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SPANDANA

EQUAL EMPLOYMENT AND NON DISCRIMINATION POLICY

Version 1.0



EQUAL EMPLOYMENT AND NON DISCRIMINATION POLICY



Contents

I. PURPOSE.....	2
II. SCOPE.....	2
III. GUIDELINES	2
Amendments & Disclaimer:.....	3



I. PURPOSE

- a) To promote equal employment opportunities in a company that is free from all forms of discrimination
- b) To promote an inclusive work environment that values and accepts diverse cultural and social backgrounds.

II. SCOPE

This policy applies to all employees of the organization.

III. GUIDELINES

a) Equal Opportunity & Non-Discrimination

- The company is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.
- All employment decisions are based on the business needs, job requirements, and individual qualifications and performance by adhering strictly to the company's policies and procedures
- The company will strictly refrain from demonstrating bias or prejudice towards individual differences which will be valued and protected.
- The company is committed to creating a workplace that is free from discrimination in their employment practices against any potential or existing employees and ensures to protect and respect for every individual's right.
- All terms of employment and benefits will be revised from time to time to ensure that there is no unlawful direct or indirect discrimination.
- The company is committed to equal pay and equality in terms of employment

b) Grievance process and procedure:

- Any employee or person having any grievance regarding discrimination can write to the designated officer within 5 days of any such incident of discrimination.
- On receipt of such grievance, the designated officer will register the grievance and follow the procedure laid down in the grievance redressal policy
- The details of the grievance official on such matters is: complaints@spandanasphoorty.com or call at 18001205519 or 18001025519.
- The company encourages reporting of all perceived incidents of discrimination or harassment,
- The company prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.



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Amendments & Disclaimer:

The Senior Management Committee (Comprising Head-HR, Chief Financial Officer, Chief Risk Officer, Chief Compliance Officer, Chief Business Officer and Chief Technology Officer) with approval from the CEO & MD can amend this Policy, as and when deemed fit. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.