



# Equal Opportunity Employment Policy

## Purpose

VIP Industries recognizes merit and perseverance and encourages diversity in our company. We do not tolerate any form of discrimination on the basis of nationality, ethnic or national origin, race, colour, religion, caste, gender, marital status, pregnancy, gender identity or expression, sexual orientation, disability or age. We allow for equal opportunities for all our team members. The aim of this policy is to ensure that no job applicant or employee suffers direct or indirect discrimination by receiving differential treatment on any of the grounds named above.

## Applicability & Scope

This policy is applicable to all employees at all locations including Corporate Office, Branch Offices, Manufacturing Plants and International Offices.

## Effective Date

This policy is revised as on August 16, 2019 and may be reviewed periodically.

## Responsibilities

The Company as an employer

- Promotes equal opportunities in all aspects of employment.
- Ensures that all managers and employees are trained in their responsibilities regarding equal opportunities.
- Fully investigates all complaints of discrimination.
- Monitors the effectiveness of the policy and identify practices that maybe discriminatory.

Employees of the Company must:

- Adhere to the Company's commitment to equality of opportunity in their work.
- Work together towards a culture of fairness and equal treatment for all.
- Not practice discrimination by themselves or encourage others to do the same.
- Advise management if they suspect that discrimination is taking place.
- Not victimize anyone who makes a complaint or aids a complainant.

## Policy Framework

The Company is committed to ensure the fair and equal treatment of all employees and job applicants.

The Company ensures:

- No-one receives differential treatment on any grounds including nationality, ethnic or national origin, race, colour, religion, caste, gender, marital status, pregnancy, gender identity or expression, sexual orientation, disability or age.
- There is no discrimination in employment and that decisions on recruitment, promotion, training and development, and terms and conditions are based solely on job related ability and merit.
- All managers and employees accept their responsibilities for good equal opportunities practices and work together towards a positive approach and a culture of fairness and equal treatment for all.
- Selection criteria and procedures are kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equality of opportunity within the Company's services and are encouraged to progress within the organization.

The Company opposes all forms of discrimination, direct or indirect, and aims to eliminate discriminatory practice and promote measures to combat its effects.

The Company has a Grievance & Redressal mechanism in place, whereby any employee may submit complaints without fear of reprisal, discrimination or adverse employment consequences. The complaint can be submitted by the employee either by disclosing the name, identity and contact details or anonymously without disclosing their identity. Employees can register their complaint through email – [we.hear@vipbags.com](mailto:we.hear@vipbags.com) or through a letter written to the Head HR of the Company on the below address. It is recommended that the details of the bias and discrimination experienced be shared for the redressal process to be effective.

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