

## Borosil Limited

### Equal Opportunity, Diversity & Inclusion Policy

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## **1. Introduction**

Borosil Limited (“Borosil / Company / We”) recognizes and acknowledges the significance of workforce diversity in bringing together individuals with difference in thoughts, capabilities, and skills to create a positive impact. Borosil is committed to promote equal employment opportunities and a workplace free from any kind of discrimination, in which everyone is treated with respect and dignity. The Equal Opportunity, Diversity & Inclusion Policy (“Policy”) sets out our approach to ensure equal opportunity, diversity and inclusion during the course of employment as well as recruitment at all levels.

This Policy also embodies the provisions under “The Rights of Persons with Disabilities Act, 2016” and “The Transgender Persons (Protection of Rights) Act, 2019”.

## **2. Policy Objectives**

The objectives of the Policy are as follows:

- Promote equitable and unbiased practices across the Company.
- Ensure that Borosil’s employees or potential employees do not suffer unfair discrimination in the workplace.
- Provide equal and fair employment opportunities to all qualified applicants.
- Create a work environment where all decisions are free of discrimination, and everyone has access to equal opportunity based on relevant abilities and merit.
- Encourage employees to take positive action towards promoting equal opportunity and inclusion throughout the Company through trainings and sensitization programs.
- Ensure that personnel actions such as compensation, promotion, transfers, layoffs, trainings, benefits, and programs are administered on a non-discriminatory basis.
- Adhere to applicable law pertaining to equal employment opportunities and fair employment practices.

## **3. Scope**

This Policy applies to Borosil. The Policy applies to all aspects of employment, including recruitment, training, working conditions, remuneration, transfers, employee benefits and career advancement.

We encourage our suppliers and business partners to implement the Policy in their business operations.

## **4. Policy Coverage**

Diversity reflects a mix of work-force representation on the basis of:

- Gender
- Age
- Race
- Disabilities
- Family Status
- Sexual Orientation
- Marital Status
- Medical Condition
- Pregnancy

- Religion
- Nationality
- Ancestry
- Culture
- Political Affiliation
- Or any other status protected by law.

## 5. Approach

We are committed not to discriminate against people on the basis of diversity coverage laid out. We have integrated certain principles and practices and have set up standardized and transparent procedures and processes in our endeavor to create a level playing field and foster equal opportunity among the diverse workforce.

- **Recruitment:** We recognise the value of recruiting employees with different backgrounds, knowledge and experience. Our recruitment processes identify candidates with the most suitable knowledge, qualifications, skills, experience and personal values. The candidates are assessed on the basis of standard and structured processes such as testing and independent evaluations to promote equitable and unbiased selection and recruitment.
- **Reasonable accommodation:** The company shall take necessary steps to ensure reasonable accommodations are made for persons with disabilities and shall take steps to utilize the capacity of persons with disabilities by providing appropriate environment.
- **Promotion and transfer:** Available opportunities for promotion and internal transfers are shared with all the employees for them to apply for roles and develop their career path. The annual appraisal process provides an opportunity to employees to interact with the managers in a transparent and unbiased manner. We encourage and reward excellence and promotion is granted based on performance. No promotion shall be denied to a person merely on the ground of disability. The company shall not dispense with or reduce in rank, an employee who acquires a disability during his or her service:
  - Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits.
  - Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.
- **Compensation:** The compensation structure is based on job category, scale and merit. We are committed to fair remuneration, hours of work and social benefits which are based on local laws and regulations as well as prevailing market standards and practices.
- **Training:** We value our workforce and ensure that we invest in their training & development for employees at all levels, for their upskilling and reskilling to address the skills gap and to enhance their capabilities, without any discrimination between employees.
- **Maintenance of Records:** The company shall maintain records of the persons with disabilities in relation to the matter of employment, facilities provided and other necessary information in compliance with the provisions of "The Rights of Persons with Disabilities Act, 2016."

## **6. Initiatives**

To strengthen and promote our commitment towards equality, inclusion and diversity, Borosil takes up a number of initiatives towards an enabling work culture.

- Diversity in the interview panels to evaluate talent from a wider variety of perspectives.
- Focused initiatives to attract and retain talented female professionals through efforts and practices such as flexible working hours, safe travelling, zero tolerance on sexual harassment, and other support to facilitate smooth onboarding / re-absorption of women after career breaks.
- Employee engagement surveys to seek feedback and concerns in relation to diversity and inclusion and incorporate changes based on feedback.
- Mandatory requirement for employees at all levels to attend training on relevant subjects viz. unconscious bias, diversity and inclusion to create awareness and encourage behaviour that supports a work environment free from discrimination and harassment.
- Easy accessibility and barrier free environment for people with disabilities, to ensure that such employees have access to basic facilities and amenities at their workplace and suitable infrastructure necessary to discharge their daily duties.
- Appropriate facilities (like inclusive bathrooms), safety and security and amenities are provided to the transgender persons to enable them to effectively discharge their duties. Borosil shall evaluate its workplace to assess the requirements and the realignments required to make its offices transgender persons inclusive.

## **7. Roles and Responsibilities**

- **Employees:** All employees are responsible to respect and comply with this Policy and applicable laws and regulations.
- **Managers:** All managers have to take reasonable steps to resolve complaints/observations that are brought to their attention and to maintain confidentiality as far as practicable.
- **Human Resource:** Provide counselling and address grievances regarding any form of discrimination with employees at any stage of talent.

## **8. Failure to Comply**

Failure to comply with the provisions of this Policy will be considered as a violation and will be subject to disciplinary action which may even extend to termination of services or contract.

## **9. Violations and Reporting**

Any individual with a concern, grievance, or complaint of discrimination under this Policy, should connect with Nirmal A. Devekar, at 022 67406300 / borosil@borosil.com.

The Grievance Redressal Officer shall maintain a register of complaints, and every complaint shall be inquired within two weeks of its registration.

No retaliatory action will be taken against any individual for raising concerns with regards to this Policy.

## **10. Policy Review**

This Policy will be reviewed by Nomination and Remuneration Committee as may be deemed necessary.