



EQUAL OPPORTUNITY POLICY

Scope

The Equal Opportunity Policy is applicable for all job applicants and employees.

Policy Framework

“The Company” is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

To this end:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.

Employment with “The Company” will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.

Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.

“The Company” will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or contact the ombudsman on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, “The Company” as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment.

“The Company” has a designated Diversity & Inclusion Council that shall oversee the provision of the infrastructure and facilities required for the process of recruitment for Persons with Disabilities.

“The Company” commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner.

Roles and Responsibilities

- Employee Responsibilities

All “The Company” employees have the following responsibilities:

To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.



- Responsibilities of Managers and supervisors

Managers and supervisors have the following additional responsibilities:

To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.

- Human Resources Responsibilities

Human Resources representatives have the following additional responsibilities:

To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

Interpretation & Guidance

In the event that any additional guidance and/or further interpretation is required, please contact your local Human Resources representative.

Review Timelines

The policy will be reviewed basis changes in legal and market guidelines.

Communication of Policy

The policy will be available on the intranet to all employees and our corporate website. It will also be available at all conspicuous places in branch, factories and Head Office.

All employees will undergo a training on Code of Business Conduct (Principles, which form a basis of this policy, through e-modules and/or classroom sessions)