



Preamble

Ganesha Overseas Pvt. Ltd., is an equal opportunity employer. The purpose of this policy is to prohibit discrimination and harassment of any type and provide equal employment opportunities to employees and applicants with regards to race, color, religion, gender, sexual orientation, pregnancy, age, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

1. Scope

This Equal Opportunity Policy applies to all prospective and current employees of the Organization, as well as contractors and visitors, who are vulnerable to discriminatory treatment due to certain individual characteristics.

2. Coverage

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the organization and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

3. Commitment:

The organization is committed to equal opportunity and fair treatment for all employees. Discrimination based on age, sex, gender, disability, religion, race, nationality, ethnicity, color, sexual orientation, political opinion, or any unrelated personal characteristic is strictly prohibited and will lead to disciplinary action. This policy applies to all aspects of employment, including hiring, promotions, training, compensation, benefits, and disciplinary practices.

4. Selection Process

The organization adopts a transparent selection process guided by the merit of the candidate. The organization shall review the selection criteria from time to time to ensure that it is not discriminatory against any section of the society including persons with disabilities.

5. Complaints

Should an employee believe they have experienced harassment, bullying, or discrimination, they may either attempt to resolve the matter informally or invoke the formal complaint procedure under the 'Grievance Redressal Procedure' to pursue their complaint. All cases will be taken seriously, dealt with quickly, and treated with the utmost confidence.

6. Grievance Redressal & Harassment Prevention

Ganesh Overseas Pvt. Ltd. has appointed **Mr. Sudhir Sharma** as the Liaison Officer, who is responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison officer can be reached at mobile no. – (+977) 7518839449.

The Liaison Officer is responsible for ensuring:

- A disable-friendly workplace;
- All employees are aware of this policy and know their duties and rights in relation to the policy;
- Developing proactive strategies to prevent discrimination and harassment.

7. Responsibility and Administration of the Policy

Ganesh Overseas Pvt. Ltd. management has overall responsibility for this Policy. However, the Liaison Officer has been delegated the day-to-day responsibility for administering, tracking, communicating, and reviewing this policy. HR department would advise the executives of the organization regarding;

- Application of this policy and
- Application of other HR employment-related policies in relation to equality and diversity issues

At Ganesh Overseas Pvt. Ltd., we are committed to creating a fair and inclusive workplace. Our leaders and managers will receive training to support and enforce these principles, fostering a respectful and equitable work environment for everyone.



Authorized Signatory