

Equal Opportunity Policy

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Manjeet Kumar – Sr. Associate - Human Resources	Ritu Sharma – Lead - Human Resources	Preemita Singh – Chief Human Resource Officer & Head CSR

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I. Scope

The Equal Opportunity Policy (“this Policy”) is effective July 1, 2017 and applies to all employees of Hero Fincorp Limited (“HFCL”), its subsidiaries and affiliates (collectively referred to as “the Company”). This Equal Opportunity Employer Policy applies to all prospective or current employees of the company and the contractors and visitors who are vulnerable to discriminatory treatment due to certain individual characteristics.

II. Purpose

HFCL is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. This Policy expresses the company’s commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression. The objective of this policy is to ensure that there is no discrimination against any person basis their gender, sexual preference, religion, race, color or disability. It is the responsibility of the company to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications. The company will appoint, train, develop and promote on the basis of merit and ability alone.

III. Policy Statement

This policy encompasses the criteria on which the selection of new staff will be done. It will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements for the job. The company will strictly refrain from demonstrating bias or prejudice towards individual differences. People will be given the chance to work in a discrimination-free environment which will help everyone feel that their worth and rights are respected. In regards to employment of Transgender , the company at all point of time will follow the guidelines mentioned in the Transgender Persons (Protection of Rights) Act, 2019.

Company’s Equal Opportunity Policy is available on the official website www.herofincorp.com.

IV. Terms of Employment, Benefits, Facilities & Services

The company will identify positions / vacancies that are suitable for persons with special abilities/ differently abled.

All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure that there is no unlawful direct or indirect discrimination because of one or more protected characteristics.

Actions aiming towards equal opportunity include the following:

- Use of inclusive, diversity-sensitive language in all official documents and signs
- Modification of structures and facilities to accommodate people with special abilities
- Leave and flexible work arrangement policies to provide for parental, medical or other needs

- Hiring, training and evaluating processes that do not focus on characteristics irrelevant to employment, job specifications, qualifications, productivity etc.
- Ensuring the required employment benefits are provided to the everyone irrespective of their gender, sexual preference, special ability, race, color, etc.
- Providing a safe working environment to transgender, differently abled and any other vulnerable person
- Maintaining confidentiality of the gender of the employees.
- Infrastructure facilities like unisex toilets & measures put in for safety & security so as to enable employees to effectively discharge their duties in the establishment.
- Inclusion of religious or national holidays of all people that are part of the workforce in the company's official schedule and arrange their leaves upon request
- Educational sessions and groups on diversity for employees
- Open door practices to make the reporting of unlawful discriminatory conduct easier
- Active encouragement of employees to propose improvements
- Explicit prohibition of discrimination and clearly defined consequences

V. Equal Pay and Equality of Terms

The company is committed to equal pay and equality of terms in employment. It believes that all its employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value. In order to achieve this, the company will endeavor to maintain a pay system that is transparent, free from bias and based on objective criteria.

VI. Grievance Procedure

All supervisors and managers are responsible to ensure that policy of equal opportunity is applied at all times and that all procedures and practices are free of discrimination. All staff are obliged to follow legal guidelines and equal opportunity employer principles. In case there is any issue then employees can report to Human Resources department or to Complaint Officer appointment by the organization. The issues related to discrimination against Transgender will be investigated by Complaint Officer within 15 days of receiving such complaint and all parties will be listened to. The Head of the department shall act on the enquiry report submitted by the complaint officer within 15 days from the date of submission of the report.

The employee that suffered the offence will be protected against harassment, retaliation and victimization.

VII. Complaint Officer

Company has appointed Lead – Human Resources Ms. Ritu Sharma as Complaint Officer who shall oversee the recruitment of persons with special abilities, transgender persons or any other person who can be subjected to discrimination and make necessary provisions to ensure facilities for such employees in the establishment. She can be reached at 011 4948 7150 and her email id is ritu.sharma@herofincorp.com

VIII. Maintenance of Records

Company maintains below mentioned records reflecting the details of the persons with special abilities, that it has employed:

- a. No. of employees with special abilities employed and the date from which employed
- b. Name, gender and address of the such employees
- c. Nature of special ability of such persons
- d. Nature of work rendered by such persons
- e. Kind of facilities provided to such persons

IX. Monitoring Equal Opportunity

The company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. If changes are required, the Company will implement them.

X. Administration of the Policy

The Human Resources Department is responsible for administering, tracking and communicating this Policy and answering any questions that may arise. Management shall assist in the implementation of this Policy by disseminating it within their departments and creating in their departments a respect for the seriousness of compliance with this policy.

XI. Breach of Policy

The Company reserves the right to take disciplinary action or initiate criminal proceedings as and when it considers necessary in respect of all reported cases of violations of this policy. If anyone is involved in harming, injuring or endangering the life, safety, health or well-being, whether mental or physical, of a transgender person, differently abled person or any other vulnerable person as they tend to do acts including causing physical abuse, sexual abuse, verbal and emotional abuse and economic abuse shall be punishable as per the applicable law and appropriate disciplinary action will be taken. This Policy document is made available with a clear objective to establish a standard approach in addressing issues discussed in this Policy.

XII. Policy Changes

HFCL has the absolute right, in its sole discretion, to interpret and modify, amend and or terminate this Policy with respect to any employee, group of employees or in its entirety at any time. The decision to terminate or amend may be due to changes in law or any other reason. If the Policy is terminated, an individual will not have any further rights under this Policy. This Policy does not create an obligation for continued employment or imply an employment contract

XIII. Document Change Tracker

Sr. No.	Version:	Date	Change	Section	Page No.	Updated By	Reviewed By	Approved By
1.	1.0	July 1,2017	Initial Draft	All	All	Ashish Saxena – Associate – Human Resources	Ritu Sharma – Lead – Human Resources	Preemita Singh – Chief Human Resource Officer & Head CSR
2.	1.1	October 1,2018	Change of Liaison Officer	Clause VII	4	Chandra Prakash Purohit – Associate – Human Resources	Ritu Sharma – Lead – Human Resources	Preemita Singh – Chief Human Resource Officer & Head CSR
3.	1.2	October 20,2020	Addition of provisions of Transgender Persons Act 2019	All	3,4,5,	Manjeet Kumar – Sr. Associate – Human Resources	Ritu Sharma – Lead – Human Resources	Preemita Singh – Chief Human Resource Officer & Head CSR