

**RELIGARE HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED
(RHDFCL)**

Equal Employment Opportunity Policy

Version Control

Name of the Policy	Equal Employment Opportunity Policy
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Policy Proposed By	HR Team
Approver of the Policy	MD & CEO- RHDFCL
Date of review of the Policy	Annually
Nature of document	Highly Confidential

Equal Employment Opportunity Policy

Objective

To provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type with regard to race, color, religion, age, nationality, disability status, genetics, state, sexual orientation, gender identity or expression, transgender status, or any other characteristic protected by Central, state or local laws.

Scope

This policy applies to all terms and conditions of employment and policies during the tenure of employment driven by company culture of meritocracy, potential, performance, and non-discrimination.

Details

Company will ensure that a conducive environment is provided to all employees to perform their role and excel in same without any discrimination. The Company will build systems and processes to ensure:

- That appropriate facilities and amenities are provided to employees to enable them to effectively discharge their duties in the establishment
- That no opportunity is denied to persons with disabilities, merely on ground of disability (Disabilities Act, 2016)
- Every employee with regard to race, color, religion, age, nationality, disability status, genetics, state, sexual orientation, gender identity or expression will be treated fairly and with dignity
- In case of transgender employee, the employee would be addressed according to their pronouns, chosen name and gender in all workplace communication

Employee Responsibilities

All employees have the following responsibilities:

- To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.
- Information related to gender identity will be treated with utmost confidentiality. Employees are expected to respect the privacy of their colleagues and refrain from disclosing any such information without explicit consent

Responsibilities of Managers and Supervisors

Managers and supervisors have the following additional responsibilities:

- To take reasonable steps to resolve complaints those are brought to their attention and to maintain confidentiality as far as practicable.

Human Resources Responsibilities

Human Resources representatives have the following additional responsibilities:

- To ensure fair and inclusive recruitment & hiring practices without prejudice.
- To provide advice and address grievances relating to the employment of persons and/or any other complaints regarding discrimination in any other form against any job applicant/employee.
- Bullying or harassment is strictly prohibited. Any reported incident would be thoroughly investigated and appropriate corrective action will be taken.