

**SAJJAN INDIA LIMITED****EQUAL OPPORTUNITY POLICY****Adopted: June 1, 2024**

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**1. PREAMBLE AND OVERVIEW**

Sajjan India Ltd. ("**Sajjan**") is an equal opportunities employer, which is committed to fostering an inclusive, equitable, and respectful environment where every individual has the opportunity to thrive and contribute to our collective success. Our Equal Opportunity Policy is rooted in the principles of fairness, diversity, and mutual respect, and is in accordance with the provisions of: (a) the Rights of Persons with Disabilities Act, 2016 read with the Rights of Persons with Disabilities Rules, 2017; and (b) the Transgender Persons (Protection of Rights) Act, 2019 read with the Transgender Persons (Protection of Rights) Rules, 2020 ((a) and (b) collectively, "**Applicable Laws**").

We believe that every employee, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national, origin, age, disability, veteran status, or any other characteristic protected by law, deserves an equal chance to succeed. This policy underscores our commitment to eliminating discrimination and promoting practices that ensure all employees have access to the same opportunities for hiring, advancement, compensation, and professional development.

We expect all employees, from leadership to entry-level staff, to uphold these principles and actively contribute to a culture of inclusivity and respect. Through continuous education, open dialogue, and rigorous enforcement of this policy, we strive to build a workplace that exemplifies our commitment to equality and sets a standard for integrity and fairness in all our endeavors.

We prohibit discrimination in the workplace whether on grounds of gender, marital or domestic partnership status, pregnancy, sexual orientation, gender identity, race, color, national or ethnic origins, religious belief, disability or age. Our objective is to attract job applications and applications for development from the best possible candidates and to retain the best people.

This policy is applicable to all prospective and existing employees of Sajjan throughout the period of their employment and at all of its offices, units and divisions.

## 2. DEFINITIONS

- 2.1 **“Person(s) with Disability”** means a person with long-term physical, mental, intellectual, or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others and shall include ‘persons with benchmark disability’ as defined under the Rights of Persons with Disabilities Act, 2016.
- 2.2 **“Transgender”** means a person whose gender does not match with the gender assigned to that person at birth and includes trans-man or trans-woman (whether or not such person has undergone sex reassignment surgery or hormone therapy or laser therapy or such other therapy), person with intersex variations, genderqueer and person having such socio-cultural identities as kinner, hijra, aravani and jogta.
- 2.3 **“Reasonable Accommodation”** means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to Persons with Disabilities and Transgender persons, the enjoyment or exercise of rights equally with others.
- 2.4 **“Discrimination”** means in relation to disability, gender identity, or sexual orientation means any distinction, exclusion, restriction based on disability, gender identity, or sexual orientation status which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of Reasonable Accommodation or any other discrimination defined under the Applicable Laws.

## 3. HIRING PRACTICES AND POLICIES

At Sajjan, the we have identified functions and roles that will be open for Persons with Disability and this list is updated on an annual basis to ensure the employees are rightly equipped to manage and perform their job roles as required. All jobs and roles are open to Transgenders.

We focus on meritocracy and do not engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement based on any criteria for Discrimination including gender, disability, or any other characteristic protected by law. All job applicants are measured against the key selection criteria which would include only the specific skills, knowledge and abilities regarded as essential for performing the functions of the job. Applicants invited for an interview should inform the recruiter / Liaison Officer if they require any individual support or assistance prior to the interview. Sajjan would make all arrangements reasonably feasible to accommodate these requests.

## 4. CREATE AWARENESS

The Equal Opportunity policy is displayed on Sajjan’s website and internal awareness sessions will be conducted across the organization to highlight the essence of the policy, especially to provide employment opportunities to Persons with Disability and to Transgender persons.

## **5. REASONABLE ACCOMODATION**

Sajjan will periodically evaluate scope of facility improvement and work towards providing the right infrastructure for Reasonable Accommodation, whenever necessary, basis the job's requirements for qualified employees or job applicants who are Persons with Disabilities, as per the Applicable Laws. Such accommodation would be provided:

- 1) to ensure equal opportunity in the application and selection process,
- 2) to enable an employee who is a Person with Disability and / or Transgender employees to perform the essential functions of a job, and
- 3) to enable an employee who is Person with Disability and / or a Transgender employee to enjoy the same benefits and privileges of employment as other employees.

Examples of Reasonable Accommodation may include (but not be limited to) acquiring or modifying equipment or devices, basic facilities within the premises, modifying assessment and training materials, modifying work schedules, and reassignment to avacant position. Employees or job applicants who require such accommodation should write to the Liaison Officer, providing the details of their requirements.

## **6. EMPLOYEE ENGAGEMENT AND SOCIAL INCLUSION:**

It will be our ongoing endeavor to make all company events and meetings inclusive by ensuring appropriate representation of all communities, ensuring the events are conducted at accessible venues with a provision of Reasonable Accommodation being available to employees who are Persons with Disabilities.

## **7. SPEICAL LEAVE:**

In the event an employee who is Person with Disability requests for an extra leave, for a reason related to her / his disability, such request will be treated as a request for Reasonable Accommodation and will be evaluated accordingly.

## **8. CAPABILITY BUILDING AND CAREER DEVELOPMENT:**

Sajjan will endeavor to provide course materials meant for induction and training in accessible formats on request. Any request for Reasonable Accommodation, such as assistive aids, accessible training venue, accessible materials, interpreter etc. can be placed with the Liaison Officer prior to the scheduled date of commencement of induction / training.

## **9. FACILITIES, AMENITIES AND CONFIRMATION WITH ACCESSIBILITY NORMS:**

Sajjan aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation) adheres to the accessibility standards as prescribed under Applicable Laws. Sajjan also aims to revamp its existing facilities to ensure strict compliance with Applicable Laws. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards as per Applicable Laws. Any employee facing accessibility issues should report to the facilities team at their location or write to the Liaison Officer. Additionally, the following infrastructure will be given to the employees with disabilities:

- Physical Infrastructure
  1. Provision for ramps at appropriate locations, barrier-free accessibility, and assistive devices.
  2. Access to elevators with ease of access to Persons with Disability.
  3. Dedicated washrooms that comply with standards for Persons with Disabilities and Transgender persons.
- Digital Infrastructure

It is our continuous endeavor to ensure that all our documents, communication and information technology systems adhere to the standards prescribed under Applicable Laws. Any employee facing accessibility challenges can reach out to the local IT support team or write to the Liaison Officer.
- Travel, Stay and Transport

For official travel, employees who are Persons with Disabilities will be provided accessible modes of transport and accessible guest houses and hotels. An employee can place a written / email request for this with the Travel Desk with an approval from their functional heads.

## **10. SELF IDENTIFICATION FORM**

All employees shall fill a self-identification form setting out details regarding any disability that she/he may have for maintenance of records in accordance with the Rights of Persons with Disabilities Act, 2016. An employee can edit the information at any time during her/his tenure. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. An employee who acquires disability during the tenure of their employment can also edit and update the form. By providing personal data, the employee consents to Sajjan processing and/or using their personal information in accordance with the terms of Sajjan's data privacy policies where such consent is required by applicable law.

## **11. CONFIDENTIALITY**

Sajjan shall uphold the confidentiality of any information shared by an existing or prospective employee concerning their disability or gender identity. Suitable measures will be taken by the relevant company personnel to ensure that such data and information are utilized solely for the specified objectives and are disclosed only on a need-to-know basis.

## **12. GRIEVANCE REDRESSAL AND HARRASMENT PREVENTION:**

Sajjan has a zero-tolerance policy on discriminatory conduct committed by an employee (which includes harassment, vilification and victimization). In the event any employee believes that they have been treated unfairly or have been Discriminated against, the employee should feel free to write to the Liaison Officer and may also write to [OurVoice@sajjan.com](mailto:OurVoice@sajjan.com). The Company shall ensure that reasonable opportunity is provided to such aggrieved employee to effectively participate in the investigation process and all incidents reported to the Liaison Officer shall be treated with utmost confidentiality. Additionally, we also have a detailed policy on Prevention, Prohibition and Redressal of Sexual Harassment at Workplace - for all genders which complies with the Transgender Persons (Protection of Rights) Act, 2019 and Transgender Persons (Protection of Rights) Rules, 2020.

### **13. APPOINTMENT OF LIAISON OFFICER**

As per the Applicable Laws, Sajjan has appointed **Ms. Apoorva Chawla, Head-Talent, Learning and Policies** as the Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace with Reasonable Accommodations.

#### **The Liaison Officer is responsible for:**

1. Ensuring a workplace that is hospitable towards Persons with Disabilities and Transgender persons;
2. Monitoring the recruitment of Persons with Disabilities and Transgender persons;
3. Provision of adequate facilities and amenities for Persons with Disabilities and Transgenders;
4. Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
5. Developing proactive strategies to prevent Discrimination and harassment.

### **14. EXPECTATIONS FROM THE EMPLOYEES:**

1. **Employees' Responsibility:** Sajjan expects all its employees to contribute to a respectful and inclusive work environment. The employees should be sensitive and accommodative of their colleagues, irrespective of their gender, religion, caste, disability or any other background. They should treat each other with respect, dignity and compassion.
2. **Leadership Accountability:** Leaders are responsible for promoting and upholding the principles of equal opportunity within their teams. They will be responsible for creating an encouraging and thriving environment for all the employees within and outside of their teams and to ensure fairness and equality within all organization run agenda.

This policy is a testament to our commitment to fostering a diverse and inclusive environment where every employee can thrive and achieve their full potential. By adhering to these principles, we aim to set a standard for integrity and fairness in all our corporate activities.