



# **TRANSBNK SOLUTIONS PVT LTD**

## **EQUAL OPPORTUNITY POLICY**

**Preamble:**

At Transbnk Solutions pvt Ltd (“Company”, “Transbnk”), we recognize the value of a diverse workforce. Our Company is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect, care, fairness, sensitivity and dignity.

**Purpose**

The purpose of the policy is to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, colour or sex. The Company strives to maintain a work environment that is free from any harassment /discrimination based on the said considerations.

**Scope & Applicability:**

The Equal Opportunity Policy will be applicable to all prospective and existing employees of all classes and categories irrespective of whether they are regular, temporary, job applicants, full time/part time employees, interns, contractual employees or trainee throughout the period of their employment and also all of its offices, units and divisions.

The policy would also cover those employees who may acquire disability during their employment with the company.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salary, transfers, employee benefits and career advancement etc..

This Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

This policy applies to Transbnk including its Associate Companies, Subsidiaries, and Joint Venture. Transbnk also expects independent contractors all involved, to uphold the principles of this Policy and urges them to adopt similar policies within their own businesses.

**Definition:**

- (i) “person with disability” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;
- (ii) “discrimination” in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation;
- (iii) “Employee” shall mean as defined under the TRANSBNK Service Rules.

**Effective Date:**

This code shall come into force on 1<sup>st</sup> April,2023 to provide equal opportunities in employment and creating an inclusive workplace and work culture.

## **1. Policy Statement:**

- Transbnk aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards as prescribed by the Government of India from time to time.
- The selection process is the same for all candidates, including persons with disability. The hiring is purely based on merit and candidates are evaluated based on their skills and competence. Job applicants who need specific adjustment / accommodation in the selection process can contact the recruiter or the Liaison officer.
- Transbnk as an Equal Opportunity Employer will ensure the recruitment of the disabled by ansbnk as an Equal Opportunity Employer will ensure recruitment of the disabled by identifying suitable posts/vacancies for Disabled Persons.
- In Transbnk remuneration practices are based on merit without regard to the person's ethnic background or gender and are periodically updated based on market benchmarks. We seek to maintain a culture in which merit and performance are rewarded. The organization will ensure that career growth opportunities are provided solely based on merit for all employees.
- The Company ensures there is no discrimination of any type against socially disadvantaged sections in the workplace.
- The organization will endeavour to ensure that all the training programs are accessible to employees with disabilities.
- The Company will endeavour to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.
- Our Company has a robust and well-defined process for capturing and maintaining the records of its employees. We understand and respect that sharing information about one's disability is purely a personal preference, and nobody is mandated to do so.

Confidentiality of the data will be maintained with certain exceptions like data being made available for security and other relevant functions. The information will be shared on need basis, on the discretion of the HRD.

**Reasonable Accommodation/ Facilities/Benefits provided to disabled employees:** Transbnk will provide required and reasonable facilities to the disabled employees to enable them effectively to discharge their duties. (Reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case on the Company, to ensure to Persons with Disabilities the enjoyment or exercise of rights equally with others)

## **Monitoring and Review:**

- a) The Compliance with the policy shall be reviewed periodically at least once in a financial year by the Human Resource Department of the Company and shall also verify that the systems for internal control are adequate and are operating effectively.
- b) The HR Head is authorized to make modifications to this Policy which would remove ambiguities, enhance clarity on the provisions of the policy.

## **2. Reporting and Remedy:**

- a) Any questions or concerns on matters of human rights shall be reported to Head-Human Resources, Transbnk.

Transbnk assures through this policy that any adverse human rights impacts resulting from or caused by the Company's business activities shall be appropriately and adequately remedied in a time-bound manner.

**Maintenance of records:**

The Company shall maintain records reflecting details of the disabled person like nature of disability, nature of work, and the facility provided in the following manner:

At the time of hiring:

- a) New joinees would need to disclose any existing Disability;
- b) The individual will be required to submit the Disability Certificate from the Government authorised personnel; and
- c) Recruitment team will ensure the provisions are available in the candidate application form to capture the Disability details.

For existing employees:

- a) In course of employment with TRANSBNK, any employee who wants to be covered by the Act, should contact their respective local HR representative. The declaration of Disability will be completely on voluntary grounds and will be kept confidential.

**Grievance Redressal:**

The HR (Head) of the Company shall act as the Liaison Officer for all types of complaints, grievances and welfare of the PWDs employees.

**Communication:**

This Policy shall be displayed to all the employees through the internal portal of the Company.

**Review of this Policy:**

In the interests of maintaining best practice, the contents of this Policy shall be reviewed at such time as may be considered appropriate by the HR (Head) of the Company.