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 15.01.2025  
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EQUAL EMPLOYEMENT OPPORTUNITY POLICY			Page 1 of 3
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Doc. Date			

**1. SCOPE**

This policy applies to all employees, contractors, interns, and job applicants across all levels and functions within Glochem Bollaram facility.

**2. RESPONSIBILITY**

Complaint Officer HR Department  
 Compliance to SOP All the employees in Glochem.

**3. APPROACH / PRINCIPLE**

This policy ensures fair treatment irrespective of race, religion, gender, age, disability, sexual orientation, marital status, or any other status protected by applicable law.

**4. PROCEDURE**

**4.1. POLICY STATEMENT**

- 4.1.1. Glochem Shall Promote a work environment free from discrimination and harassment.
- 4.1.2. Base all employment decisions (hiring, promotion, training, termination, etc.) on merit, qualifications, and business needs.
- 4.1.3. Provide reasonable accommodations to employees with disabilities or specific needs as per
- 4.1.4. the Rights of Persons with Disabilities Act, 2016.
- 4.1.5. Ensure gender inclusivity, especially in traditionally underrepresented roles in the API sector.
- 4.1.6. Encourage diversity in the recruitment process, ensuring representation from all sections of society.

**4.2. RECRUITMENT AND SELECTION**

- 4.2.1. Advertise job opportunities widely to reach a diverse pool of candidates.  
 Ensure the selection process is objective and evaluates candidates solely based on skills, qualifications, and experience.

**4.3. WORKPLACE FACILITIES AND ACCESSIBILITY**

- 4.3.1. Glochem is committed to making the workplace accessible and safe for individual with disabilities.
- 4.3.2. Providing necessary tools, equipment's, and modification to workstations.
- 4.3.3. Ensuring accesses to common areas such as restrooms, canteen, OHC and meeting rooms.

**4.4. SENSITIZATION AND TRAINING**

- 4.4.1. Glochem is committed to making the workplace accessible and safe for individuals with disabilities.
- 4.4.2. Providing necessary tools, equipment, and modifications to workstations.
- 4.4.3. Ensuring access to common areas such as restrooms, cafeterias, and meeting rooms.
- 4.4.4. Conduct training programs for managers and employees to promote awareness about diversity, equity, and inclusion during the induction training program.
- 4.4.5. Train teams on the importance of recognizing unconscious biases and eliminating them from decision-making.

**4.5. GRIEVANCE MECHANISM**

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- 4.5.1. Glochem has established a fair and confidential grievance redressal process to address concerns related to discrimination or harassment. The grievance mechanism will ensure confidentiality, non-retaliation, and prompt resolution.
- 4.5.2. Complaints Committee: A dedicated committee will handle complaints regarding violations of this policy.
- 4.5.3. Employees can file complaints via email, phone, or written submissions to the HR department / Plant Head.
- 4.5.4. All grievances will be resolved within a stipulated timeframe, ensuring confidentiality and non-retaliation.
- 4.6. **MONITORING AND REPORTING**
- 4.6.1. Conduct periodic reviews of hiring, promotions, and workplace practices to ensure compliance with the policy on yearly basis.
- 4.6.2. Report progress on diversity and inclusion initiatives annually.
- 4.7. **COMPLIANCES WITH LAWS**
- 4.7.1. Rights of Persons with Disabilities Act, 2016
- 4.7.2. **Equal Remuneration Act, 1976**
- 4.7.3. Any other local, state, or national laws related to equal opportunity employment.
- 4.8. **ACCOUNTABILITIES**
- 4.8.1. All managers and department heads are responsible for implementing and promoting this policy. Any violation will be addressed through appropriate disciplinary action, up to and including termination of employment.
- 4.9. **POLICY REVIEW**
- 4.9.1. This policy will be reviewed annually and updated as required to align with changes in laws, regulations, or business priorities.
- 5. **SCHEDULES**  
Not Applicable
- 6. **REFERENCES**  
Rights of Persons with Disabilities Act, 2016  
**Equal Remuneration Act, 1976**  
Any other local, state, or national laws related to equal opportunity employment.
- 7. **ORIGINATING / EFFECTIVE LOCATION**  
Glochem Industries Pvt Ltd, Unit-1, Bollaram.
- 8. **FORMATS**  
NIL

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9. REVISION HISTORY

Revision No	Change description	Effective date
00	A new Equal Employment Opportunity Policy was incorporated Refer CCF No: CCF/01/GEN/24/165	

10. ABBREVIATIONS

Abbreviation	Description
SOP	Standard Operating Procedure
Ver. No	Version Number
Doc.	Document
FMT	Format
HR	Human Resources

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