

EQUAL EMPLOYMENT OPPORTUNITY POLICY

ONWARD TECHNOLOGIES



ONWARD-HRO-P32: EQUAL EMPLOYMENT OPPORTUNITY POLICY

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Table of Contents

1.0 PURPOSE	4
2.0 SCOPE	4
3.0 OWNERSHIP/IMPLEMENTATION	4
4.0 POLICY	4
5.0 PEOPLE WITH DISABILITY (PWD)	5
6.0 COMPLAINT PROCEDURE	5

1.0 PURPOSE

The purpose of this policy is to treat employees without any discrimination regarding their race, religion, belief, sex, color, creed, age, national and ethnic origin, marital status, pregnancy, sexual orientation, political affiliation and physical ability.

2.0 SCOPE

The policy applies to all permanent employees, trainees, interns, and other individuals working in a non-permanent capacity in the company across all entities/geographies of Onward Tech.

3.0 OWNERSHIP/IMPLEMENTATION

The ownership & implementation of this policy lies with the HR Team and will be effective from the **12th May, 2023** & will continue to be in force unless superseded by a revised policy. The HR Department reserves the right to amend, abrogate & reinstate the entire policy or any part of it as & when it deems necessary.

4.0 POLICY

- Onward Tech. employees are individually responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Onward Tech. is an equal opportunity employer and makes the best endeavors to treat the candidates and employees without regards to their race, religion, belief, sex, color, creed, age, National & ethnic origin, marital status, pregnancy, sexual orientation and physical disability, political affiliation or any other status protected by laws or regulations of the land. This includes but not limited to equal opportunity in employment, upgrading, promotion or transfer, recruitment or recruitment advertising, layoff or termination, wages or other compensation, selection for training, including Internship, apprenticeship, and/ or on the job training.
- Onward Tech. 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 or use the existing grievance redressal mechanisms like contacting 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 at Onward Tech.
- Onward Tech. ensures and maintains a work environment free of harassment, threats, intimidation, discrimination, and coercion at all offices at which employees are assigned to work. Any employee who violates this policy will be subjected to disciplinary procedure as per Disciplinary Policy.
- Onward Tech. will not retaliate nor discriminate against any employee or applicant because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practices.
- Onward Tech prohibits discrimination and harassment of any kind and provides equal employment opportunities to all its employees, job candidates, stakeholders, contractors, customers, partners and visitors. The company is committed to creating an inclusive and non-discriminatory workplace where

discrimination based on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, or any other protected status recognized by law is prohibited.

5.0 PEOPLE WITH DIABILITY (PWD)

Onward Tech. in lieu of the Rights of Persons with Disabilities Act 2016 and Rules, as per specific requirement, 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.

Onward Tech. shall ensure that no employee is discriminated on the grounds of his/her disability regarding any position for which the employee or applicant is qualified, except in cases where such act/omission is a proportionate means of achieving a legitimate or organizational aim.

Human Resources shall oversee the provision of the infrastructure and facilities required for the process of recruitment for Persons with Disabilities.

Onward Tech. commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner. is an equal opportunity employer.

6.0 COMPLAINT PROCEDURE

Employee/s, who believes that he or she has been discriminated against as per the policy, should bring any complaint to Employee Partner HR. Complaints may be lodged in writing/ in person. Any employee who files a complaint will be advised appropriately regarding any investigation, action, or resolution of the problem. For further disciplinary/complaint procedure, you can also refer to Disciplinary Action Policy at our HRMS portal.

Thanking You - HR Department

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