

# **BALKRISHNA INDUSTRIES LIMITED**

## **EQUAL OPPORTUNITY POLICY**

Policy Title		EQUAL OPPORTUNITY POLICY
Issue Number		1
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Approved by		Board of Directors
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## 1. Introduction

We, Balkrishna Industries Limited (BKT), are an equal opportunity employer. We are committed to providing equal opportunities in employment and creating an inclusive work environment where all individuals are treated with respect and dignity.

## 2. Non-Discrimination

We prohibit discrimination on the grounds of race, color, gender, nationality, age, religion, creed, disability. This policy applies to all aspects of employment, including recruitment, advertisements for employment, compensation (no discrimination is made on ground of sex in the remuneration of employees or workers), termination, promotions, and other conditions of employment.

## 3. Equal Employment Opportunity

We ensure equal opportunity in matters of employment. All employment decisions are based on merit, qualifications, and abilities.

## 4. Purpose

Our equal opportunity employer policy reflects our commitment to ensuring equality and promoting diversity in the workplace. Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement, and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Race / Ethnicity / Nationality
- Religion
- Disability
- Medical history

At BKT, workforce diversity is a business imperative. We strive to ensure that our workforce is representative of all sections of society. By doing so, we believe we are better equipped to develop and deliver accessible and inclusive products and services, thereby meeting the needs of our clients and customers and achieving business excellence.

## 5. Scope and Coverage

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between BKT and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies
- No employee with disability is discriminated on the ground of disability, unless the impugned act or omission is a proportionate means of achieving a legitimate aim.
- No promotion is denied to a person merely on the ground of disability
- Company is maintaining records of the persons with disabilities in relation to the matter of employment, facilities provided and other necessary relevant information

## 6. Training Programs

We are committed to providing regular training programs to promote awareness of equal opportunity principles and to ensure that all employees understand their rights and responsibilities under this policy. These training programs include:

- **Diversity and Inclusion Training:** Educating employees about the importance of diversity and inclusion in the workplace.
- **Anti-Discrimination Training:** Providing information on how to recognize and prevent discrimination and harassment.
- **Bias Awareness Training:** Helping employees identify and overcome unconscious biases.
- **Legal Compliance Training:** Ensuring employees are aware of relevant laws and regulations related to equal opportunity and non-discrimination.

## 7. Reporting Procedures

We have established clear procedures for reporting incidents of discrimination, harassment, or any violations of this policy. Employees can report any concerns confidentially through the following channels:

- **Direct Reporting:** Employees can report incidents directly to their immediate supervisor or manager.
- **HR Department:** Reports can be made to the HR department, which will handle the investigation and resolution process.
- **Whistleblower Protection:** Employees who report incidents in good faith will be protected from retaliation or adverse consequences.

All reports will be investigated promptly and thoroughly, and appropriate corrective actions will be taken to address any violations of this policy.

## 8. Consequences for Violations

Violations of this policy will not be tolerated. Consequences for violations may include, but are not limited to:

- **Verbal or Written Warnings:** Issued for minor infractions.
- **Mandatory Training:** Required to address and correct behavior.
- **Termination of Employment:** For severe or repeated violations.
- **Legal Action:** In cases where violations breach applicable laws and regulations.

The severity of the consequences will depend on the nature and frequency of the violation. BKT is committed to ensuring a fair and just process for all employees involved.

## 9. Dissemination and Implementation of Policy

BKT will be responsible for the dissemination of this policy. Heads of Department are responsible for implementing equal employment practices within each department. Our HR department is in charge of evaluating our Company's processes and ensuring that they are free of prejudice. When we discover prejudices interfering with our processes, we will move quickly to improve them, teach our employees to overcome their biases, and safeguard potential discrimination victims. We will provide everyone with the opportunity to work in an atmosphere that respects their rights. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

## 10. Compliance with International Conventions & Indian Constitution

We align our policy with various international conventions, such as the United Nations Convention on the Elimination of All Forms of Racial Discrimination and the Universal Declaration of Human Rights, Employment Policy Convention, 1964, International Labour Standards aimed at promoting opportunities for women and men to obtain decent and productive work as applicable, as well as Constitution of India and Indian Laws.

## 11. Review and Monitoring

This policy will be reviewed regularly to ensure compliance with legal standards and to promote continuous improvement in our equal opportunity practices.