



MYNA MAHILA FOUNDATION DIVERSITY POLICY

Issued By	Human Resources Department
Validated by	Director, Myna Mahila Foundation
Revised on	November 2024
Approved by	Board
Last revised on	December 2023

MISSION

Myna Mahila Foundation is committed to empowering women in underserved communities by promoting an inclusive, diverse, and equitable environment. We believe that the richness of diversity fosters innovation, creativity, and collaboration, which are essential to the success of our mission. By embracing and celebrating differences, we create a workplace that is respectful, supportive, and conducive to personal and professional growth for all.

STATEMENT OF PURPOSE

At Myna Mahila Foundation, we are dedicated to building a culture of inclusion and diversity, where all individuals are valued for their unique perspectives, talents, and contributions. We recognize that our employees, volunteers, and stakeholders come from diverse backgrounds and bring with them a variety of experiences, skills, and ideas. We embrace these differences, as they enrich our organization and help us to better serve the communities we work with.

Our commitment to diversity extends to all areas of our work, including recruitment, training, promotion, and the development of a work environment that fosters respect, dignity, and equity. We are committed to providing an inclusive environment where everyone feels valued, respected, and empowered to contribute to our mission.

SCOPE AND APPLICABILITY

This policy applies to all staff, volunteers, interns, and stakeholders associated with Myna Mahila Foundation, including:

- Full-time and part-time employees
 - Volunteers and interns
 - Board members
 - External partners, vendors, and consultants
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CORE VALUES

- 1. Respect for Diversity**
We celebrate the diversity of our workforce and community. We recognize and value the differences in gender, age, ethnicity, physical and mental abilities, socio-economic status, religion, sexual orientation, and other characteristics that make individuals unique.
- 2. Equity and Inclusion**
We are committed to ensuring that all individuals have equal opportunities to succeed and contribute to the mission of Myna Mahila Foundation, irrespective of their background or identity.
- 3. A Supportive Environment**
We strive to provide a work environment that is welcoming, supportive, and free from discrimination, harassment, or bias, enabling all individuals to reach their full potential.
- 4. Empowerment and Engagement**
We aim to create an environment where diverse voices are heard, valued, and incorporated into decision-making processes, promoting collaboration and the free exchange of ideas.

COMMITMENT TO DIVERSITY IN PRACTICES AND POLICIES

Myna Mahila Foundation is committed to embedding diversity and inclusion into every aspect of our organizational practices, including but not limited to:

- **Recruitment and Selection:**
Ensuring that all recruitment efforts are inclusive and attract candidates from diverse backgrounds. We are committed to hiring based on merit while valuing the diverse perspectives and experiences that each candidate brings.
- **Compensation and Benefits:**
We strive to provide fair compensation and benefits to all employees, ensuring that they are aligned with the market standards and meet the varied needs of our diverse workforce.
- **Training and Professional Development:**
We offer ongoing training and professional development opportunities that promote cultural competence, inclusivity, and respect. We support employees in their personal and professional growth, regardless of their background.
- **Promotions and Transfers:**
We are committed to offering equal opportunities for promotion and career advancement based on skills, performance, and potential, ensuring that all employees have the chance to succeed and thrive.



- **Work-Life Balance:**
We recognize the need for flexibility in balancing work and personal responsibilities. We support flexible working hours and other arrangements to accommodate the diverse needs of our employees and volunteers.
- **Community Engagement:**
We actively participate in and contribute to the communities we serve, promoting diversity, equity, and inclusion through our work and outreach programs.

RESPONSIBILITIES OF EMPLOYEES AND STAKEHOLDERS

All employees, volunteers, and stakeholders of Myna Mahila Foundation have a shared responsibility to foster an inclusive and respectful environment. The following principles guide our interactions:

- **Respectful Communication:**
Engage in open, honest, and respectful communication. Ensure that every individual feels heard, valued, and respected.
- **Cooperation and Collaboration:**
Encourage teamwork and participation from all employees and volunteers, ensuring that diverse perspectives are represented and included in decision-making.
- **Inclusive Behavior:**
Avoid discrimination, harassment, or bias in any form. Actively challenge inappropriate behavior and language, and report concerns promptly.
- **Support for Work-Life Balance:**
Support colleagues in balancing personal and professional responsibilities by being considerate of their varying needs and life circumstances.

HANDLING COMPLAINTS AND DISCRIMINATION

Myna Mahila Foundation is committed to providing a safe and supportive environment for all. Any employee, volunteer, or stakeholder who believes they have been subjected to discrimination, harassment, or any behavior that conflicts with this Diversity Policy is encouraged to speak out. We are committed to addressing any concerns promptly and with sensitivity.

- **Reporting:**
Any incidents of inappropriate behavior or discrimination should be reported to a supervisor, the Human Resources representative, or a senior staff member.
- **Investigation and Action:**
All complaints will be taken seriously, investigated in a timely and confidential manner, and acted upon in accordance with the Foundation's policies and procedures.



Disciplinary action may be taken if any individual is found to have violated the principles of this policy.

MEASURING SUCCESS AND CONTINUOUS IMPROVEMENT

Myna Mahila Foundation will regularly assess the effectiveness of this policy and its implementation, seeking feedback from employees, volunteers, and other stakeholders. We will continue to refine our approach to diversity and inclusion to ensure that we are fostering a culture that reflects the values of equity, respect, and empowerment.

Contact Information for Diversity and Inclusion Concerns

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Head HR

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ACKNOWLEDGEMENT OF DIVERSITY POLICY

I, [Employee name], [Designation], hereby acknowledge that I have read and understood the Diversity Policy of Myna Mahila Foundation and agree to abide by the guidelines and principles outlined in the policy.

Signature: _____

Date: _____