



**Equal Employment Opportunity Policy**  
**OF**  
**HDFC Capital Advisors Limited**

*Privilege & Confidential*

*Last reviewed: October 2024*

**Objectives:**

HDFC Capital strongly believes in the culture of diverse workforce, equitable approach and an inclusive culture.

**Definitions:**

1. Diversity: A diverse workforce for us is reflective of having employees with differences which includes but not restricted to differences in physical and cognitive abilities, perspectives, gender, sexuality, age, class, ethnicity, religion, language etc.
2. Equity: Equity implies equitable approach including but not restricted to equitable processes, policies and equality of opportunities and resources to all employees.
3. Inclusion: Inclusion means ensuring a work culture which equally welcomes, assimilates, respects and values employees with diverse backgrounds and perspectives within its fold.

**Guiding Principles:**

- It is the policy and practice of the Company to provide equal employment opportunity to all persons, regardless of their age, religion, caste, creed, sex, sexual orientation, gender re-assignment, disability, marital status, pregnancy or other such factors.
- We ought to continually strive, individually and collectively, to ensure that all applicants and employees receive equal consideration and treatment with respect to employment, training, promotion, compensation, transfer, layoff, recall, discipline, termination and other terms and conditions of employment.
- We shall not discriminate directly or indirectly against any employee or job applicant on any grounds including on the grounds of age, color, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, or sexual orientation.
- Our Company is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.
- The Company also has a specific Equal Opportunity Policy under the Rights of Persons with Disabilities Act, 2016 and the rules framed thereunder, available on the website of the Company, which provides a framework which is committed towards the empowerment of persons with disabilities.