



## **EQUAL OPPORTUNITY POLICY**

**Jaideep Ispat and Alloys Pvt. Ltd** (hereinafter referred to as "**Company**") recognizes that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility, and thereby values merit and perseverance and encourages diversity in the company. In consideration of which, the Company has instituted this Policy, designed to facilitate the creation of a workplace culture that maximizes organizational performance through employment decisions. These decisions are based on real business needs without any regard whatsoever to non-relevant criteria, and ensures that all the decisions relating to or connected with employment are based on merit only.

Indian constitution encompasses social safeguard measures for all citizens of India in Article 15 and Article 16. Article 15 mandates prohibition of discrimination on grounds of religion, race, caste, sex or place of birth. Article 16 mandates equal opportunity in matters of public employment. Article 16(2) further states that no citizen shall, on grounds only of religion, race, colour, caste, sex, descent, place of birth, residence or any of them, be ineligible for or discriminated against in respect of any employment or office under the State. Section 3(b) of the Transgender persons (protection of rights) Act, 2019 mandates, no transgender persons shall be discriminated by any person and establishment in relation to employment or occupation.

### **PURPOSE**

The Company is committed to promoting equal employment opportunities and a workplace that is free of all forms of discrimination. Equal opportunity means that all staff experience fairness, impartiality and equal access to all career initiatives in the Company. The Company's commitment to equal opportunity promotes an inclusive work environment that values and accepts the diverse cultural and social backgrounds & gender differences of its Employees.



The Company does not tolerate any form of Discrimination on the basis of nationality, ethnic or national origin, race, colour, religion, caste, gender, marital status, pregnancy, gender identity or expression, sexual orientation, disability or age. The Company fosters equal opportunities in the employment with the Company, particularly in the matters relating to or connected with recruitment, training and development of the Employees including without limitation, promotion, transfers, assignment and beliefs.

The purpose of this Policy is to ensure that no job applicant or Employee suffers or becomes subject to any form of direct or indirect discrimination by receiving differential treatment on any of the grounds mentioned herein and in accordance with the provisions of Articles 15 and 16 of the Constitution of India, the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and the Protection of Civil Rights Act, 1995. And the Transgender persons (Protection of Rights) Act, 2019

## **SCOPE**

This Policy is designed to ensure that the Company complies with all of its obligations under the relevant legislations. It is applicable upon all the Employees of the Company including Full-time, Part-time, Temporary, Contractual Employees, Job Applicants and also covers those Employees who acquire disability during their work tenure and transgender employees.

The Policy applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.



## **COMPANY COMMITMENTS**

The Equal Opportunity for All the Employees refers to the principle which ensures that all the Employees and potential Employees of the Company are treated equitably and regardless of their race, sex, caste, religion, disability or gender. Everyone has an equal chance and opportunity when applying for jobs, transfers, promotions, training opportunities and in their working conditions. The following activities shall be conducted in a uniform manner:

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

For the purposes of this Policy, "**Discrimination**" occurs when someone is treated unfavorably because of a certain attribute. The grounds for Discrimination may involve any or all the following:

- a. Conduct that can be considered harassing, coercive, or disruptive, including sexual harassment
- b. Making offensive 'jokes' about another worker's clan, ethnic background, colour, sex, appearance, or disability
- c. Expressing negative stereotypes about groups, e.g., "married women shouldn't be working."
- d. Judging someone on their political or religious beliefs rather than their work performance.
- e. Using selection processes based on irrelevant attributes such as ethnic or clan group, age, sex, or disability rather than on knowledge, skills and merit.

The Company and its Employees shall strive to create a workplace that is free from discrimination in their employment practices against any potential or



existing employees, and shall not discriminate on a person's age or other circumstances, colour, cultural or social beliefs such as religious beliefs, educational background, race, ethnicity or nationality, spiritual, traditional or customary beliefs, political opinion, physical features or physical disabilities, 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, etc. Employees are encouraged to take positive action towards promoting equal opportunity throughout the Company.

### **WORKPLACE ENVIRONMENT**

The Company maintains a work environment that is respectful, inclusive, and free from harassment, bullying, or any other form of discriminatory behaviour for its Employees. The Company promotes teamwork, collaboration, and mutual respect among Employees, irrespective of their differences.

### **RECRUITMENT AND SELECTION**

The Company ensures that the recruitment and selection processes exercised in the Company are fair and free from any form of bias. The applicants are evaluated based on their skills, qualifications, experience, and potential only in order to gauge their capabilities and probable contributions to the Company's goals.

In accordance with all the laws and regulations, decisions regarding recruitment, hiring, promotions, transfers, and other employment-related matters are made solely based on merit.



- i) All the descriptions and specifications listed by the Company for Job Application positively include only the necessary and justifiable requirements for the effective performance of the job.
- ii) The screening and selection for the Job Applications in the Company is conducted in accordance with the defined criteria and consider only the merits and suitability of the Applicants for the concerned Job Role.
- iii) The Company in events of Job Interviews, ensures that the Interview Panel comprises of more than one person for the purposes of selection and recruitment processes, whereby the training is imparted to all the personnels equally.
- iv) The Company requires Interview Panel to record the reasons for selection or rejection of the Job Applications in writing.

### **TRAINING AND DEVELOPMENT**

The Company provides training and development opportunities to enhance the skills and knowledge of its Employees. These opportunities are available to all the Employees without any form of discrimination as the Company strives to create an environment that encourages personal growth, professional development, and equal access to learning resources for its all Employees.

### **COMPENSATION AND BENEFITS**

Compensation, benefits, and rewards are determined based on factors such as job performance, experience, and market rates. The Company ensures that the compensation practices followed in the Company are fair and transparent, without any bias or discrimination. Employees receive equal pay for work of equal value, regardless of their gender or other protected characteristics.



Personnel actions such as compensation, benefits, transfers, layoffs, company-sponsored training programs and social and recreational programs will be administered on a non-discriminatory basis.

## **RESPONSIBILITY**

Every employee of the Company is responsible giving effect to this Policy. They must promote and live the values of Equal Opportunity by depicting the respect, care, sensitivity, and dignity. Employees need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others, and report any violations they witness or become aware of.

The Human Resources Department has a functional responsibility to ensure compliance with this Policy and implementation of related programs and to report findings and progress to the senior management. The Human Resources Department also holds a responsibility to provide advice and address grievances relating to the employment of persons with disabilities or transgender employees or any other complaints regarding discrimination in any other form against any Job Applicant or Employee.

The Managers/Supervisors are responsible for taking reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.

## **REPORTING AND COMPLAINTS**

The Company has a Grievance & Redressal mechanism in place, whereby any Employee may submit complaints without fear of reprisal, discrimination, or adverse employment consequences. The complaint can be submitted by the employee either by disclosing the name, identity, and contact details or



anonymously without disclosing their identity. Employees can register their complaint through email or through a letter written to the Head of the Human Resources Department of the Company. It is recommended that the details of the bias and discrimination experienced must be shared by the Employee for the effective resolution of the complaint. Once a complaint has been filed, an investigation will be undertaken immediately.

### **COMPLIANCE AND REVIEW**

The Company warrants that it complies with all the applicable laws and regulations related to equal opportunity and non-discrimination. The Policy will be reviewed regularly based on changes in legal and market guidelines.

Any Deviation from this policy must be approved by HR. Any changes to the policy must be approved by Legal and Compliance.

### **COMMUNICATION AND AWARENESS**

Equal Opportunity Policy will be available on intranet and the corporate website of the Company for the Employees. The posters or templates for the same will be placed at all the conspicuous places in the Office. The Company Employees are required to undergo training on Employee's Code of Conduct, which forms a basis of this Policy, through E-modules or Classroom sessions.

The Company is dedicated to creating an environment where every individual feels valued, respected, and has an equal opportunity to succeed. By embracing diversity and equal opportunity, the Company aims to foster innovation, creativity, and excellence in our workplace.



## **DISCIPLINARY CONSEQUENCES**

Any person who believes himself/herself to have been subjected to adverse discrimination on any of the grounds as mentioned above, is encouraged to bring the matter to the attention of the Human Resources Department at the earliest opportunity. No person will be punished, retaliated against, or limited in employment or other opportunity for exercising anything set out in this Policy, or for filing a complaint, furnishing information for, or participating in an investigation, or any other activity related to the administration of this Policy. The Human Resources Department must ensure that actions taken to remedy a discriminatory situation should not have a negative effect on the complainant. The main concern of the Company is to ensure that the discrimination ends and to restore workplace harmony.

Any employee who violates this Policy, or in any manner discriminates against any person or otherwise harasses or harms them shall be deemed to be in breach of the Employee's Code of Conduct of the Company. The violator will be subject to strict disciplinary action depending on the severity of their actions, and shall be appropriately dealt with, along with actions that can be taken under this Policy or any other action that the management may deem fit.

Name of the Complaints Officer – **Shubham Jain**

Designation – **Legal Manager**

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