

**TRIVENI ENGINEERING AND INDUSTRIES LTD**  
**EQUAL OPPORTUNITY POLICY**

**Objective**

With 'Respect for Diversity' being one of our core values, Triveni has been committed to being an equal opportunity employer. The same is reinforced by our Corporate Business Principles and our Code of Business conduct.

**Scope**

The Equal Opportunity Policy is applicable for all job applicants and employees

**Policy Framework**

We are 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.

The above is expected to be achieved through the following measures.

- a) Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- b) Employment with the Company will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- c) Career progression of employees will be based on performance, ability and potential, and will be consistent with the needs of the business.
- d) The Company 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.
- e) 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 Unit HR / Unit head and /or Business head and/or Corporate HR. Alternatively whistle blower mechanism can also be used.
- f) All grievances and complaints will be taken seriously and treated with sensitivity and fairness.
- g) In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, the Company shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment.
- h) The company commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner.

## **Roles and Responsibilities**

### **Employee Responsibilities**

To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in his capacity as a representative of the Company.

### **Responsibilities of Managers and supervisors**

To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.

### **Human Resources Responsibilities**

To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee

### **Interpretation & Guidance**

In the event that any additional guidance and/or further interpretation is required, Corporate HR may be contacted.

### **Review Timelines**

The policy will be reviewed basis changes in legal and market guidelines.

### **Communication of Policy**

The Policy will be available on intranet to all employees and our website.