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Revision History:

Date	Version No	Rev No	No. of pages	Policy description	DCR No	Prepared by	Reviewed by	Approved by
05-10-2023	10	0	4	Equal opportunity for work and pay policy	DCR001	Jayendra HC	Jayendra HC	Savitha Ramesh

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Equal Opportunity for Work and Pay Policy

Policy Statement:

Kaynes Technology India Limited (KTIL) is committed to fostering a diverse and inclusive work environment where all employees have equal opportunities for employment and advancement. We believe in treating all employees with dignity and respect, without any discrimination. Our policy aligns with the provisions of the Equal Remuneration Act of 1976, the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act of 1995, and Articles 15 of the Indian Constitution.

Scope

This policy is applicable to all employees of KTIL, including those in the manufacturing plants, service locations and other subsidiaries. It covers recruitment, remuneration, promotion, training, and all other aspects of employment.


Policy Provisions

1. Equal Employment Opportunity

- KTIL provides equal employment opportunities to all qualified individuals, irrespective of their race, religion, belief, sex, color, creed, age, national and ethnic origin, marital status, pregnancy, sexual orientation, political affiliation, or physical ability.
- Recruitment, hiring, and promotion decisions will be based on merit, qualifications, and business needs.

2. Equal Remuneration

- In compliance with the Equal Remuneration Act of 1976, KTIL ensures that men and women receive equal pay for equal work.
- Remuneration for employees is based on their skills, experience, and job responsibilities, without discrimination on any grounds

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3. Non-Discrimination

- KTIL prohibits any form of discrimination or harassment in the workplace.
- All employees are expected to treat their colleagues with respect and fairness, promoting a harmonious and inclusive work environment.

4. Support for Persons with Disabilities

- KTIL adheres to the provisions of the Persons with Disabilities Act of 1995, ensuring that persons with disabilities have equal opportunities in employment.
- Reasonable accommodations will be provided to employees with disabilities to enable them to perform their job duties effectively.
- The workplace will be made accessible and conducive to the needs of employees with disabilities.

5. Training and Development


- KTIL is committed to providing training and development opportunities to all employees to help them achieve their full potential.
- Training programs will be designed to be inclusive and accessible to all employees, including those with disabilities.

6. Grievance Redressal

- KTIL has established a grievance redressal mechanism to address complaints related to discrimination or harassment.
- Employees are encouraged to report any instances of discrimination or unfair treatment, and all complaints will be handled promptly and confidentially.

7. Compliance and Monitoring

- KTIL will regularly review its policies and practices to ensure compliance with relevant laws and regulations.
- Regular audits will be conducted to monitor the effectiveness of the Equal Opportunity for Work and Pay Policy

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8. Awareness and Training

- All employees will be made aware of this policy through regular training sessions and communications.
- Managers and supervisors will receive specialized training to help them understand their roles and responsibilities in promoting equal opportunities.

Responsibilities

- **HR Department:** Ensure the implementation and compliance of this policy. Conduct training sessions and handle grievances.
- **Managers and Supervisors:** Foster an inclusive work environment, ensure fair treatment of all employees, and address any issues of discrimination promptly.
- **Employees:** Adhere to the principles of the policy, report any instances of discrimination, and contribute to a respectful and inclusive workplace.

Implementation

1. Recruitment and Hiring:


- KTEL will ensure a fair and unbiased recruitment process, promoting diversity and inclusion.
- Job advertisements will be non-discriminatory and inclusive, reflecting the commitment to equal opportunity.
- Selection criteria will be based on merit, skills, and qualifications without bias.

2. Compensation:

- Salaries and wages will be based on job roles and responsibilities, experience, and performance, ensuring equal pay for equal work.
- Regular audits will be conducted to ensure compliance with equal remuneration principles.

3. Training and Development:

- All employees will have equal access to training and development opportunities.
- Special programs will be developed to support the career growth of underrepresented groups, including women and persons with disabilities.

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Promotion and Career Advancement:

- Promotion decisions will be based on merit, performance, and potential without discrimination.
- Efforts will be made to identify and eliminate any barriers to the advancement of underrepresented groups.

5. Workplace Environment:

- KTIL will foster a work environment that respects diversity and promotes inclusion.
- Any form of harassment or discrimination will be addressed promptly and effectively.

Monitoring and Review:

KTIL will regularly review this policy to ensure it remains relevant and effective. Feedback from employees and other stakeholders will be considered in the review process. Compliance with this policy will be monitored through regular audits and assessments.

Grievance Redressal:

Employees who believe they have been subjected to discrimination or unequal treatment can file a grievance with HR. KTIL is committed to addressing all grievances promptly and fairly, ensuring confidentiality and protection from retaliation.

Communication:

This policy will be communicated to all employees and job applicants. It will be included in the employee handbook and made available on the company drive and other relevant platforms.

Conclusion:

KTIL is committed to fostering a diverse and inclusive workplace where all employees have equal opportunities for work and pay. By adhering to this policy, KTIL aims to create a positive and productive work environment for all.

This policy reflects KTIL's dedication to promoting equality and fairness in the workplace, ensuring compliance with relevant laws and constitutional mandates, and creating an inclusive environment for all employees.