



EQUAL EMPLOYMENT OPPORTUNITY POLICY

This policy applies to all Quess Corp Limited (“Company”) employees (“employees”) and operations. Quess Corp Limited aims to create employment opportunities that enable all employees to achieve their full potential.

I. Policy

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

This Equal Employment Opportunity Policy is applicable 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, it is the Company’s policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take 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.
- Provision is made for an accessible environment and assistive devices as required.
- 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. This Liaison Officer shall be part of the Human Resources team reporting to the Head of Human Resources of the Company.
- A Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is made available.
- The appropriate Committee will make sure that if any grievance does arise and is brought to the Committee, concerning the selection of person(s) with disability for any position, training, promotion, transfer posting, leave, and preference in accommodation allocation, etc., it is dealt with in a fair and equitable manner free from any discrimination.
- No opportunity is denied to persons with disabilities, merely on the grounds of disability.

Applicants with disabilities or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative in the given location. Any information obtained is voluntary and will be kept confidential and used in accordance with the 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.

III. Responsibility

- Every member of the Quess Corp Limited management is responsible for giving effect to this policy.
- Each Company location is responsible for obtaining and utilising up-to-date information regarding applicable state and local laws and regulations.
- The Human Resources Managers have the functional responsibility of assuring compliance with the Company policy, developing, coordinating, and implementing all programs, and reporting the findings and progress.
- Any employee who violates this Policy or in any manner discriminates against any person with a disability or renders any harassment to such person shall be dealt with under the Code of Conduct of the Company.
- The Head of Human Resources is accountable to the CEO to oversee and promote this policy.

IV. Communication of Policy

- This Policy will be available to all employees via the Quess Corp Limited intranet sites and regular communication vehicles within the business.
- Suitable materials will be included in Company publications, management conferences, and supervisory training courses.
- All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.