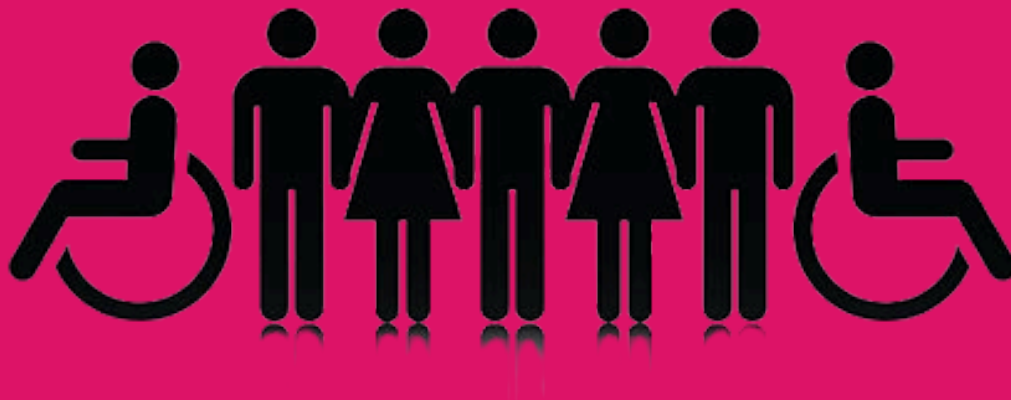


2020

**APSWDP**

# **Non-discrimination and Equal Employment Opportunity Policy**



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**Association of Professional Workers and  
Development Practitioners (APSWDP)**

**Registered under Section XXI of the Society Registration Act, 1860**



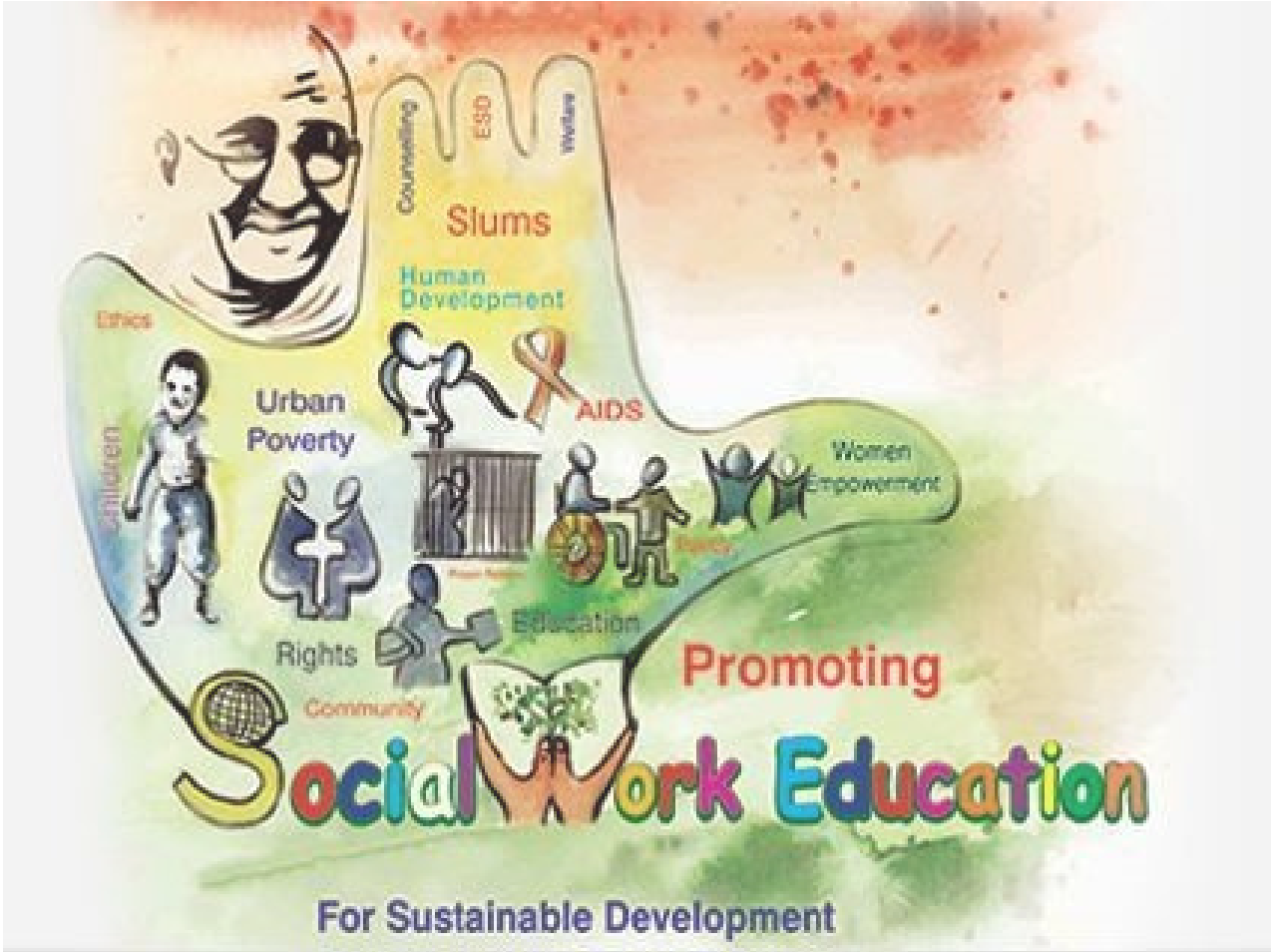


Association of Professional Social Workers &  
Development Practitioners

ESTD. 2014

**Promoting Social Work Education for Sustainable Development**







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## Background and Genesis

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### Background

Association of Professional Social Workers & Development Practitioners (APSWDP) is a registered, not-for-profit, professional, membership-based organization of professional social workers and development practitioners working in various social welfare domain across the country. APSWDP has been conferred Special Consultative Status with Economic and Social Council (ECOSOC) and affiliation with the Department of Global Communication (DGC) of United Nations since 2019. APSWDP also addresses social issues like poverty, livelihood, health, environment, education, water & sanitation, unemployment, disease control program, urbanization, youth issues of de-addiction, and others, which have covered the whole gamut of government, development agencies, and academic institutions.

Since the influx of specialization and expertise has increased over the current decade in the country among implementation agencies, then the requirement of trained social work professionals and practitioners is indeed a factual requirement. The association focuses on creating a countrywide and global network of dedicated social work professionals and development practitioners from remote geographical rural areas, to discuss, debate, and develop a key framework on evidence & practice-based interventions, methods.

The focus will be to enable social workers and development practitioners all around the globe to share their ideas and work on various development issues. APSWDP also offers a platform to youth leaders, scholars/researchers with striving passion to participate in bringing reformation through correctional measures in existing policies.

### Genesis

Association of Professional Social Workers & Development Practitioners (APSWDP) was conceived initially by a group of professional social workers working in development sectors led by Mr. Vivek Trivedi, a development practitioner, and a UNESCO youth representative. It primarily started with a popular online social forum 'Alliance of Social Work & Development Practitioners' on the occasion of 65th Republic Day 2014 i.e. 26th January 2014. The forum productively stretched to BSW and MSW learners of Indira Gandhi National Open University (IGNOU) with support from Regional Centre Chandigarh. An orientation programme-cum-workshop was jointly organized by the Forum coinciding World Social Work Day 2014 on 29th March 2014 at IGNOU Regional Center. It was felt during the workshop that the forum must be taken to a next higher level by attaining legal status. On 1st December 2014, World AIDS Day, the online forum received its legal status as an association under the Society Registration Act 1860 as 'Association of Professional Social Workers & Development Practitioners (APSWDP)'.

# Introduction

## Affiliation and Mandate (Identity, Vision and Mission)

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### Affiliation

Association of Professional Social Workers & Development Practitioners (APSWDP) is affiliated and registered with National Institution for Transforming India (NITI) Aayog Former Planning Commission of India and European Commission under research and innovation.

APSWDP has also been conferred Special Consultative Status under the Economic and Social Council (ECOSOC) and associated with the Department of Global Communication (DGC) and Non-Government Liasion Service (NGLS) on United Nations since 2019. In 2021, APSWDP got Affiliate Membership of the International Association of Schools of Social Work (IASSW).

### Mandate

#### Identity

APSWDP is a non-government, not-for-profit, registered country-wide professional association of social work and development practitioners with a vision to strengthen Social Work Education and Profession in the development sector. APSWDP construe that working in association with diverse stakeholders is a key to achieve the vision. Our genesis as an association will assist us to focus on forming a robust, reverential, and germane vision that will strengthen our mission, objectives, and relationships with the social work practitioners, under-privileged, most disadvantaged, and vulnerable communities. This relationship will further boost our mandate, assert our practice-based learning at the grass-roots level to eloquent and publicize evolved models, practices, and methods to build capacity, empower, and to build leadership qualities among the masses for the attainment of Sustainable Human Development.

#### Vision

To be a state of art inclusive network of professional social workers and development practitioners, APSWDP will showcase a noteworthy role in the promotion of social work education, and evolving practice-based methods, approaches, skills, and ethics through social innovation, proven models, and vibrant social leadership.

#### Mission

To achieve the vision of APSWDP, our mission is to work in proximity with togetherness, unlocking the inherent potential and building a sustainable network of professional social work and development practitioners by way of promoting social work profession to rural and urban-underprivileged youth, mid-aged to undertake the flagship of development, understand the global trend, be a partner and agent of social change at local stratum.

### Purpose, Values and Principles

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#### Purpose

APSWDP works to build a strong network of social work and development practitioners, where all the members can partner, express their professional views, discuss to work for change in social, welfare, development policies, implementation practices, models of innovations, social values, principles and ethics to warrant inclusive development.

#### Values

- Understanding differing ethnic and cultural patterns, as well as the capacity to engage in ethnic-gender and age-sensitive practice.
- Respecting and Welcoming.
- Committed to disperse social work and developmental leadership at bottom of the pyramid.

#### Principles of APSWDP

1. Work in partnership, the team with brotherhood
2. Commitment to Vision, Mission, and Values
3. Solidarity with poor, marginalized and vulnerable
4. Gender respecting and sensitive to specially-abled
5. Respecting human, women, and child rights
6. Cross-cultural relationship across all social affiliation
7. Working across a diversity of language, religions, ethnicity, geographical area
8. Committed to being goal-driven, outcome-oriented, and honest to work approach in bringing visible social
9. Committed to building a social-economic equilibrium and sustainable social development
10. Work for global peace, resolving social conflict, and a better tomorrow.

### Aims and Key Objectives

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#### Our Aims

The key aims of the Association of Professional Social Workers and Development Practitioners are:

1. To promote social work and social development as a profession through national, regional & international cooperation and Network.
2. To strengthen professional values, ethics, standards, and professional relationship with the employing organizations.
3. To support social organizations, community-based organizations for the promotion of professionally educated and trained social workers participation in planning, formulation of policies, social work training, monitoring & evaluation
4. To strengthen the values of great Indian reformers into social work education and profession.
5. To bridge between the Professional Social Work organizations and Development agencies also including the faith-based & Cultural organizations.

#### Key Objectives

The key broader objectives of the Association of Professional Social Workers and Development Practitioners are:

1. Work for developing cooperation between Professional Social workers in the Country.
2. Organizing workshops, conferences, social work forums, exposure visits, researches, field projects for the promotion and expansion of Professional Social Work.
3. Work for building relationships between local Social Work organizations & their members to International organizations and bodies.
4. Engaging with political leaders, researchers, corporate icons, technologists in the country with the view to fostering cooperation among Professional Social Worker & international issues, including UN organizations.
5. Focus on strengthening relationships with professional Social Work organizations with SAARC countries with the view to provide impetus on regional development.
6. Establish a working relationship between social work scholars, statesman administrators, and corporate leaders in the country.
7. Undertake-focused area-based studies targeting international social issues with respect to the Indian context.
8. Work for innovative development models through Public-Private Partnership in the Social Work profession.
9. Develop a think tank of Social work professionals so that this can provide solutions & action plans to complex social issues of national importance to national, state, and local government.
10. Examine the social work curriculum taught by the universities from the perspective of a professional career with a view to improving the credibility of the Social Work Profession.
11. Develop statistical tools and evidence-based indicators pertaining to human development.

# Non-discrimination and Equal Employment Opportunity Policy

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## 1.0 Policy

APSWDP is committed to equal opportunity for all persons. It prohibits discrimination and harassment in employment based on the following protected characteristics (unlawful discrimination and harassment):

- Race (includes hair texture and protective hairstyle, as well as ethnicity)
  - Color
  - Religion (includes religious dress and grooming practices)
  - Sex/gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions)
  - Gender identity and gender expression
  - Sexual orientation
  - Marital status
  - Medical condition (genetic characteristics, cancer, or a record or history of cancer)
  - Military or veteran status
  - Ancestry (includes caste)
  - Disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics)
  - Genetic information
  - Request for family care leave
  - Request for leave for a serious health condition
  - Request for Pregnancy Disability Leave
  - Domestic violence victim status
  - Age (over 40)
  - Criminal background as required under the Fair Chance Act
- Association with an individual who is in one of the foregoing protected characteristics.

## **Internship and Block Field Work Duration, Benefits, Stipend and Procedure**

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It is the policy of APSWDP to provide a work and academic environment free of discrimination as required under union and state law. Discrimination is different treatment based on protected characteristic listed above and/or applying policies and practices that have an adverse impact on individuals based on protected characteristics. Harassment on the basis of any legally protected characteristic is a form of discrimination and is likewise prohibited by this policy.

The law prohibits discrimination by co-workers and third parties as well as supervisors and managers. Interns, volunteers, and persons performing services under a contract with APSWDP are also covered by this policy. APSWDP will take all reasonable steps to eliminate discrimination and harassment in its work and academic environment. Complaints concerning sex- and gender-based discrimination and harassment and sexual misconduct are governed by the POSH Policy.

APSWDP is an equal employment opportunity and affirmative action employer, and will, whenever possible, actively recruit and include for employment members of underrepresented minority groups, women, protected veterans, or individuals with disabled veteran status, and otherwise qualified persons with disabilities. APSWDP will hire, transfer, recruit, train, and promote based on the qualifications of the individual to ensure equal consideration and fair treatment of all. All other employment actions, such as work assignments, appointments, compensation, evaluations, training, benefits, layoffs, and terminations are governed by HR policy. Personnel actions will be reviewed to ensure adherence to this policy.

Individuals who violate this policy may be subject to disciplinary action up to and including termination of employment, or being permanently banned from APSWDP premises.

## **Internship and Block Field Work Duration, Benefits, Stipend and Procedure**

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### 2.0 Responsible Administrators

APSWDP's President and Director General have been assigned to direct the establishment of and to monitor the implementation of personnel procedures to guide our affirmative action programs. They will have responsibility to review and update the affirmative action plans annually, including responsibility for the audit and reporting system. A notice explaining APSWDP's policies will remain posted.

Managers are responsible for monitoring decisions regarding personnel actions to ensure that these decisions are based solely on factors other than protected characteristics and on legitimate, non-discriminatory job requirements for the position in question and the reasonableness of any necessary accommodations for persons with a disability.

### 3.0 Reporting Concerns and Complaints

Individuals who become aware of, witness, or experience conduct they believe to be in violation of this policy are urged to contact any of the above-mentioned functionaries.

In addition, concerns may be reported anonymously to any of the anonymous reporting options listed below. Complaints will be investigated promptly, in accordance with the Procedures for Complaints of Unlawful Discrimination, Harassment and Retaliation ("Unlawful Harassment Procedures"). Confidentiality will be maintained to the extent possible.

Any employee in a supervisory role, must promptly report all alleged harassment, discrimination, sex- and gender-based misconduct, and retaliation, regardless of its alleged severity or frequency, to the President or Director General, which will provide guidance and advice.

## **Internship and Block Field Work Duration, Benefits, Stipend and Procedure**

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### 4.0 Anonymous Reporting

APSWDP provides the following resources for anonymous reporting:

- Phone- 91 7087060356
- E-mail- apswdp@gmail.com

A report is considered anonymous if the reporting party does not share their name or contact information. If a reporting party chooses to provide their name or contact information they will receive information about support resources, reporting options, and notification of an investigation, if an investigation is pursued.

### 5.0 Reporting to Outside Agencies

In addition, employees who believe they have been subject to unlawful harassment or discrimination have the right to file a complaint with the Police Department.

### 6.0 Investigation of Complaints

APSWDP will conduct a fair, timely, and thorough investigation into complaints within the scope of this policy to determine what occurred and take reasonable steps to remedy the effects of any discrimination and prevent recurrence of the behavior. APSWDP provides all parties with appropriate due process and reaches appropriate conclusions based on the evidence collected. APSWDP takes appropriate action, including disciplinary measures, up to and including termination, or being permanently banned from APSWDP premises, when warranted.

### 7.0 Policy against Retaliation

No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy or the related procedures, or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in any action or process under this policy or the related procedures. Intimidation, threats, coercion, or discrimination for the purpose of interfering with any right under this policy or the related procedures constitutes retaliation.



## **Internship and Block Field Work Duration, Benefits, Stipend and Procedure**

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The rights and privileges secured under this policy and the related procedures include but are not limited to: (i) filing or assisting in the filing of a complaint or report of a suspected violation of this policy; (ii) opposing any act or practice made unlawful by any federal, state or local laws requiring equal opportunity; (iii) participating, assisting, or otherwise cooperating in an investigation, compliance review, hearing, or any other activity related to a violation of this policy or administration of any federal, state, or local law requiring equal opportunity; and/or (iv) exercising any legal right protected by federal, state, or local law requiring equal opportunity.

The following actions do not constitute retaliation: the exercise of rights protected under applicable law or APSWDP's charging an individual with a policy violation for making a materially false statement in bad faith in the course of a resolution process. A determination that a respondent was or was not responsible for alleged misconduct alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Complaints of retaliation will be addressed under the Procedures for Complaints of Unlawful Discrimination, Harassment, and Retaliation.

### **8.0 Informational Resources**

Information on equal employment opportunity and non-discrimination, as well as copies of APSWDP's Non-discrimination and Equal Employment Opportunity, POSH policies are available from APSWDP's Office.

### **9.0 APSWDP's Commitment to Equal Opportunity and Nondiscrimination**

To ensure equal employment opportunity and non-discrimination, each member of the APSWDP community must understand the importance of this policy and their responsibilities to contribute to its success. The president of APSWDP fully supports APSWDP's equal opportunity and affirmative action policies



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# The Expert in anything was once a beginner.

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## Contact

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