

POLICY ON EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION

Policy No: EQUALOPPOR_02

Effective Date of this version : 4th March 2024
Supersedes version dated : 22nd March 2023

Talent Mangement-HR Department

Equal Opportunity and Anti-Discrimination

Version History

Effective date	Policy No	Prepared by	HR Head Approval
22-03-2023	POL_EQUALOPPOR_01	Remya Ann Jose, Head TM	P T George, VP HR
04-03-2024	POL_EQUALOPPOR_02	Remya Ann Jose, Head TM	Venkateshwaran Sundaram, VP HR

Index

Sl.No	Contents	Page Number
1	About the Policy	3
2	Scope and Applicability	3
3	Objective of the Policy	3
4	Equal Opportunity and Anti-discrimination	3
5	Dissemination and Implementation of Policy	4
6	Reporting	4
7	Complaint redressal process and procedures	4
8	Non-Retaliation	4

Equal Opportunity and Anti-Discrimination

About the Policy

V-Guard Industries Limited and its subsidiaries (herein referred to as “V-Guard” or “the Company”) are committed to provide an inclusive and safe workspace to its workforce. Equal opportunity ensures that everyone is treated impartially and provides equal access to all career initiatives based on merit at the organization.

Scope and Applicability

This policy, called the Policy of Equal Opportunity, Anti-Discrimination (“Policy”), applies to all employees, apprentices, trainees (government scheme trainees and others), directors, consultants, contract labour engaged by us, third parties over which we have control, and/or personnel working in our workplaces.

Objective of the policy

The objectives of this Equal Opportunity (EEO) and Anti-Discrimination Policy are to ensure that:

- Employees do not suffer unfair discrimination at the workplace.
- All employment decisions are based upon legitimate business criteria and the merit of the individuals.
- Best practices on diversity and inclusion are adopted.
- Prompt and fair dealing with complaints on harassment, bullying or any kind of unlawful Discrimination by employees, suppliers, vendors or any other stakeholders.
- Fair treatment of all employees and zero tolerance for discrimination.
- Compliance with all laws related to discrimination and equal opportunity.

The Company shall strive towards achieving the set goals by

- Setting clear expectations from its employees.
- Embedding diversity and inclusion principles in all aspects of people management.
- Providing a communication platform to report against discrimination.
- Providing training to employees on the key contents of this policy.

Equal Opportunity and Anti-discrimination

V-Guard prohibits discrimination, harassment, bias or prejudice on the basis of an individual’s race, colour, nationality/ancestry, ethnicity, age, role, sex/gender (including intersex, transgender or intergender status), political affiliation, union membership, pregnancy, maternity, paternity or caring responsibilities, marital or relationship status or civil partnership, sexual orientation, gender/sexual identity or expression, physical/mental disability, caste/creed, religion and religious affiliation, any other protected status under applicable law, etc.

Equal Opportunity and Anti-Discrimination

When recruiting, developing and promoting our employees, we ensure equal opportunity to all aspects of people management, and our decisions will be based solely on performance, merit, competence and potential.

Dissemination and Implementation of Policy

V-Guard seeks to create a workplace environment which is free from any form of discrimination or harassment or bias by taking active steps to implement the Policy and procedures to receive and deal with complaints regarding any violations of the Policy. V-Guard will also provide required training to its employees to promote equal opportunity and a workplace free of discrimination.

Reporting

Employees who become aware of any possible violations of this policy must immediately report the incident to the company. V-Guard will review any violations and take appropriate actions. V-Guard shall maintain due confidentiality while conducting inquiries, investigations and providing responses to the complaints.

Grievance Redressal Mechanism

For any grievances, a written complaint can be registered at vgilgrievance@vguard.in.

Non-Retaliation

V-Guard prohibits intimidation of or retaliation against an individual who reports a concern under this policy in good faith or assists any inquiry/investigation under this policy.

This policy shall be reviewed periodically for its suitability and updated as necessary.

Equal Opportunity and Anti-Discrimination



Registered Office: 42/962, Vennala High School Road, Vennala, Kochi
- 682 028, Kerala.

Ph: 0484-2005000, 4335000 www.vguard.in

V-Guard Care
0120 485 0100, 1860 180 3000
customer@vguard.in 9633503333
www.vguard.in/home/customer-care
CIN: L31200KL1996PLC010010

