



PROUD TO BE INDIAN
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HEG Limited

EQUAL OPPORTUNITY POLICY

This policy applies to all HEG Limited ("Company") employees ("employees") and operations. HEG Limited aims to create employment opportunities such that all employees achieve their full potential.

1. Scope:

The Equal Opportunity Policy is applicable for all job applicants and employees of 'the Company'.

2. Key Objective of the policy

'HEG LIMITED' is committed to providing equal opportunities without any discrimination on the grounds of age, color, 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:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.

- Employment with HEG will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.

- Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.

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

3. Definitions

- (i) **Act-** The Rights of Persons with Disabilities Act, 2016.
- (ii) **Disabled Person-** A person who have certificate of disability issued by certified authority under section 57 of the Act.

4. Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities



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Act, 2016 and Rules there to, 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 persons with disabilities to enable them to effectively discharge their duties in the establishment.
- That provision is made for an accessible environment and of availability of assistive devices as required.
- That the HR Department will oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- After recruitment process, exclusive skill programs and training shall be identified and imparted, accordingly to make them enable to discharge their duties effectively.
- That a Grievance mechanism for addressing the matters related to the employment of persons with disabilities will be dealt by the HR Department of the Company.
- That the HR Department will ensure if any grievance does arise concerning selection of person(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 persons with disabilities, merely on ground of disability.
- The Company shall not dispense with or reduce in rank with the employee who acquires disability during his/her service.
- That it will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.



Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative in any given location. Any information obtained is voluntary, 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. 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.

5. Responsibility

- Every employee of HEG Limited is responsible giving effect to this policy.
- Each Company location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- The HR Department of the Company shall have 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 person with disability, or renders any harassment to such person shall be dealt with the disciplinary action undertaken by the HR Department of the Company.
- The Executive Director is accountable to the Managing Director of the Company to oversee and promote this policy.

6. Communication of Policy

- This Policy will be available to all employees via the HEG Limited's intranet. It will also be available at all conspicuous places in plant and Head Office.
- Suitable material will be included in Company publications, management conferences, and supervisory training courses.
- All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.

This policy will be applicable with effect from 1st January 2021



(Axay Saxena)

Head-HR



(Manish Gulati)

Executive Director