



EQUAL EMPLOYMENT OPPORTUNITY POLICY

This policy applies to Vectus & Subsidiaries across group. Company aims to create employment opportunities such that all employees achieve their full potential.

I. Objective

To provide equal employment opportunities, without any discrimination on the grounds of age, colour, disability, marital status, religion, sex. The Company strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual. The ultimate purpose is also to promote the rights of people with a disability, increasing their wellbeing and encouraging their participation at the workplace. It includes measures to safeguard the rights and safety of employees with a disability and combines with existing systems to improve the quality of services they receive.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

II. Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017, it is Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Company will build systems and processes to ensure:

- That appropriate facilities and amenities are provided to employees with disabilities to enable them to effectively discharge their duties in the Company.
- That provision is made for an accessible environment and of availability of assistive devices as required.
- That the HR Department will ensure a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for employees with disabilities. Such Liaison Officer shall be part of the Human Resources team reporting to the General Manager Human Resources of the Company.
- That a Grievance Redressal mechanism for addressing the matters related to the employment of employees with disabilities is available.
- That the Business Integrity Committee comprising of MD's, CFO & Group HR Head will ensure if any grievance does arise and is brought up to the Committee concerning selection of employee(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
- That no opportunity is denied to employees with disabilities, merely on ground of disability.

Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017, should contact the Corp. Human Resources Department.

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Any information shared by employee on disability/medical condition will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. If an employee acquires a disability during his/her employment tenure then he/she can return to work at the same rank as before. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

III. Implementation

- Equal Opportunity Policy will be displayed on the company's website or at conspicuous places in the office premises & across Plants.
- It will be ensured that the candidates/employees with disability are not discriminated on the ground of disability. This is the combined responsibility of HR Department & respective HOD's.
- Corp. HR will identify the positions in the company which would be suitable for the persons with disabilities
- Efforts will be taken to provide the additional facilities to the disabled such as training facilities, assistive devices, barrier free accessibility in case of necessity.
- HR Department will maintain the records containing details of the disabled persons who are employed at the establishment
- HR Department has the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- Any employee who violates this Policy, or in any manner discriminates with any employee with disability, or renders any harassment to such person shall be dealt with under the Code of Business Conduct of the Company.
- The General Manager, Human Resources is accountable to the MD's to oversee and promote this policy.

IV. Communication of Policy

- This Policy will be available to all employees via the Vectus Intranet sites and normal communication channels within the business.
- Recruitment policies and employment advertising will indicate that the Company is an Equal Opportunity Employer.

CONCLUSION:

The Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017 was notified by the Indian Government on 19th April, 2017 and 15th June, 2017 respectively (collectively the "RPD Act") covers PwD suffering from various disabilities, including:

Blindness, Low-vision, Leprosy Cured persons, Hearing Impairment (deaf and hearing defects), Locomotors Disability, Dwarfism, Intellectual Disability, Mental Illness, Autism Spectrum Disorder, Cerebral Palsy, Muscular Dystrophy, Chronic Neurological conditions, Specific Learning Disabilities, Multiple Sclerosis, Speech and Language disability, Thalassemia, Haemophilia, Sickle Cell disease, Multiple Disabilities including deaf blindness, Acid Attack victim, Parkinson's diseases.

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A handwritten signature in black ink, appearing to be "Azadeh", located at the bottom right of the page.