

	<b>(Equal Opportunity Policy)</b>	
	<b>VGL Group</b>	
	<b>Countries: - VGL India (Including *VLL, VVL, EPPL)</b> *VLL= Vaibhav Lifestyle Limited *VVL= Vaibhav Vistar Limited *EPPL = Encase Packaging Private Limited	<b>Date of Issue: 15<sup>th</sup> March 2023</b>

### **Purpose**

We, at VGL Group, recognize the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

### **Policy Framework**

This Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016”.

VGL Group is committed to providing equal opportunities without any discrimination. It provide and maintain equal opportunities at the time of recruitment as well as during the course of employment irrespective of caste, creed, gender, race, religion, disability or sexual orientation.

The same is reinforced by our Business Principles laid down in our BRSR Policy.

### **Scope**

The Equal Opportunity Policy is applicable for all job applicants and employees of Vaibhav Global Limited and its Indian Subsidiaries i.e. Vaibhav Lifestyle Limited, Vaibhav Vistar Limited and Encase Packaging Private Limited (“VGL Group”). They could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure.

The Policy applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

This policy shall be applicable on the Indian Subsidiaries mentioned above, if law required. Local state laws will take precedence over this policy, in other geographies, if applicable. The respective subsidiary(s) may adopt this policy with necessary modification/ amendment, if required.

### **Definitions -**

“**Person with disability**” means a person with long term physical, mental, intellectual, or sensory impairment which,

in interaction with barriers, hinders his full and effective participation in society equally with others.

**“Person with benchmark disability”** means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

**“Specified disabilities are the disability”** categories mentioned in the Schedule of the Act. There is also “any other category”, which allows Central Government to add any other disability by issuing a notification.

**“VGL Group”** for this Policy mean Vaibhav Global Limited and its Indian Subsidiaries i.e. Vaibhav Lifestyle Limited, Vaibhav Vistar Limited and Encase Packaging Private Limited.

Other terms and definitions shall have same meaning as defined under the Rights of Persons with Disabilities Act, 2016 read with Rules.

### **Policy Details**

- a. Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- b. Employment with VGL Group will be based on merit and not on any irrelevant attributes or characteristics that individual may possess.
- c. Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.
- d. VGL Group will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he/she is being subjected to discrimination, harassment, bullying or victimization, can raise the same with the HR department or use the existing grievance redress mechanisms like Speak Up or contact the grievance officer on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.
- e. In lieu of the Rights of Persons with Disabilities Act 2016, and Rules, VGL Group as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation including IT facilities, is provided to persons with disability to enable them to effectively discharge their duties at the establishment.
- f. Post recruitment induction training and job specific pre promotion training to Persons with disabilities shall continue to be imparted along with other employees.
- g. VGL Group has a dedicated team that shall oversee the provision of the infrastructure and facilities required for the process of recruitment & employment of Persons with Disabilities.

h. VGL Group commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner. All rules, regulations of the company shall be equally applicable upon the Persons with Disabilities.

#### **Roles and Responsibilities**

- a) **Employee Responsibilities** - All VGL Group have to comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.
- b) **Responsibilities of Managers and supervisors** - Managers and supervisors have to take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.
- c) **Human Resources Responsibilities** - Human Resources representatives have to provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

#### **Interpretation & Guidance**

In the event that any additional guidance and/or further interpretation is required, please contact local Human Resources representative.

#### **Grievance Mechanism**

HR Head of all location/unit shall be Grievance Redressal Officer (GRO) for their respective unit/location. The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities. The Grievances may be accelerated by GRO to Group HR, on the gravity of the matter.

The Grievances can be made at [hrd@vaibhavglobal.com](mailto:hrd@vaibhavglobal.com)

#### **Liaison Officer**

HR Head of all location/unit shall be act as Liaison officer under this policy.

#### **Effective and Review**

The policy is effective from immediate effect and may be reviewed, as and when required, from time to time. Any provision of this Policy can be amended/modified by the Group HR head.

#### **Communication of Policy**

Policy will be available on intranet to all employees and/or our corporate website. It will also be available at all conspicuous places in branch, factories, and Head Office.

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