



# NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

REF : CEV/Policy/EO

ISSUE : A/02.01.2024

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## 1. Purpose

The purpose of this policy is to affirm **CEV Engineering Private Limited's** commitment to providing a work environment that upholds dignity, promotes inclusion, and guarantees equal opportunity for all individuals.

The organization values diversity and believes every individual should be treated with fairness, respect, and equality, regardless of their background or personal characteristics.

## 2. Scope

This policy applies to all employees, management, contractors, interns, consultants, and applicants across all locations and operations of CEV Engineering Pvt Ltd.

It covers all aspects of employment including recruitment, hiring, onboarding, training, compensation, promotions, transfers, performance reviews, disciplinary action, termination, and access to benefits and workplace facilities.

## 3. Policy Statement

CEV Engineering Pvt Ltd. prohibits discrimination of any kind in all employment practices, including recruitment, hiring, training, promotion, compensation, benefits, termination, and any other employment terms and conditions.

Discrimination on the following grounds is strictly prohibited:

### 3.1 Gender

Discrimination based on a person's gender, gender identity, or gender expression is strictly prohibited. We promote gender inclusivity, ensure equal pay for equal work, and foster a safe space for all genders including transgender, non-binary, and gender-diverse individuals.

#### Examples of prohibited behaviour:

- Gender-based wage disparities
- Harassment or derogatory remarks based on gender identity
- Denial of opportunities due to perceived gender roles

### 3.2 Race, Ethnicity, and Nationality

The company does not tolerate any form of racism, xenophobia, or ethnic discrimination. All individuals, regardless of their race, skin color, ethnic origin, or national background, are entitled to equal respect and opportunities.

#### Examples of prohibited behaviour:

- Racial slurs or offensive comments



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- Biased hiring based on ethnic background
- Exclusion from team activities due to cultural or national origin

### 3.3 Disability

We provide equal opportunities to individuals with disabilities and make reasonable accommodations to support them in performing their job functions. This includes physical access, technology support, flexible work arrangements, and accessible communications.

#### **Examples of prohibited behaviour:**

- Denial of employment due to disability
- Lack of workplace accommodations
- Stereotyping disabled employees as less capable

### 3.4 Age

Age-based discrimination, including mandatory retirement, age-based assumptions, or exclusion from training or promotions due to age, is not tolerated.

#### **Examples of prohibited behavior:**

- Calling employees “too young” or “too old” for roles
- Refusal to hire based on age
- Ageist jokes or comments

### 3.5 Family Relationships and Marital Status

Employees must not face bias based on whether they are married, single, divorced, widowed, or in any kind of family or caregiving arrangement. Parental status, caregiving responsibilities, and domestic partnerships must not influence any employment decisions.

#### **Examples of prohibited behavior:**

- Denying maternity/paternity leave rights
- Avoiding hiring individuals with caregiving responsibilities
- Unfair treatment of pregnant or married employees

### 3.6 Political Views

Employees have the right to hold and express personal political views outside the workplace. The company maintains a neutral position and does not permit any form of political discrimination unless those views violate human rights or laws.

#### **Examples of prohibited behavior:**

- Retaliation for lawful political affiliations
- Pressure to support a specific political group
- Disciplinary actions based on personal political beliefs



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## 3.7 Social Status

Bias based on social or economic background—including caste, tribe, socio-economic status, or place of birth—is strictly prohibited. We strive to create a class-neutral workplace where merit and performance are the only criteria for advancement.

### Examples of prohibited behavior:

- Caste-based jokes or exclusion
- Employment decisions based on background checks revealing social class
- Denial of training due to perceived social status

## 3.8 Pregnancy and Childbirth

Pregnant employees or those recently giving birth or nursing must be treated with dignity and without discrimination. We strictly prohibit any bias, termination, or denial of advancement based on pregnancy, childbirth, or related medical conditions.

### Examples of prohibited behavior:

- Denial of promotions or raises during/after maternity
- Inadequate maternity/nursing facilities
- Stereotyping mothers as “less committed”

## 3.9 Religion

The company respects the right of every individual to follow or not follow any religion. We do not tolerate religious discrimination, and we make efforts to reasonably accommodate religious beliefs and practices.

### Examples of prohibited behavior:

- Insulting religious attire or customs
- Refusal to accommodate prayer breaks
- Religion: Including religious beliefs, practices, or observances.

## 4. Responsibilities

- **Management** is responsible for enforcing this policy, conducting training, and taking disciplinary actions in case of violations.
- **HR Department** is responsible for ensuring fair recruitment and handling complaints.
- **Employees** are expected to uphold the principles of this policy and report any discriminatory behavior they witness or experience.



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## 5. Recruitment & Employment Practices

- All recruitment, selection, and promotion decisions will be made based on qualifications, experience, and business needs as per Employee Recruitment policy.
- Job advertisements and interviews will avoid biased language and irrelevant criteria.
- Equal access to training, mentoring, and advancement opportunities will be provided.

## 6. Reporting and Complaints Mechanism

If any employee experiences or observes discrimination, they are encouraged to report the issue to the HR Department or Grievance Officer without fear of retaliation. Complaints will be:

- Treated confidentially
- Investigated promptly
- Resolved impartially

Disciplinary action, including termination, may be taken against those found guilty of violating this policy.

## 7. No Retaliation

CEV Engineering Private Limited strictly prohibits retaliation against any individual who raises a concern, files a complaint, or participates in an investigation under this policy.

## 8. Policy Review

This policy will be reviewed periodically and updated as required to ensure compliance with applicable laws and alignment with best practices.

**Effective Date: 02.01.2024**

**Young Jin Kim**  
**Managing Director**