
EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

1. Purpose

TechnoSphere India Private Limited is committed to promoting merit, diversity, and inclusion in all aspects of employment. This Equal Employment Opportunity (EEO) Policy ensures fair treatment of all employees and applicants regardless of caste, gender, religion, age, disability, sexual orientation, marital status, or any other protected characteristic. Our objective is to foster a workplace culture founded on respect, equity, and opportunity.

2. Scope

This Policy applies to recruitment, hiring, promotions, training, compensation, benefits, transfers, layoffs, termination, and all employment-related decisions across TechnoSphere India Private Limited. It covers all employees, applicants, contractors, interns, and business partners globally where we operate.

3. Policy Statement

- Recruitment and employment decisions will be based solely on merit, qualifications, skills, experience, and business needs.
 - Discrimination or harassment based on caste, gender, religion, age, disability, marital status, sexual orientation, gender identity, race, or any other protected characteristic is strictly prohibited.
 - The Company is committed to creating an inclusive workplace that respects cultural, social, and religious diversity.
 - Reasonable accommodations will be provided where necessary to support persons with disabilities or special needs.
 - The Company obligates all employees at every level to uphold this policy, demonstrating respect and fairness in all practices.
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4. Responsibilities

TECHNOSPHERE INDIA PRIVATE LIMITED

Registered Address: Hinjewadi, Phase2, Pune, Maharashtra, India

CIN: CIN123456789

- **Management:** Ensure implementation of the Policy, integrate it into all business functions, and provide resources and training.
 - **Human Resources:** Lead recruitment and career development strategies aligned with EEO, monitor compliance, and address concerns or complaints.
 - **Employees:** Treat colleagues fairly, report violations to HR or Ethics committee, and participate in diversity and inclusion initiatives.
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5. Complaint and Resolution Mechanism

- Employees who experience or witness discrimination should report to HR or the designated Ethics Officer.
 - Complaints will be handled promptly, confidentially, and investigated fairly without retaliation.
 - Corrective and disciplinary actions will be taken based on findings, which may range from counseling to termination.
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6. Legal Compliance

This Policy complies with applicable laws including the Indian Constitution (Articles 14, 15, and 16), The Rights of Persons with Disabilities Act, 2016, The Transgender Persons (Protection of Rights) Act, 2019, and all related labor and anti-discrimination laws of India.

7. Training and Awareness

Regular mandatory training and awareness programs on diversity, equity, inclusion, and anti-discrimination practices will be conducted to foster a positive workplace environment.

8. Policy Review

This Policy shall be reviewed at least annually or as required by changes in applicable laws or organizational needs and communicated to all employees.

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Approved by: Board of Directors

Effective Date: Jan 2025

Review Date: Jan 2025