



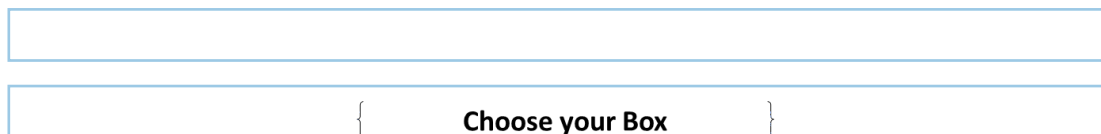
THE INSIGHT

WEEKLY NEWSLETTER FROM HR VIDYALAYA CORPORATE SERVICES LLP

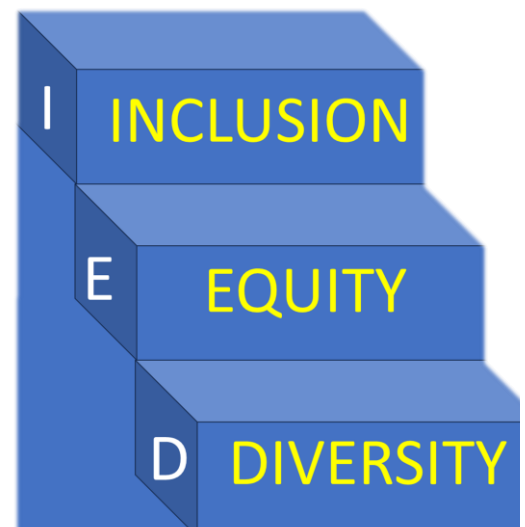
DEI

means

Embracing the Differences



What is DEI?	Promoting Representation of persons with diverse background and abilities
Why DEI?	<ul style="list-style-type: none"> It Promotes shared experience of all abilities. It Fosters Positive Workplace It Generates Fresh Insights Organizations Gain Global Appeal Organizations gets Broader Perspectives You prove that you are Forward-looking Organization
How DEI Helps Organization's growth?	<ul style="list-style-type: none"> It enhances Customer Experience It increases Brand Awareness It enhances Decision Making with newer perspectives. You can enter New Markets and remain Competitive





Do you (as an Organization) got the above (or claim the above, though not awarded)? Read below and rate yourself?

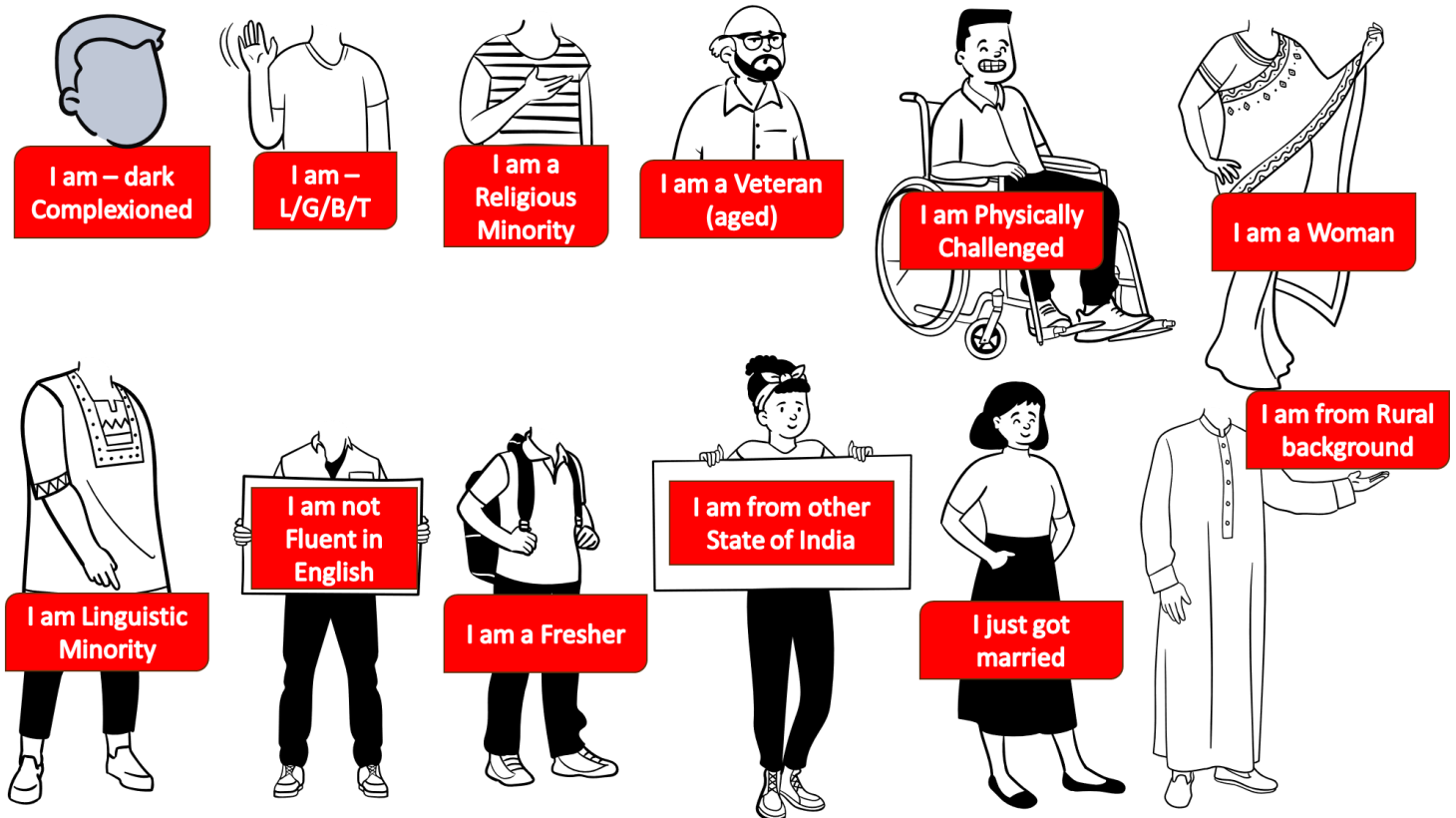
1. We have a DEI Policy and adhere	Yes / No
2. Our Job Descriptions are unbiased – Our JD’s does not carry wordings like – “only for Male”, “between 25 years to 35 years”, “only persons with experience”, “applicants should not be more than 50 years”, “should have fluent communication in English”, “persons residing within 10 km radius”, “should be conversant with local language”, etc.	Yes / No
3. Our Talent Acquisition Team, Hiring Managers, HR and Senior Management are Self Aware of the benefits of DEI. They will be regularly trained.	Yes / No
4. Such significant resources (as mentioned above) are Unbiased and have no Prejudices	Yes / No
5. We expand our hiring network, every time we source. We do not restrict our Hiring Process only with select group – “Elite / Tier 1 University/College”, “only from Competitors”, “persons from manufacturing are not entertained (while advertising for commercial establishment.... And vice versa)”, etc.	

<p>Many organizations will have Campus interview only with select Colleges/Universities (or) will advertise only in select Job Portals (or) go with select third part Consultancy who refers only from his Resume bank, etc.</p>	<p>Yes / No</p>
<p>6. We encourage (and mention) specific characteristics to apply for positions – like, “women are encouraged to apply”, “we wish to accommodate Physically challenged/Visually challenged”, “persons from Rural are most welcome”, “we look for skills and not English language”, etc.</p>	<p>Yes / No</p>
<p>7. Our ATS tool does not have exclusions of specific characteristics while sorting resumes</p>	<p>Yes / No</p>
<p>8. We practice – BLIND RESUME READING – hide name/gender from Resume and screen</p>	<p>Yes / No</p>
<p>9. Hiring Objective will remain, throughout the process with all persons involved in hiring (all are in agreement with the objective)</p>	<p>Yes / No</p>
<p>10. We have diverse interviewing teams (not same set of persons involve in every interview)</p>	<p>Yes / No</p>
<p>11. For specific Job, specific set of questions will be asked. And the questions will be to know the skills and not to expose the candidate.</p>	<p>Yes / No</p>
<p>12. We are open to accommodate skills from anywhere – at times persons worked through Vendors / Contractors, or who held Temporary positions</p>	<p>Yes / No</p>
<p>13. Our Organization has devised and shall follow a Hiring process to reach out to under-represented groups (candidates who do not have access/ know how to digitally reach us, who is from Rural, who is from Government Colleges, who is not fluent in English as a Language, who is hesitant to move out of their home town, etc.)</p>	<p>Yes / No</p>
<p>14. We do not ask “what is the current salary drawn” from the candidate. Even if we ask, it is for our information only. We fix the Salary, commensurate with the job to be performed by the individual in our Organization. We shall ensure the candidate is not trapped with lower salary bracket.</p>	<p>Yes / No</p>

<p>15. We will not hire persons by showing sympathy – e.g. to accommodate a Physically challenged person, irrespective of his/her skills, we will engage him/her in the Front office reception/ Cashier (just to provide some employment). But will see the potential / skill and accommodate accordingly.</p>	<p>Yes / No</p>
<p>16. We shall not negotiate salary with characteristics who may just accept for the sake of getting a Job. E.g. Few women candidates, persons from rural background, persons who have less communication skills to negotiate, persons who are desperate to get a job, etc.</p>	<p>Yes / No</p>
<p>17. Our Compensation structure is Position based and not identity based (excluding - women, transgender, physically challenged, under privileged individuals, etc.)</p>	<p>Yes / No</p>
<p>18. We will avoid personality-based questions in the interviews –</p> <p>e.g.1. How will you perform duty - to Disabled person (rather we shall extend ourselves, by stating that the Organization shall ensure all amenities and facilities required for you to perform your duties)</p> <p>e.g. 2. When are you planning to have Baby? - to a newly married/ married woman candidate. (rather assure the candidate that the Organization has the right Maternity Policy to take care of Woman employees).</p> <p>e.g. 3. How will you communicate and manage the situation with Customer/Client/Co-workers - to a candidate who is now, less fluent in communication or English as a language. (rather make the candidate more confident that the Organization will support him/her to enhance his/her communication/English fluency)</p>	<p>Yes / No</p>
<p>19. Explain candidates / employees, the compensation band for particular role in low, medium, high ranges, which will empower the person to seek for raise at the appropriate time</p>	<p>Yes / No</p>
<p>20. Do not discriminate any person, in providing option to WFH, Hybrid working, etc.</p>	<p>Yes / No</p>
<p>21. Do not ask such protected characteristics to work extra hours (Compulsory Overtime), without their consent (or) deny Overtime opportunity when asked for. (Victimization)</p>	<p>Yes / No</p>

<p>22. We are</p> <ul style="list-style-type: none"> a. Having an Appropriate Equal Opportunity Employment Policy b. Having a Strong Anti-Sexual Harassment Policy c. Having a Competent Internal Committee d. Having a Complaint Officer for Transgender Persons e. Having a Liaison Officer for Disabled Persons f. Having an appropriate Grievance Redressal Committee 	Yes / No
<p>23. We will not deny opportunity for advancement to any employee in our Organization</p> <p>24. Opportunity is not limited to but provide support to further his/her education or new skills.</p> <p>25. It will be either one or all - time to study or funding or encouragement</p>	Yes / No
<p>26. We will treat everyone equally and will value them for their Contribution to the growth of the Organization</p>	Yes / No
<p>27. Every employee will be offered equal access to the company resources</p> <p>(e.g. In many Organizations - when training is given to Worker category, it will be organized in Lunch Room / Canteen, whereas if it is for Top Management, it will happen in Conference Room or in a Hotel outside the workplace). This is pure Discrimination.</p>	Yes / No
<p>28. Viewpoint of every employee will be respected</p>	Yes / No
<p>29. During meeting, TL/Supervisor/Managers, we will listen to voices of all team members, before taking a conclusion/decision.</p>	Yes / No
<p>30. Cultural Values of each employee will be appreciated</p>	Yes / No
<p>31. Organization wishes to prioritize participation of all employees</p>	Yes / No
<p>32. As an Organization we will have Fair and Equitable Pay structures for all employees</p>	Yes / No
<p>33. Every employee in our Organization will be Valued for his/her uniqueness</p>	Yes / No
<p>34. We will create an atmosphere where every employee will have a sense of Belonging</p>	Yes / No

Specific (Protected) Characteristics – not limited to the following: (Few organizations have more personalities included in the List).

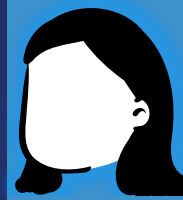


You (as an Organization) will be considered as a DEI Champion, only when you are not discriminating any person (especially specific characteristics) while,

1. Hiring,
2. Assessing the Performance,
3. Promoting,
4. Transferring,
5. Considering right and periodical increment
6. Considering for enhancement of Skills (through trainings)
7. Involving in decision making, wherever required, etc.

DIVERSITY is not Engaging some Women or a Transgender or some Persons with Disability, etc. just as a courtesy (in providing them some employment). It is more than that.

ASKSREE



Vol. 48

Dear “The Insight” Readers,

We launched “AskSree” column to answer your questions regarding Work Life. Renowned Organizational Psychologist, **Gayathiri Sridharan** uses psychological research to answer your everyday dilemmas. She received her training from Loughborough University, UK, and a thorough HR professional with almost a decade of praxis in various realms of Strategic Human Resource Management. You may please send your queries to the email ID: itsmegayathiri@gmail.com

Solutions will be published in “The Insight.”

Quest & Solution

Dear Sree,

The way things are going in my organization, I feel that I don't belong here. But this is my dream company and I am really confused what I need to do next. Could you please help – Imran

Dear Imran

If you are unhappy with your job, decades of research show that you have a four choices to make : Exit, Voice, Persistence and Neglect.

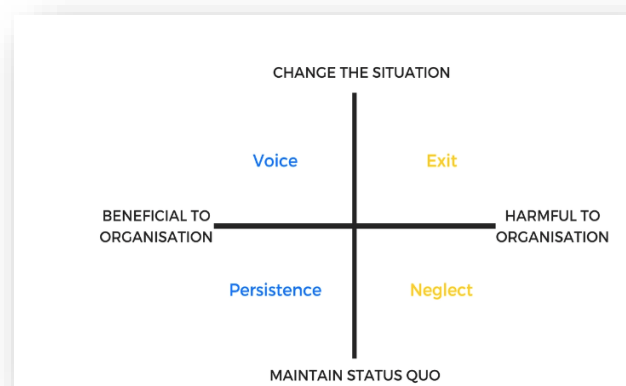
Exit: This you can choose to remove yourself from the situation altogether. For example, quitting a miserable job.

Voice: This choice involves actively trying to improve the situation. E.g., Approaching your boss with ideas for enriching your job. You can also try jobcrafting. If you have a supportive boss, you can get help to reconnect with your dream company.

Persistence: Here, you bear the pain like working hard even though you feel you don't belong.

Neglect: This choice is where you stay in the current situation but reduce your effort.

- The 4 options can be seen as a trade-off between Control (Do you believe you can effect change?) and Commitment (Do you care enough to try?).
- If you feel you can't make a difference, then you can persist if you're committed or you can neglect if you aren't.
- If you feel you can make a difference, then you can voice out if you're committed and you'd quit if you aren't.



And remember, this model can be applied not just to your job but to any difficult situation in life.

Source - Originals by Adam Grant