



# **Policy on Equal Opportunity and Anti-Discrimination**

**V-Guard Industries Ltd.**



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## Index

<b>Sl. No.</b>	<b>Contents</b>	<b>Page Number</b>
1	About the Policy	3
2	Scope and Applicability	3
3	Objective of the Policy	3
4	Equal Opportunity and Anti-discrimination	4
5	Reporting	4
6	Non-Retaliation	4
7	Training to Employees	4



## **About the Policy**

V-Guard Industries Limited (herein referred to as “V-Guard” or “the Company”) is committed to provide an inclusive and safe workspace to its workforce. Equal opportunity ensures that everyone is treated with fairness, impartially and to provide equal access to all career initiatives based on merit at the organization. Human potential is at the core of V-Guard’s growth and success. The company’s ability to nurture and empower its workforce is crucial for its longevity and tangible value creation for all stakeholders.

## **Scope and Applicability**

The policy on equal opportunity and anti-discrimination (“Policy”) applies to all aspects of people management including recruitment, employment, assignment, transfer, promotion, compensation, benefits and training.

V-Guard does not tolerate discrimination or harassment by or against employees, customers, vendors, contractors or any other individuals who conduct business with V-Guard. This policy is applicable to all employees, contractors, suppliers and representatives acting on behalf of V-Guard. This policy applies to conduct at V-Guard offices, plants, branches, warehouses and all other locations and while engaged in work-related activities outside the workplace, such as business-related trips, social events and communications.

## **Objective of the policy**

The objectives of this policy are to ensure:

- employees or potential employees do not suffer unfair discrimination in 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 in its terms and conditions of employment on the basis of an individual's race, colour, nationality/ancestry, ethnicity, age, 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, creed, religion and religious affiliation, any other protected status under applicable local law, etc.

### **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.

### **Non-Retaliation**

V-Guard prohibits intimidation of or retaliation against an individual for objecting to behaviour prohibited by this policy, reporting a concern under this policy in good faith, or assisting with any inquiry or investigation under this policy.

### **Training of employees**

V-Guard will provide required trainings to its employees to promote equal opportunity and a workplace free of discrimination.