

## Equal Employment Opportunity Policy

### 1. Purpose

Kewal Kiran Clothing Limited (KKCL) is an equal opportunity employer. Regardless of race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other legally protected characteristic, KKCL provides employees and applicants with equal employment opportunities. KKCL complies with all applicable laws and regulations in both their spirit and letter.

### 2. Scope and Applicability

All aspects of KKCL's relationship with its employees are covered by Equal Employment Opportunity (EEO) policy including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The selection and treatment of independent contractors, employees on our premises who are employed by temporary agencies, and any other individuals or businesses doing business for or with KKCL are all subject to the EEO policies and principles.

### 3. Definitions

**KKCL:** Kewal Kiran Clothing Limited and its subsidiaries and any company that is directly or indirectly wholly or majority-owned or otherwise controlled by it.

**KKCL Personnel:** Any employee, workers, and Directors of KKCL.

**Specially abled person:** A person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others.

**Reasonable accommodation:** Necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

#### **4. Policy Statement**

Kewal Kiran Clothing Limited is dedicated to establishing a workplace that promotes inclusivity and equal opportunities for all. Our objectives are as follows:

- Offer equal employment opportunities to all qualified candidates.
- Base employment decisions solely on an individual's abilities and qualifications, considering only job-related requirements, seniority, and other appropriate non-discriminatory criteria.
- Communicate to employees the types of unacceptable behaviors and the actions the company may take to address misconduct towards employees.
- Adhere to fair employment practices and equal employment opportunity laws.
- Ensure that no form of harassment in the workplace is justified based on age, race, physical ability, marital status, parental status, ethnic origin, religion, sexual orientation, or gender identity.

#### **Policy Dissemination and Implementation**

The responsibility for disseminating this policy lies with the HR Head. Managers and supervisors in each department are accountable for implementing equal employment practices. The HR department will oversee overall compliance and maintain personnel records in accordance with relevant laws and regulations.

#### **Non-Discrimination**

We are committed to avoiding any form of discrimination based on age, color, physical ability, ethnicity, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, or sexual orientation. Reasonable accommodations will be provided to qualified employees or job applicants with disabilities as needed.

#### **Bullying and Intimidation**

We promote a harmonious workplace where all employees are treated with dignity and respect. Any form of bullying or harassment is strictly prohibited.

#### **Diversity and Inclusion Commitment**

Through fostering a culture that embraces differences and cultivates a sense of belonging, along with supportive work-life policies, we are dedicated to enhancing diversity and inclusion in the workplace. Our goal is to create an environment where every employee can thrive and reach their full potential. We uphold respect and dignity for all employees and are an equal opportunity employer.

## **Employment for Employees with Disabilities**

This policy extends to all KKCL employees who have disabilities, including job seekers, full-time or part-time employees, interns, trainees, contract workers, or temporary employees. The policy covers various aspects such as recruitment, training, working conditions, salaries, transfers, employee benefits, and career advancement. Specially abled employees will have access to appropriate facilities and infrastructure necessary for their effective job performance. We strive to ensure that our buildings, furniture, services, and overall physical infrastructure on our premises are accessible to employees with disabilities.

We are committed to procuring technologies that are accessible, and our local IT support team is available to assist any employee facing accessibility challenges.

In compliance with the Rights of Persons with Disabilities Act 2016, KKCL will provide reasonable accommodations to qualified employees and job applicants with disabilities. These accommodations will be provided to ensure equal benefits and privileges, equal opportunities in the application and selection processes, and enable employees with disabilities to perform essential job functions.

### **5. Raise your concern**

Please get in touch with a member of KKCL's HR team if you have any inquiries regarding this policy.

Please get in touch with KKCL's HR team at [sangeeta.singh@kewalkiran.com](mailto:sangeeta.singh@kewalkiran.com) if you think someone may have violated this policy.

Retaliation, reprisal, or subsequent discrimination against anyone who raises a concern or reports possible misconduct is strictly prohibited at KKCL.

In accordance with its internal procedures for investigations, KKCL will conduct an investigation into alleged misconduct relating to this Policy. Any KKCL employees who violated this policy may face disciplinary action, including termination from their employment.

### **6. History**

Version	: 1.0
Date	: 2023/03/31
Changes	: New Policy on Equal Employment Opportunity Policy

-----