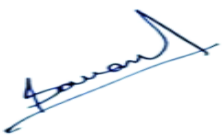
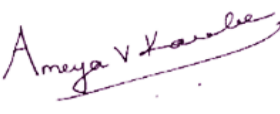





LEAP INDIA PRIVATE LIMITED

**Equal Opportunity Policy**

Document Control			
Document Details			
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LEAP India – Equal Opportunity Policy		Initial Document	
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## Purpose

We at LEAP India Private Limited (“LEAP / the Company”) are an equal opportunity employer and are committed to a policy of treating all its employees and job applicants equally. Our Equal Opportunity Employer Policy expresses the company’s commitment to promote equality and conduct its business according to principles of social justice, respect, and freedom of expression. It is the policy of the Company to take all reasonable steps to employ and promote employees based on their abilities and qualifications. The Company will appoint, train, develop and promote based on merit and ability alone.

LEAP is committed to promoting equal employment opportunities and a workplace that is free of all forms of discrimination. Equal opportunity means that all staff experiences fairness, impartiality and equal access to all career initiatives in LEAP.

## Scope

The Equal Opportunity Employer Policy applies to all company employees, especially those who may be at risk of discriminatory treatment based on specific individual characteristics. This commitment is fully integrated into our hiring process.

## Definition

- Employee(s) refers to an eligible employee on the rolls of the company.
- Sanctioning Authority will mean the person who is vested with the power to authorize leave to the employee concerned.

## Equal Opportunity Policy

The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion, or transfer will be assessed objectively against the requirements for the job.

Being an equal opportunity employer means that we provide the same opportunities for hiring advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity / Nationality
- Religion

- Disability
- Medical history

The company will strictly refrain from demonstrating bias or prejudice towards individual differences, which will be valued and protected. People will be given the chance to work in a discrimination-free environment which will help everyone feel that their worth and rights are respected.

### **Objectives**

- LEAP's employees or potential employees do not suffer unfair discrimination in the workplace.
- Individuals and groups within the LEAP work in an environment where all decisions are free of discrimination, and where they have equal opportunity based on relevant abilities, skills and merit.
- Employees are encouraged to take positive action toward promoting equal opportunity throughout the organization.
- Personnel actions such as compensation, benefits, transfers, layoffs, company-sponsored training programs and social and recreational programs will be administered on a non-discriminatory basis.
- Application of labour laws to be uniformly applied in the organization.
- Modification of structures and facilities to accommodate people with disabilities.
- Open-door practices to make the reporting of unlawful discriminatory conduct easier.

The company's Equal Opportunity Policy is available on the official website <https://www.leapindia.net>.

### **Grievance Procedure**

All supervisors and managers are responsible for ensuring that the Equal Opportunity Policy is applied at all times and that all procedures and practices are free of discrimination. All staff are obliged to follow legal guidelines and equal opportunity employer principles. In cases when these rules are violated, employees can report to the Human Resources department directly and if you suspect that someone is behaving in the wrong way but doesn't realize it, you could also talk to them directly. The employee that suffered the offense will be protected against harassment and victimization.

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions and the findings of the investigation. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in demotion or termination, as per the Company's code of conduct.

### **Liaison Officer**

The company has appointed Mr. Sunu Mathew as Liaison Officer who shall oversee the recruitment of disabled persons and make necessary provisions and ensure facilities for such employees in the establishment. He can be reached at his email id – [sunu.mathew@leapindia.net](mailto:sunu.mathew@leapindia.net).

### **Maintenance of Records**

The company maintains the below records reflecting details of the disabled persons employed.

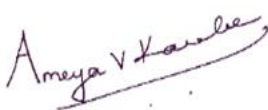
- No. of persons with disabilities employed and the date from which employed:
- Name, gender and address of the persons with disabilities:
- Nature of disability of such persons:
- Nature of work rendered by such disabled person:
- Kind of facilities provided to persons with disabilities:

### **Monitoring of Equal Opportunity**

The Company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. If changes are required, the Company will implement them.

Our HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

For **LEAP India Private Limited**



**Ameya V Karambe**  
**General Manager – Human Resources & Administration**