



Policy on Equal Opportunity & Anti-Discrimination

1. Purpose

This policy is designed to ensure that Shraddha Utilities Pvt. Ltd. (SUPL) provides a workplace that is free from discrimination, harassment, or unfair treatment. It reflects our commitment to creating an environment where every individual is treated with respect, dignity, and equality.

2. Scope

This policy applies to:

- All SUPL employees (permanent, contractual, apprentices, interns)
- Candidates during the recruitment process
- Contractors, vendors, and visitors at any SUPL office or site
- All employment-related decisions, including hiring, promotion, compensation, training, and termination

3. Policy Statement

SUPL is an **Equal Opportunity Employer**. We do not tolerate any form of discrimination or bias based on:

- Gender or gender identity
- Marital status or pregnancy
- Caste, creed, religion, or political affiliation
- Age or physical appearance
- Nationality or language
- Disability (physical, sensory, intellectual, or mental)
- Sexual orientation or HIV status
- Socio-economic background

Decisions at SUPL are made purely on **merit, qualifications, capability, and performance**.

4. Core Principles

- **Merit-Based Employment:** All hiring and promotion decisions will be based on skills, qualifications, and performance
- **Accessibility and Inclusion:** Reasonable accommodations will be provided for persons with disabilities

- **Respectful Workplace:** All employees must treat colleagues and stakeholders with respect, dignity, and professionalism
- **Affirmative Action:** SUPL encourages applications and career advancement from underrepresented communities, including SC/ST/OBC and persons with disabilities
- **Bias-Free Culture:** SUPL actively educates employees to avoid unconscious bias in hiring, evaluation, and teamwork

5. Grievance Redressal

If any employee or applicant believes they have been subjected to discrimination, they may file a complaint to:

✉ supl@shraddhagroups.com

✉ HR Department – marked “Confidential: Equal Opportunity Complaint”

All complaints will be:

- Handled confidentially
- Investigated promptly and fairly
- Resolved without retaliation

6. Roles and Responsibilities

Role	Responsibility
HR Department	Ensure fair HR practices, monitor diversity data, handle grievances
Managers	Foster inclusive teams, ensure fair evaluations and development opportunities
Employees	Treat others fairly, avoid discriminatory behavior, and report concerns
Leadership	Lead by example, support equal opportunity initiatives, ensure accountability

7. Training and Awareness

SUPL will:

- Conduct regular sensitization and anti-discrimination training for all staff
- Include equal opportunity principles in onboarding and induction programs
- Promote awareness through posters, emails, and policy reminders

8. Monitoring and Review

- Diversity data may be reviewed annually to identify gaps and trends
- This policy will be **reviewed annually**, or in response to legislative or operational changes