

LTC-Hack Limited

Equal Opportunity Employment Policy

Effective Date: Thursday, July 24, 2025

1. Purpose

This policy affirms LTC-Hack Limited's commitment to fair employment practices and the promotion of an inclusive, diverse workplace free of discrimination or harassment. The goal is to provide equal opportunities throughout every aspect of employment, ensuring that all employees and applicants are treated solely based on merit, qualifications, and business needs.

2. Scope

Applies to all employees, job applicants, contractors, interns, and stakeholders at LTC-Hack Limited.

3. Commitment to Equal Opportunity

LTC-Hack Limited will:

- Recruit, hire, train, promote, and compensate employees without regard to race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, gender identity/expression, or any legally protected category.
- Apply this policy in all company locations, including field offices and remote work arrangements.
- Ensure that each employee has access to career advancement, training, and support based solely on capability and achievement.

4. Policy Guidelines

4.1 Recruitment and Hiring

- Job postings will state the organization's commitment to equal employment opportunity.
- Shortlisting and interviews will be based on job-related skills, experience, and potential.
- Minimum **30%** of interview shortlist for each position must include women or persons from underrepresented backgrounds.

4.2 Pay Equity

- Annual compensation audits will be conducted to identify and address pay disparities.

- Salary offers for comparable roles with similar experience will not differ by more than **5%** due to non-performance factors.

4.3 Training and Advancement

- All employees will receive **annual equal opportunity and anti-discrimination training**.
- At least **40%** of participants in management development programs must be women or minorities.
- Internal promotions will use clear, documented criteria reviewed for bias.

4.4 Persons with Disabilities

- Compliance with the Rights of Persons with Disabilities Act, 2016, and accessibility standards.
- A minimum of **4%** of total workforce will be reserved for persons with benchmark disabilities.
- Reasonable workplace accommodations to be provided within **30 days** of request.

4.5 Prevention of Harassment and Discrimination

- Any discrimination or harassment based on protected characteristics will be investigated swiftly.
- Victims may report concerns via a confidential hotline or directly to HR.
- All complaints will be addressed within **10 business days** of filing.

4.6 Non-Retaliation

- Retaliation against anyone reporting discrimination or participating in investigations is strictly prohibited.
- Confirmed incidents of retaliation will result in disciplinary action, including possible termination.

5. Procedure for Addressing Complaints

- Submit grievances via email (equality@ltc-hack.com) or through a designated online grievance portal.
- HR will conduct initial investigation within **5 business days**, with full resolution targeted within **15 business days**.

6. Responsibilities

Role	Key Responsibilities
Management	Enforce policy, model inclusive practices
HR	Conduct training, handle complaints, monitor metrics
Employees	Uphold equal treatment, report violations

7. Monitoring and Review

- Equal Opportunity metrics (hiring, compensation, promotion) reviewed every **6 months**.
- Publicly report workforce diversity statistics annually.
- Policy reviewed and updated **every year** or as per legal requirements.

8. Statutory Compliance

All practices are aligned with:

- The Equal Remuneration Act, 1976
- Rights of Persons with Disabilities Act, 2016
- The Transgender Persons (Protection of Rights) Act, 2019
- Other relevant Indian labor laws

9. Contact

For questions or to report a violation, contact:

HR Department

Email: equality@ltc-hack.com

Phone: +91-22-4000-1122