 August 2026

Policy Owner: Board of Directors / Director

Review Cycle: Every 2 years or earlier if required

Applies To: Directors, volunteers, representatives, interns, consultants, partners and other persons acting on behalf of the Foundation

1. PURPOSE

Praktireva Saranam Foundation is committed to maintaining an environment where every person is treated with dignity, fairness and respect.

This Inclusion & Non-Discrimination Policy establishes the Foundation's commitment to providing equal opportunity and preventing discrimination, harassment, exclusion or unfair treatment in connection with its activities.

The Foundation believes that people should be able to participate in its environmental and community activities in a safe, respectful and inclusive environment.

2. SCOPE

This policy applies to everyone associated with or representing Praktireva Saranam Foundation, including:

- Directors
- Volunteers
- Interns
- Consultants
- Coordinators and representatives
- Project participants
- Partners and collaborators

- Persons representing the Foundation at schools, institutions, events or community activities

This policy applies to Foundation activities including:

- School visits
 - Plantation drives
 - Site surveys
 - Environmental awareness activities
 - Volunteer meetings
 - Training and orientation sessions
 - Events and campaigns
 - Online communication and digital platforms
 - Any other activity conducted or represented by the Foundation
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3. OUR COMMITMENT

Praktireva Saranam Foundation is committed to:

1. Treating everyone with dignity and respect.
2. Providing equal opportunity to participate in Foundation activities.
3. Preventing discrimination and unfair treatment.
4. Maintaining an inclusive and welcoming volunteer environment.
5. Respecting individual differences and personal dignity.
6. Encouraging respectful communication and teamwork.
7. Taking concerns regarding discrimination seriously.
8. Taking appropriate action when this policy is violated.

The Foundation does not support discrimination, harassment, bullying, intimidation, exclusion or retaliation against anyone who raises a genuine concern in good faith.

4. PRINCIPLE OF EQUALITY

The Foundation believes that participation and opportunities should be based on relevant factors such as:

- Skills
- Interest
- Availability
- Experience
- Responsibilities
- Programme requirements

- Safety considerations
- Organisational needs

No person should be unfairly disadvantaged or excluded from Foundation activities because of personal characteristics unrelated to the person's role or the requirements of the activity.

5. NON-DISCRIMINATION

Discrimination means treating a person unfairly or denying them a reasonable opportunity because of a protected or personal characteristic that is unrelated to their role or participation.

The Foundation does not tolerate unfair discrimination based on characteristics such as:

- Sex or gender
- Age
- Disability
- Caste
- Religion or belief
- Language
- Region or place of origin
- Socio-economic background
- Marital or family status
- Any other characteristic protected under applicable law

The Foundation will seek to comply with applicable Indian laws and legal requirements relating to equality, dignity and non-discrimination.

6. INCLUSIVE VOLUNTEERING

The Foundation aims to ensure that volunteering opportunities are accessible and welcoming to eligible individuals.

Volunteers should:

- Be treated respectfully by other volunteers and representatives.
- Receive clear information about their responsibilities.
- Have a reasonable opportunity to participate in activities suitable for their role.
- Be able to communicate concerns without fear of retaliation.
- Be evaluated based on relevant contribution and conduct.
- Be given appropriate guidance when required.

The Foundation may assign different responsibilities based on programme requirements, skills, availability, experience or safety considerations. Such differences in responsibility do not, by themselves, constitute discrimination.

7. RESPECTFUL COMMUNICATION

Everyone representing the Foundation is expected to communicate respectfully.

This includes communication:

- In person
- Through phone calls
- Through WhatsApp or other messaging platforms
- Through email
- During meetings
- In volunteer groups
- On social media
- During school and community activities

Volunteers and representatives should avoid:

- Insults
- Humiliating comments
- Derogatory language
- Discriminatory jokes
- Stereotyping
- Personal attacks
- Threatening behaviour
- Deliberate exclusion
- Offensive or degrading remarks

Differences of opinion are acceptable. Disrespectful or discriminatory behaviour is not.

8. HARASSMENT, BULLYING AND EXCLUSION

The Foundation does not tolerate conduct that intentionally or repeatedly creates a hostile, humiliating, intimidating or exclusionary environment.

Examples may include:

- Repeatedly insulting or humiliating another person.
- Making discriminatory jokes or comments.
- Deliberately isolating someone because of their background.
- Mocking someone's language, appearance, disability or personal characteristics.
- Threatening or intimidating another person.
- Repeatedly targeting a volunteer with inappropriate comments.
- Encouraging others to exclude or mistreat someone.

Serious or repeated conduct may result in appropriate action under this policy and other applicable Foundation policies.

9. ACCESSIBILITY AND REASONABLE SUPPORT

The Foundation will make reasonable efforts, where practical and appropriate, to support participation by persons with disabilities or other accessibility requirements.

Depending on the circumstances, reasonable support may include:

- Providing accessible information.
- Adjusting communication methods.
- Providing reasonable assistance during activities.
- Considering accessibility when planning events or activities.
- Making practical adjustments to volunteer responsibilities where feasible.

Safety, programme requirements and available resources will be considered when determining appropriate arrangements.

10. INCLUSION IN FOUNDATION ACTIVITIES

When organising activities, the Foundation will seek to promote respectful participation and teamwork.

Volunteers are expected to:

- Cooperate with other volunteers.
- Respect different viewpoints.
- Avoid unnecessary exclusion.
- Support a positive team environment.

- Follow instructions from authorised coordinators.
- Respect school staff, students, community members and other participants.
- Maintain professional boundaries.

The Foundation may establish activity-specific requirements where necessary for safety, safeguarding, logistics or effective programme implementation.

11. CHILDREN AND STUDENTS

When Foundation activities involve children or students, volunteers must follow the Foundation's **Child Safeguarding & Protection Policy**.

Volunteers must not use a child's or student's background, identity, disability, language or personal circumstances as a basis for unfair or degrading treatment.

All interactions with children must remain respectful, appropriate and consistent with safeguarding requirements.

12. ONLINE AND SOCIAL MEDIA CONDUCT

The principles of inclusion and non-discrimination also apply to online activities connected with the Foundation.

Volunteers and representatives must not use Foundation-related digital platforms to:

- Post discriminatory content.
- Target or humiliate another person.
- Share offensive stereotypes.
- Harass another volunteer.
- Exclude or intimidate individuals.
- Make statements that falsely represent the Foundation's position.

Foundation communication channels should be used responsibly and respectfully.

13. FAIR PARTICIPATION AND OPPORTUNITIES

The Foundation will aim to allocate volunteering opportunities fairly and based on legitimate organisational requirements.

These may include:

- Relevant skills
- Experience
- Availability
- Location
- Programme requirements
- Training
- Safety considerations
- Role responsibilities
- Previous performance or conduct

Not every volunteer will necessarily receive the same assignment, responsibility or opportunity. Differences based on legitimate programme or operational requirements are not considered discrimination.

14. CONFLICTS, DIFFERENCES OF OPINION AND PERSONAL DISAGREEMENTS

People may have different opinions, working styles and perspectives.

A disagreement or reasonable management decision does not automatically constitute discrimination.

However, disagreements must be handled respectfully.

Volunteers should not:

- Personally attack another person.
- Use discriminatory language.
- Threaten or intimidate others.
- Deliberately isolate someone.
- Use organisational authority unfairly.
- Retaliate against someone for raising a genuine concern.

Concerns should be addressed through appropriate Foundation communication or grievance channels.

15. REPORTING A CONCERN

Anyone who experiences or witnesses discrimination, harassment, bullying, exclusion or other conduct inconsistent with this policy is encouraged to raise the concern.

Concerns may be reported through the Foundation's designated grievance or reporting channel.

A concern may be raised by:

- The affected person.
- A volunteer who witnesses the conduct.
- A participant or beneficiary.
- A representative of a partner organisation.
- Any other person who reasonably believes that inappropriate conduct has occurred.

Reports should, where possible, include relevant details such as:

- Date and approximate time
 - Location or platform
 - Persons involved
 - Description of the concern
 - Available supporting information or evidence
 - Names of witnesses, if appropriate
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16. CONFIDENTIALITY

The Foundation will handle concerns sensitively and maintain confidentiality to the extent reasonably possible.

Information relating to a complaint or concern will be shared only with persons who need the information for appropriate review, investigation, safeguarding or resolution.

Complete confidentiality cannot always be guaranteed where disclosure is required for safety, legal, regulatory or other legitimate reasons.

17. NO RETALIATION

The Foundation does not tolerate retaliation against a person who raises a concern in good faith or participates honestly in the review of a concern.

Retaliation may include:

- Threats
- Intimidation
- Harassment
- Unfair exclusion
- Deliberate adverse treatment
- Attempts to discourage someone from reporting a concern

Any concern regarding retaliation should be reported through the appropriate Foundation channel.

Knowingly making a false allegation with malicious intent may itself be treated as misconduct. A concern made honestly and in good faith will not be considered false merely because it cannot be substantiated.

18. HANDLING OF CONCERNS

When a concern is received, the Foundation may:

1. Acknowledge receipt where appropriate.
2. Review the information provided.
3. Determine the appropriate person or process to handle the matter.
4. Seek additional information where necessary.
5. Speak with relevant individuals.
6. Review available records or evidence.
7. Take appropriate corrective or preventive action.
8. Communicate the outcome to the extent appropriate and legally permissible.

The approach taken will depend on the nature and seriousness of the concern.

Where a matter falls under another Foundation policy, such as the **ICC / POSH & Safe Workplace Policy**, **Child Safeguarding & Protection Policy**, **Volunteer Code of Conduct**, or **Grievance Redressal Policy**, it may be handled under the applicable policy and procedure.

19. RESPONSIBILITIES OF VOLUNTEERS

Every volunteer is expected to:

- Treat others with dignity and respect.
 - Avoid discriminatory or exclusionary behaviour.
 - Communicate respectfully.
 - Respect differences between individuals.
 - Follow Foundation policies.
 - Cooperate with reasonable reviews of concerns.
 - Report serious or inappropriate conduct when necessary.
 - Avoid retaliation against anyone raising a genuine concern.
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20. RESPONSIBILITIES OF DIRECTORS AND FOUNDATION REPRESENTATIVES

Directors and authorised representatives are expected to:

- Promote an inclusive environment.
 - Lead by example.
 - Treat volunteers fairly and respectfully.
 - Address concerns appropriately.
 - Avoid discriminatory decision-making.
 - Maintain confidentiality where appropriate.
 - Take reasonable steps to prevent discriminatory or exclusionary conduct.
 - Ensure that relevant Foundation policies are communicated to volunteers.
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21. BREACH OF THIS POLICY

A breach of this policy may result in appropriate action depending on the seriousness and circumstances of the conduct.

Possible actions may include:

- Guidance or counselling
- Verbal or written warning
- Additional training

- Removal from a particular activity
- Suspension of volunteering responsibilities
- Termination of volunteer association
- Referral to another applicable Foundation policy or procedure
- Reporting to appropriate authorities where required by law or necessary for safety

The Foundation will consider the circumstances and available information before taking appropriate action.

22. RELATIONSHIP WITH OTHER FOUNDATION POLICIES

This policy should be read together with other applicable Foundation policies, including:

- Volunteer Code of Conduct
- Volunteer Safety Guidelines
- Child Safeguarding & Protection Policy
- ICC / POSH & Safe Workplace Policy
- Data Protection & Privacy Policy
- Grievance Redressal Policy
- Anti-Fraud & Anti-Corruption Policy
- Donation Policy
- Volunteer Reimbursement Policy

Where a concern falls specifically within another policy, the relevant policy and procedure will apply.

23. RECORDS AND DOCUMENTATION

The Foundation may maintain appropriate records relating to:

- Reported concerns
- Actions taken
- Training or awareness activities
- Policy acknowledgements
- Corrective or preventive measures

Records will be handled responsibly and in accordance with the Foundation's **Data Protection & Privacy Policy** and applicable legal requirements.

24. TRAINING AND AWARENESS

The Foundation may provide volunteers and representatives with appropriate guidance or awareness regarding:

- Respectful conduct
- Inclusion
- Non-discrimination
- Volunteer responsibilities
- Reporting mechanisms
- Safeguarding
- Other relevant Foundation policies

New volunteers may be introduced to this policy as part of the onboarding process.

25. POLICY ADMINISTRATION

The Board of Directors or an authorised person designated by the Foundation is responsible for overseeing this policy.

The Foundation may update this policy when necessary due to:

- Changes in law or regulatory requirements
 - Changes in Foundation activities
 - Operational requirements
 - Lessons learned from implementation
 - Changes in organisational structure or responsibilities
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26. REVIEW OF THE POLICY

This policy will ordinarily be reviewed at least once every **two years**, or earlier where necessary.

The review may consider:

- Effectiveness of the policy
- Reported concerns and trends
- Changes in applicable laws
- Changes in Foundation programmes
- Feedback from volunteers and representatives
- Required improvements

Any material revision should be appropriately approved by the Board of Directors.

27. APPROVAL AND EFFECTIVE DATE

This Inclusion & Non-Discrimination Policy has been approved by the Board of Directors of **Praktireva Saranam Foundation**.

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Approval Date: 30 August 2026

Approved By: Board of Directors

Policy Owner: Board of Directors / Director

28. VOLUNTEER ACKNOWLEDGEMENT

All volunteers are expected to familiarise themselves with this policy and follow the standards of respectful, inclusive and non-discriminatory conduct described herein.

By participating in Foundation activities, volunteers are expected to uphold the principles of dignity, equality, respect and inclusion.

CONTACT / REPORTING

For questions, concerns or complaints relating to this policy, please use the Foundation's designated reporting or grievance channel.

Foundation: Praktireva Saranam Foundation

Official Website: praktirevasaranam.org

Email: info@praktirevasaranam.org

Grievance / Concern Reporting: Please use the Foundation's official Grievance Redressal mechanism available on our website.

END OF POLICY