

# Equal Opportunity Policy

Version – 1.0

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## Equal Opportunity Policy

### Objective

The Company recognizes the value of a diverse workforce and is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

### Purpose

The Company strives to ensure that its workforce represents all sections of the society. It believes that, by doing so, it would be better equipped to develop and deliver accessible and inclusive products and services, to meet the needs of its customers better, thus achieving business excellence.

### Applicability

This policy applies to all employees and offices of the Company.

### Equal Opportunity & Non-Discrimination

The Company is committed to providing equal opportunities without any Discrimination on the grounds of age, colour, 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:

- All employees of the Company are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences.
- 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 based on caste, creed, religion, disability, etc.
- No opportunity, as may be suitable to a Differently Abled person, will be denied to any such person basis only on his/her disability. It is clarified that merit shall be the sole criteria of appointment of Differently Abled persons on positions suitable for such persons.
- Appropriate action will be taken if any employee is found breaching this policy either through discrimination, harassment, bullying or victimizing another employee.
- If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can file a complaint of such behavior with the Business HR SPOC. All grievances shall be taken seriously and treated with sensitivity, fairness and in confidence.

## **Position Identification, Recruitment & Selection**

The overall recruitment & selection process will be governed as per Recruitment Policy of the Company. However, the Company commits that no opportunity will be denied on the grounds of age, colour, disability, origin, nationality, religion, race, gender, or sexual orientation and there will be no discrimination in any manner.

## **Grievance Redressal**

Any person having any grievance regarding discrimination on the grounds mentioned above may raise a concern to their respective Business HR SPOC.

## **Exception Approval**

Any other exception over and above the stated policy to be approved by Chief People Officer

## **Consequence of Breach**

As per the Disciplinary Action Policy of the Company

## **Effective Date**

1-Apr-2020

## **Review Period**

Yearly

## **Communication of the policy**

The policy will be made available to all the employees through Company intranet

## **Definitions**

- Discrimination in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of Reasonable Accommodation.
- Differently Abled (person with disability) means a person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

## Version Control

Version	Effective Date	Description of change	Prepared by	Checked by	Approved by
1.0	1-Apr-20	Policy inception	Ketan Kanaujia	Parul Murthy	Kiran Yadav