

Equal Opportunity Policy

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- 1. Preamble and Overview:** This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and The Transgender Persons (Protection of Rights) Act, 2019.

At Naba Diganta Water Management Limited (herein after referred as 'NDWML'), we recognize the value of a diverse workforce wherein all employees are treated with respect and dignity.

The CEO, NDWML, has the overall responsibility for the effective operation of the equal opportunity policy. A designated SPOC who will act as Complaint-cum-Liaison Officer will be in charge for its implementation.

- 2. Policy Statement:** NDWML is committed to providing an equal opportunity to all employees and to all eligible applicants for employment in the Company 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. Scope:** The policy is applicable to all employees at NDWML. It also includes eligible job applicants in the Company.

4. Procedure:

- a. When recruiting, developing and promoting employees, the decisions will be based solely on performance, merit, competence and potential.
- b. NDWML 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.
- c. NDWML 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.

d. Guidelines

- i. NDWML will make reasonable accommodation*, whenever necessary, for qualified employees or job applicants who are persons with disabilities or members of the trans community.

* Reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure persons with disabilities or transgender persons enjoy or exercise equal rights as others.


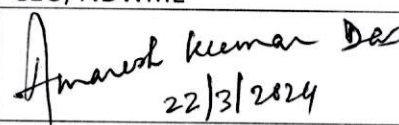
- ii. In accordance with the provisions of The Transgender Persons (Protection of Rights) Act, 2019 and Rights of Persons with Disabilities Act, 2016 & Rules, following will be ensured:
 - That the work environment is free from any discrimination, harassment or unfair treatment against transgender persons 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. Confidentiality of data will be maintained with certain exceptions like data being made available for HR, security, and other relevant functions for ensuring reasonable accommodations.
 - 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. The hiring is purely based on merit and candidates are evaluated based on their skills and competence.
 - NDWML aims to ensure that all relevant workspaces at NDWML 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, information and communications. NDWML also aims to redesign and revamp its existing infrastructure facilities to ensure compliance to RPWD Act 2016 and the Transgender Persons (Protection of Rights) Act, 2019.

5. **Governance Framework:** The CEO will be responsible for ensuring that the establishment operates in compliance with The RPWD Act, 2016 and to fulfil the terms of this policy.

A designated 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 support in the recruitment process 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.

6. **Communication of Policy:** Policy will be available on corporate website. It will also be available at all conspicuous places in 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.
7. **Responsibilities:** All employees have the responsibility to comply with the Equal Opportunity Policy. Managers and team members need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

All employees are encouraged to report any incidents of violation of this policy and Managers should act promptly when concerns arise or complaints are made.

Prepared & Maintained By:	Recommended By:	Approved By:
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