



**S.E Society's  
SNBP College of Arts, Commerce,  
Science & Management Studies  
Morwadi, Pimpri-411018**



**GENERAL POLICY**

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### **A) Equal Employment Opportunity: -**

Equal Employment Opportunity is the principle that everyone has equal way to pursue a job that is based on merit regardless of characteristics such as race, sex or sexual orientation At SNBP ACS & MS, Morwadi we are committed to give equal opportunity to all the employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disabilities, & age. The policy is applicable to all posts, initial employment, promotion, compensation & termination.

### **B) Identification Card:**

Your photo ID card is the property of Occidental College. You should protect the card just like a credit card, driver's license or other valuable piece of identification. You are expected to take reasonable precautions to prevent unauthorized use.

### **C) Drug, Alcohol & Tabaco Free Workplace: -**

Manufacturing, distribution, possession or use of illegal drugs, alcohol or tobacco by employees and students of the Institute is prohibited. Disciplinary action shall be initiated against the employee and students who violates the policy. Smoking and vaping of any substance is prohibited inside all College facilities.

### **D) Sexual Harassment: -**

Sexual harassment of Employee or student at the Institute is strictly prohibited & student / staff involved in such act shall be dismissed or other appropriate disciplinary action shall be taken. Internal Complaints Committee is constituted in the Institute to deal with such cases.

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