	MANORAMA INDUSTRIES LIMITED	Document No	MI/POL/49/00
	INDIA	Issue Date:	01.07.2023
	POLICY ON EQUAL OPPORTUNITY	Page 1 of 3	

01. OBJECTIVE

The objective of this policy is to provide equal opportunities without any discrimination on the grounds of age, colour, disability, origin, nationality, religion, race, gender or sexual orientation.

02. SCOPE

This policy applies to all employees employed in Manorama Industries Limited

03. RESPONSIBILITIES

Employee Responsibilities-

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

Concerned HODs

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

Human Resources & Administration

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.

04. FRAMEWORK

- a. Treat everyone with respect and dignity. This includes all employees, workers, contractors and their employees, vendors, suppliers, clients and their representatives, people in the communities in which we operate and anyone with whom we engage.
- b. Ensure zero tolerance toward any form of bullying, harassment and behaviour that is discriminatory or victimizes any individual or group in our workplace including zero tolerance towards sexual harassment.
- c. Have a robust framework to attract, engage and retain talent of all genders, nationalities and abilities.
- d. Provide employment opportunities on merit without any discrimination based on gender, sexual orientation, disability, marital status, pregnancy & maternity, caste, socio-economic status, religion, faith, nationality, ethnicity, race, color, age, religious or political views.
- e. Ensure equal opportunities with respect to recruitment, learning, development, promotion, employee benefits, separation, and other aspects of employment relationship based solely upon merit, performance, potential and qualifications required for the job.
- f. Provide subject to job requirements and merits, fair and equitable opportunity to all persons including those with disabilities, while considering them for positions where they can be suitably employed and take appropriate measures to ensure a conducive environment for persons with disabilities to perform and excel in their role.


05. COMMITTEE CONSITUTION

The Constitution of the EEO Committee shall be-

Chairman of the Committee shall be Department Head of Human Resources Department.

Internal Officers shall be 02 in number. Such members shall be from other Departments (one female and one male)

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	MANORAMA INDUSTRIES LIMITED	Document No	MI/POL/49/00
	INDIA	Issue Date:	01.07.2023
	POLICY ON EQUAL OPPORTUNITY	Page 2 of 3	

06. COMPLAINT PROCESS

A person wishing to make a complaint can consult and file a complaint with the EEO Committee. The complaint should be made in writing and addressed to chairperson of the committee within 07 (seven) working days of any such incident.

07. PROCEDURE

7.1 INVESTIGATION

Once a complaint has been filed, an investigation will be undertaken immediately. In instances where there is an alleged respondent, the respondent will be notified immediately. The complainant and the respondent will both be interviewed along with any individuals who may be able to provide relevant information.

Where the alleged discrimination is an organizational practice or procedure, that practice or procedure will be investigated immediately. Where the investigation finds systemic discrimination within the organization, that practice or procedure will be changed promptly.

7.2 MEDIATION

Manorama Industries Limited supports resolving matters through mediation provided that it is consistent with organizational duties, obligations and needs. Mediation can only be undertaken voluntarily. If both parties agree to participate, matters may be resolved through mediation in the following circumstances. Once the matter has been investigated and Manorama Industries Limited has determined the facts of the case, may use mediation to develop appropriate solutions to the complaint; and, in rare instances, where the incident is an isolated event and the parties do not dispute the facts, Manorama Industries Limited will act diligently to ensure that matters are dealt with in a manner that ensures the safety and protection of everyone within the organization.

7.3 TIMELINES

Manorama Industries Limited will investigate all complaints immediately and will work towards the prompt resolution and prevention of discriminatory acts and practices. The first round of investigation and conclusion shall be arrived at within 15 working days from the date of filing of the complaint.

7.4 FAIRNESS

All complaints will be investigated in the same manner with the aim of promoting, fairness and equality.

7.5 CONFIDENTIALITY AND RIGHT TO PRIVACY

Manorama Industries Limited will preserve the confidentiality of all individuals involved in a discrimination complaint. The preservation of confidentiality may be affected by the employer's duty to prevent discrimination in/at Manorama Industries and by the alleged respondent's right to know the nature of the complaint being made against them and who has made it so that they can respond.

If the investigation fails to find evidence to support the complaint, no documentation concerning the complaint will be placed on the file of the respondent. Manorama Industries Limited will retain all documentation for 12 months for informational purposes in the event that there is an internal appeal or a complaint filed with an outside agency.

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**MANORAMA INDUSTRIES LIMITED**

Document No

MI/POL/49/00

INDIA

Issue Date:

01.07.2023

POLICY ON EQUAL OPPORTUNITY

Page 3 of 3

7.6 OUTCOMES & REMEDIES

Manorama Industries Limited will act swiftly to ensure that the discriminatory practice is stopped as soon as possible and may remedy the situation in a number of ways. Where the investigation determines that discrimination has occurred or the matter has been successfully mediated, outcomes may include moving the respondent to another department, changing the respondent's job duties, or a letter of apology. Actions taken to remedy a discriminatory situation should not have a negative effect on the complainant. The main concerns of the employer will be to ensure that the discrimination ends and to restore workplace harmony.

7.7 APPEAL PROCESS

Within 15 days from the result of the first round of investigation, either the complainant or the respondent may make a written request that an investigation be reviewed stating which aspect of the investigation is inadequate. The request must be submitted to CEO of Manorama Industries Limited, who will determine if the investigation is to be re-opened in order to address the concerns raised.

In case the appeal is taken up, then the investigation shall be completed within 15 working days by the same committee with the inclusion of an independent member. The result of the appeal shall be binding on the complainant, respondent and all related parties concerned for all purposes

08. SPECIAL CIRCUMSTANCES & EXCEPTIONS

No exception to this policy is allowed.

Any Deviation to this policy has to be approved by HOD – Human Resources Department.

09. NON COMPLIANCES & CONSEQUENCES

Any instances of discrimination or favouritism with proper evidence that comes to or is brought to the notice of the management will be dealt with strictly in accordance with the terms of this policy and any other appropriate policies of the company.

Manorama Industries Limited


Director
01.07.2023

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