

Nukkad Tea Cafe Ventures LLP- Inclusive Hiring Policy

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1. Applicability

This Inclusive Hiring Policy applies to all recruitment activities at Nukkad Tea Cafe Ventures LLP, including:

- (a) Permanent, temporary, or contractual employees on the rolls of the organization.
- (b) Third-party staff (e.g., baristas, delivery partners) engaged through contractors or vendors.

2. Objective

Nukkad Tea Cafe Ventures LLP believes every brew is better with diverse flavors. This policy aims to:

- (i) Foster an inclusive workplace by attracting and hiring talent from all backgrounds.
- (ii) Ensure equal opportunity in recruitment, free from bias or discrimination based on gender, age, disability, caste, religion, sexual orientation, or socioeconomic status.
- (iii) Reflect the community we serve, steeping respect and fairness into every hire.

3. Abbreviations

- HR: Human Resources Team.
- Management: Refers to the Managing Partner or designated officers notified on the cafe notice board.
- Candidate: Any individual applying for a position at Nukkad Tea Cafe Ventures LLP.
- Workplace: The premises of Nukkad Tea Cafe Ventures LLP, including the cafe, kitchen, seating areas, and delivery operations.

4. Preamble

Hiring is the first sip of our culture. Nukkad Tea Cafe Ventures LLP commits to:

- (a) Building a team as diverse as the teas we serve, valuing every individual's unique story.
- (b) Eliminating barriers to employment, ensuring accessibility and fairness at every step.
- (c) Inclusive hiring principles include:
 - (i) Openness to candidates from underrepresented groups (e.g., persons with disabilities, LGBTQ+ individuals, rural backgrounds).
 - (ii) Transparent job descriptions free of biased language.
 - (iii) Equitable evaluation based on skills and potential, not stereotypes.
 - (iv) Support for candidates needing accommodations (e.g., sign language interpreters, flexible interview formats).

5. Hiring Committee

The Hiring Committee oversees recruitment at Nukkad Tea Cafe Ventures LLP:

- (i) Chairperson: Tupesh Chandrakar**
- (ii) Member: Triveni Sahu**
- (iii) Member: Chef Shahzad**
- (iv) Member: Veena Khare**
- (v) External Consultant: Priyank Patel**

- Tenure: Up to 3 years, as specified by Management.
- Contact: contactus@nukkadteacafe.com

6. Recruitment Process

(a) Job Posting:

- Advertisements are shared via multiple channels (e.g., online platforms, local NGOs, community boards) to reach diverse candidates.
- Language is neutral and inclusive (e.g., avoiding terms like "aggressive" or "young").

(b) Application:

- Candidates apply via email to contactus@nukkadteacafe.com or in person within 30 days of posting.
- Alternative formats (e.g., voice recordings, handwritten notes, video Recordings) are accepted for accessibility.

(c) Screening:

- The HR team shortlists based on skills and qualifications, anonymizing personal details (e.g., name, gender) to reduce bias.

(d) Interviews:

- Conducted in-person or virtually, with accommodations (e.g., wheelchair access, translators) provided upon request.
- Questions focus on job-relevant competencies, avoiding personal or discriminatory topics.

(e) Selection:

- Decisions are made collectively by the Hiring Committee, prioritizing diversity and merit.

7. Procedure for Inclusivity

(a) Training: HR and Hiring Committee members undergo quarterly DEI training to recognize and mitigate unconscious bias.

(b) Outreach: Partner with organizations (e.g., disability NGOs, women's groups) to source talent from marginalized communities.

(c) Feedback: Unsuccessful candidates receive constructive feedback upon request to encourage reapplication.

(d) Monitoring: The Committee tracks diversity metrics (e.g., hires by gender, disability status) and reports annually to Management.

8. Guidelines for Fair Hiring

(a) All candidates are assessed equally, with no preference for specific demographics unless addressing underrepresentation (e.g., hiring more women in delivery roles).

(b) Reasonable accommodations are provided during recruitment (e.g., extended time for tasks, accessible venues).

(c) Complaints about discrimination in hiring can be lodged at contactus@nukkadteacafe.com, investigated within 30 days.

9. Management Responsibilities

(a) Approve and fund DEI initiatives, including training and outreach programs.

(b) Ensure job roles are accessible (e.g., adaptive equipment for baristas with disabilities).

(c) Display the Inclusive Hiring Policy prominently in the cafe and on the website.

(d) Review annual diversity reports and set goals for continuous improvement.

10. Appeal

Candidates or employees who feel unfairly treated during hiring may appeal to Management within 7 days of the decision. Management resolves appeals within 14 days.

Contact

- HR Email: contactus@nukkadteacafe.com

- Hiring Committee:

- Chairperson: **Tupesh Chandrakar, HR Lead**

- Member: Triveni Sahu

- Member: Chef Shahzad

- Member: Veena Khare

- External Consultant: **Priyank Patel**

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