

Equal Employment Opportunity Guideline

Policy number	HR/EEOG	Version	v.1.0
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Creation Date	April 2024	Scheduled review date	As per management discretion

Equal Employment Opportunity Guideline

Purpose

Diversity and inclusion is an integral part of our company's culture and is one of the ways we bring our purpose and values to life. We aim to embed diversity and inclusion across everything we do, focused on three core areas: culture, innovation and society.

We recruit competent and motivated people who are aligned to our values, provide equal opportunities for their development and career advancement. We do not tolerate any form of harassment or discrimination. Our commitment to provide equal employment opportunities starts from the point of recruitment and continues throughout the period of employment.

Ashiana is also committed to complying with the provisions given in The Rights of Persons with Disabilities (RPWD) Act, 2016 and its Central Government Rules, 2017. We are committed to:

- Respecting the human rights of individual(s) with disability(s).
- Ensuring non-discrimination against persons with disability(s).
- Providing accessibility, reasonable accommodation, and support to people with disability(s).
- Ensuring no tolerance to any form of harassment, abuse, exploitation, or any other violations of human rights of people with disability(s).

Scope

The Equal Employment Opportunity Guideline is applicable for all job applicants, employees of any nature and apprentices. This guideline is also applicable throughout the period of employment of the individual.

Framework

Considering our commitment towards Equal Opportunity:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Employment with Ashiana will be based only on merit.
- Developmental and promotional opportunities will only be based on performance, ability, and potential along with alignment with business need(s).
- Physical Infrastructure
Ashiana is committed to ensure that their office(s), furniture, facilities and services are accessible and accommodative for job applicant, employees of any nature and apprentices. Ashiana is also committed to ensuring that any new development, i.e., building/leased/rented or refurbishment of existing facilities, will be planned and executed in accordance with the applicable standards.
- Digital Infrastructure
Ashiana is committed to provide a digital infrastructure as per the needs and requirements of job applicant, employees of any nature and apprentices.

- Reasonable Accommodation

Ashiana shall provide reasonable accommodations to job applicant, employees of any nature and apprentices with disabilities, based on specific needs. This is to ensure equal opportunities in the selection process, optimum performance and full access to the benefits and privileges of employment. Some indicative, but not exhaustive, examples of reasonable accommodations would be assistive devices, barrier-free accessibility, and other reasonable accommodations as may be required by job applicants, employees of any nature, and apprentices with disabilities.

Recruitment

Ashiana shall post vacancies on the company's website, job portals, social media, etc.

"Ashiana is committed to providing equal employment opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation. For any reasonable accommodation in the recruitment process for persons with disabilities, kindly reach out to the recruiter. Reasonable accommodation includes any appropriate modifications to ensure that persons with disabilities are provided an equal platform in the recruitment process."

Ashiana is committed to promoting diversity in the workforce. The recruitment decisions are based solely on skills to ensure non-discrimination. Ashiana endeavours to:

- Review the recruitment processes to promote equal employment opportunities.
- Avoid unconscious bias throughout the period of employment of the individual .
- Supervision of diversity and inclusion through methods like data collection, analyses or reporting.

Awareness Programme /Sensitisation Trainings:

Awareness programs/ sensitization trainings will be made available for all employees on etiquette and other required skills to ensure that all employees feel included, respected and valued.

Governance framework

This policy is overseen by Diversity and Inclusion Council, to ensure the effective implementation of the policy and to make the workplace more inclusive.

D&I Council

Our D&I council also manages EEO guideline adherence [PAN India]. It is anchored by the Head – Human Resources and other members include;

- Head – Engineering
- Head – Legal
- Location Head(Sr./VPs)

The Council will facilitate the development of plans and programmes for implementing this Equal Employment Opportunity Guideline.

Liaison Officer

Location HR Representative(s) shall be the Liaison Officer who will handle the following responsibilities:

- 1) Liaise with the relevant stakeholders within the Company to facilitate the implementation of the plans made by the D&I Council.
- 2) Ensure that reasonable accommodation requests from candidates and employees are addressed on a timely basis.
- 3) Develop proactive strategies for employing people with disabilities in the company.
- 4) Encourage awareness programmes to promote disability inclusion in the workplace.
- 5) Endeavour to learn about best practices, including disability policies, technology and so on, in this area.
- 6) Keeping the D&I Council updated with the developments in the area of disability policies, technology etc.

Grievance Redressal Mechanism

Ashiana encourages individual(s) to raise any grievance through redress mechanisms like contact the liaison officer(s) or D&I Council Members. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

Interpretation & Guidance

If any additional guidance and/or further interpretation is required, please contact Liaison Officer(s)

Review Timelines

The policy will be reviewed as per management discretion.

Communication of guidelines

Guidelines will be available on HRMS to all employees and our corporate website. Employee(s) will undergo trainings on Code of Business Conduct and Ashiana Corporate Business Principles, which form a basis of these guidelines, through e-modules and/or classroom session.