

	Corporate Policy
	EQUAL EMPLOYMENT OPPORTUNITY POLICY
	Number: CP/HR/12
	Revision Number: 01
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Next Review Date: 31/12/2029	

Equal Employment Opportunity Policy

I. POLICY

Company is proud to be an Equal Opportunity Employer. We are committed to providing equal employment opportunities without any unlawful discrimination. The Company strives to maintain a work environment that is free from any harassment. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual.

II. OBJECTIVE

This Company is an Equal Employment Opportunity and makes an employment decision subject to applicable regulations, qualifications and merit of the individual. This policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

III. PURPOSE

- 1.0. Being an establishment, Company wants to have the best available persons for every job. Company prohibits unlawful discrimination based on race, colour, creed, gender, age, nationality, marital status, national origin or ancestry, physical or mental disability, medical condition including generic characteristics, sexual orientation or any other consideration made unlawful by Central, State or Local laws. It also includes perception that anyone has any of those characteristics, or is associated with the person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.
- 2.0. The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and co-workers.
- 3.0. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with disability who is an applicant or an employee unless undue hardship would result.
- 4.0. Any applicant or an employee who requires an accommodation in order to perform the essential functions of job should contact HR Department and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or equal to perform his or her job. The Company will identify possible accommodations, if any,

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that will help eliminate the limitation. if the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

5.0. Employees of Contract Service Providers and Agents acting on behalf of the Company should immediately report harassment to their respective management and human resources staff.

IV. COMMUNICATION OF THE POLICY & RESPONSIBILITY

- 1.0. This Policy will be available to all employees in all our office and units.
- 2.0. Suitable material will be included supervisory training courses.
- 3.0. Primary Manager of the Location, Unit HR and Corporate HR is the responsible to the Managing Director to oversee and promote the policy.

V. COMPLIANCE

Any employee who believes he/she has been subjected to discrimination, harassment or retaliation should immediately report the behaviour to their immediate supervisor or any other member of the management, the HR Department.

Such complaint should be specific and should include the names of individuals involved and the names of any witnesses. The company will immediately undertake and effective, and object to investigation and attempted to resolve the situation.

Failure to comply the terms of this policy may subject individuals to disciplinary action, up to termination of employment.

VI. AMENDMENT CLAUSE

The Company reserves the right to amend or rescind, in whole or part, this Policy at any time and without notice. Nothing in this Policy, its terms, or its enforcement shall constitute or be construed or relied upon as creating or constituting a contract of employment, or as a promise or commitment of benefits or continued employment.

VII. CHANGE HISTORY:

Version	Supersedes	Changes made
00	NA	Newly Prepared
01	00	As part of periodical revision



Anand Tatambhotla
Executive Director - Operations