

## MICL EQUAL OPPORTUNITY POLICY

**Man Infraconstruction Limited** ('we', 'our', 'Company', 'MICL') is committed to providing equal opportunities in employment and growth, and to creating an inclusive work environment. This policy applies to MICL including its Associate Companies, Subsidiaries, and Joint Ventures.

### **Guiding Principles**

Towards this, we will:

- Treat everyone with respect and dignity. This includes all employees and workers, contractors and their employees, vendors, suppliers, clients and their representatives, people in the communities in which we operate and anyone with whom we engage.
- Ensure zero tolerance toward any form of bullying, harassment and behaviour that is discriminatory or victimizes any individual or group in our workplaces including zero tolerance towards sexual harassment.
- Have a robust framework to attract, engage and retain talent of all genders, nationalities and abilities.
- Provide employment opportunities on merit without any discrimination based on gender, sexual orientation, disability, marital status, pregnancy & maternity, caste, socio-economic status, religion, faith, nationality, ethnicity, race, colour, age, religious or political views.
- Ensure equal opportunities with respect to recruitment, learning, development, promotion, employee benefits, separation and other aspects of employment relationship based solely upon merit, performance, potential and qualifications required for the job.
- Provide, subject to job requirements and merit, fair and equitable opportunity to all persons including those with disabilities, while considering them for positions where they can be suitably employed and take appropriate measures to ensure a conducive environment for persons with disabilities to perform and excel in their role.
- Encourage and support our partners to adopt the above guiding principles.

This Equal Opportunity Policy is in accordance with the relevant statutory provisions including the provisions of the Right to Persons with Disabilities Act, 2016 along with the Rights of Persons with Disabilities Rules, 2017. We will abide by the principle of the Policy in letter and in spirit. We will uphold the highest standards of ethics, values and governance across all our people practices.

## **Policy Statement and Purpose:**

MICL will provide equal employment opportunities and will not discriminate directly or indirectly against any associate or job applicant on any grounds including race, age, colour, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, disability status, genetic information or sexual orientation. We aim to create employment opportunities such that all associates achieve their full potential.

## **Scope:**

The policy covers all aspects of relationship between the Company and its associates, including:

1. Recruitment
2. Employment
3. Promotion
4. Transfer
5. Training
6. Working conditions
7. Wage and salary administration
8. Employee benefits and application of policies

## **Objectives:**

1. To lay down recruitment procedure and selection criteria, for appointment or engagement of a person as an associate or full time in house consultant on rolls of the Company on a non-discriminatory basis
2. To ensure that our associates or job candidates do not suffer unfair discrimination in the workplace
3. To ensure that associates work in an environment where they have equal opportunity based on relevant abilities and merit
4. To ensure that all associates have an equal chance when applying for internal job postings, promotions, training opportunities and in their working conditions

## **Applicability:**

This policy is applicable to all associates & full time in house consultants on rolls of the Company, job candidates, contractors, stakeholders, personnel working on our premises who are employed by temporary agencies, other persons or firms doing business for or with the Company, partners and visitors.

## **Our Commitment:**

We are committed to providing equal opportunities in employment and creating an inclusive work environment. It is our endeavour to –

1. provide equal and fair opportunities for employment to all qualified applicants;

2. maintain a work environment free from discrimination based race, colour, age, colour, physical ability, ethnicorigin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, disability status, genetic information or sexual orientation;
3. make employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria;
4. adhere to applicable law pertaining to equal employment opportunities and fair employment practices; and
5. prohibit employment of child labour in any of our operations.

### **Manner of Selection:**

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate also considering the capabilities the job position demands. Candidates with necessary disability certificate issued in accordance with the Act by the competent authority will only be considered for the identified positions. In case such candidates are not found suitable or no such candidate is available, the Company will recruit the candidates without disability in those positions.

### **Post Recruitment:**

Company will provide necessary training to the new recruits to enable them to carry out their jobeffectively. The necessity of training, its types and methods shall be determined by the HR department.

### **Process:**

Associates or applicants with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Associates can raise concerns and make complaints without fear of reprisal and with the assurance of protection from harassment or retaliation. Anyone found to be engaging in discrimination or harassment in violation of the policy will be subject to disciplinary action, up to and including termination of employment.

### **Remedies:**

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Company will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.