

Policy Name	EQUAL OPPORTUNITY AND DIVERSITY
Company	Artha-India Research Advisors Pvt. Ltd (hereinafter referred as 'the Company')
Approved by	Board of Directors
Updation date	May 23, 2025
Effective date	April 1, 2022

This Equal Opportunity and Diversity Policy applies to all prospective or current employees of the Company and the contractors and visitors who are vulnerable to discriminatory treatment due to certain individual characteristics.

I. Purpose

Artha-India Research Advisors Pvt. Ltd. is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. This Policy expresses the Company's commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression. The objective of this policy is to ensure that there is no discrimination against any person basis their gender, sexual preference, religion, race, color or disability.

II. Policy Statement

This policy encompasses the criteria on which the selection of new staff will be done. It will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements for the job. The company will strictly refrain from demonstrating bias or prejudice towards individual differences which will be valued and protected. People will be given the chance to work in a discrimination-free environment which will help everyone feel that their worth and rights are respected.

Company's Equal Opportunity and Diversity Policy is displayed on the Company's website.

III. Terms of Employment, Benefits, Facilities & Services

The company will ensure that all vacancies are publicly notified and that the selection process remains free from any form of discrimination.

(a) A list of positions within the organisation that are identified as suitable for persons with disabilities (PwDs) shall be maintained and periodically reviewed to ensure continued relevance and inclusion. These positions will be highlighted in all internal recruitment communications.

(b) The Company shall clearly outline the manner of selection of PwDs across various posts. This will include:

- Procedures for recruitment and any post-recruitment or pre-promotion training opportunities that are adapted to the specific needs of PwDs.
- Priority in transfer and posting requests, particularly where medical or logistical requirements are involved.
- Provisions for special leave, where applicable, to address disability-related health or personal needs.
- Preference, wherever possible, in the allocation of any available residential accommodation.
- Additional facilities or support mechanisms tailored to help employees with disabilities perform effectively and integrate seamlessly into the work environment.

All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure that there is no unlawful direct or indirect discrimination because of one or more protected characteristics.

Actions aiming towards equal opportunity include the following:

- Use of inclusive, diversity-sensitive language in all official documents and signs
- Modification of structures and facilities to accommodate persons with disabilities (PwDs)
- Including physical features such as design (like suitable contrast), construction, fixtures (like clear signages), fittings, furnishings, materials, equipment (like wheelchairs), and other such facilities or amenities for barrier-free movement.
- Making sure of the following shared facilities (wherever applicable) are available in an accessible manner viz. drinking water stations, toilets designed for accessibility, designated accessible parking spaces, waiting areas and elevators and canteens with step-free access.
- Facilities such as accessible workstations, adapted or modified machines/ tools, and availability of information relevant to daily operations in accessible formats may also be indicated in the EOP. Additionally, wherever available, auxiliary services such as sign language interpreters, trained support staff or assistive technologies, priority in handling disability-related issues, and sensory-friendly spaces like quiet rooms will be provided.
- Provide reasonable accommodation(s) to PwDs during the entire process of selection, without any discrimination. Any inquiry about disability will be conducted with sensitivity, without violating the individual's privacy, and solely for achieving the legitimate aim of securing reasonable accommodation for the said individual. For this, where applicable,, a column will be included in the application form enquiring whether an applicant is a PwD and if so, the nature of the disability and specific needs, if any.
- Specific training will be provided to PwDs, both in the form of induction or integration training upon recruitment, or job-specific inclusive technical training, or training for technological adaptation, keeping in view their distinct needs.
- Suitable measures to ensure due career progression for PwDs and evaluate their performance in a manner that is sensitive to the barriers faced by them.
- Whenever applicable, preference will be given to PwDs in location transfers, based on convenience or medical necessity, prohibition of transfers based on bias or prejudice and

protection against victimisation.

- We support the growth of PwDs by ensuring inclusive performance assessments sensitive to workplace barriers, providing opportunities for advancement and leadership and offering flexible roles, part-time or modified schedules where required.
- To foster a culture of inclusion, whenever applicable, we will conduct at least one annual sensitisation session on disability awareness and disability-related issues to prevent discrimination.
- Leave and flexible work arrangement policies to provide for parental, medical or other needs
- Ensuring the required employment benefits are provided to everyone irrespective of their gender, sexual preference, special ability, race, color, etc.
- Providing a safe working environment to transgender, differently abled and any other vulnerable person
- Maintaining confidentiality of the gender of the employees.
- Infrastructure facilities like unisex toilets, measures put in for safety & security (transportation & guards) & amenities (such as hygiene products) to be provided to the transgender persons so as to enable them to effectively discharge their duties in the establishment.
- Educational sessions and groups on diversity for employees
- Open door practices to make the reporting of unlawful discriminatory conduct easier
- Active encouragement of employees to propose improvements
- Explicit prohibition of discrimination and clearly defined consequences

IV. Equal Pay and Equality of Terms

The company is committed to equal pay and equality of terms in employment. It believes that all its employees should receive equal pay where they are carrying out work, work rated as equivalent or work of equal value. In order to achieve this, the company will endeavor to maintain a pay system that is transparent, free from bias and based on objective criteria.

V. Grievance Procedure

All supervisors and managers are responsible to ensure that policies of equal opportunity are applied at all times and that all procedures and practices are free of discrimination. All staff are obliged to follow legal guidelines and equal opportunity employer principles. In cases when these rules are violated, employees can address the offender directly. If the issue is not resolved they can report to the Human Resources department or Complaint Officer. The report will be investigated by the Complaint Officer within 15 days of receiving such a complaint. The CEO and HR Head shall take action on the enquiry report submitted by the complaint officer within 15 days from the date of submission of the report. The employee that suffered the offence will be protected against harassment, retaliation and victimization.

VI. Liaison/Grievance Officer

Company has appointed Head – Administration Ms. Lavi D’Costa as Liaison /Grievance Officer who shall oversee the implementation of the Equal Opportunity Policy and address

any complaints. She can be reached at 9004804866 and her email id is lavi.dcosta@artha.global..

VII. Maintenance of Records

Company maintains below mentioned records reflecting the details of the persons with special abilities that it has employed:

- a. No. of persons with special abilities employed and the date from which employed
- b. Name, gender and address of the such persons
- c. Nature of special ability of such persons
- d. Nature of work rendered by such persons
- e. Kind of facilities provided to such persons

VIII. Monitoring Equal Opportunity

The company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved.

IX. Administration of the Policy

The Administration/Human Resources Department is responsible for administering, tracking and communicating this Policy and answering any questions that may arise. Management shall assist in the implementation of this Policy by disseminating it within their departments and creating in their departments a respect for the seriousness of compliance with this policy.

X. Breach of Policy

The Company reserves the right to take disciplinary action or initiate criminal proceedings as and when it considers necessary in respect of all reported cases of violations of this policy. If anyone is involved in harming, injuring or endangering the life, safety, health or well-being, whether mental or physical, of a transgender person, differently abled person or any other vulnerable person as they tend to do acts including causing physical abuse, sexual abuse, verbal and emotional abuse and economic abuse shall be punishable as per the applicable law and appropriate disciplinary action will be taken. This Policy document is made available with a clear objective to establish a standard approach in addressing issues discussed in this Policy.

XI. Amendment

This policy may be amended from time to time by the Board on the recommendation of the Board of Directors.