



Policy on Non - Discrimination and Equal Opportunity

Version Number: 1.0



DOCUMENT CONTROL

Document Title	Policy on Non - Discrimination and Equal Opportunity
Prepared By:	Human Resources
Reviewed By:	NA
Approved By:	Anand Mimani
Effective Date:	
Document Expiry Date:	NA
Document Applicability:	The Policy shall be applicable to all employees of GreenLine and its subsidiary companies, including Advisors, Trainees & Consultants
Document Classification:	Company Confidential
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1. INTRODUCTION

GreenLine is expected to ensure that its working environment is free from discrimination on every aspect. Discrimination in our workplace will not be tolerated under any circumstances and disciplinary action will be taken against any Associate/ agencies/ vendors who breaches this policy. We strive to achieve a working environment where all employees, Associates, service providers, customers, visitors, and any other business relationship are treated with dignity, courtesy, and respect. An effective procedure is provided for all complaints to be lodged and investigated based on the principles of natural justice. All complaints shall be treated in a sensitive, fair, timely and confidential manner and complainants shall be guaranteed protection from any victimization or reprisals. It is an important fundamental of company policy that the reporting of behaviour in breach of policy is encouraged in order to correct and promote appropriate standards of conduct at all times.

2. GROUNDS FOR DISCRIMINATION

Discrimination occurs when a person is victimized in the workplace on the basis of but not limited to the following criteria:

- Race
- Age
- Gender
- Sexual orientation
- Ethnicity
- Disability
- Religion
- Political affiliation
- Union membership
- Military status
- National origin
- Marital status
- Pregnancy
- Medical status
- Gender identity
- Any other such factor

3. APPLICATION

The philosophy of anti-discrimination is binding but not limited to all HR policies, processes, and systems including Recruitment, performance appraisal, training opportunities, compensation, rewards and recognition and disciplinary procedures. Employees shall be provided reasonable accommodation for religious practice.

4. ACCOMMODATIONS

Reasonable efforts to accommodate employees with chronic illnesses, which may include rearranging working time, providing special equipment, opportunities for rest breaks, time for medical appointments, flexible sick leave, part-time work, and return-to-work arrangements. Reasonable accommodations for nursing mothers shall be provided.

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5. MEDICAL AND PREGNANCY TESTING

GreenLine will not require any pregnancy tests/ HIV/ Hepatitis B tests except if required by the local laws or prudent for workplace safety subject to written consent by the employees and paid by the organization. Original test reports will not be retained by the Greenline unless required by law. We shall not discriminate based on test results and confidentiality be fully maintained.

6. REPORTING AND INVESTIGATION

Any incident of discrimination will be treated as a case of harassment and the matter should be reported to the internal committee. No employee will be punished or retaliated against for reporting discriminatory practices. Proper investigation will be done by committee members following the principle of natural justice and justified actions will be taken based on the results of the investigation. All records will be maintained for continuous improvement.

7. TRAINING AND COMMUNICATION

GreenLine will be provided comprehensive training to any person involved in activities that may be associated with discrimination risks.

GreenLine shall effectively communicate its anti-discrimination policy to all Workers, supervisors, and managers. This communication shall include information about Hazardous jobs, workplace accommodations for Non-Hazardous positions, and voluntary Medical Testing. The communication or training shall be provided during the initial orientation period and reinforced via refresher training on a regular basis by the company.

8. DIRECTLY RESPONSIBLE INDIVIDUAL(S)

Manager HR will oversee and enforce the implementation of the anti-discrimination policy and procedures.

9. POLICY REVIEW

Version Number	Revision Author	Review Date	Next Review Date	1. Prepared By	2. Reviewed By	3. Approved By
0.1	Anita Dhanawade - Manager HR			1. Anita Dhanawade - Manager HR	1. Bhupesh Sawantdesai - CHRO	3. Anand Mimani – CEO