

EQUAL OPPORTUNITY EMPLOYER POLICY

Version 1.0 – 16 December, 2024

Abstract

Equal Opportunity Employer (EOE) policy is our commitment to promote and create an inclusive work culture in which all employees enjoy equal opportunities of employment and are treated with respect, care, fairness, sensitivity & dignity and without any prejudice.

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<http://www.exicom.in>

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1. Introduction

1.1 Purpose

We at Exicom Tele-Systems Limited (the "Company") are committed to fostering an inclusive, diverse and equitable workplace where all employees and job applicants are treated with fairness, dignity, and respect.

We oppose all forms of unlawful and unfair discrimination on the grounds of age, colour, disability, marital status, nationality, geography, ethnicity, race, religion, sex, sexual orientation or HIV status.

By cultivating a culture of mutual respect and opportunity, we aim to provide an environment where every individual can thrive professionally and contribute meaningfully. This policy underscores our belief that diversity drives innovation and strengthens our organization, and we are dedicated to upholding these principles in every facet of our operations.

1.2 Scope

This policy applies to all employees (on-roll and consultants), offroll and contractors, job applicants, and any other individuals engaged with Exicom.

It covers all aspects of employment, including recruitment, hiring, training, promotions, compensation, benefits, transfers, terminations, and workplace conduct.

This Policy is subject to applicable regulations, qualifications and merit of the individual.

This policy ensures compliance with applicable Indian laws, including:

- The Rights of Persons with Disabilities Act, 2016
- The Transgender Persons (Protection of Rights) Act, 2019
- The HIV and AIDS (Prevention and Control) Act, 2017
- The Constitution of India (Article 14, 15, and 16 on Equality and Non-discrimination)

2. Equal Opportunity Commitments

2.1 Persons with Disability

- Reasonable accommodations will be provided as per the Rights of Persons with Disabilities Act, 2016.
- No discrimination in hiring, promotions, or access to benefits.

- Exicom shall employ persons with disabilities wherever practicable, when it is suited to their aptitudes, abilities and qualifications and ensure no opportunity is denied to persons with disabilities, merely on ground of disability.
- Accessible infrastructure and assistive technologies will be ensured. Exicom shall assist the person with disabilities by providing assistive devices, special furniture, wheel chair etc. in accordance with their requirements, which would improve their efficiency.
- A designated Liaison Officer will oversee disability inclusion initiatives.

2.2 Transgender Persons

- No discrimination on the basis of gender identity or expression.
- Gender-neutral facilities (such as unisex toilets) and inclusion in all employment benefits.
- Employees may self-identify their gender without requiring medical documentation.
- Protection from harassment and bullying under POSH and company policies

2.3 HIV/AIDS Infected

- No discrimination in hiring, promotions, or termination based on HIV status as per The HIV and AIDS (Prevention and Control) Act, 2017.
- Exicom is an equal opportunity employer and does not/would not insist on compulsory HIV testing and screening of employees during the pre-employment medical test or anytime during the course of their employment.
- There will be no obligation on the part of the employees to inform the Company about their clinical status, except on a purely voluntary basis. Confidentiality will be strictly maintained regarding all medical information, especially HIV/AIDS status of the employees, by the treating doctors and other employees handling medical information.
- Employees with HIV/AIDS will receive reasonable workplace accommodations if required.

3. Implementation Measures

- Exicom is committed to provide reasonable accommodations for individuals with disabilities, sexual preferences as well as for religious practices, unless doing so would impose an undue hardship.
- Awareness programs on workplace inclusion and sensitization training for all employees will be periodically conducted.

- Establishment of a Grievance Redressal Mechanism to handle complaints related to discrimination.
- Periodic audits to ensure compliance with this policy.
- Annual reporting on diversity and inclusion initiatives.

4. Grievance Redressal

Employees facing discrimination or harassment can report issues to the Liaison Officer or the HR department. Complaints will be addressed promptly, confidentially, and with due process.

4.1 Liaison Officer

- Liaison Officer, for Exicom the CHRO, is entrusted to take suitable actions, provide guidance and resolve issues which are brought to the notice of CEO & MD with regard to recruitment and facilitation of Transgender persons or persons with disabilities and report to the management from time to time.
- Transgender persons or persons with disabilities who apply or employees who believe themselves to be covered under The Transgender Persons (Protection of Rights) Act, 2019 or The Rights of Persons with Disabilities Act, 2016 respectively, may contact the Liaison.
- Any information provided is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment.
- Employees and applicants will be protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or assisting in an investigation under the Acts.
- All grievances will be attended promptly and without discrimination. On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, they will be subjected to disciplinary actions.

Policy Summary

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| Implementation Year | February,2025 |
| Version No. | 1.0 |
| Reviewer | CHRO |
| Approved By | CEO-MD |