

Haldia Petrochemicals Limited

EQUAL OPPORTUNITY POLICY

Background & Purpose

Haldia Petrochemicals Limited (also known as "the Company," "HPL," or "We"), is unwavering in its commitment to fostering equal opportunities, categorically rejecting discrimination in all its forms — whether based on race, religion, ethnicity, gender, age, disability or any other personal attributes. This commitment is integral to the Company's Code of Conduct, highlighting its sincere effort to develop a diversified workforce and promote a work environment where all employees and workers are treated fairly and with respect. The Equal Opportunity Policy acts as a guiding framework, applying this commitment across all stages of employment, from hiring to departure. It goes beyond traditional aspects like salary and promotions, striving to foster an inclusive environment that values diversity, empowering all individuals associated with HPL to thrive and contribute meaningfully to the shared success.

Scope

The Equal Opportunity Policy is applicable to all Board members Employees and Workers (permanent and temporary, including trainees and apprentices).

Policy Commitments

The Company is committed to create a welcoming and supportive work environment and adhere to all legal standards and national regulations. The Company has zero tolerance for any form of discrimination and harassment. All employees and workers are expected to treat all colleagues with respect and dignity, avoiding discriminatory behaviour that is inconsistent with the Company's policy. Any person to whom this Policy applies, does not comply with this Policy and/or are found to have engaged in discrimination or harassment will be subjected to appropriate disciplinary action, up to and including termination of employment. HPL is actively engaged in improving workplace inclusivity, implementing a range of initiatives as outlined here:

1. Diversity & Inclusion Commitments:

- a) Foster collaboration among employees and workers from diverse backgrounds, perspectives, and skills, working towards shared objectives.
- b) Ensures that all employees and workers are treated with respect, upholding the core value system of HPL.
- c) Align HR policies with local labor laws and encouraging best practices to prevent discrimination, harassment, and victimization.

2. Diversity and Inclusion in Employment Practices:

All HPL employment practices, including recruitment, role rotation, performance management, and learning and development, align with its Equal Opportunity policy.

3. Talent Acquisition:

HPL strives to attract applicants from diverse backgrounds, selecting candidates based solely on merit, experience, capability, and job requirements. Recruitment processes avoid exclusion based on diversity parameters.

4. Talent Development Opportunities:

All employees and workers have equal opportunities for developing individual and organizational competencies, with learning program selections based uniformly on role requirements.

5. Talent Management:

HPL promotes a performance-driven culture, making decisions on performance evaluation, career progression, promotions, compensations, transfers, and role movement purely based on merit and performance.

6. Assistance for Differently Abled Employees:

The Company is committed to creating an accessible work environment for differently abled employees and workers by taking following measures:

- a) Prioritize providing necessary facilities and amenities to empower differently abled individuals to effectively discharge their duties within the establishment.
- b) Identify suitable positions for differently abled individuals in accordance with legal mandates, facilitating their recruitment, training, and progression.
- c) Provide assistive devices, ensuring barrier-free accessibility, and implementing other essential provisions to enhance the workplace experience for differently abled individuals.
- d) Appoint a dedicated liaison officer to oversee the recruitment process and ensure the provision of requisite facilities and amenities.

7. Implementation:

- a) Policy Communication: HPL, communicates this policy to all applicable individuals within the Company and make it readily accessible on the Company's website, reaffirming its commitment to transparency and accountability in promoting equality and inclusivity.

- b) Quality Training and Guidance: The company provides quality training and guidance on various aspects, including induction, management courses, recruitment, selection, and promotions, to reinforce the principles of diversity and inclusion.
- c) Resource Allocation: HPL commits to allocating adequate resources to fulfill the objectives of the diversity and inclusion policy.

8. Responsibility & Overview:

The Company has nominated the Head - Human Resource as the Liaison Officer. The Liaison Officer shall also ensure that there are no grounds of discrimination at the time of hiring, recruitment or providing training and there are appropriate facilities/amenities for differently abled people in the Company.

The Liaison Officer shall ensure that training, working conditions, remuneration, transfers, employee benefits and career advancement opportunities are provided to differently abled people and other individuals, in a fair and equitable manner.

Implementation and Monitoring

- The Policy is communicated to all employees and workers across all departments, functions, teams, and verticals, and is also displayed on the Company's internal communication portals.
- Adherence and compliance with the Policy shall be monitored and evaluated by the Functional Heads of the Departments/ Unit Heads of the Company at regular intervals.
- All grievances/complaints with respect to breach of the Policy shall be reported to Head-Human Resources and subsequently to the Whole-time Director & CEO, for effective redressal of the grievances.

Review and Amendment

This Policy shall be reviewed and evaluated as and when required to establish and confirm that it meets the objectives of the relevant legislation and remains effective. The Whole-time Director & CEO has the complete right to make amendments to this Policy in whole or in part, at any point of time without assigning any reason, whatsoever.

Place: Kolkata

By order of the Board of Directors

Date: 09.07.2024

Sd/-

Whole-time Director & CEO