

# **JMT AUTO LIMITED**

## **EQUAL OPPORTUNITY POLICY**

## 1. Introduction

The Board of Directors (the “Board”) of JMT Auto Limited (the “Company”) has adopted the following policy and procedures with regard to providing equal opportunity to all persons without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation.

This Policy will be applicable to the Company effective 1 October 2017.

## 2. Policy Objective

To provide equal opportunity to all persons without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation.

## 3. DEFINITIONS

“**Board of Director**” or “**Board**” means the Board of Directors of JMT Auto Limited, as constituted from time to time.

“**Company**” means a company incorporated under the Companies Act, 2013 or under any previous company law.

“**Policy**” means Policy on Equal Opportunity of Employment.

“**Act**” means Right of Persons with Disabilities Act, 2016 and Rules made thereunder.

## 4. Policy

### I. No Discrimination in Employment Opportunities

Company shall strive to provide equal opportunity to all persons without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation.

The Company shall maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

## **II. Equal Opportunity for Persons with Disabilities**

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

The Company will build systems and processes to ensure:

- That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- That provision is made for an accessible environment and of availability of assistive devices as required.
- That the HR Department will ensure that an officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.
- That the HR will ensure if any grievance does arise and is brought upto the Head of HR concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
- That no opportunity is denied to persons with disabilities, merely on ground of disability.

## **III. Rights of Individuals with Disabilities**

Individuals with disabilities who apply or employees who believe themselves to be covered by the

Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Head/Officer in any given location. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

**IV. Responsibility**

- Every member of the Company management is responsible giving effect to this policy.
- The Human Resources Managers have the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the Code of Conduct of the Company.
- The Head of Human Resources is accountable to the CEO to oversee and promote this policy.

**V. Communication of Policy**

- This Policy will be available to all employees via the Company’s website and normal communication vehicles within the business.

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