

	Equal Opportunity Policy	Document No.	SOP 06141
		Revision No.	R01
		Revision Date	12-10-2022
		Page No.	Page 1 of 4

1. PURPOSE

As a part of Tata Code of Conduct, TASL is committed towards providing equal opportunities to all employees and to all eligible applicants for employment in the Company. This Equal Opportunity Policy is also in accordance with provisions of The Transgender Persons (Protection of Rights) Act, 2019 and Rights of Persons with Disabilities Act, 2016.

2. GENERAL

a. SCOPE

This policy is applicable to all employees at TASL, its subsidiaries and JVs.

b. REFERENCE DOCUMENT/ STANDARD

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c. ABBREVIATIONS

HR	Human Resources
JV	Joint Venture
TASL	Tata Advanced Systems Ltd

d. TERMS & DEFINITIONS

Equal Opportunity: Ensuring that there is no unfair discrimination or harassment on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.

3. PROCEDURE

- 3.1. Tata Advanced Systems Limited is an equal opportunity provider
- 3.2. When recruiting, developing and promoting employees, the decisions will be based solely on performance, merit, competence and potential
- 3.3. TASL Policies will be fair, transparent and clear, which will aim at promoting diversity and equality, in accordance with applicable law and other provisions of Tata Code of Conduct. The Policies provide for clear terms of employment, training, development and performance management.

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	Equal Opportunity Policy	Document No.	SOP 06141
		Revision No.	R01
		Revision Date	12-10-2022
		Page No.	Page 2 of 4

3.4. TASL will not engage in, nor tolerate discrimination or harassment on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law

3.5. Guidelines

3.5.1. TASL will make reasonable accommodation*, whenever necessary, for qualified employees or job applicants who have disabilities.

* Reasonable accommodation means 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.

3.5.2. In accordance with the provisions of The Transgender Persons (Protection of Rights) Act, 2019 and Rights of Persons with Disabilities Act, 2016 & Rules, following will be ensured:

- That the work environment is free from any discrimination, harassment or unfair treatment against transgender persons or persons with disabilities.
- A transgender person shall have a right to be recognised as such, in accordance with the provisions of this Act. A person recognised as transgender shall have a right to self-perceived gender identity. The gender of transgender person shall be recorded in all official documents in accordance with certificate issued by District Magistrate.
- There is no denial or discontinuation of, or unfair treatment with regard to, access to, or provision or enjoyment or use of any goods, service, facility, privilege or opportunity. That facilities and amenities are provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment without any hindrance.
- Preparation of a list of posts suitable for persons with disabilities in the establishment and shall notify such posts during the recruitment process.
- It is to be ensured that all relevant work spaces at TASL are accessible to persons with disabilities, subject to compliance with any Health Safety Environment requirements applicable to such site including suitable arrangements for use of physical infrastructure, transportation and information and communications

3.5.3. A designated HR Spoc will act as the Complaints-cum-Liaison Officer under The Transgender Persons (Protection of Rights) Act, 2019 and Rights of Persons with Disabilities Act, 2016 to address all grievances or complaints regarding discrimination from any transgender person/s or an aggrieved person on ground of disability, within stipulated timelines. The Officer will also look after the

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	Equal Opportunity Policy	Document No.	SOP 06141
		Revision No.	R01
		Revision Date	12-10-2022
		Page No.	Page 3 of 4

recruitment of persons with disabilities and provisions of facilities and amenities for such employees. The name and contact number of the Complaints-cum-Liaison Officer shall be conspicuously displayed at each location.

3.6. Any exception to the policy can be done only with the prior approval of Head - HR, TASL

3.7. Communication of Policy

Policy will be available on HRMS and corporate website. It will also be available at all conspicuous places in Factories and Offices. All employees will undergo a training on Tata Code of Conduct, which forms a basis of this policy, through e-modules and/or classroom sessions.

4. RESPONSIBILITY

Responsibility	Action
HR Team	Conducting training and ensuring adherence to recruitment as per policy
All employees	To not engage in any form of harassment, discrimination, bullying or victimization of other employees
Management	Appropriate action basis investigation in case of breach of this policy

5. RELEVANT PROCEDURES

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6. RELEVANT FORMS & ANNEXURES

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7. RELEVANT FLOWCHARTS

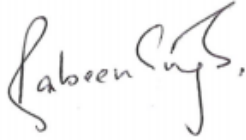
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8. ADDITIONAL INFORMATION

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	Equal Opportunity Policy	Document No.	SOP 06141
		Revision No.	R01
		Revision Date	12-10-2022
		Page No.	Page 4 of 4



Rabeen Singh
Head - HR, TASL

9. AMENDMENT RECORD SHEET

Date	Revision No.	Section No.	Change Summary
01-April-2020	00	All	Initial Release
12-Oct-2022	01	All	Revised Release on COSMOS/ CHROMA

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