

**Policy Title: Policy on Transgender Inclusion**

**Applicable to**

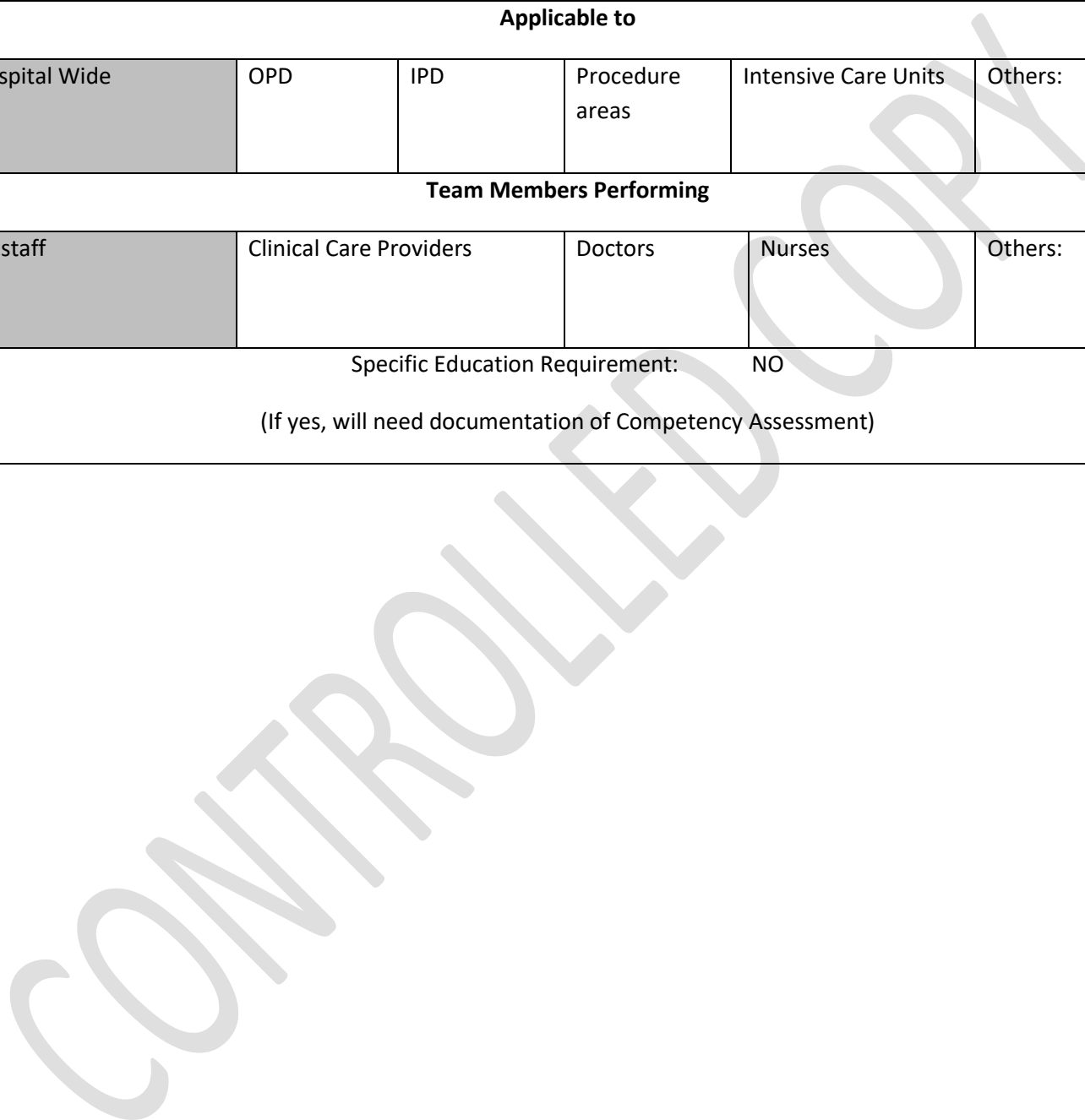
Hospital Wide	OPD	IPD	Procedure areas	Intensive Care Units	Others:
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**Team Members Performing**

All staff	Clinical Care Providers	Doctors	Nurses	Others:
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Specific Education Requirement: NO

(If yes, will need documentation of Competency Assessment)



Prepared by	Reviewed by	Issued By	Approved By
Assistant Manager, Quality	DMS	Unit Head Quality	Unit Head
<i>Sankar</i>	<i>Jowal</i>	<i>Anand</i>	<i>Sankar</i>

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**AMENDMENT SHEET**

Sl. No	Amendment Period	Details of the amendment	Reasons	Signature of the preparatory authority	Signature of the approval authority





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**1. Objective**

CK Birla Hospitals (“Organization”) is committed to fostering an inclusive, equitable, and respectful workplace for all employees, irrespective of gender identity or expression. This policy aims to ensure dignity, equal opportunity, and non-discrimination for transgender persons in accordance with the Transgender Persons (Protection of Rights) Act, 2019 read with Transgender Persons (Protection of Rights) Rules, 2020 and/or any State Rules, Policies, judgments, etc. as may be applicable. This policy recognizes and re-affirms the constitutional, statutory and human rights of Transgender Persons.

**2. Scope**

This policy applies to all patient, visitor, ‘Employee’ (includes employee, staff - unionized/non-unionized, contractual, part-time, trainee or retainer, researcher, doctor, Professor, teacher, student or a person working in any capacity within the organization) at any unit or establishment of CK Birla Hospitals.





**3. Policy Statement**

CK Birla Hospitals upholds the principles of equality, respect, and inclusion. The organization prohibits any form of discrimination or harassment against transgender persons and ensures a nurturing and supportive environment where every individual is treated with dignity, respect and equality, so that such person, as a patient receives the best treatment, as a student or teacher receives or provides best education, or as an Employee can perform his/her/their duty to the fullest potential. The Organization recognizes the right of every transgender person to self-identify their gender, without the requirement of medical or surgical intervention.

For the purposes of this policy, a “transgender person” means a person whose gender does not match with the gender assigned to that person at birth and includes trans-man or trans-woman (whether or not such person has undergone Sex Reassignment Surgery or hormone therapy or laser therapy or such other therapy), person with intersex variations, genderqueer and person having such socio-cultural identities as *kinner, hijra, aravani and jogta*.

**4. Non-Discrimination and Equal Opportunity**

- Equal opportunity in Employment.
- No employee or applicant shall be discriminated based on gender identity or expression in hiring, promotion, compensation, training, or any other employment terms.
- Every establishment shall publish an equal opportunity policy for transgender persons.
- No Transgender Person shall be denied, discontinued or meted any unfair treatment in any of the educational institutes of the Organization.
- No Transgender Person shall be denied, discontinued or meted any unfair treatment, while availing or planning to avail any of the healthcare services at any of the Units or establishments of the Organization.
- All transgender employees shall have equal access to health benefits, facilities, and welfare schemes available to other employees.

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- Transgender persons shall be given the option to disclose or withhold their gender identity at their discretion.
- Any denial of treatment, admission, employment, promotion, or benefits on the grounds of gender identity or expression shall constitute misconduct and attract disciplinary action under applicable Organization rules and Policies.
- All employment/healthcare records and HR or medical information systems shall include a gender-neutral option ('Transgender/Other') ensuring voluntary disclosure at the discretion of the Transgender Person.
- The establishment shall display the equal opportunity policy, including the details of the complaints officer, preferably on their website, failing which, at conspicuous places in their premises.
- Awareness programs on gender sensitivity, inclusion, and rights of transgender persons under applicable law, shall be conducted for sensitizing:
  - (i) all teachers, students, faculty in educational institutions;
  - (ii) all healthcare professionals;
  - (iii) employees, security personnel, and vendor staff;
  - (iv) Complaints Officer

**5. Recruitment and Onboarding**





- The recruitment process will be inclusive, ensuring no bias against transgender applicants.
- Application forms and HR systems shall include a "Transgender/Other" option under gender category.
- HR will ensure confidentiality and sensitivity throughout the recruitment and onboarding process.
- The Organization shall consider only such persons as "Transgender" who have a valid Certificate of Identity issued by the competent authority, as may be prescribed under the applicable law.

**6. Inclusivity and Facilities**

- Transgender persons shall have access to gender-neutral or inclusive washrooms/changing rooms where possible.
- Dress codes shall be applied flexibly, allowing employees to dress in accordance with their gender identity.
- There shall be common work areas, canteen, classrooms, patient facilities, etc. for all persons and no separate arrangements will be made to promote inclusivity and diversity.

**7. Prevention of Harassment & Grievance Redressal Mechanism:**

- Any form of harassment, bullying, or derogatory remarks based on gender identity or expression will be treated as misconduct and addressed under the hospital's disciplinary procedures.
- A complaint mechanism will be available through Unit HR Head being the Complaint Officer who shall deal and address complaints relating to discrimination or exclusion. The communication details (email

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ID, helpline, etc) of the Complaint Officer will be made available on the respective websites of the organization.

- The Complaint Officer shall enquire into the complaints received within fifteen (15) days of the receipt of the complaint.
- Complaints shall be handled in accordance with relevant laws and the organizational policies as applicable.
- The Unit Head shall take appropriate action on the report submitted by the Compliant Officer.
- The Unit Head shall also take action forthwith in all cases where steps have not been taken appropriately by the Compliant Officer.

**8. Implementation**

- The HR Department will be responsible for implementation, training, and monitoring adherence to this policy.
- The policy will be reviewed periodically to ensure its continued relevance and effectiveness.

\* Transgender Persons Act 2019, the display of the policy and the Complaints Officer in the website is not mandatory; however, it is preferred. Otherwise, to be displayed at a conspicuous place.

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