

Equal Opportunity and Diversity Policy

Human Resources Department

Objectives

At Havmor Ice Cream Pvt. Ltd., we are committed to fostering an inclusive, respectful, and equitable work environment where diversity thrives and every individual is empowered to contribute to our success. We understand that our success is built on the collective talents of our workforce, and by upholding the values of respect, fairness, and equal opportunity, we aim to create a culture where all employees feel valued and are given the opportunity to grow and succeed. This policy outlines our commitment to:

1. Providing equal employment opportunities for all individuals.
2. Ensuring a work environment that is free from discrimination, harassment, and bias.
3. Promoting personal responsibility, mutual respect, and inclusivity at all levels.
4. Supporting growth and career development based on merit and individual performance.
5. Encouraging diversity and inclusion at every level of the organization

Scope

This policy applies to all employees, job applicants, contractors, vendors, and stakeholders associated with Havmor Ice Cream Pvt. Ltd. and covers all aspects of employment, including hiring, promotion, training, compensation, and termination.

Policy Framework

1. Equal Employment & Promotion Opportunity

We are committed to providing equal opportunities for all employees in recruitment, promotion, compensation, and career development, based solely on merit, qualifications, and performance. No individual will be discriminated against on the basis of age, color, disability, gender, nationality, race, religion, sexual orientation, or any other characteristic protected by the law, including the Persons with Disability Act, 1995.

2. Prevention of Discrimination and Harassment

We maintain a zero-tolerance approach towards any form of discrimination, harassment, bullying, or victimization. Any violation of this policy will be met with appropriate disciplinary actions, up to and including termination. All employees have a responsibility to foster an inclusive, respectful, and supportive work environment.

3. Support for Persons with Disabilities

In compliance with the **Rights of Persons with Disabilities Act, 2016**, reasonable accommodations and adjustments will be made to support employees with disabilities. We will ensure that employees with disabilities are given equal access to job opportunities, training, promotions, and other work-related benefits.

Grievance Mechanism

Employees who experience or witness discrimination, harassment, or other violations of this policy are encouraged to report their concerns through the following channels:

- **Direct Communication:** Employees can communicate concerns through email at whistleblower@havmor.com. All grievances will be handled promptly and in a fair, confidential, and sensitive manner.

Employee and Managerial Responsibilities

- **Employees:** Employees are expected to treat all colleagues with respect, uphold the values of this policy, and report any observed violations.
- **Managers and Supervisors:** Managers are responsible for addressing complaints promptly, maintaining a respectful and inclusive work environment, and ensuring confidentiality when required. Managers must also lead by example and encourage the implementation of this policy within their teams.
- **Human Resources:** The HR team is responsible for guiding employees and managers on the implementation of this policy, resolving grievances, ensuring compliance, and maintaining records related to complaints and their resolution.

Promoting Diversity and Inclusion

We recognize that diversity enhances creativity, problem-solving, and decision-making. Therefore, we are committed to ensuring that all employees have equal access to career opportunities and that diversity is reflected across all levels of the organization. As part of this commitment, we will actively promote and support diverse representation in all roles and continuously evaluate our policies to ensure inclusivity.