

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Star Health and Allied Insurance Co. Ltd., is committed to provide an inclusive workplace in which all employees are treated with dignity and respect and have equal access to opportunities without any discrimination on the grounds of caste, creed, colour, religion, sex, disabilities or other parameters.

This policy on equal employment opportunities has been formulated in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016.

### 1) Objective:

- a. To provide equal opportunities to all employees without discrimination of caste, creed, colour, religion, sex and disabilities or other parameters.
- b. To maintain an inclusive workplace for all employees that values diversity among workforce with respect for the difference.
- c. To provide a disabled-friendly workplace with ease of accessibility for employees with disabilities to discharge their duty with full potential.
- d. To redress grievance/complaints with regard to employment of persons with disabilities in a fair and appropriate manner.
- e. To ensure that no opportunity is denied to persons with disabilities, based on grounds of disability.

### 2) Scope :

It extends to all employees working in Star Health and Allied Insurance Company limited.

### 3) Definition:

***Discrimination*** : 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 include all forms of discrimination and denial of reasonable accommodation.

- 4) Liaison Officer: In order to supervise the recruitment process of persons with disabilities and the provision of facilities and amenities for such employees, the company shall appoint a **LIAISON OFFICER.**

### 5) Voluntary submission of details:

- a. For the mere sake of record maintenance as specified in the act, disabled persons who

are applying for job and employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, are encouraged to disclose details of their disability to HR Department, Corporate Office voluntarily.

- b. Disclosure of such details is at the discretion of the job applicant or employee with disabilities. Such voluntary information will be kept confidential and will be used in accordance with applicable laws.
  - c. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Rights of Persons with Disabilities Act, 2016.
- 6) No employee should directly/indirectly involve in discrimination of any disabled persons in any manner. Any employee who fails to comply with this policy or the provisions of the Act will be subjected to disciplinary action.

**7) Grievance Redressal Mechanism:**

- a. Any aggrieved employee shall make in writing the complaint of such discrimination meted out and submit to HR department, Corporate Office / Zonal Office.
  - b. Complaints made under the Act will be thoroughly investigated and prompt remedial action in accordance with the provisions of the Act will be taken up. If, at the conclusion of its investigation, the management determines that a violation of policy has occurred, the Company will take effective remedial action commensurate with the severity of the offense. This action may include disciplinary action against the accused party, up to and including termination. Reasonable and necessary steps will also be taken to prevent any further violations of policy.
  - c. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.
- 8) The Company shall take every endeavour to bring awareness to employees on provisions of the Act and that discrimination of persons with disabilities is an offence attracting penal action under this policy.
- 9) The Provisions of The Rights of Persons with Disabilities Act, 2016 shall be deemed to be part and parcel of this policy.