

HINDUSTAN ZINC

Inclusion Policy for LGBTQ+

Hindustan Zinc Limited recognises 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 irrespective of their sexual orientation, gender identity or expression. Workforce diversity is a business imperative at our organization, and we strive to ensure that our workforce is inclusive of all sections of the society.

The policy shall be applicable to all employees, interns/trainees including temporary employees of HZL. This policy will be a guiding document for business partner workforce. This policy and the related framework should be read in conjunction with existing policies and procedures.

LGBTQ+ is an acronym commonly used to refer to lesbian, gay, bisexual, transgender, and queer individuals. To ensure the broadest levels of protection under this policy, LGBTQ+ workforce shall include employees who have self-identified or are perceived by others as LGBTQ.

Hindustan Zinc will:

- ❖ Provide an environment of equality, safety, and respect for all employees from LGBTQ+ community
- ❖ Ensure fairness and avoiding unlawful discrimination in matters including remuneration, employment terms and conditions, promotions, training, and development opportunities on ground of sexual orientation or gender identity and expression.
- ❖ Ensure promptly and fairly dealing with complaints of harassment, bullying, or unlawful discrimination by employees, customers, suppliers, and other stakeholders in the course of group activities on the basis of sexual orientation or gender identity or gender expression.
- ❖ Sensitize workforce on inclusivity and periodic training on appropriate conduct and policies.

Constituents of LGBTQ+ Framework:

- ❖ Equal Employment Opportunity & Anti-Discrimination Approach
- ❖ Complete Confidentiality
- ❖ Gender Neutral Dress Code based on Safety Requirements
- ❖ Gender Neutral Facilities
- ❖ Grievance Redressal Mechanism in Time Bound Manner

Governance and Grievance Redressal Structure:

- ❖ Employees have the right to file a complaint concerning any discrimination, harassment or bullying to the Grievance Redressal Committee in the organization.
- ❖ The Grievance Redressal Committee will follow the procedure as outlined in the guidelines for conducting the enquiry. On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he/they will be subjected to disciplinary actions.

Date: 05th July, 2022

Arun Misra

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CEO & Whole Time Director, HZL

