



## **HFCL Equal Employment Opportunity Policy**

Ref. No.	HFCL/HR/HEEO/2024
Version No.	1.1
Date of issue	15.03.24
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## HFCL Equal Employment Opportunity Policy

**Version:** 2.0  
**Effective Date:** Mar'15, 2024

### Introduction

HFCL is an Equal Employment opportunity employer. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture, in which all employees are treated with respect and dignity.

- The hiring is purely based on merit and the candidates are evaluated based on their skills and competence.
- HFCL is committed to ensuring that its physical and digital infrastructure adheres to accessibility standards.
- The policy applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employees benefits and career advancement.

### Objective

This Equal Employment Opportunity (EEO) is HFCL's declaration of intent as regards providing Equal and unbiased decision-making frameworks for all matters related to its employees irrespective of their physical, mental, societal backgrounds including that of caste, Gender, Age, Nationality and Economic Background. This is a guiding framework for making decisions within the best organizational and business interest while complying with all the regulations and laws of the country and or any geography in which HFCL operates its Business.

### Equal Opportunity Policy Statement

HFCL is an Equal Employment Opportunity Employer, committed to ensuring Inclusion, Diversity and Equality at the workplace. We prohibit discrimination on any ground, including but not limited to gender, age, religion, caste, color, marital status, nationality, cultural origin, pregnancy, or any other category protected by applicable laws.

We see diversity, inclusion, and equality as fundamental to our organization. It underpins our Values and is vital to our Purpose. We stand up against any discrimination and harassment wherever we operate and have a zero tolerance and zero occurrence approach to these.



### Scope

The Equal Employment Opportunity Policy ("Policy") applies to all aspects of talent practices, including but not limited to Recruitment, Learning and Development, Job assignments, Rewards and Recognition, working environment and career advancement opportunities and Employee Engagement initiatives. EEO Policy covers all types of employees either full time or part time/ contractual employees.

Applicability in Various HR Processes: -

- **Recruitment:** Our recruitment decisions are based on competence, qualifications, and our business needs, free of any biases as referred above in the EEO Policy Statement.
- **Learning and Development:** At HFCL, we are committed to enabling all employees to achieve their full potential by investing in their continuous learning and professional development at every stage of their career. We have learning roadmaps identified across levels, which is in alignment with their roles and defined career paths.
- **Career Development:** At HFCL, we believe in empowering all employees to take charge of their performance through continuous career related conversations that include reviews, feedback, learning and development, career progression guidelines.
- **Working Environment:** Employee's wellbeing is a foremost priority for HFCL. The Organization offers a wide range of benefits and policies to employees to enhance their work-life balance. Agile work options are available to employees based on their specific needs.
- **Rewards and Recognition:** At HFCL we recognize merit and on-job performance. We reward our employee's basis the results and outcomes accomplished in alignment with our business objectives. The employees are required to comply with the Code of Conduct of the organization and the applicable laws and regulations.
- **Employee Engagement:** All our Employee Engagement and wellbeing practices are open to all employees.

### EEO Policy and Awareness:

The Organization continues to train and sensitize all employees (including performance managers) in line with our EEO Policy Statement to raise awareness on various dimensions of diversity and Inclusion. For us, this is foundational to ensure



Date of creation: 15th Mar 2024

all employees speak the same language of inclusion and demonstrate behaviors that are in line with inclusive practices.

The Organization is committed to achieving a barrier-free workplace and eliminating all forms of discrimination, bullying and harassment for persons with disabilities. "Person with disability" is anyone with a long-term physical, sensory impairment. We are committed to complying with the provisions of the Rights of Persons with Disabilities (RPWD) Act 2016, thereby ensuring equal opportunity in all aspects of employment by creating and maintaining a non-discriminatory and inclusive work environment which ensures a robust career growth path for persons with disabilities.

### **Monitoring & Compliance Governance:**

The HR Head is responsible for ensuring that the establishment operates in a manner that is compliant with the RPWD Act, 2016; and this policy. The HR team will proactively develop strategies to prevent discrimination and harassment on account of caste, religion, color, marital status, medical condition, sex, gender and/or expression, age, nationality, cultural origin, or any other category protected by applicable laws and will ensure that appropriate programs are designed and implemented and are reviewed on an ongoing basis. The team will also ensure the employees are aware of the Equal Employment Opportunity Policy and know their duties and rights in relation to the Equal Employment Opportunity policy.

### **Grievance redressal:**

Any grievance raised under this policy will be addressed as per the Grievance Redressal Policy of the Organization.

The Organization reserves the right to alter, amend and make additions to the policy as and when it deems necessary or fit.