



Equal Opportunity Policy

Version 1.1

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1. INTRODUCTION

PearlArc Systems Private Limited recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the company's position on equal opportunity in all aspects of employment, including recruitment, promotion and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability as defined by the Disability Discrimination Act 1995, part-time and fixed term contract status, age, sexual orientation or religion.

2. DEFINITION OF DISCRIMINATION

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

3. STATEMENT OF POLICY

- It is the policy of PearlArc Systems Private Limited to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. PearlArc Systems Private Limited recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- All employees of the organisation will be made aware of the provisions of this policy.
- PearlArc prohibits employment of person below the age of 18 years.

4. RECRUITMENT AND PROMOTION

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- All vacancies will be circulated internally.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

5. EMPLOYMENT

- PearlArc Systems Private Limited will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- PearlArc Systems Private Limited will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. TRAINING

- Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

7. MONITORING

- It is the responsibility of the Head of HR to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.
- Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

8. GRIEVANCES AND VICTIMISATION

- PearlArc Systems Private Limited emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.
- Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

PearlArc Systems Pvt Ltd Equal Opportunity, Employment Policy and Policy Prohibiting

Discrimination and Harassment

- PearlArc Systems Pvt Ltd policy is that applicants are considered for employment solely on the basis of their qualifications and competencies. PearlArc Systems Pvt Ltd hiring policy is geared to ensure that PearlArc Systems Pvt Ltd hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, ancestry, physical or mental disability, medical condition, socio-economic background or sexual orientation.

- PearlArc Systems Pvt Ltd understands the need to provide equal opportunities to all persons without discrimination. This policy states the organization's position on equal opportunity in all aspects of employment, including recruitment, training conditions of service, career progression, termination or retirement and acts like a beacon to employees at all levels to act fairly and prevent discrimination.
- PearlArc Systems Pvt Ltd greatest asset is its employees. It is committed to attracting, retaining, and developing the highest quality and most dedicated work force possible in today's market. It strives to hire and promote people on the basis of their qualifications, performance, and abilities, and is determined to provide a work environment free of any form of illegal discrimination both direct and indirect, including sexual harassment. Further, PearlArc Systems Pvt Ltd is committed to maintaining a workplace where each employee's privacy and personal dignity is respected and protected from offensive or threatening behaviour including violence.

9. REFERENCE

- ISO 27001: A.7.1.2 Terms & Conditions Of Employment