

	MOFSL and Subsidiaries	WEF : 26 th Dec 2022
	Equal Opportunity Policy	Version : 01/2022
PURPOSE	MOFSL is committed to promote inclusion and diversity among its employees and aims to create a harmonious workplace for all of its employees without discrimination on the basis of their gender, nativity, community, religious beliefs, physical and mental ability, in order to motivate our employees to achieve their full potential.	
SCOPE	This policy is applicable to All Associates of MOFSL Group and its Subsidiary company	
RESPONSIBILITY	HUMAN RESOURCE DEPARTMENT	

Definition of Equal Opportunity:

- a. Embracing workforce diversity and not differentiating basis age, gender, race, national or ethnic origin, religion, language, political beliefs, sexual orientation, physical ability.
- b. **“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.
- c. **High Support”** means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.
- d. Valuing diversity of perspective – leveraging the diverse thinking, skills, experience and working styles of our employees and other stakeholders.
- e. Building a flexible organization – providing opportunities for work arrangements that accommodate the diverse needs of individuals at different career and life stages.
- f. Respecting stakeholder diversity – developing strong and sustainable relationships with diverse shareholders, communities, employees, governments, customers and suppliers.

This Policy has been formulated in compliance with the Rights of Person with Disability Act, 2016 (“Act”) and the Rights of Person with Disability Rules, 2017 (“Rules”) as amended from time to time.

Our commitment to diversity and inclusion aligns with our values of integrity, teamwork, meritocracy, passion & attitude and excellence in execution and is reflected in our code of business conduct, the way we work, in Group policies, including Employment policy and in our People strategy. Diversity and inclusion are sponsored at the highest levels in the Group and by the Board. The board has established this policy and, together with the Internal Complaints Committee (ICC), guides the development of diversity and inclusion strategy and reviews progress against measurable objectives and key programmes of work.

Leaders across MOFSL are expected to build diversity into their teams and to demonstrate, through their behaviours and actions, commitment to fostering workplaces where people feel included, valued and able to contribute their best. In accordance with our values, all of our employees are expected to demonstrate respect for their colleagues and teamwork. We work to educate employees about the benefits that diversity and inclusion bring to our business and we sponsor and participate in research that aims to further understanding of and improve diversity and inclusion in the workplace. We employ people on the basis of role requirements, and select people for roles based on their qualifications, skills and experience.

We do not discriminate on grounds of age, gender, race, national or ethnic origin, language, religion, political beliefs, sexual orientation or physical ability. Our recruitment, deployment, reward and development practices, and our approach to working arrangements, are designed to attract and retain diverse talent and to accommodate individual needs at different career and life stages.

Wherever we operate we are committed to developing productive, mutually beneficial and long-term relationships with diverse groups of stakeholders. We work to accommodate the different cultures, lifestyles, heritage and preferences of local communities.

Governance:

Human Resource Department

I. The Human Resource Department of MOFSL (“HR Department”) will have the functional responsibility for ensuring compliance with the provisions of this Policy. The HR Department should proactively take steps to ensure that all employees are sensitized and there is no Discrimination in recruitment, training, career development and other aspects of employment.

II. Liaison Officer

(a) In accordance with the provisions of the Act, MOFSL has appointed a Liaison Officer who shall be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace through the facilities and technologies.

(b) The responsibilities of the Liaison Officer include:

- (i) Executing the action plan for sensitization and making the workplace along with other relevant technology systems accessible for Person with Disability by liaising with the various departments at MOFSL.
- (ii) Ensuring spreading the awareness about the Act, Rules and this Policy amongst all the employees of MOFSL.
- (iii) Developing proactive strategies to prevent Discrimination and harassment of Person with Disability at MOFSL.
- (iv) Share the progress report with the HR Department of MOFSL with respect to this Policy, as and when required by the HR Department.

MAINTENANCE OF RECORDS

I. MOFSL, shall in accordance with the provisions of the Act and the Rules, collect and maintain records with respect to the following:

- (a) Number of Person with Disability who are employed and the date from when they are employed;
- (b) Name, gender and address of Person with Disability;

(c) Nature of disability of such persons;

(d) Nature of work being rendered by such employed Person with Disability; and

(e) The kind of facilities being provided to such Person with Disability

II. Any employee can ask the HR Department to change the information provided in the Form at any time during her/his tenure along with sufficient proof.

III. MOFSL is committed to keep the information shared by any employee concerning his/her disability confidential. Further, such information will be maintained by the HR Department in a separate file and not in her/his official personnel file. However MOFSL including but not limited to Liaison Officer and/or its HR Department may disclose the information in any of the following events:

(a) Such information is required under the Act, Rules and/or other applicable laws.

(b) Such information is required in respect of a proceeding, order, or judgment of the court of law or tribunal.

(c) To facilitate the Person with Disability including but not limited to any security personnel in order to facilitate obtaining any necessary support during an emergency or provide to Liaison Officer to provide or allow any facilities.

(d) In case of any medical emergency to medical professionals in relation to such person with a disability.

Grievance Handling

As a one of the leading financial organizations, MOFSL is committed to implementing the uniformity of opportunity. In case of any irregularity observed, it can be reported to whistleblower@motilaloswal.com. All queries directed shall be personally addressed and would be resolved within 48 hours of query being raised.

AMENDMENTS:

The company may at its discretion review, add, delete, alter, modify, expand or rescind any of the policy rules with or without any notice. Modifications and reviews will take place once in a year or at such periodical interval.

AUTHORITY:

Should there be ambiguity or difference in interpretation of this policy with regard to this policy or applicability, the Head HR is the company's authorized final authority to interpret the same.