

SATYA MICROCAPITAL LIMITED

Equal Opportunity Policy

Version 1.0

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EQUAL OPPORTUNITY POLICY

I. Policy

It is the policy of SATYA MicroCapital Limited (the Company) to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation. The Company strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual.

This Equal Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

II. Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, (the Act) it is Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Company will build systems and processes to ensure:

- That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- That provision is made for an accessible environment and of availability of assistive devices as required.
- That the Human Capital Department will ensure to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities shall be available.
- That the Company will ensure if any grievance does arise concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
- That no opportunity is denied to persons with disabilities, merely on ground of disability.

Employees and applicants will be protected from coercion, intimidation, interference or discrimination under the Act.

III. Responsibility

- The Human Resources Managers have the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt in a fair and equitable manner.

- The Head-Human Capital is accountable to the CEO to oversee and promote this policy.

IV. Communication of Policy

- This Policy will be available to all employees via normal communication vehicles within the business.
- All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.
