

<b>HUMAN RESOURCE POLICY</b>	Policy Number: HR/35 Policy Owner: Corporate HR
<b>Equal Employment Opportunity Policy</b>	Authorized by: HOC - Corporate HR Access Level: 0 - 5

### **Policy Statement and Purpose**

Macrotech Developers Limited ('we', 'our', 'Company') will provide equal employment opportunities and will not discriminate directly or indirectly against any associate or job applicant on any grounds including race, age, colour, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, disability status, genetic information or sexual orientation. We aim to create employment opportunities such that all associates achieve their full potential.

### **Scope**

The policy covers all aspects of relationship between the Company and its associates, including:

1. Recruitment
2. Employment
3. Promotion
4. Transfer
5. Training
6. Working conditions
7. Wage and salary administration
8. Employee benefits and application of policies

### **Objectives**

1. To lay down recruitment procedure and selection criteria, for appointment or engagement of a person as an associate or full time in house consultant on rolls of the Company on a non-discriminatory basis
2. To ensure that our associates or job candidates do not suffer unfair discrimination in the workplace
3. To ensure that associates work in an environment where they have equal opportunity based on relevant abilities and merit
4. To ensure that all associates have an equal chance when applying for internal job postings, promotions, training opportunities and in their working conditions

### **Applicability**

This policy is applicable to all associates & full time in house consultants on rolls of the Company, job candidates, contractors, stakeholders, personnel working on our premises who are employed by temporary agencies, other persons or firms doing business for or with the Company, partners and visitors.

### **Our Commitment**

We are committed to providing equal opportunities in employment and creating an inclusive work environment. It is our endeavour to –

1. provide equal and fair opportunities for employment to all qualified applicants;
2. maintain a work environment free from discrimination based race, colour, age, colour, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, disability status, genetic information or sexual orientation;

3. make employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria
4. adhere to applicable law pertaining to equal employment opportunities and fair employment practices; and
5. prohibit employment of child labour in any of our operations

**Manner of Selection:**

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate also considering the capabilities the job position demands. Candidates with necessary disability certificate issued in accordance with the Act by the competent authority will only be considered for the identified positions. In case such candidates are not found suitable or no such candidate is available, the Company will recruit the candidates without disability in those positions.

**Post Recruitment:**

Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the HR department.

**Process**

Associates or applicants with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Associates can raise concerns and make complaints without fear of reprisal and with the assurance of protection from harassment or retaliation. Anyone found to be engaging in discrimination or harassment in violation of the policy will be subject to disciplinary action, up to and including termination of employment.

**Remedies**

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Company will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.