



Inclusion Check: Building Equal Workspaces for All

A tool to help civil societies assess and strengthen workplace inclusion of SCs, STs, and women.

INCLUSION CHECK

1. Background:

This tool called the "Inclusion Check" aims to provide assessment of your company on how inclusive the company is and that it practices no discrimination. It is well known that Indian society is primarily a Caste Based Society and the identity of Caste plays an important role in determining one's position in society. Those who occupy higher position in caste hierarchy tend to discriminate/ exclude others who have lower positions in Caste System. One such social group is the Untouchables - the Scheduled Castes (SCs). They are discriminated/excluded in all spheres of life be it in public or private spheres including in markets. Government has made efforts to protect them from discrimination and provided them rights to be treated as equals, civil & political rights as well as socio-economic-cultural rights. But post the economic reforms, the private sector has grown in size and continues to do so. But there are no specific guidelines/laws to ensure zero discrimination based on caste, ethnicity, religion, gender etc.

This tool is prepared to help Companies to check how inclusive they are for SCs and Scheduled Tribes (STs) including women from these groups. This tool provides simple list of questions that all companies of various sectors can apply.

2. Business and Human Rights:

Before applying this tool, it is important to understand inclusion in the context of human rights. Human rights are basic rights of each human being independent of caste, gender, ethnicity, religion, race, region, social status, political affiliation or any other characteristic. Through international conventions various country governments have committed to respect, protect, promote and fulfill the human rights of their citizens. The Universal Declaration of Human Rights 1948 and the two international covenants, focusing on Civil and Political Rights and Economic, Cultural and Social Rights came into force in 1976. The Companies making some efforts in this direction should read this document at <http://www.un.org/en/documents/udhr/>

Companies should consider all rights listed in the interests of avoiding liability and the creation of climates that are sustainable for business investments.

The Following Human Rights need to be protected, promoted and fulfilled by the Companies:

- Right to Non - discrimination
- Right to Work
- Right to equal pay for equal work
- Freedom of Religion
- Right to Family Life
- Right to Healthy and Safe work environment
- Right to life
- Right to Health
- Right to rest, leisure and holiday
- With regard to labour standards-
 - Freedom of association
 - Right to Collective Bargaining
 - Freedom from Forced Labour
 - Right to Social Security

There is a tool on Human Rights Impact Assessment like there is one on Environmental Impact Assessment. But this particular tool "Inclusion Check" looks at only the internal functioning of Companies from inclusion point of view.

3. Business and Inclusive Growth:

Now most governments have been talking of inclusive growth. And the Companies too realized soon that sustainable growth is not possible without inclusion. The Govt. of India is amending Companies Act 1956 with regard to Corporate Social Responsibility (CSR) as part of making growth inclusive. As far as this tool is concerned, it does not address whether CSR activities are inclusive or not. As it has been observed, some or many companies are not inclusive in their internal functioning but are very inclusive in their CSR activities which are post profits.

There are challenges in terms of understanding of inclusion because if you want to practice inclusion, you need to understand exclusion/discrimination. Another challenge is, most companies still see inclusion as opposing to their core business of making profits. Profit is the core motive of each company and some how companies think inclusion will reduce profits.

In the above context it is very important to educate the companies and motivate them to practice inclusion. It is the practice of inclusion which will make companies more sustainable, profitable in the long term and build their positive image.

4. Who should use this tool in a Company?

All types of companies be it large or SMEs should use this tool. The Human Resource Managers (Heads) should use this tool and assess the performance of their Company on discriminatory practices. The Company should also allow the agencies/NGOs (who are willing to help in making companies more inclusive) to conduct the assessment using this tool.

1. Basic data of Company

1.1 No. of regular staff:

General

SC

ST

1.2 No. of regular staff:

Executives

Supervisory

Skilled workers

Unskilled workers

		<input type="text"/>	
1.3	No. of contractual staff:	<input type="text"/>	General
		<input type="text"/>	SC
		<input type="text"/>	ST
1.4	Category wise contractual staff:	<input type="text"/>	Executives
		<input type="text"/>	Supervisory
		<input type="text"/>	Skilled workers
		<input type="text"/>	Unskilled workers
1.5	No. of staff/workers	<input type="text"/>	SCs
		<input type="text"/>	STs
		<input type="text"/>	In executive post
		<input type="text"/>	Supervisory

2. Inclusion in Employment

2.1	Do you give advertisement for employment ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2	Which of the following methods do you use for advertisement ?	<input type="checkbox"/> State/National Print media <input type="checkbox"/> Local newspaper <input type="checkbox"/> TV channel <input type="checkbox"/> Websites <input type="checkbox"/> Any other
2.3	Do you ask for social identity disclosure in application form ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	Do you also ask for references in application form ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5	What kind of references you consider valid/important?	<input type="checkbox"/> Known to you <input type="checkbox"/> Unknown to you

- 2.6 Do you have a system of short listing of candidates for interview? Yes No
- 2.7 In short listing of candidates, do you give importance to social identity? Yes No
- 2.8 Do you also give importance in short listing to family profile ? Yes No
- 2.9 Do you have a system of how the interview should be conducted? Yes No
- 2.10 Does the interview panel have any representation from SC/ST background? Yes No
- 2.11 Does the interview panel have any framework of conducted interview? Yes No
- 2.12 Does the interview panel ask questions related to family background, social identity? Yes No
- 2.13 Is there a system of recording interview proceedings ? Yes No
- 2.14 Do you have a special drive for employment of SC/ST candidates? Yes No

3. Employment of contractual staff/workers

- 3.1 Do you have a policy of recruitment of contractual staff/workers? Yes No
- 3.2 Do you have any agency/agencies who provide contractual staff/workers ? (Name of Agencies) Yes No
- 3.3 Do you have a system of inclusion of SCs/STs in recruitment of staff/workers through contractors ? Yes No
- 3.4 Do you have a system of ensuring minimum wage and social security benefits provided to contractual staff/workers through contractors? Yes No
- 3.5 Do you have a system of ensuring that contracting agencies follow fair procedure (inclusion of SCs/STs) for recruitment ? Yes No
- 3.6 Have you come across any unfair treatment by contractor with SC/ST staff/worker ? Yes No

3.7 Have you taken any action against contractor in case of any unfair treatment with SC/ST staff/worker? Yes No

4. Promotion/Demotion of staff

4.1 Do you have a system of performance appraisal for all categories of regular staff/workers? Yes No

4.2 Do you give weightage to output of the staff/worker? Yes No

4.3 In last one year how many SC/ST staff/workers have been promoted Yes No

4.4 In last one year how many general category staff/workers have been promoted? Yes No

4.5 In last one year how many SC/ST staff/workers have been demoted? Yes No

4.6 In last one year how many general category staff/workers have been demoted Yes No

4.7 Does the system of performance appraisal include self evaluation ? Yes No

4.8 Does the performance appraisal system give weightage to the feedback from the peer ? Yes No

4.9 Do you have any representative of SC/ST in the panel of persons conducting performance appraisal and/or in deciding promotion/demotion? Yes No

5. Work Environment

5.1 Do you generally follow the requirement as per factory act for proper safety and conducive work environment? Yes No

5.2 Have you received any notice in last one year for non compliance of factory act/environment act? Yes No

5.3 Have you complied with the notice and followed the acts? Yes No

5.4 Do you have a system of common place for lunch for all category (management, executives, supervisors, workers) of staff/workers? Yes No

5.5 Do all categories of staff/workers sit together for lunch? Yes No

5.6 Do SCs/STs and general category staff/workers sit together for lunch ? Yes No

- 5.7 Do regular and contract staff/workers have the common system of lunch? Yes No
- 5.8 Did you come across any complain of mis-conduct/mis-behaviour by general category staff/worker towards SC/ST? Yes No
- 5.9 Did you take any action after receiving the complain? Yes No
- 5.10 Are the general category staff/workers employed in caste based occupation like cleaning, sweeping, etc. Yes No
- 5.11 Do staff/workers cleaning toilets, premises sit with others for lunch/during break? Yes No
- 5.12 Do staff/workers call SC/ST staff/workers by their name? Yes No
- 5.13 Does company display clearly on the notice board the instructions to be followed by all not to discriminate anybody? Yes No
- 5.14 Does company organize meetings to sensitize the staff/workers to practice non-discrimination? Yes No
- 5.15 Have the management/executive staff of company ever visited the houses/localities of SC/ST staff/workers Yes No

6. Supply Chain

- 6.1 Does company have policy of supply? Yes No
- 6.2 Does the policy ensure the suppliers follow non-discrimination, no exploitation? Yes No
- 6.3 Does the company make effort in selecting vendors from SC/ST entrepreneurs? Yes No
- 6.4 Has the company ever checked by visiting their suppliers the practice of non-discrimination/no exploitation? Yes No
- 6.5 Does company give advertisement to select potential suppliers? Yes No
- 6.6 Does company prefer to source materials/supplies from family/known vendors? Yes No

Kindly provide the following documents if you have

- Policy document of recruitment of regular and contractual staff.
- Policy document of interview/selection of staff/workers
- Performance appraisal system

- Policy document of non-discrimination (if any)
- Policy document for sourcing materials/supplies from vendors
- Policy document of system of promotion/demotion.
- List of suppliers (if you want to make it public)
- Reports of any meetings/training programme to sensitize staff/workers
- List of contracting agencies who employ staff/workers for the company on contractual basis.
- Format of application for employment used so far.
- Report of performance appraisal of staff/workers carried out during last year. (if you want to give)