



VOLTAMP TRANSFORMERS LIMITED EQUAL OPPORTUNITY POLICY

Purpose

With 'Respect for Diversity' being one of our core values, Voltamp Transformers Limited ("Voltamp") has been committed to being an equal opportunity employer. The same is reinforced by our Corporate Business Principles and our Code of Business conduct.

"Our success is based on our people. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement, protect their privacy and do not tolerate any form of harassment or discrimination."

Scope

The Equal Opportunity Policy is applicable for all job applicants and employees (On roll and Retainer) including contract workers.

Voltamp is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

To this end:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Employment with Voltamp will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.

Voltamp will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department either by personal meeting, telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, Voltamp as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment.

Voltamp has a dedicated HR and admin team that shall oversee the provision of the infrastructure and facilities required for the process of recruitment for Persons with Disabilities.

Voltamp commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner.

Roles and Responsibilities

Employee Responsibilities

All Voltamp employees have the following responsibilities:

- To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.

Responsibilities of Managers and supervisors

Managers and supervisors have the following additional responsibilities:

- To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.

Human Resources Responsibilities

Human Resources representatives have the following additional responsibilities:

- To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

Interpretation & Guidance

In the event that any additional guidance and/or further interpretation is required, please contact Human Resources representative.

Review Timelines

The policy will be reviewed at appropriate interval considering changes in legal and market guidelines.

Communication of Policy

Policy will be available on our corporate website. It will also be available at all conspicuous places in branch, factories and Head Office.