

AventIQ, a trademark of Mittal Software Labs Limited

Equal Opportunity and Anti-Discrimination Policy

Confidential and Restricted

Objective

AventIQ, a trademark of Mittal Software Labs Limited is committed to fostering an inclusive and equitable workplace where diversity is valued, and all employees are treated with dignity and respect. This policy ensures compliance with the Constitution of India, the Rights of Persons with Disabilities Act, 2016, and relevant provisions of the Delhi Shops and Establishments Act, 1954.

Scope and Applicability

This policy applies to all:

- Employees (permanent, probationary, and contractual).
 - Interns (paid and unpaid).
 - Job applicants and candidates during the recruitment process.
 - Contractors and third-party vendors engaged with AventIQ.
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Key Principles

1. Equality of Opportunity:

- Employment decisions, including hiring, promotions, training, and compensation, shall be based solely on merit, qualifications, and business needs.

2. Non-Discrimination:

- AventIQ prohibits discrimination based on race, religion, caste, gender, sexual orientation, disability, age, marital status, pregnancy, or any other characteristic protected under Indian laws.

3. Diversity and Inclusion:

- AventIQ values diversity and aims to create an inclusive environment that encourages contributions from individuals of all backgrounds.

4. Reasonable Accommodation:

- AventIQ shall provide reasonable accommodations for employees with disabilities or special needs to enable them to perform their roles effectively.
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Prohibited Discriminatory Practices

1. Refusing employment, promotions, or training opportunities based on protected characteristics.
 2. Providing unequal pay for equal work.
 3. Harassment, bullying, or creating a hostile work environment for any individual.
 4. Retaliation against individuals who raise concerns about discrimination or participate in investigations.
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Responsibilities

1. Management Responsibilities:

- Ensure adherence to this policy at all organizational levels.
- Provide equal access to resources and opportunities for all employees.
- Conduct training programs on diversity, inclusion, and anti-discrimination.

2. Employee Responsibilities:

- Treat all colleagues, clients, and stakeholders with respect and fairness.
- Refrain from engaging in discriminatory or retaliatory behaviour.
- Report incidents of discrimination or harassment promptly.

3. Human Resources Responsibilities:

- Implement hiring practices that promote equal opportunity.
 - Investigate and resolve discrimination complaints fairly and promptly.
 - Maintain records of complaints and actions taken.
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Reporting and Complaint Mechanism

1. Raising a Complaint:

- Employees can report incidents of discrimination or unequal treatment to their manager, HR, or through the designated grievance redressal mechanism.

2. Investigation:

- All complaints will be investigated confidentially and impartially within 15 working days of receipt.

3. Resolution:

- Appropriate corrective actions, including disciplinary measures, will be taken against individuals found guilty of discriminatory behaviour.

4. Non-Retaliation:

- Employees raising complaints in good faith shall be protected from retaliation.

Recruitment and Selection

1. Job postings and advertisements shall not include language that excludes or discourages any group.
2. Selection criteria shall focus on skills, experience, and the ability to perform the role.
3. Reasonable adjustments shall be made during the selection process for candidates with disabilities.

Reasonable Accommodation

1. For Employees with Disabilities:

- Adjustments to workstations, equipment, or schedules shall be made to accommodate special needs.
- Accessible facilities shall be provided where necessary.

2. For Pregnant Employees:

- Additional breaks, adjusted workloads, or remote work options shall be provided as required.
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Compliance with Laws

This policy complies with:

- Article 14 and Article 16 of the Constitution of India.
 - The Rights of Persons with Disabilities Act, 2016.
 - The Delhi Shops and Establishments Act, 1954.
 - The Equal Remuneration Act, 1976.
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Training and Awareness

1. Employees shall undergo periodic training on:
 - Anti-discrimination practices.
 - Diversity and inclusion.
 - Workplace rights and responsibilities.
 2. Awareness programs shall be conducted to ensure understanding of this policy.
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Monitoring and Review

1. HR shall monitor compliance with this policy and maintain records of all complaints and resolutions.
 2. This policy shall be reviewed annually and updated to reflect changes in laws or organizational priorities.
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Approved By: Nikhil Mittal

Effective Date: 01-Jan-2025

Last Updated: 26-Dec-2024