

# Equal Opportunity Employer

## Version 1.3

*Last review date: 01/04/2025*



**Revision History**

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.0	01/04/2021	DEI	DEI Leader & DEI Council	CPO	New Policy Document Release
1.1	02/04/2024	DEI	DEI Leader & DEI Council	CPO	Reviewed and there is no change
1.2	30/05/2024	DEI	DEI Leader & DEI Council	CPO	Policy template standardization
1.3	01/04/2025	DEI	DEI Leader & DEI Council	CHRO	Change in terminologies – CPO to CHRO

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## 1. Objective

To lay down the policies and procedures for Equal Employment Opportunities at Birlasoft Limited.

## 2. Purpose

Birlasoft Limited believes in being an equal opportunity employer, where all qualified applicants will receive consideration for employment based on merit without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, nationality, disability status, genetic information, veteran status, or any other characteristic protected by law.

## 3. Policy Statement

The Company strives to maintain a work environment that is free from any harassment based on above considerations. The policy aims to comply with applicable regulations and make available employment opportunities based on individual's qualifications and merit. The company intends to apply this Equal Opportunity Employer (EOE) Policy consistently throughout the period of employment of the individual right from the recruitment process till retirement/ separation.

## 4. Scope

This policy is applicable to all employees of Birlasoft in India, including sub-contractors, part-time workers, and interns.

## 5. Definition

"Person with Disability" (PwD)- a person with long term (partial and permanent) physical, mental, intellectual, or sensory impairment which in interaction with barriers hinders employee full and effective participation in society equally with others.

Liaison Officer- a Liaison Officer will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and look after the provisions and amenities for employees with disabilities. Employee shall be responsible for ensuring adherence to this policy and law within the organization.

## 6. Procedures

Birlasoft intends to administer EOE policy fairly and consistently by:

Posting all required notices regarding employee rights under equal opportunity employment laws in areas highly visible to employees.

Advertising/socializing job openings with the statement "We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."

Making available a central Grievance Redressal Committee where any grievance related to equal employment opportunity can be raised. It can be reached out at: [EqualOpportunity@birlasoft.com](mailto:EqualOpportunity@birlasoft.com)

Requiring employees to report to the Grievance redressal committee for any apparent discrimination or harassment.

Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EOE agency proceeding.

## 7. Manner of Selection

The Company adopts a transparent selection process based on merit, without any bias to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law of the prospective candidate. We give equal opportunities to everyone in fresher as well as in lateral hiring. For positions available specifically for persons with disabilities, only those candidates who have the necessary disability certificate issued in accordance with the Act by the competent authority will be considered.

## 8. Communication and Training of the policy

Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the Company (HR department) and its decision shall be final and binding. Wherever necessary, qualified medical personnel will be consulted by the Company.

## 9. Equal opportunity for Persons with Disabilities

The company aims to provide a conducive environment for all its employees. In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Company will build systems and processes to ensure:

That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.

That provision is made for an accessible environment and of availability of assistive devices as required.

That the location HR Lead shall oversee the provision of required facilities/amenities for employees with disabilities and the location FLM team shall be responsible for ensuring the required facilities/amenities for employees with disabilities are available.

That no opportunity is denied to persons with disabilities, merely on ground of disability.

That the Grievance Redressal coordinator will bring grievances shared by PwD employees up to the relevant stakeholders' attention for resolution. The concern raised may range from selection to separation/retirement.

Individuals with disabilities who apply to jobs, or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, can contact the Human Resources department in any given location to voluntarily disclose their disability status.

For candidates/new hires this information will be collected at the time of hiring by the Talent Acquisition Group. Existing employees may disclose this information to the HR Business Partner. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment.

Employees and applicants will be protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or assisting in an investigation under the Act.

## 10. Leaves and Benefits

Number of leaves and benefits available to all employees, including persons with disabilities will be governed by the Company policy or law, as applicable.

## 11. Accessibility

The Company shall provide suitable infrastructure subject to practical feasibility to enable Persons with Disabilities to have access to common facilities including physical environment, transportation, information, and communications including technologies and systems without any inconvenience.

**12. Awareness Campaigns**

The Company shall conduct, support and promote at all its locations awareness campaigns and sensitization programs through appropriate means to promote inclusion as well as to find the right talent in the area of Persons with Disabilities.

**13. Responsibilities**

The location HR Lead of the respective location will be the Liaison Officer as per provisions of Rule 8(e) of Rights of persons with disabilities Rules 2017 published by Government of India. The Liaison Officer shall be responsible for ensuring adherence to this policy and the law along with the Centre Head.

**14. Grievance Mechanism**

Any person having any grievance regarding content of this policy or its implementation to report the same to the Grievance Redressal committee through [grievanceredressal@birlasoft.com](mailto:grievanceredressal@birlasoft.com)

**15. Registration**

The policy to be formally registered with the appropriate authority as required under section 21 of the Act and the relevant rules that have been framed.

**16. Compliance Standards**

The Center Head along with the location HR Lead will be responsible for implementation of the Rights of persons with Disabilities Act 2016 and rules framed thereunder.

**17. Related Policies**

- Code of Business Ethics & Conduct (COBEC) Policy
- POSH policy
- DEI policy

