

## **EQUAL OPPORTUNITY POLICY**

**J. KUMAR INFRAPROJECTS LIMITED**

# Equal Opportunity Policy

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# Equal Opportunity Policy

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## 1. INTRODUCTION

### 1.1 OBJECTIVE

To ensure that no employee receives less compensation or treatment on grounds of gender, marital status, disability, race, color, nationality, ethnic origin, religions, dependents, or age.

### 1.2 SCOPE

This policy is applicable to all employees working at different locations.

## 2. POLICY

- Recruitment, training, appraisal, allocation of any job, development and promotion of any employee must be done based on individual merits.
- No employee will be discriminated based on gender, sexual orientation, race, color, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.
- The company shall be committed to providing and maintaining an open, positive work environment, which is free from any discrimination or harassment. All employees must be treated with respect, dignity, and courtesy.
- Any discriminatory action against employees (whether full time or contractual) shall be met with disciplinary action.
- Every complaint shall be promptly and thoroughly investigated, and confidentiality is maintained as far as the situation would permit. Furthermore, the company does not retaliate against any employee for bringing questionable circumstances to attention.
- This policy means that employees of the company have the right to work in an environment free from discrimination, prejudice and all forms of harassment or bullying.
- **Types of discrimination are:**
  - Direct discrimination occurs when a person or group is treated less favorably than others.
  - Indirect discrimination occurs when a condition or requirement is imposed which, although applied equally to all individuals or groups is such that:
- The proportion of persons of a group who can comply with its significantly smaller than the proportions of persons who cannot comply with it.
- The superior cannot justify any change in job/work content based upon the needs of the job.