



Equal Opportunity Policy

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EQUAL OPPORTUNITY POLICY

(under Section 21(1) of RPwD Act, 2016)

Introduction

The Equal Opportunity Policy has been framed pursuant to the Rights of Persons with Disabilities Act, 2016 (“the Act”) and Rules notified thereunder.

Policy

HDFC Capital Advisors Limited (“Company”) is committed to ensure that the work environment is free from any discrimination against persons with disabilities. Our decisions on employment, career progression, training or any other benefits are fair to all and we are committed to providing an inclusive work culture and environment free from any discrimination. Company values and welcomes diversity and will not treat anybody differently based on their race, sex, religion/beliefs, disability, marital or civil partnership status, age, maternity or paternity status, sexual orientation, gender identity, gender expression, caring responsibilities, or any other class of person protected by laws in the country.

This policy covers all persons with disabilities including job applicants, full time / part time employees, interns / trainees, contractual employees as well as including temporary employees. It also covers employees who may acquire disability during their work tenure.

The Company shall take all necessary steps, including but not limited to, following actions to protect the rights of Persons with Disabilities (“PwD”):

1. Ensure appropriate facilities, amenities & assistive devices wherever required for barrier free access to enable PwD to effectively discharge their duties in the establishment.
2. Identify posts / vacancies from time to time that would be suitable for appointment of PwD and their merit-based selection into employment.
3. Provide for all appropriate requirements and requests including training, job location, transfers posting wherever possible.
4. Appoint Liaison Officer to look after the recruitment of PwD and provision of facilities and amenities to such employees.
5. Sensitize and encourage all employees of the Company about their responsibilities towards PwD and to comply with this Policy.
6. Display this policy preferably on its website, failing which, at conspicuous places in the premises of the Company.

The Company is committed to complying with its obligations under the Act and applicable Rules. This policy applies to all aspects of employment be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement opportunities.