




POLICY NO. HFE/HR06A

EQUAL EMPLOYMENT OPPORTUNITY



HERO FUTURE ENERGIES PVT. LTD.

EQUAL EMPLOYMENT OPPORTUNITY

					
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Rev.	Date	Description	Prepared By	Checked By	Approved By



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1.0 OBJECTIVE

1.1 To lay down the 'Equal Employment Opportunity' (EEO) Policy to be followed in Company in order to take forward HFE's objective of treating everyone with respect and dignity and facilitating a working environment that is positive, productive, cordial, safe and free from any discrimination and harassment.

2.0 APPLICABILITY

2.1 This Policy is applicable to all employees on permanent rolls, contractual staff, consultants, part-time staff or any person involved in any other kind of employment with the Company hereinafter referred to as 'Individuals' in this Policy, its Holdcos/ SPVs and affiliate Companies.

3.0 COVERAGE

3.1 This Policy explains the framework for appropriate conduct by all along with procedure to report incidence and the associated penalties.

4.0 RESPONSIBILITY AND AUTHORITY

4.1 Every individual is responsible for reading, understanding and following this Policy.

4.2 Approval, renewal and change in this Policy is the responsibility of HR, under approval of the CEO.

4.3 Monitoring and implementation of this Policy is the responsibility of all the HODs.

5.0 REFERENCE

5.1 HFE Code of Conduct – HFE/HR06 and Rights of Persons with Disabilities Act, 2016.

6.0 EFFECTIVE DATE

6.1 This Policy comes into force w.e.f **Mar 20, 2018**, it will be valid till next Revision is announced.

7.0 DEFINITIONS

HOD	HEAD OF DEPARTMENT
HR	HUMAN RESOURCE



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Person with disability	means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others;
Person with disability having high support needs	means a person with benchmark disability certified under clause (a) of sub-section (2) of section 58 who needs high support as per Rights of Persons with Disabilities Act, 2016

8.0 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT:

- 8.1 HFE is an equal opportunity employer and all employees and individuals have to exhibit the same in their conduct.
- 8.2 Employees are expected to undertake their duties in a professional, responsible and conscientious manner.
- 8.3 No candidate shall be discouraged /rejected solely on the basis of caste, gender, religion and disability (under permissible limit meant for the job).
- 8.4 HFE recruits competent people with right attitude who respect and imbibe HFE values. Employment is completely based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- 8.5 HFE provides equal opportunities for development and advancement to all employees, protect their privacy and Zero tolerance for any form of harassment or discrimination. However, developmental and promotional opportunities will be based on Annual Performance Appraisal, potential to deliver and align with the future Company objectives and also the need of the Business.
- 8.6 HFE values diversity and respects the personal dignity of people associated with us.
- 8.7 There will be no discrimination based on race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, or domestic partner status, citizenship or any other status or characteristic.
- 8.8 This Policy will be consistently applicable on all throughout the period of employment/association of the individual from the recruitment process till superannuation/separation.
- 8.9 This Policy is subject to applicable regulations, qualifications and merit of the individual.
- 8.10 The persons with disabilities shall have equal protection and safety in situations of risk, armed conflict, humanitarian emergencies and natural disasters. Disability also covers Speech and Language Disability, Specific Learning Disability, Acid Attack Victims, Dwarfism, Muscular Dystrophy, Blood Disorders- Thalassemia, Hemophilia and Sickle Cell disease.

9.0 REPORTING OF INCIDENCE

- 9.1 All employees are expected to promptly report about any discrimination/ violation of this Policy as per the Grievance Procedure No. **HFE/HR16**.
- 9.2 In case the Company discovers that discrimination has taken place and it was known to some employees



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who did not report it, those employees will be liable for an enquiry.

10.0 OBLIGATION OF EMPLOYEES

- 10.1 All employees have to read, understand and follow this Policy. Others will be handed over this Policy by the Company.
- 10.2 New Joinees will be given copy of this Policy at the time of Induction.

11.0 ACTION IN CASE OF VIOLATION OF THIS POLICY

- 11.1 Whosoever is found violating this Policy will be liable for suspension and enquiry for which no salary shall be paid during the period of the said suspension or inquiry. Further, if the person is proved guilty to the same, his/ her employment with the Company will be terminated forthwith and he /she shall not be entitled to any notice or compensation.

12.0 AMENDMENT

- 12.1 This Policy is subject to change at the sole discretion of Management.

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