



Equal Employment Opportunity Policy

As adopted from SGST

Introduction

Indian constitution encapsulates social safeguard measures for all citizens of India in Article 15 and 16. Article 15 mandates prohibition of discrimination on grounds of religion, race, caste, sex or place of birth. Article 16 mandates equal opportunity in matters of public employment. Article 16(2) further states that no citizen shall on grounds only of religion, race, caste, sex, disability, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State.

It is the policy of **SGS TEKNIKS** to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation. The Company strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual. This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

This Equal Employment Opportunity Policy is consistent with the SGS Tekniks pursuit of excellence. This policy is underpinned by a set of values and key guiding principles in the building of a community of all employees

Policy Objectives

The objectives of this Equal Employment Opportunity (EEO) Policy are to ensure that all:

1. SGS TEKNIKS employees or potential employees do not suffer unfair discrimination at the workplace.
2. Individuals and groups/team within the SGS TEKNIKS work in an environment where all decisions are free of discrimination, where they have equal opportunity based on relevant abilities and merit. Will not discriminate contractual & permanent employees. And
3. Employees are encouraged to take positive action towards promoting equal opportunity throughout the organization.
4. Personnel actions, such as compensation, benefits, transfers, layoffs, company-sponsored training programs, and social and recreational programs, will be administered on a non- discriminatory basis.
5. Application of labor laws to be uniformly applied in the organization.



Equal Employment Opportunity Policy

EEO and provision of services

It refers to the principle which ensures that all employees and potential employees of SGS Teknics are treated equitably and fairly, regardless of their race, sex or disability. Everyone has an equal chance when applying for jobs or promotions, training opportunities and in their working conditions. The following activities shall be conducted in a uniform manner-

- Recruitment procedure and selection criteria, for appointment or engagement of a person as an employee;
- Promotion and transfer of an employee
- Training and capacity development of an employee and Terms of employment or any other employee related activity.

Communication of Policy- This policy will be available for all employees at all SGST units, including at the HOD-HR and process buildings. All recruitment literature and new employment advertising over media sources shall necessarily indicate company's fundamental believe in EEO.

What is workplace discrimination?

Discrimination occurs when someone is treated unfavorably because of a certain attribute. Discrimination may involve some or all of the following:

1. Conduct that can be considered harassing, coercive or disruptive, including sexual harassment
2. Making offensive 'jokes' about another worker's clan, ethnic background, color, sex or disability
3. Expressing negative stereotypes about particular groups e.g. "married women shouldn't be working."
4. Judging someone on their political or religious beliefs rather than their work performance.
5. Using selection processes based on irrelevant attributes such as ethnic or clan group, age, sex or disability rather than on knowledge, skills and merit.



Parameters of Discrimination - Strictly Prohibited

SGS TEKNIKS and its employees shall strive to create a workplace that is free from discrimination in their employment practices against any potential or existing employees, and shall not discriminate on a person's:

- Age or other circumstances
- Colour
- Cultural or social beliefs such as religious
- Educational Background
- Race, ethnicity or nationality
- Spiritual, traditional or customary beliefs
- Political opinion
- Physical features
- Gender identity and expression
- Marital status
- Pregnancy or judging the impacts of potential pregnancy on decisions
- Breastfeeding
- Sexual orientation
- Health or physical disability or impairment
- Medical record
- HIV status
- Family responsibilities
- Trade Union membership



Complaint process and procedures

Complaint Procedure

A person wishing to make a complaint of discrimination can consult and file a complaint with the Equal Employment Opportunity Committee. The complaint should be made in writing and addressed to chairperson of the committee within 5 working days of any such incident of discrimination.

The constitution of the Committee shall be-

- Director / CEO / President - Chairman of Committee
- Internal Officers- Two members from Middle Level Management
- Head- HR - Member
- Executive HR - Supporting officer

Once a complaint has been filed:

Investigation

Once a complaint has been filed an investigation will be undertaken immediately. In instances where there is an alleged respondent, the respondent will be notified immediately. The complainant and the respondent will both be interviewed along with any individuals who may be able to provide relevant information.

Where the alleged discrimination is an organizational practice or procedure, that practice or procedure will be investigated immediately. Where the investigation finds systemic discrimination within the organization, that practice or procedure will be changed promptly.

Mediation

SGS TEKNIKS supports resolving matters through mediation provided that it is consistent with organizational duties, obligations and needs. Mediation can only be undertaken voluntarily. If both parties agree to participate, matters may be resolved through mediation in the following circumstances.

Once the matter has been investigated and SGS TEKNIKS has determined the facts of the case, SGS TEKNIKS may use mediation to develop appropriate solutions to the complaint; and, in rare instances, where the incident is an isolated event and the parties do not dispute the facts, SGS TEKNIKS will act diligently to ensure that matters are dealt with in a manner that ensures the safety and protection of everyone within the organization.



Equal Employment Opportunity Policy

Timelines

SGS TEKNIKS will investigate all complaints immediately and will work towards the prompt resolution and prevention of discriminatory acts and practices. The first round of investigation and conclusion shall be arrived at within 10 working days from the date of filing of the complaint.

Fairness

All complaints will be investigated in the same manner with the aim of promoting, fairness and equality.

Confidentiality and the Right to Privacy

SGS TEKNIKS will preserve the confidentiality of all individuals involved in a discrimination complaint. The preservation of confidentiality may be affected by the employer's duty to prevent discrimination in/at SGS TEKNIKS and by the alleged respondent's right to know the nature of the complaint being made against them and who has made it so that they can respond.

If the investigation fails to find evidence to support the complaint, no documentation concerning the complaint will be placed on the file of the respondent. SGS TEKNIKS will retain all documentation for 12 months for informational purposes in the event that there is an internal appeal or a complaint filed with an outside agency.

Outcomes and Remedies

SGS TEKNIKS will act swiftly to ensure that the discriminatory practice is stopped as soon as possible and may remedy the situation in a number of ways, discussed ahead. Where the investigation determines that discrimination has occurred or the matter has been successfully mediated, outcomes may include:

- a) Moving the respondent to another department - or
- b) Changing the respondent's job duties – or
- c) A letter of apology.

Actions taken to remedy a discriminatory situation should not have a negative effect on the complainant. The main concerns of the employer will be to ensure that the discrimination ends and to restore workplace harmony.



Equal Employment Opportunity Policy

Appeal Process

Within 10 days from the result of first round of investigation, either the complainant or the respondent may make a written request that an investigation be reviewed stating which aspect of the investigation is inadequate. The request must be submitted to Chairman, who will determine if the investigation is to be re-opened in order to address the concerns raised.

In case the appeal is taken up, then the investigation shall be completed within 15 working days by the same committee with the inclusion of an independent member. The result of the appeal shall be binding on the complainant for all purposes.