

**POLICY  
ON  
EQUAL EMPLOYEE  
OPPORTUNITY**

**(W.E.F 01/04/2022)**

Corporate Identification Number [CIN]: L45200GJ1991PLC015817  
Registered Office: Ganesh Corporate House, 100 Feet Hebatpur Thaltej Road,  
Near Sola Bridge, Off S. G. Highway, Ahmedabad 380 054

### **POLICY STATEMENT AND PURPOSE**

Ganesh Housing Corporation Limited (hereinafter referred to as “the Company”) will provide equal employment opportunities and will not discriminate directly or indirectly against any associate or job applicant on any grounds including caste, creed, race, age, colour, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, disability status, genetic information or sexual orientation. We aim to create employment opportunities such that all associates achieve their full potential.

### **SCOPE OF THE POLICY**

The policy encompasses all aspects of relationship between the Company and its associates, including:

1. Recruitment
2. Employment
3. Promotion
4. Transfer
5. Training
6. Working conditions
7. Remuneration
8. Employee benefits

### **POLICY OBJECTIVES**

1. To frame recruitment procedure and selection criteria, for appointment or engagement of a person in the different hierarchy of administration.
2. Unfair discrimination at the workplace

3. To ensure that associates work in an environment where they have equal opportunity based on relevant abilities and merit
4. To ensure that all associates have an equal chance while applying for internal job postings, promotions, training opportunities and in their working conditions.

### **APPLICABILITY**

This policy is applicable to all full time employees of the Company.

### **COMMITMENT**

The Company is committed to provide equal opportunities in employment and creating an inclusive work environment. It is our endeavour to –

1. provide equal and fair opportunities for employment to all qualified applicants;
2. maintain a work environment free from discrimination based caste, creed, race, colour, age, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, disability status, genetic information or sexual orientation;
3. make employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria;
4. adhere to applicable law pertaining to equal employment opportunities and fair employment practices; and
5. prohibit employment of child labour in office / project sites.

### **MANNER OF SELECTION**

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate also considering the capabilities the job position demands.

### **RECRUITMENT**

The Company provides necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the Human Resource Department. The Company allows employees to attend webinars, seminars, conferences, workshops etc. in order to expand the horizons of their knowledge.

### **PROCESS**

Associates or applicants with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of the departmental head. Associates can raise concerns and make complaints without fear of reprisal and with the assurance of protection from harassment or retaliation. Anyone is found in engaging in discrimination or harassment in violation of the policy, he/she will be subject to disciplinary action.

### **REMEDIES**

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Company will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate.