



EQUAL EMPLOYMENT OPPORTUNITY POLICY

OBJECTIVE

Mufin Green Finance Limited (herein after referred as “Mufin”) is committed to provide equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity. This Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016”.

The objective of the “Equal Opportunity Policy for Persons with Disabilities” is to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect equal with others. The policy is intended to empower the employees with disabilities and enhance their engagement with the organization. This equal opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

SCOPE

The Equal Opportunity Policy is applicable for all job applicants and employees.

COVERAGE OF THE POLICY

This policy covers all employees with benchmark disabilities under clauses (a), (b), (c), (d) & (e) of section 34(1) of the ‘Rights of the Persons with Disabilities Act, 2016’.

POLICY FRAMEWORK

Mufin is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

To this end:

- Employment with Mufin will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.

Mufin will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being

CIN : L65990RJ2016PLC054921



011-42610483



www.mufingreenfinance.com



connect@mufingreenfinance.com



subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or use the existing grievance redress mechanisms like Speak Up or contact the ombudsman on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, Mufin as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment.

Mufin declare and commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner.

ROLES AND RESPONSIBILITIES

Responsibilities of Employees:

- To comply with this policy and all applicable laws and regulations (as amended from time to time).

Responsibilities of Managers and supervisors:

Managers and supervisors have the following additional responsibilities:

- To take reasonable steps to resolve complaints in transparent and to maintain confidentiality as far as practicable.

Human Resources Responsibilities:

Human Resources representatives have the following additional responsibilities:

- To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

Review Timelines:

The policy will be reviewed basis changes in legal amendments.

Communication of Policy:

Policy will be available on the website of the Company and with the Human Resource Department.

