

**TKIL Industries Private Limited**

**Equal Employment Opportunity Policy**

**Human Resources**

**Issue Date: Feb 20, 2025**

## Version Control

Version	Date of Issue	Version Authorised By
1	20 <sup>th</sup> February 2025	Head - Talent Management Head Business HR & ER Head HR, Admin, OSHE & CSR MD & CEO

## Note

This document contains policy for providing equal employment opportunity to employees and candidates at TKIL. The document defines process owners involved & interfacing departments, activities to be performed along with responsible personnel, trigger points / frequency for activities, documents to be referred for performing an activity, inputs & outputs for a sub-process and key performance indicators.

In case of any clarifications required / suggestions / process modifications, contact Head - Talent Management, Head Business HR & ER, Head HR, Admin, OSHE & CSR.

## Sign-off



**Archana Nair**  
Head-Talent Management



**Jyotirmayi Gavaskar**  
Head Business HR & ER



**Smarak Jyoti**  
Head-HR, Admin, OSHE & CSR



**Vivek Bhatia**  
Managing Director & CEO

## Equal Opportunity Policy

Aspect	Particulars
Scope	TKIL Industries Private Limited
Document owner	Head- HR
Responsible	
Agreed with	Management Board- TKIL
Date of adoption of last update	
ID number	
Version	1
Valid from	<b>new policy</b>
Valid until	Indefinitely
Language	English
Contact person	
Contact details	

### 1. Objective

At TKIL Industries, we are committed to fostering an inclusive and diverse workplace where every employee is treated with respect, dignity, and fairness. Our Equal Opportunity Policy (EOP) reflects our dedication to promoting equality and preventing discrimination in all aspects of employment. We recognize that a diverse workforce is essential for innovation and growth, and we strive to create an environment that embraces differences, thereby enhancing our organizational effectiveness and overall performance.

### 2. Applicability

This policy applies to all employees including but not limited to officers, trainees, apprentices, fixed-term contract workers, workmen associates, consultants, job applicants, contractors, and stakeholders associated with TKIL Industries. It encompasses every facet of employment, including recruitment, hiring, training, promotions, transfers, compensation, benefits, and termination. By establishing this policy, we aim to ensure that all individuals have equal access to opportunities within our organization, regardless of their background or personal characteristics.

### 3. Policy Statement

TKIL Industries prohibits discrimination based on various factors, including but not limited to age, gender, race, religion, caste, disability, marital status, sexual orientation, nationality, and any other characteristic protected by law. Our commitment to providing equal opportunities means that all employment decisions will be made based on individual merit and qualifications rather than personal attributes unrelated to job performance. We believe that every employee should have the right to work in an environment free from bias and prejudice.

To achieve our goal of a diverse and inclusive workplace, we actively seek to recruit a wide range of candidates from various backgrounds. Our recruitment practices are designed to

eliminate barriers that may prevent qualified individuals from applying for positions within the company. We ensure that job postings are accessible to all potential candidates and that our hiring processes are fair and transparent. This commitment extends beyond recruitment; we also prioritize diversity in our training programs and leadership development initiatives.

Creating a workplace environment, free from harassment and discrimination is paramount at TKIL Industries. We recognize that a positive work culture is essential for employee satisfaction and productivity. To this end, we implement measures to prevent any form of harassment or discrimination among employees. We are dedicated to providing necessary accommodations for individuals with limitations and ensuring that our facilities are accessible to everyone. This includes regular assessments of our physical spaces as well as the provision of assistive technologies when needed.

In line with the Transgender Persons (Protection of Rights) Act, 2019, we are committed to ensuring a safe and supportive working environment for transgender employees. We respect each individual's right to self-identify their gender and will take appropriate steps to accommodate their needs in the workplace. Our policies are designed not only to comply with legal requirements but also to foster a culture of acceptance and respect for all employees. Compliance with relevant laws is a cornerstone of our Equal Opportunity Policy. This policy aligns with the Rights of Persons with Disabilities Act, 2016, as well as other applicable legislation aimed at protecting the rights of marginalized groups. To ensure ongoing compliance, we regularly review our practices and policies in light of any changes in legal requirements or industry standards.

We encourage employees who believe they have experienced discrimination or harassment to report their concerns through established grievance procedures. It is crucial that all complaints are taken seriously and investigated promptly while maintaining confidentiality throughout the process. We believe that open communication is vital for addressing issues effectively and fostering a culture of trust within the organization.