

Prepared By: HR	Sarita Handa Exports Pvt. Ltd.	Version- SHE 02/04
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NON-DISCRIMINATION POLICY

INTRODUCTION:

Sarita Handa Exports Pvt. Ltd. is committed to maintaining a diverse and inclusive workplace. We value all employees as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy and discrimination of any kind is not tolerated within our organization.

OBJECTIVE:

This Anti-Discrimination Policy outlines our commitment to promoting equality, preventing discrimination, and addressing any incidents of discrimination that may occur.

SCOPE:

This policy is applicable to all the employees of **Sarita Handa Exports Pvt. Ltd**, including existing and future establishments. This policy has also been applicable to all our vendor/ contractor/ sub-contractor.

It also covers the following important aspects of the workplace:

- Ensuring its usage in the recruitment and hiring processes.
- Employment conditions like job assignments, compensation, promotions, etc. Made free of unfair practices.
- Organization of training programs to educate employees.
- Prohibition of discriminatory language, harassment, and actions that create a hostile work environment.
- Developing a formal grievance management framework to handle every discriminatory event.
- Promotion of fair treatment policies during employee retirement, termination and layoffs.

POLICY:

We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

We recognize that sometimes discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In case we conclude that an employee unconsciously discriminates, we will support them through training and counseling and implement processes that mitigate biases as we indicate in the next section. But, if this person shows unwillingness to change their behavior, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

Reporting Procedure:

If anyone feels that they have been discriminated against, please let the reporting manager or human resources department know as soon as possible. Every complaint will be appropriately investigated.

Retaliation against any individual who reports discrimination participates in an investigation, or opposes discriminatory practices is strictly prohibited.

In the context of the anti-discriminatory policy:

Reporting Options

- Familiarity of the employees with the available reporting options, like HR representatives, supervisors, or an anonymous channel.
- Choosing the method that blends with company culture and the workplace situation.
- Communicating this along with the policy to all the employees.

Confidentiality

- Maintaining strict confidentiality around the incident.

- Information is shared only with the stakeholders involved and not outsiders.
- Complete assurance of involved parties to protect their identity.

Non-Retaliation

- Encouraging employees to report on such practices in the workplace.
- Preventing superiors or the management from retaliating against the grievance holder.
- Retaliation against any individual who reports discrimination participates in an investigation, or opposes discriminatory practices is strictly prohibited.

Implementation and Training:

This policy is publicly available throughout the Company and clearly communicated to all employees in a way it can be understood through induction

programs, policy manuals and intranet portals. The workers are informed of these rights by the various training activities at each unit.

Review and feedback:

This policy will be reviewed annually.

Policy Version 2.04

Formulated by

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