

EQUAL OPPORTUNITY EMPLOYER POLICY

Objective:

Endurance Technologies Limited (the “Company”) is committed to providing equal employment opportunities to all its employees as well as applicants for employment. This Policy lays down guidelines to foster a discrimination- free workplace, promote diversity and inclusion, and ensure compliance with applicable laws and regulations.

Scope:

This policy applies to all employees of Endurance Technologies Limited and applicants for employment. The Company encourages its value chain partners to adopt a similar approach to equal opportunity employment and non-discrimination.

Guidelines:

Recruitment and Hiring Process:

- The Company shall ensure a fair and unbiased recruitment and hiring process across all levels.
- Job descriptions, requirements, and selection criteria shall be inclusive and free from biases to attract a diverse pool of qualified candidates.
- The Company shall create an environment that embraces and supports individuals of all gender identities.
- Employment decisions shall be solely based on merit, with information regarding gender and/or sexual orientation treated confidentially.
- The Company values and endorses the diversity that individuals with disabilities bring to its workplace.
- Reasonable accommodations shall be provided during recruitment and throughout employment to ensure equal opportunities for all qualified candidates and employees.

Training & Development:

- The Company shall provide ongoing training and development opportunities for all employees.
- Regular training programs shall be conducted to highlight the importance of diversity and inclusion, and a respectful workplace culture.
- All employees shall take proactive steps to promote equal opportunity throughout the organization.

Promotions and Career Advancements:

- The Company shall maintain a merit-based system for promotions and career advancements.
- All employees shall have equal opportunities for career growth based on their skills, performance and potential.

Reporting and Non-Retaliation:

- Employees are encouraged to report any concern regarding equal opportunity, discrimination, harassment, or policy violations.
- The Company shall investigate all complaints promptly, impartially and confidentially.

- The Company has zero tolerance for any form of retaliation against individuals who report such concerns in good faith.

Harassment and Discrimination Prevention:

The Company has a zero-tolerance policy against harassment and discrimination in any form, including verbal, physical or visual with reporting and resolution procedures outlined in its Company's Code of Conduct.

Reasonable Accommodations:

- The Company provides reasonable accommodations for employees with disabilities, enabling them to perform their essential job functions effectively and ensuring an inclusive workplace.
- Physical infrastructure (buildings, furniture, facilities and services in the building/campus) shall comply with the accessibility standards as prescribed by the Government of India from time to time.
- Events, meetings and training sessions shall be held at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.
- Employees are encouraged to communicate their accommodation needs.

Pay Equity:

- The Company shall ensure equal pay for equal work.
- Regular reviews shall be conducted to identify and address pay disparities based on gender, race, or other protected characteristics.

Data Privacy:

- The Company has a robust and well-defined process for capturing and maintaining employee records. The Company understands and respects that sharing information about one's disability or gender identity is purely a personal preference and nobody is mandated to do so.
- The Company shall maintain confidentiality of employee data with certain exceptions like data being made available for security and other relevant functions or any legal obligations. The information will be shared on a need basis at the discretion of the HR Department.

Monitoring and Reporting:

- The Company shall regularly monitor this Policy's effectiveness strive for continuous improvement.
- The Head of the Human Resources Department shall monitor the effectiveness and review the implementation of the Policy, regularly, considering its adequacy and usefulness.
- Periodic reports on diversity and inclusion efforts will be generated to assess progress and identify areas for enhancement.

Responsibility:

All business leaders and functional heads are responsible for implementing this policy and for ensuring that those reporting to them are made aware of and understand the policy and are given adequate and regular training on it.

Communication and Training:

The Policy will be duly uploaded on the Company's intranet portal for reference and will also be communicated during the induction of the new joiners. The Policy shall also be disclosed on the website of the Company for information and reference of external stakeholders of the Company including applicants and value chain partners. The Company's stance on Equal Opportunity would be communicated to all existing third parties including agents, suppliers, contractors and business partners and for new engagements, at the outset of the Company's business relationship with them.

Policy Feedback and Review

Employees can provide feedback through regular town hall meetings, suggestion boxes, or an anonymous feedback platform. This policy is subject to regular reviews and updates to reflect changing circumstances, emerging best practices, management decisions and employee feedback.

Declaration:

Endurance Technologies Limited is committed to providing equal employment opportunities to all employees and applicants for employment regardless of their race, colour, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law.

In addition to the letter of the law, our commitment extends to promoting an inclusive and diverse workplace where everyone is treated with respect and dignity.
