

HINDUSTAN ZINC

Equal Opportunity Policy

At Hindustan Zinc Limited ('HZL'), we recognize the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect, care, fairness, sensitivity, and dignity.

Guiding Principles

- ❖ To provide equal employment opportunities based on merit, without any discrimination on the grounds of age, sex, colour, caste, physical ability, socio-economic status, marital status, nationality, race, religion, pregnancy, sexual orientation.
- ❖ To have a strong framework in place to effectively attract, engage, and retain talent from diverse backgrounds, including individuals of all genders, nationalities, and abilities.
- ❖ To create and maintain an inclusive work environment that is free from any harassment, bullying, direct or indirect discrimination based on the above considerations.

Equal Opportunity for Persons with Disabilities

HZL is committed to providing equal employment opportunities in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and the Rules thereunder without any discrimination on the grounds of disability.

- ❖ Ensure that all employees, including those with disabilities, have access to equal opportunities for career advancement, professional growth, and training.
- ❖ Employ Persons with Disabilities wherever practicable, when it is suited to their aptitudes, abilities and qualifications and ensure no opportunity is denied to persons with disabilities, merely on ground of disability.
- ❖ Ensure that if an employee acquires a disability during her/his/their employment tenure she/he/they can return to work at the same rank as before and invest in re-skilling for another position, if required.
- ❖ Provide appropriate infrastructure, facilities, and amenities to Persons with Disabilities so that they may effectively perform their duties in the organization.

Grievance Procedure

- ❖ All the employees have the right to file a complaint concerning any discrimination with the Grievance Officer, who then reports to the Grievance Redressal Committee of the respective Unit.
- ❖ Company has a whistle-blower policy in place and aims to protect the confidentiality and anonymity of the complainant to the fullest extent possible with the objective to create a culture of integrity within HZL by ensuring that people can raise concerns without fear of discrimination, disadvantage, or dismissal.

Any employee who violates this Policy, or in any manner discriminates against any person or otherwise harasses or harms them shall be deemed to be in breach of the Code of Conduct of the organization, and shall be appropriately dealt with, along with actions that can be taken under this policy or any other action that the management may deem fit.

Grievance Redressal Committee

The Grievance Redressal Committee already institutionalized at each location will take up the grievances received under the Equal Opportunity Policy.

Date: 22nd April, 2024

Arun Misra
Arun Misra
CEO & Whole Time Director, HZL

