



# AJM GROUP

## *Report – Anti-Discrimination*

### **Equal Employment Opportunities and Anti-Discrimination**

#### **Intent**

The AJM Group believes that a respectful, professional environment furthers the company's mission, promotes productivity, and enhances our reputation.

The AJM Group is an equal opportunity employer. We are committed to providing equal opportunities throughout employment and a work environment that is free of unlawful discrimination, including harassment based on any legally protected status. The company will not tolerate any form of discrimination or harassment that violates this policy.

#### **Anti-Discrimination and Harassment**

Harassment by co-workers, supervisors, or any third parties is a form of misconduct that destroys our work environment and undermines the integrity of the employment relationship. We have a duty to protect our employees, customers and other stakeholders from harmful and offensive behaviors and we take this responsibility seriously.

Our objective is to attract and retain the best possible candidates – we do not discriminate on the basis of race, color, religion, disability, genetic information, sex (including pregnancy), age, sexual orientation, gender, marital status or any other characteristic protected by law.

Our policy of anti-discrimination in employment applies to recruitment, hiring, compensation, promotions, transfers, discipline, demotions,



terminations, layoffs, access to benefits and training and all other aspects of employment.

## Objectives

The objectives of this anti-discrimination policy are to ensure:

1. Employees or potential employees do not suffer unfair discrimination in the workplace.
2. Individuals within the AJM Group work in an environment where all decisions are free of discrimination.
3. Individuals have equal opportunity based on relevant abilities and merit.
4. Employees are encouraged to take positive action towards promoting equal opportunity throughout the organization.
5. Application of labor laws are uniformly applied.

## Legal Compliance

In order to ensure that all employees are protected and treated without discrimination or harassment we have also defined specific policies regarding persons with disability and sexual harassment, in accordance with the law.

### Sexual Harassment

The AJM Group expressly forbids any kind of harassment based on gender regardless of whether the offensive conduct is sexual in nature or whether it rises to the level of a legal violation.

Sexual harassment is defined as unwelcome physical contact and sexual advances, requests for sexual favors, making sexually colored remarks, showing pornography or any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

As stated in the **Prevention of Sexual Harassment Act (POSH)**, the following circumstances (whether implied or explicit), may also constitute sexual harassment:

- Promise of preferential treatment in employment
- Threat of dismissal or other consequences detrimental to employment



- Threat to future employment possibilities
- Creating an intimidating, offensive or hostile work environment
- Humiliating treatment potentially endangering health and safety

## Scope

### Offices and Extended Workplace

In addition to the office, any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer, will also constitute a workplace. Official events or trainings organized by the AJM Group is part of the extended workplace and subject to the POSH law.

### Employees

Any persons who feels sexually harassed at the AJM Group can claim protection under this law. These include employees, temporary, ad hoc employees, individuals engaged on a daily wage basis, contract workers, coworkers, probationers, trainees, and apprentices, working on a voluntary basis or otherwise, whether the terms of employment are express or implied.

### Persons with Disabilities

India is a signatory to the **United Nations Convention on the Rights of Persons with Disabilities** and therefore follows the conventions laid down by the United Nations. It covers persons with disability, persons with benchmark disability, and persons with disability having high support needs.

The AJM Group commits to making reasonable accommodations, where necessary, for qualified employees or job applicants who have disabilities, as per the **Persons with Disabilities Act**.

Such accommodation would be provided:

1. To ensure equal opportunity in the application and selection process
2. To enable an employee with a disability to perform the essential functions of a job
3. To enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees

In compliance with the law, the AJM has appointed a Liaison Officer to address any special needs of current and prospective employees.



## Corporate Pledge

*We shall not discriminate against employees based on caste, creed, religion, or gender.*

### Employee Adherence

This policy applies to all employees, contractors, visitors, customers and stakeholders and any other groups defined in applicable anti-discrimination laws of India.

The AJM Group expects every employee to show respect for all of our colleagues, customers, and vendors. Employees, management and HR departments have certain rules and responsibilities they must follow in order to ensure compliance.

#### Employee Responsibilities

- To comply with this policy and all applicable laws and regulations
- Compliance is required whenever an employee is acting in their capacity as a representative of the Company
- Employees are required to cooperate in any investigations

#### Manager and Supervisory Responsibilities

- To take reasonable steps to resolve complaints that are brought to their attention
- Managers are required to maintain confidentiality as far as practicable and only disclose such information on a need-to-know basis

#### Human Resources 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

The AJM Group will endeavor to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a



provision of reasonable accommodation available to employees with disabilities. An employee's request for extra leave, for a reason related to her/his disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly.

## **Reporting Violations**

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Manager or the Human Resources department.

**Employees can voice concerns and submit reports without fear of retaliation.**

The AJM Group has set up an Internal Committee to handle all cases related to sexual harassment at the workplace. We also have a Liaison Officer who can address or accommodate any requests by current/potential employees with disabilities. For other cases of unlawful discrimination please inform the HR Department who is responsible for hearing your claim, investigating the issue and determining outcomes.

We will not tolerate any harassment or discrimination in violation of the law. Any employee found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment, regardless of the job positions of the parties involved.

All reports describing conduct that is inconsistent with this policy will be investigated promptly and thoroughly.

## **Assessing Workplace Discrimination**

Discrimination occurs when someone is treated unfavorably because of a certain attribute. In order to help employees and others working in the AJM Group here are some ways in which discrimination can occur (and must be prevented):

1. Conduct that can be considered harassing, coercive or disruptive, including sexual harassment



2. Making offensive 'jokes' about another worker's clan, ethnic background, color, sex or disability
3. Expressing negative stereotypes about particular groups e.g. "married women shouldn't be working"
4. Judging someone on their political or religious beliefs rather than their work performance.
5. Using selection processes based on irrelevant attributes such as ethnic or clan group, age, sex or disability rather than on knowledge, skills and merit.

## **AJM Business Ethics Policy: Section Related to Anti-Discrimination**

*We believe in fair employment practices and will therefore not discriminate against our employees based on factors including but not limited to caste, creed, race, gender, marital status, or socio-economic status.*

### **Key Takeaways**

The AJM group is committed to following anti-discrimination and harassment laws.

Employees are expected to conduct themselves with integrity and such discriminatory behaviors will not be tolerated.

Women experiencing sexual harassment do not have to be directly employed by the AJM Group to be able to report the occurrences.

We will make reasonable accommodations for persons with disabilities.

Report any violations you see or experience to the HR Department, the POSH Committee or your direct Manager.

