

DEPARTMENT  <b>HR</b>	<b>OEC-HR-012</b>	ISSUE DATE  <b>2015-04-01</b>	REVISION #  <b>1.0</b>
	<b>EQUAL OPPORTUNITY POLICY</b>		PAGES  <b>1 of 3</b>

**PURPOSE**

Appropriate awareness to all employees, Stakeholders etc about Equal Opportunities Employment service offered by OEC.

**SCOPE**

This policy applies to all workers (employees, contractors, consultants, temporary staff etc.) who are involved in day to day processing of activities and its use. All are expected to be familiar with and comply with this policy guideline.

**REFERENCE**

HR-Human Resources

**RESPONSIBILITY**

Employee

Head of Department

**Rules & Guidelines**

OEC is an equal opportunities employer. It is our policy to provide employment equality to all, irrespective of:

Gender

Caste

Creed

Marital status

Having or not having dependents

Religious belief or political opinion

Colour, nationality, ethnic or national origins,

Disability

Sexual orientation

Age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful Discrimination. Our equal opportunities policy will help all those who work for

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us to develop their full potential and the talents and resources of the workforce will be utilized fully to maximize the efficiency of the organization.

### **Equal Commitments**

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization. This policy is fully supported by senior management.

### **Implementation**

The HR Department has specific responsibility for the effective implementation of this policy.

### **Complaints**

Employees who believe that they have suffered any form of discrimination, harassment or victimization are entitled to raise the matter to HR Department through the written application or e-mail. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

### **Effective Date:**

This policy will be effective from 1st April 2015.

### **Violation:**

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

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**Policy Owner:**

HR would be responsible for maintaining and carrying out subsequent modifications.

**Revision of Policy:**

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.