



MUMBAI PORT AUTHORITY

DIVERSITY, EQUITY & INCLUSION POLICY



September 2024





1. Introduction

At Mumbai Port Authority, we understand that a strong and successful organization is built upon a diverse and inclusive workforce. We value the unique perspectives, experiences, and backgrounds that each employee brings to the table. This commitment goes beyond simply complying with regulations; it's about fostering a work environment where everyone feels respected, valued, and empowered to contribute their full potential.

Why is Diversity, Inclusion, and Equity Important?

Since diversity, equality, and inclusion are all related to one another and only become truly significant when combined, they are frequently clubbed together. Related ideas like belonging are incorporated by certain organizations into their DEI strategy. However, it is equally easy for these terms to be misinterpreted. It's critical to understand the distinct connotations and applications of each of these terms:

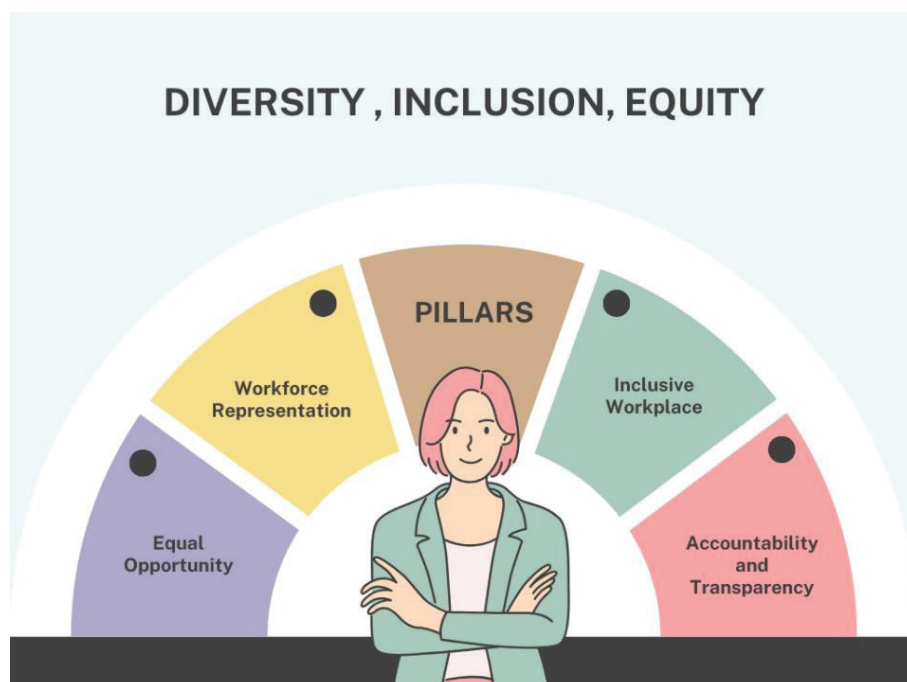
Diversity in the workforce is the representation of people. The following are a few instances of workplace diversity:

Gender diversity: How do men, women, and nonbinary individuals make up a given population?

Age diversity: Is there a mix of ages within a group, or are most of the members from a single generation?

Diversity in ethnicity: Do members of a group adhere to similar national or cultural customs, or do they represent different backgrounds.

By embracing diversity, equity, and inclusion, we create a workplace where everyone can thrive and contribute to the success of our organization.





Our approach to diversity, equity, and inclusion (DE&I) is anchored in four key pillars:

- 1. Workforce Representation:** We strive to build a workforce that reflects the rich tapestry of the communities we serve.
 - A. Clear and measurable diversity goals for recruitment of contractual employees, considering factors like gender, ethnicity and disability will be established.
 - B. Active recruitment from underrepresented groups through targeted outreach programs and partnerships with diverse organizations will be made.
- 2. Equal Opportunity:** We will ensure fair and equitable treatment for all employees – be it permanent or contractual, irrespective of age, gender, ethnicity or disability.
 - A. All managers and leadership will undergo mandatory unconscious bias training to ensure fair and unbiased decision-making throughout the employment lifecycle.
 - B. A clear and accessible system will be established for reporting and addressing any concerns about discrimination or bias. This system will ensure confidentiality and prompt investigation of all reported incidents.
 - C. All forms / processes / data collected for any evaluation shall be gender agnostic, and data on basis of which discrimination could be possible shall not be gathered (gender, religion, caste, etc.) during any application process, unless mandated by any Ministry under the Govt. of India.
- 3. Inclusive Workplace:** We cultivate a work environment that celebrates and leverages the unique strengths of all our employees.
 - A. Creation of a work environment that celebrates and leverages the unique strengths, experiences, and perspectives of all employees will be done.
 - B. Open communication, collaboration, and respect for diverse perspectives will be actively promoted throughout the organization.
 - C. Reasonable accommodations will be made to ensure a comfortable and productive work environment for employees with disabilities.
 - E. Flexible work arrangements will be offered to support working parents and caregivers, including pregnant women, along with support facilities such as Creches, whenever felt necessary. This facility may not be available to employees covered under other government policies / schemes.



G. Training programs on neurodiversity will be offered to promote understanding and support for neurodiverse colleagues.

4. Accountability and Transparency: We are committed to tracking our progress towards our DE&I goals. We hold leadership accountable for achieving these goals by regularly reviewing data on DE&I achievements.

A. Regular reviews of data on recruitment, promotion, and employee engagement will be conducted to track progress towards established DE&I goals.

C. Annual reports on DE&I progress will be published to demonstrate the organization's commitment to building a truly inclusive workplace.

Scope

This DE&I Policy applies to all Mumbai Port Authority employees under direct and indirect employment.

Assessment

The DE&I assessment will analyze Mumbai Port Authority current state regarding diversity, equity, and inclusion. It will use data, surveys, focus groups, and leader interviews to identify strengths, weaknesses, and opportunities. This will help set a clear vision, measurable goals, and targeted initiatives for a more inclusive workplace culture. The assessment will be done under the supervision of the DE&I Steering committee.

2. Data from Information System

Leveraging of information systems to gather and analyze relevant DE&I data will be done. This data may encompass:

- **Demographics:** Gender, race/ethnicity, age, disability status (if self-reported)
- **Hiring Data:** Composition of applicant pools, interview shortlists, and final hiring decisions across diverse demographic groups.
- **Performance Data:** Performance evaluations across different demographic groups to identify any potential disparities.



Regular Review: The DE&I Steering Committee will conduct a comprehensive review of DE&I data obtained on quarterly basis (every 3 months). This review will assess progress towards established DE&I goals and identify areas requiring further focus or adjustments to strategies.

3. Governance

Mumbai Port Authority prioritizes building inclusive teams. DE&I Champions will be identified who will champion practices like diverse interview panels and clear hiring goals for underrepresented groups. Additionally, they will foster a safe space for open communication through regular team discussions and contribute to DE&I progress reports to ensure transparency and identify areas for improvement. Finally, DE&I champions will act as accessibility champions, guaranteeing all team members, including those with disabilities, have the support they need. The following organizational structure will be dedicated to promoting values of equity and inclusion:

1. DE&I Steering Committee

Composition:

- **Senior Officers:** This high-level committee will comprise senior officers like board members and Heads of Departments of Mumbai Port Authority.

Responsibilities:

- **Assessment & Guiding Vision:** The DE&I Steering Committee will serve as the strategic arm, working on the assessment of the current scenario and defining the overall vision and direction for DE&I at Mumbai Port Authority. This includes:
 - Δ Conducting a comprehensive assessment of the current DE&I landscape at Mumbai Port Authority. This may involve employee surveys, focus groups, data analysis on recruitment, etc.
 - Δ Based on the assessment, develop a clear vision statement that outlines the desired future state for DE&I at Mumbai Port Authority.
 - Δ Establish measurable DE&I goals aligned with the organization's mission, values, and the identified areas for improvement.
 - Δ Approve ambitious yet achievable DE&I initiatives designed to achieve the established goals.



- Δ Allocating necessary resources, both financial and human, to support the implementation and success of DE&I programs.
- **Oversight and Accountability:** The committee will maintain strong oversight over the DE&I policy's execution. This involves:
 - Δ Monitoring progress towards established DE&I goals through regular reviews and data analysis.
 - Δ Holding leadership across all departments accountable for achieving DE&I objectives, fostering a culture of ownership.
- **Policy Evolution:** Recognizing the ever-changing landscape of DE&I best practices, the committee will champion continuous improvement. This includes:
 - Δ Reviewing and updating the DE&I policy periodically (every year) to reflect evolving trends and best practices.
 - Δ Seeking out new and innovative approaches to enhance diversity, equity, and inclusion within Mumbai Port Authority

2. DE&I Task Force

Composition:

- **Departmental Representatives:** The DE&I Task Force will be a multi-functional team with members from various departments, ensuring a well-rounded perspective on implementing the DE&I policy. Key departments involved could include:
 - Δ HR:
 - ◇ Playing a central role in translating strategic goals into actionable plans for recruitment, training, and development initiatives.
 - ◇ Delivering diversity awareness training, unconscious bias training, and programs promoting inclusive leadership.
 - Δ **General Administration Department:** Establishing clear channels for reporting and addressing any concerns related to discrimination or bias.

Responsibilities:

- **Program Development and Implementation:** The DE&I Task Force will be the engine driving the DE&I policy forward. Key deliverables include:



- Δ Developing and implementing practical DE&I programs and initiatives aligned with the strategic goals set by the Steering Committee.
- Δ Identifying and addressing any challenges or roadblocks that may hinder the successful execution of the DE&I policy.
- Δ Establishing clear metrics to track progress towards DE&I goals and measure the effectiveness of implemented programs.
- **Recommendations and Feedback:** The Task Force will serve as a vital link between employees and the Steering Committee. This involves:
 - Δ Providing regular reports to the Steering Committee on progress, achievements, and any identified challenges.
 - Δ Formulating recommendations for new initiatives or adjustments to existing programs to enhance DE&I efforts at Mumbai Port Authority.

3. DE&I Advisory Committee

Composition:

The DE&I Advisory Committee will comprise external experts from diverse backgrounds, including:

- **Diversity & Inclusion Consultants:** Specialists with experience in auditing DE&I practices and advising on best practices.
- **Academics:** Experts on diversity, equity, and inclusion from relevant fields.
- **Industry Leaders:** Successful executives who champion DE&I within their organizations.

Responsibilities:

- **Review and Feedback:** The Committee will provide periodic reviews of Mumbai Port Authority's DE&I policy and initiatives. They will offer objective assessments and recommendations for improvement.
- **Benchmarking:** The Committee will benchmark Mumbai Port Authority's DE&I efforts against industry leaders and best practices to identify areas for advancement.
- **Emerging Trends:** The Committee will stay current on emerging trends and best practices in DE&I and advise Mumbai Port Authority on how to adapt and improve their approach.



- Innovation: The Committee will challenge Mumbai Port Authority to think creatively and develop innovative approaches to fostering a more inclusive workplace culture.
- **Accountability Partner:** The Committee can serve as an accountability partner, holding Mumbai Port Authority to its DE&I commitments and tracking progress towards established goals.

4. Budget & Infrastructure

Total Budget: Rs. 5 Crore (over 5 years)

Budget Breakdown:

Year 1 (₹ 2 Crore):

- **Accessibility Audits (₹ 20 Lakhs):** Conduct accessibility audits of all Mumbai Port Trust facilities (buildings, docks, etc.) to identify and prioritize improvements for people with disabilities. This may include ramps, accessible washrooms, assistive technology, and clear signage.
- **Accessible Technology Infrastructure (₹ 30 Lakhs):** Invest in accessible hardware and software, such as screen readers, ergonomic workstations, and captioning software for meetings and presentations.
- **Gender-Neutral & Disabled Friendly Washrooms (₹ 100 Lakhs):** Create designated gender-neutral & disabled friendly washrooms in all facilities.
- **Accessible Ramps & Signages (₹ 50 Lakhs):** Create accessible ramps and signages in all Port operational areas as well as office spaces.

Year 2 (₹ 0.5 Crore):

- **Training and Development (₹ 20 Lakhs):** Implement unconscious bias training for all employees, focusing on LGBTQIA+ inclusion, disability awareness, and neurodiversity.
- **Mentorship Programs (₹ 20 Lakhs):** Establish mentorship programs specifically for women, LGBTQIA+, and neurodiverse employees, fostering career development and creating a support network.
- **Communication and Awareness Campaigns (₹ 10 Lakhs):** Launch ongoing communication and awareness campaigns to educate employees about DE&I initiatives, global developments in DE&I, disability etiquettes, and neurodiversity.



Year 3-5 (₹ 2.5 Crores):

- **Focus on identified needs:** Allocate remaining budget based on ongoing needs identified through accessibility audits, employee feedback, and ERG recommendations. This may include further accessibility improvements, specialized training programs, or targeted recruitment efforts.
- **Technology Upgradation:** Continuously upgrade accessible technology infrastructure to keep pace with advancements and ensure compatibility with new equipment and software.
- **Monitoring and Evaluation:** Regularly monitor and evaluate the effectiveness of implemented initiatives, using data and employee feedback to make adjustments and ensure continuous improvement

5. Definitions

- I. Diversity entails overall representation or the make-up of an entity.
- II. Equity aims to ensure fair treatment, access, equality of opportunity and advancement for everyone.
- III. Inclusion refers to how well perspectives and contributions of varied groups of people are valued and integrated in an environment.
- IV. Neurodiversity refers to the natural variation in human brain function and neural processing. It encompasses people with conditions like autism, ADHD, dyslexia, dyspraxia, and Tourette Syndrome. Neurodiverse individuals may perceive, interact with, and learn about the world in ways that differ from the typical or "neurotypical" population.





Mumbai Port Authority

www.mumbaiport.gov.in