

**POLICY MEMORANDUM NO: HOEC / EOP / 2023****DATE OF ISSUE:**

28 - 02 - 2023

VALID TILL:

30 - 12 - 2025

PROPOSED BY:

HR Manager

APPROVED BY:

Managing Director, HOEC

DISTRIBUTION**ALL EMPLOYEES**

EQUAL OPPORTUNITY POLICY

HOEC is committed to promote equitable employment opportunities and to promote a working environment where all employees are treated with respect and dignity. HOEC, as an employer, values diversity in all aspects of employment, including hiring, training, and employee development, thereby ensuring equal opportunity. We forbid discrimination in the workplace on the basis of a person's gender, marital status, pregnancy, career obligations, sexual orientation, race, colour, national or ethnic origins, religion, caste, disability, or age.

The "Equal Opportunity Policy " aims to guarantee that people with disabilities have the same access to a life of dignity and respect as everyone has in compliance with "The Rights of Persons with Disabilities Act, 2016" Regulations. The workforce of HOEC is diverse and includes people with impairments and a structure is set up to guarantee the disclosure of the equal opportunity policy.

The salient features of the policy are as under:

- **Hiring programs and policies:** In HOEC, eligible people of any gender, national, religion, personnel with disabilities are encouraged to apply for employment. The primary selection criteria would only contain those relevant knowledge, skills, and proficiencies deemed necessary for carrying out the duties of the position.
- **Appointment of personnel with disabilities:** HOEC will strive to make all reasonable efforts to identify posts/vacancies in the establishment that would be suitable for disabled persons as per the Act.
- **Training and career development:** HOEC will make an effort to provide skill development training to improve the skill level of employees without disparity.
- **Grievance Redressal & Harassment Prevention:** HOEC has constituted a Wellness Committee, as a grievance redressal system to help employees lodge complaints and grievances so that they can be resolved, if genuine. Any of our employees may submit a grievance to the committee members with ease of access. Any acts of discriminatory conduct including harassment, abuse, victimisation, and demonization by an employee will be viewed extremely seriously by Management and independent inquiry will be initiated promptly and disciplinary action will be taken based on us findings.

Further, HOEC also has in a place a duly constituted Internal complaints Committee in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, to promote a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

- **Maintenance of register of complaints:** The Wellness Committee at Corporate Office, registers the complaint/grievance received from employees.

Contact:**Please direct all questions regarding this policy to the Manager HR.**