

## Equal Opportunity Policy

### Purpose

Transformers & Rectifiers (India) Ltd. (TARIL) is committed to building a workplace that is fair, inclusive, and respectful. The purpose of this policy is to ensure that all individuals are provided equal opportunities in employment and are treated with dignity, without any form of discrimination.

### Scope

This policy applies to:

- All employees (permanent, contractual, trainees, interns and apprentices)
- Job applicants and candidates
- Consultants, vendors, and any individuals associated with TARIL

It covers all aspects of employment including hiring, training, performance management, promotions, transfers, compensation, and separation.

### Policy Statement

TARIL provides equal opportunity to all individuals based on merit, qualifications, performance, and business needs.

We do not discriminate on the basis of:

- Gender or gender identity
- Age
- Caste or social background
- Religion or belief
- Disability
- Marital status
- Ethnicity or place of origin
- Any other characteristic not related to job performance

### Key Principles:

#### Merit-Based Decisions

All employment decisions at TARIL are based on an individual's skills, experience, performance, and potential.

#### Diversity & Inclusion:

We value a diverse workforce and believe that different perspectives improve innovation, decision-making, and organizational performance.



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### **Respectful Workplace**

Every employee has the right to work in an environment that is free from discrimination, bias, harassment, or intimidation.

### **Equal Access to Opportunities**

All employees will have equal access to:

- Learning and development programs
- Career growth and promotions
- Performance recognition and rewards

### **Responsibilities**

#### **Management**

- Ensure fair and unbiased decision-making
- Promote inclusive practices within teams
- Lead by example in maintaining a respectful workplace

#### **HR Department**

- Implement and monitor this policy
- Ensure fair hiring and promotion processes
- Ensure inclusivity in all initiatives
- Address complaints promptly and confidentially

#### **Employees**

- Treat colleagues with respect and fairness
- Avoid discriminatory behaviour or bias
- Support an inclusive and collaborative work environment
- Report any concerns or violations

### **Recruitment & Selection**

- Hiring decisions will be based solely on job-related criteria
- Job descriptions and selection processes will be neutral and inclusive
- No candidate will be unfairly excluded or favoured

### **Workplace Conduct**

Discrimination, bias, or harassment in any form is strictly prohibited. This includes:

- Unfair treatment or exclusion
- Offensive remarks or behaviour
- Any action that creates a hostile work environment



## CONTINUATION SHEET

Such behaviour will be subject to disciplinary action.

### Grievance Redressal

Employees who experience or witness discrimination are encouraged to report concerns to:

- HR Department
- Reporting Manager
- Any designated grievance channel

All complaints will be:

- Handled confidentially
- Investigated fairly
- Resolved in a timely manner
- Retaliation against anyone raising a concern in good faith will not be tolerated.

### Compliance

This policy complies with applicable laws and regulations in India related to equality, non-discrimination, and workplace rights.

### Review & Amendments

This policy will be reviewed periodically to ensure its effectiveness and relevance. TARIL reserves the right to amend the policy as required.

### Conclusion

TARIL is committed to fostering a workplace where everyone feels valued, respected, and empowered to contribute. Equal opportunity is not just a policy-it is a core value that drives our culture and long-term success.

**For Transformers & Rectifiers (India) Ltd.**

**Ajay Bamzai**

**Chief Human Resources Officer**