

POLYCAB

POLYCAB INDIA LIMITED

EQUAL OPPORTUNITY POLICY

| <i>Particulars</i> | <i>Date</i> | <i>Version</i> |
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| <i>Policy adopted</i> | <i>May 10, 2022</i> | <i>1.0</i> |

EQUAL OPPORTUNITY AT WORKPLACE

Preamble:

One of the Value of the Company is Respect wherein *we respect people for what they are and their well-being as well as recognize each other efforts and contribution*. Company aims to create an environment where employees are valued, respected and free to develop and perform to their best potential.

Equal opportunity means that every person can participate freely and equally in the organization and that there is no discrimination based on race, gender, religion, ethnicity, colour, age, disability, marital status, pregnancy, political opinion, social origin or other factors.

Purpose

Our employees coming from different parts of India bring valuable differences in terms of gender, ethnicity, age, religious belief, education, sexual orientation or physical ability among others. This policy aims at recognising and providing equal opportunities in employment and creating an inclusive work environment. The Company has formalized a fair, transparent and clear HR policy to promote and ensure equal opportunity. The Company ensures that equal opportunity Policy ('This Policy') is implemented in order to -

- Prohibit discrimination
- Promote gender equality
- Provide facilities to enable equal opportunity
- Look after any complaint and solve them swiftly
- Prevent any form of harassment including sexual harassment

Scope / Applicability

This Policy applies to all the Employees at all locations throughout India. This is also applicable to temporary employees and contract employees.

Guiding Principles

The policy has following main guiding principles:

a. Promote equal opportunity and non-discrimination that guarantee a continuous improvement in the abilities and skills of professionals

b. Provide and show equitable treatment that promotes the personal and professional progress of the employees in the following fields:

- Recruitment
- Selection
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies
- Contractual employment

c. Promote inclusion, diversity and gender equality in compliance with the law and in alignment with the Sustainable Development Goals (SDGs) approved by the United Nations

d. Standardise working conditions and the benefits received by part-time and full-time employees.

e. Promote equal working conditions for jobs that involve the same demands, rewards and recognition and have the same value.

f. Ensure that processes and procedures in relation to the selection, hiring, training and promotion of employees are governed by the principal of equal opportunity and do not suffer from biases that violate this policy.

Dignity and Respect

The Company ensures that all employees have the right to work in an environment that respects the dignity, self-worth, and basic human rights of every individual. The Company shall be responsible for creating a conducive work environment built on understanding, mutual cooperation and respect for individual privacy.

We strive to ensure that everyone in the organization is treated with dignity and respect. We have clear and fair disciplinary procedures, which necessarily include an employee's right to be heard. The Company also respects our employees' right to privacy. The Company shall have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or business interests.

Anti-harassment and Bullying

We ensure that our work environment must be treated with dignity and respect and we do not tolerate any form of harassment, whether sexual, physical, verbal or psychological. Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. The Company has zero-tolerance policies that forbid harassment, discrimination, bullying, etc.

Inclusion and Anti - discrimination

Discrimination means when a person is treated less favourably than another person based on race, colour, sex, sexual orientation, gender identity or intersex status, pregnancy, age, marital status, physical or mental disability, sexual orientation, religion, political opinion, social origin and/or any other attribute/s.

Inclusion refers to building a culture of belonging by actively inviting the contribution and participation of all people. It recognizes that employees bring varied skills, knowledge, backgrounds and perspectives to the work environment which leads to new sources of creativity, better decision making and risk management and positive team dynamics.

The Company believes that creating a work environment that attract, retain and fully engage diverse talents leads to enhanced innovation and creativity in our products and services.

Roles and Responsibilities:

Employer:

- a. Training and Awareness amongst employees to foster a sense of inclusion within the Company to ensure that all professionals are considered part of the business
- b. Promote and build necessary infrastructure to facilitate and improve working condition suitable for kind of employees including differently abled persons thereby creating better place for work for diverse people
- c. Ensure that selection and hiring processes are based on neutral and objective standards of merit and ability, while establishing specific actions to promote the inclusion of groups with less easy access to the labour market
- d. To create and support a diverse workforce and Inclusive Culture to support the implementation of this Policy
- e. Identify and address any behaviour that is not consistent with Polycab's Code of Conduct and this policy and supporting standards, guidelines and procedures
- f. Protect and ensure avoiding negative impact of situations like pregnancy, childbirth and post-delivery on the professional career
- g. In line with the Policy on Respect for Human Rights, provide rights of freedom of association

Employees:

- a. Understand and comply with this Policy by completing all relevant training
- b. Treat colleagues and others according to Company's Code of Conduct and this Policy and supporting processes and procedures

- c. Operate in accordance with this Policy to ensure that the workplace is free from discrimination, harassment, bullying, victimisation and abuse;
Managers:
 - a. Ensure that decisions on professional promotion and professional development are based on equitable criteria
 - b. Maintain an environment free of harassment at work within respective functions
 - c. Encourage the use of inclusive language in all types of internal and external corporate communications, and in any case eradicate the use of discriminatory language

Training and Awareness

Leaders, managers and supervisors are responsible for conducting training and create awareness of this Policy within each department. The Managers shall be responsible for the dissemination of this policy. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations. Policy will be available to all employees at Company's intranet

Reporting of Violations

The employees can refer to Whistle Blower Policy for the complaint redressal procedure. If you observe any violation of this policy, the complaint can be raised under the Whistle Blower Policy. It provides a mechanism for you to raise a complaint without fear of retaliation. Any violation of the policy will not be permitted, and may lead to conducting investigations, or taking disciplinary actions.

Amendment

The Company reserves the right to vary and/or amend the terms of this Policy from time to time.
