# SHRIRAM PISTONS & RINGS LTD.

REGD. / H.O.: 3rd FLOOR, HIMALAYA HOUSE, 23, KASTURBA GANDHI MARG, NEW DELHI-110 001 (INDIA)



#### **EQUAL OPPORTUNITY FOR WORK AND PAY POLICY**

#### **OBJECTIVE**

The objective of this policy is to implement Equal Opportunity for Work and Pay in compliance with anti-discrimination legislation at Shriram Pistons & Rings Ltd. (SPRL). All types of harassment and discrimination are prohibited at SPRL. We provide equal employment opportunities to all employees and workers without any discrimination regard to age, national origin, race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, or any other legally protected characteristic. SPRL scrupulously adheres to all applicable laws and regulations.

#### SCOPE

This policy applies to all aspects of the relationship between the Company and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The selection and treatment of independent contractors, employees working on our property who are employed by temporary agencies, and any other people or businesses doing business for or with SPRL are all subject to the policy rules and principles.

### **POLICY STATEMENT**

SPRL is committed to ensure equal opportunities for employment and fostering a welcoming workplace.

We make an effort to:

 maintain a harassment-free workplace regardless of age, race, gender, physical ability, marital status, parenting status, ethnicity, religion, or sexual orientation;

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- guarantee that decisions about work relationships are made only on the basis of an individual's abilities and qualifications, with no consideration given to occupational requirements, seniority, or other relevant nondiscriminatory reasons;
- comply with all relevant laws governing equal employment opportunities and recruiting practises; and
- educate employees about unacceptable behaviour and the potential sanctions that the Company may impose for inappropriate behaviour toward employees.

### **PLAN OF ACTION**

SPRL administers this policy fairly and persistently via following procedures:

- SPRL function as an equal opportunity employer and consider all applications for employment regardless of race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other legally protected characteristic.
- Display mandatory notices regarding employees' rights under applicable laws in areas where other employees can easily see them.
- Promptly notify the General Counsel of any instances or accusations of discrimination or harassment, and take all other required actions to put an end to the problem.
- Retaliation is not permitted against anybody who, in accordance with the policy, reports discrimination, opposes unlawful discrimination, complains of harassment, or supports someone who reports discrimination.

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