

***JAI CORP LIMITED***

*Equal Opportunity Policy*

# Equal Opportunity Policy

## Background/Preamble:

Jai Corp Limited (hereinafter referred to as “**the Company**” or “**Jai Corp**” or “**We**” or “**Our**” or “**Us**”) is into manufacturing businesses such as plastic processing and steel. Jai Corp is firmly dedicated to fostering a workplace culture that promotes equality and inclusivity, while strictly prohibiting any form of discrimination based on age, color, disability, origin, nationality, religion, race, gender, sexual orientation, or any other characteristic. The Company maintains a zero-tolerance approach towards any verbal or physical harassment related to these aspects or any other grounds.

Moreover, Jai Corp is unwavering in its commitment to establishing a safe and diverse working environment for all employees, ensuring absolute impartiality in employment-related decisions, including recruitment, development, and retention. The Company recognizes and respects the rights of Persons with Disabilities (PWD) as outlined in the Rights of Persons with Disabilities Act, 2016 ("Act").

By adhering to this policy, Jai Corp aims to become an inclusive employer, extending equal opportunities to individuals from all segments of society, including PWD.

## Purpose:

The Company is firmly committed to upholding the principles of equal opportunity in its role as an employer. The objective of this Policy is to cultivate a work environment that fosters inclusivity and is devoid of any form of discrimination or harassment. By focusing on promoting diversity and inclusiveness, this Policy aims to enhance productivity, collaboration, engagement, and decision-making within the Company.

Key objectives of the Policy include:

- Establishing fair practices that eradicate all forms of discrimination.
- Encouraging behaviors that prevent any kind of harassment in the workplace.
- Implementing transparent processes for selection, promotion, and grievance handling to ensure equal opportunities for all.
- Encouraging equitable access to opportunities and facilities for every individual.

This Policy serves as a guiding framework for Jai Corp, ensuring that employment decisions are based primarily on individual abilities, qualifications, and merit

## Coverage:

This Equal Opportunity Policy applies to all the Jai Corp employees employed in India.

## Definition(s):

“**Policy**” means “Equal Opportunity Policy”

“**Discrimination**” in relation to disability, means any distinction, exclusion, or restriction based on disability 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.

“**Person with disability**” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

“**Disability**” means a physical or mental condition that can make it more difficult or impossible for someone to complete some tasks or participate in some activity.

“**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 the enjoyment or exercise rights equally with others

The “**Act**” shall mean the Rights of Persons with Disability Act, 2016.

### **Components of the Policy:**

The Company shall strive to ensure to:

- Creating a harassment-free and unbiased work environment.
- Providing equal employment opportunities based on qualifications and job requirements, without any bias.
- Ensuring individuals with disabilities have fair access to employment opportunities and necessary accommodations.
- Provide proper infrastructure and reasonable accommodation, whenever and wherever necessary for qualified employees or applicants who have disabilities.
- Offering equal pay, benefits, and terms of employment without discrimination.
- Supporting leave and flexible work arrangements for various needs.
- Conducting training sessions to raise awareness of our zero-tolerance policy.
- Implementing a robust grievance mechanism to address discrimination issues confidentially.
- Reviewing and adapting benefits and policies to meet employees' changing needs, regardless of gender, sexual preference, special ability, race, or color.

### **Roles and Responsibilities:**

#### **Employee Responsibilities:**

All employees of Jai Corp are obligated to adhere to this Policy and abide by all relevant laws and regulations. Compliance is mandatory when an employee is acting as a representative of the Company.

#### **Responsibilities of Managers and supervisors:**

Managers and supervisors are required to take appropriate measures to resolve any complaints brought to their attention and ensure confidentiality is maintained to the greatest extent possible.

#### **Human Resources:**

Human Resources representatives have the responsibility to offer guidance and address grievances related to the employment of individuals with disabilities and/or any other complaints concerning discrimination in any form against job applicants or employees.

### **Communication of the Policy:**

The Policy shall be communicated to all Jai Corp Stakeholders across all Indian operations by providing them with access to this Policy. Further:

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- Jai Corp shall strive to conduct awareness sessions for all the Stakeholders covered under this Policy.
- The Policy shall be easily accessible on the Company's website.

<b>Any non-compliance with this Policy may be communicated to the Company</b>
<b>Over Phone</b> - (+91-22) 35215146/ 31396050
<b>Through e-mail</b> - <a href="mailto:jaicorp@jaicorpindia.com">jaicorp@jaicorpindia.com</a>
<b>Through Post</b> -  The Managing Director, #603, Embassy Centre, Nariman Point, Mumbai – 400 021.

### **Review and Approval:**

Jai Corp's top management has a strategic role in the full implementation of this Policy ensuring the involvement of all personnel and of those who collaborate with Jai Corp, and in maintaining the consistency of their behavior with the values embodied in this Policy.

### **Applicability:**

This Policy, duly approved by the Board of Directors on 11<sup>th</sup> August.2023, shall be applicable with effect from the 11<sup>th</sup> day of August, 2023 and future amendments / modifications shall take effect from the date stated therein.

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