



## **SPECTRON**

### **Religious Accommodation Policy**

**Effective Date:** 05.01.2026

**Revision:** 01

**Approved By:** Management

**Applicability:** All employees across functions and locations

#### **1. Purpose**

The purpose of this policy is to ensure that employees are treated with dignity and respect and are provided reasonable accommodation for sincerely held religious beliefs and practices, without discrimination, while maintaining workplace harmony and operational requirements.

#### **2. Scope**

This policy applies to:

- All employees, irrespective of religion, faith, belief, or practice
- All Company workplaces, offices, sites, and work-related activities

#### **3. Policy Statement**

The Company is committed to:

- Respecting religious diversity and freedom of belief
- Providing reasonable religious accommodation wherever feasible
- Ensuring a workplace free from religious discrimination or harassment

No employee shall be discriminated against based on religion or belief.

#### **4. Legal Framework**

This policy is aligned with:

- **Constitution of India** (Articles 14, 15, 25 – Equality and Freedom of Religion)
- Applicable provisions of labour laws and employment regulations

In case of any inconsistency, statutory provisions shall prevail.

#### **5. Definition of Religious Accommodation**

Religious accommodation refers to reasonable adjustments made to workplace practices, schedules, or requirements to allow employees to observe religious beliefs or practices, provided such accommodation does not cause undue hardship to the Company.

## **SPECTRON ENGINEERS PRIVATE LIMITED**

*An ISO 9001 : 2015 Certified Company*

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## 6. Types of Religious Accommodation

Subject to feasibility and business requirements, accommodation may include:

- Flexible work schedules or shift adjustments
- Leave for religious observances (using eligible leave balances)
- Dress or grooming accommodations related to religious beliefs
- Allowing use of personal religious articles that do not compromise safety
- Temporary adjustment of duties, where feasible

## 7. Limitations

Religious accommodation shall not be granted if it:

- Compromises workplace safety or security
- Violates statutory requirements
- Causes undue hardship to business operations
- Infringes upon the rights of other employees

## 8. How to Request Religious Accommodation

### Request Procedure

1. Employees seeking religious accommodation must submit a **written request** to HR or the Reporting Manager.
2. The request should include:
  - Nature of the religious practice
  - Type and duration of accommodation requested
3. HR may discuss feasible options with the employee and Reporting Manager.
4. Decisions shall be communicated in writing.

## 9. Review & Approval

- Each request shall be reviewed on a **case-by-case basis**.
- Approval depends on operational feasibility and legal compliance.
- Temporary or alternative arrangements may be proposed where full accommodation is not possible.

## 10. Confidentiality

Information shared by employees regarding religious beliefs shall be treated with respect and confidentiality and used only for accommodation assessment.

## 11. Prohibition of Discrimination & Harassment

- Harassment, ridicule, or discrimination based on religion or belief is strictly prohibited.

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- Any violation shall be addressed under the Company's disciplinary and conduct policies.

### 12. Responsibilities

#### Management & HR

- Ensure fair consideration of accommodation requests
- Maintain neutrality and consistency
- Promote an inclusive and respectful workplace

#### Employees

- Submit accommodation requests in good faith
- Cooperate in discussions and alternative solutions
- Respect the religious beliefs of others

### 13. Non-Compliance

Misuse of religious accommodation or violation of this policy may attract disciplinary action as per Company policy.

### 14. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy to align with legal requirements or operational needs.

#### Employee–HR Communication on Religious Accommodation Policy

**Employee:** Can I request time off or schedule changes for religious reasons?

**HR Representative:** Yes. You may request reasonable accommodation for religious observances, subject to operational feasibility and applicable leave policies.

**Employee:** Will my request be treated fairly and confidentially?

**HR Representative:** Absolutely. Requests are reviewed on a case-by-case basis and handled with respect and confidentiality.

**Employee:** Can accommodation be denied?

**HR Representative:** Yes, only if it causes safety concerns, legal issues, or undue hardship to business operations. In such cases, alternative solutions may be explored.

**Employee:** Thank you. This policy feels inclusive.

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**HR Representative:** You're welcome. Respect for diversity is a core value of our workplace.

Yours Sincerely,

For **Spectron Engineers Pvt. Ltd.**



**Authorised Signatory**

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