



SANGHVI MOVERS LIMITED

EQUAL OPPORTUNITY POLICY

DATE OF APPROVAL:

10 FEBRUARY 2023



EQUAL OPPORTUNITY POLICY

Sanghvi Movers Limited (SML) recognizes the value of a diverse workforce. In accordance with Article 14 of the Constitution of India, the Company is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

Purpose

This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 ("RPWD Act"). SML provides equal employment opportunities to all and makes people-related decisions based on merit and business needs. While recruiting, developing, and promoting our employees, our decisions will be based solely on performance, merit, competence and potential. There shall be no discrimination on the basis of race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic, origin, disability or any other category protected by applicable law. We have fair, transparent and clear employee policies which promote diversity, inclusion and equity, in accordance with the Company's code of conduct. We ensure to provide clear terms of employment, training, development and performance management. Sanghvi Movers Limited (SML) is committed to being an equal opportunity employer.

Scope

The Policy covers all persons, such as job applicants, employees, interns/trainees. It also covers those employees who acquire disability during their work tenure. The Policy applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

Policy Framework

SML is committed to providing equal opportunities without any discrimination on the grounds of age, colour, disability, origin, nationality, religion, race, gender or sexual orientation and will not engage in any type of harassment based on any of the above or any other reason.

Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others. Employment with SML will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.

Hiring, developmental and promotional opportunities will be based on performance, ability and potential and will be consistent with the needs of the business. SML will not tolerate harassment, discriminatory behaviour or behaviour that victimizes any individual or group in our workplaces. 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 redress mechanisms. Complaints will be taken seriously and treated with sensitivity and fairness.

In lieu of the RPWD Act and Rules, SML, as per specific requirements, shall ensure that proper infrastructure is provided to persons with disability to enable them to discharge their duties at the establishment effectively.

SML commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination in any manner. Head HR is responsible for ensuring that the establishment operates in compliance with the RPWD Act, and to fulfil the terms of this Policy. The following structures shall also be in place:



Liaison Officer

The Liaison Officer is responsible for (a) implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the various departments in the organisation, (b) ensuring that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Opportunity policy, (c) developing proactive strategies to prevent discrimination and harassment. The Liaison Officer will report to HR Head.

Employee Responsibilities

To comply with this policy and all applicable laws and regulations. Compliance is required from an employee when he/she acts in the capacity of a representative of the Company. 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.

The Policy is part of the SML's Sustainability Framework. This policy is approved by SML's Board of Directors.

Review

The Board of Directors shall have the power to amend the policy whenever the same is required consequent to any amendment(s) in the RPWD Act or other applicable Rules made thereunder.

Version	Particulars	Date	Approved by
1.0	New Policy adopted	10.02.2023	Board of Directors
