



Equal Employment Opportunity & Anti- Discrimination Policy

Policy No.: HRP/EEO&AD/02/00
Implementation Date: 01/03/2022
Revision Date: N.A.
Revision No.: N.A.

OBJECTIVE

As a responsible organization, we implement Equal Employment Opportunity (EEO) and Anti-Discrimination Policy is to ensure that employees or potential employees do not suffer unfair practices and/or discrimination in the workplace based on any of the following:

- Age, Religion, Ethnicity/Nationality, Disability/ Medical History, Marriage / Civil partnership, Pregnancy / Maternity/ Paternity, Gender Identity/ Sexual Orientation, Caste, or Creed

SCOPE

This policy is applicable to all the employees including Contract Workers and Fixed Term Employees.

RESPONSIBILITY & ACCOUNTABILITY

Plant Heads, HR Department and Company Management are responsible and accountable to ensure the compliance of this policy.


POLICY


The policy ensures that all employees and potential employees are treated equitably and regardless of their race, gender, or disability.

Everyone has an equal opportunity when applying for jobs or promotions, training opportunities, and working conditions. The following activities shall be conducted in a uniform manner-

- Recruitment procedure and selection criteria, for appointment or engagement of a person as an employee.
- Promotion and transfer of an employee.
- Training and staff development for an employee.
- Terms of employment or any other employee related activities.

The opportunities given by the company for any of the above will be subject to the merits, skills, knowledge, competence, and physical and mental ability to perform the duties and activities of the role/work function.


Initiated By: Head HR
Approved by: Managing Director

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The Company will take all actions to ensure that a conducive environment is provided to all employees to perform their role and excel.

All Employees are personally responsible for treating each other with respect and dignity including respecting the rights and differences of others. Disrespectful behavior includes, but not limited to, the following –

- Insult, ridicule, swearing and shouting in personal interaction and common places, over telephone.
- Aggressive gesture
- Threatening, including that of loss of employment, and intimidating – both verbal and non-verbal.
- Violent behavior like slamming the door, table banging, throwing objects, etc.
- Bullying which includes, but not limited to, constant criticism at work, impossible deadlines, constantly changing targets and assignments, assigning meaningless work or no work.
- Rude, unpleasant, inappropriate, and unprofessional, impolite, discourteous behavior that displays a lack of regard for others.
- Behavior that causes hurt feelings and distresses, disturbs, and/or offends others.

Promotional opportunities will be based on performance, ability, potential, and will be consistent with the needs of the business. There shall be no discrimination based on gender, race, ethnicity, religion, etc.

There shall not be any recruitment and/or engagement of child labour. This means that any young person under 18 years of age shall not be employed and/or engaged as per the ILO standard. The Company shall not allow any Contractor to engage labour below the age of 18 years.

The company's pay structure shall be based on "Equal Pay for Equal Work" and there shall not be any discrimination in the same based on caste, gender, race, ethnicity, religion, etc. The pay structure will be based on the Compensation Policy and Performance Evaluation Policy of the company.



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Apart from above, the policy also prohibits any discrimination based on the following:

Age or other circumstances
Colour
Cultural or social beliefs
Educational Background
Race, ethnicity, or nationality
Spiritual, traditional, or customary beliefs
Political opinion
Physical features
Gender identity and expression
Marital status

Pregnancy or judging the impacts of potential pregnancy on decisions.
Breastfeeding
Sexual orientation
Health or physical disability or impairment
Medical Record
HIV Status
Family Responsibilities
Trade union membership

END OF POLICY

x *Pranav D. Patel*

**PRANAV PATEL
Managing Director**