



DATE OF ISSUE:

01 - 12 - 2023

VALID TILL:

01 - 12 - 2026

PROPOSED BY:

HR Manager

APPROVED BY:

Managing Director, HOEC

DISTRIBUTION

ALL EMPLOYEES

## EQUAL OPPORTUNITY POLICY

**Introduction:** Hindustan Oil Exploration Limited is committed to promote equitable employment opportunities and to promote a working environment where all employees are treated with respect and dignity. HOEC, as an employer, values diversity in all aspects of employment, including hiring, training, and employee development, thereby ensuring equal opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable laws and regulations.

**Non-Discrimination:** We forbid discrimination in the workplace and we do not tolerate discrimination or harassment of any kind against any employee, applicant, or any individual working with our organization. All employment decisions, including hiring, promotion, transfer, compensation, benefits, training, and termination, are made without regard to the individual's protected characteristic.

**Diversity and Inclusion:** We value diversity and inclusion and believe that a diverse workforce enriches our work environment and enhances the quality of our services. We encourage and promote diversity in all aspects of employment, including recruitment, hiring, and team composition.

**Grievance Redressal & Harassment Prevention:** HOEC has constituted a Wellness Committee, as a grievance redressal system to help employees lodge complaints and grievances so that they can be resolved, if genuine. Any of our employees may submit a grievance to the committee members with ease of access. Any acts of discriminatory conduct including harassment, abuse, victimisation, and demonization by an employee will be viewed extremely seriously by Management and independent inquiry will be initiated promptly and disciplinary action will be taken based on our findings.

**Complaint Procedure:** Employees who believe they have been subjected to discrimination or harassment are encouraged to report the incident promptly to their supervisor, HR department, or a designated company representative. All complaints will be promptly investigated, and appropriate action will be taken.

**Compliance:** All employees, including managers and supervisors, are expected to adhere to this Equal Opportunity Policy. Violation of this policy will result in disciplinary action, up to and including termination of employment.

**Hindustan Oil Exploration Limited is dedicated to promoting equal opportunities, respecting diversity, and fostering an inclusive workplace environment for everyone.**