

Date	Version	Prepared by	Reason for Updation
29 th Jan, 2018	2.00	Radhika Gogia	Addition as per Rules

EQUAL EMPLOYMENT OPPORTUNITY POLICY

COMMITMENT

Select Infrastructure Pvt. Ltd. (hereinafter referred to as "SIPL/ Management") is an equal employment opportunity organization and is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender bias and harassment.

SIPL promotes an open work culture and encourages free exchange of ideas, concerns and grievances. SIPL believes that all employees, including other persons who have dealings with the Company have the right to be treated with dignity.

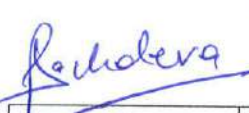

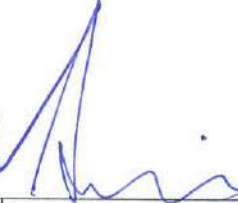
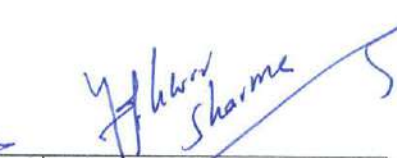
It is the policy of SIPL to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation. The Company strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual. This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

This Policy is formulated in accordance with the provisions under the rights of persons with disabilities Act, 2016 (the Disabilities Act, 2016) along with the rights of persons with disabilities rules 217 (together, the Disability Law) as may be amended / modified or annulled from time to time.

1. SCOPE AND DEFINITIONS

SCOPE:

This Policy extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees of the Company.

 Reviewed By	 Concurred By	 Concurred By	 Approved By
Pawan Sachdeva	Mr. Shashi Sharma	Mr. Srinivas	Mr. Yogeshwar Sharma



Date	Version	Prepared by	Reason for Updation
29 th Jan, 2018	2.00	Radhika Gogia	Addition as per Rules

2. Equal Opportunity for Persons with Disabilities


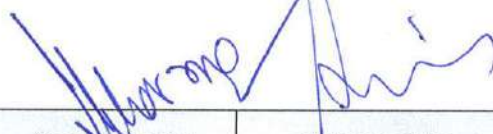


In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Company's Policy to ensure that the work environment is free from any discrimination including persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment 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 HR Department will ensure a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- That no opportunity is denied to persons with disabilities, merely on ground of disability.

Individuals with disabilities who apply or employees who believe them to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative of SIPL.

Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws.

Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

			
Reviewed By	Concurred By	Concurred By	Approved By
Pawan Sachdeva	Mr. Shashi Sharma	Mr. Srinivas	Mr. Yogeshwar Sharma



Date	Version	Prepared by	Reason for Updation
29 th Jan, 2018	2.00	Radhika Gogia	Addition as per Rules

3. Facilities and Amenities

- The company premise is barrier free and is differently abled friendly.
- Provision for reserved parking at all levels in front of the lift lobbies.
- Provision of Wheelchairs.
- Elevators are wheel chair friendly.
- Wheel chair friendly entry and exit ramps.
- Provision of handicap washrooms.
- Any other facility/ amenity is extended as per job requirement.

4. Job / Vacancy

- Front office executive
- Digital Executive
- Any other post as may be defined.



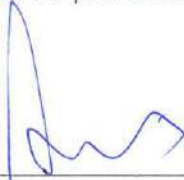

5. Selection Criteria:

All job applicants must be measured against the key selection criteria, namely,

- the specific skills,
- Knowledge and
- Abilities regarded as essential for performing the functions of the job.
- All employment decisions to be based on merit
- The employees are to be treated fairly and reasonably
- Equal opportunities are to be provided

Recruitment and selection criteria include a commitment to equal opportunity principles and practices.

Post recruitment and pre promotion training to be provided to all the employees as per the company policy.

			
Reviewed By	Concurred By	Concurred By	Approved By
Pawan Sachdeva	Mr. Shashi Sharma	Mr. Srinivas	Mr. Yogeshwar Sharma



Date	Version	Prepared by	Reason for Updation
29 th Jan, 2018	2.00	Radhika Gogia	Addition as per Rules

6. Access to Flexible Work:

The Company recognises the importance of flexible work and leave arrangements in supporting employee work-life balance and maintaining a diverse workforce.

Flexible work arrangements can be instrumental in both recruitment and retention of employees with a disability. A wide range of flexible work and leave options can be accessed by employees with a disability. They can range from short term one off arrangements to meet medical appointments to longer term options that may include reduced hours, flexible start and leave times and telecommuting arrangements.

7. Responsibility

- Management of SIPL is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- The Human Resources Manager will 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 with under the Code of Conduct of the Company.
- Human Resource of SIPL is accountable to the CEO to oversee and promote this policy.

8. Communication of Policy

- This Policy will be available to all employees company communication mode.
- All recruitment and employment advertising will indicate that the company is an Equal Opportunity Employer.

Reviewed By	Concurred By	Concurred By	Approved By
Pawan Sachdeva	Mr. Shashi Sharma	Mr. Srinivas	Mr. Yogeshwar Sharma

Radhika