

Effective From:	EQUAL OPPORTUNITY POLICY FOR PERSON WITH DISABILITIES	Code	CORP-HR-031	
1 <sup>st</sup> April, 2025		Responsible		HR
		Department in Charge		HR

### 1. Introduction:

Suzuki R&D Center India Private Limited (“the Company”) understands the value of fostering a diverse and inclusive work culture where every person has an equal chance to thrive and grow to achieve their full potential. In line with the “Rights of Persons with Disabilities Act, 2016”, SRDI intends to ensure that people with disabilities have equal access to jobs, career growth, and other employment-related opportunities. SRDI believes that as a community and as an organization, we are stronger when we embrace diversity.

### 2. Policy Statement:

SRDI is dedicated to creating and maintaining an inclusive workplace that welcomes all workers, including those with disabilities, and is free from discrimination. To guarantee that people with disabilities have an equal opportunity to succeed, the Company is committed to providing appropriate measures so that all employees are treated with equal respect, dignity, and fairness.

### 3. Scope:

This policy covers all SRDI employees, associates, workmen, trainees, any other individuals engaged in the workplace, and applies to all aspects of employment, including recruitment, training, promotion, benefits, and separation. It encompasses all disabilities, whether visible or invisible, and is applicable to employees as well as job applicants.

### 4. Equal Opportunity Commitment:

- a. **Recruitment and Hiring:** SRDI ensures that all individuals with disabilities have equal opportunities during the recruitment and hiring process.
- b. **Workplace Accessibility:** SRDI is committed to making the workplace and facilities accessible to all employees and visitors with disabilities. SRDI ensures that the infrastructure at its facilities is designed to accommodate different needs, including those of visitors who visit the Company facilities.
- c. **Training and Development:** SRDI provides training, development, and advancement opportunities for all employees, including those with disabilities. The Company identifies and eliminates barriers that may hinder their professional growth. People with communication impairments and partial visual impairments will be provided with accessible training handbooks and materials.
- d. **Equal Pay and Benefits:** All employees are provided with fair and equitable compensation including benefits and privileges.

- e. **Reasonable Measures:** SRDI provides reasonable measures to enable individuals with disabilities to perform their job effectively. Requests for specific consideration will be evaluated on a case-to-case basis and in compliance with the law.
- f. **Non-Discrimination:** SRDI does not tolerate any form of discrimination, harassment, or retaliation against employees or applicants with disabilities. All complaints are promptly investigated and addressed.
- g. **Sensitization and awareness:** SRDI conducts periodic awareness programs for making employees aware of the rights and needs of persons with disabilities.
- h. **Liaison Officer:** SRDI has presently appointed/designated HR-Head as the Liaison Officer (“Liaison Officer”) who is responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation for Constituents with disability. The Liaison Officer will look after the recruitment of people with disabilities and the provision of facilities and amenities to such person. All persons covered in the Policy are encouraged to report any incidents of violation of this Policy or complaints for discrimination to the Liaison Officer at his official email id, or in writing, who will also be a grievance redressal officer for the purpose of this Policy along with relevant supporting documents and list of witnesses, if any.

## 5. Grievance Redressal

As soon as the complaint in writing is received by the Liaison Officer, the Liaison Officer shall investigate in detail into the matter of the complaint within 15 (fifteen) days from the date of receipt of the complaint. The Liaison Officer shall have every right to call the Respondent against whom the complaint is made or any witnesses as and when necessary and an impartial investigation shall be made by the Liaison Officer. The Respondent will be given full opportunity to put forward and effectively defend her/ his / their case before the Liaison Officer. The Liaison Officer may also investigate directly or indirectly about the fairness of the complaint.

If, upon investigation, it is determined that the employee accused of discriminatory conduct is indeed guilty, appropriate disciplinary measures will be taken in accordance with the rules of the company.

The Liaison Officer may also, if it comes to his / her / their knowledge directly or indirectly about any of the discrimination of a Person with disability suo-moto investigate into the matter. While investigating, the Liaison Officer will ensure the interest of the Person and see that the concerned Person is not required to undergo any hardships. As far as possible the Liaison Officer shall give his / her / their report of the investigation to the management within the aforesaid period of 15 (fifteen) days from receipt of the complaint. The Liaison Officer shall act fairly while undertaking investigations and give parties an opportunity to be heard.

**6. Confidentiality:**

**SRDI would keep the following records:**

- a. Number of differently abled employees
- b. Nature of disability
- c. The nature of work performed by differently abled employees

Any information regarding an employee's disability will be treated confidentially. Only those individuals directly involved in providing reasonable accommodation and providing support will have access to this information.

**7. Statutory Reporting**

The data related to differently abled employees will be shared internally with management and externally with statutory bodies as per requirements.

**8. Compliance:** This policy complies with the Rights of Persons with Disabilities Act, 2016, and all other relevant laws and regulations and will be integrated into our Code of Business Conduct and Ethics (COBCE). SRDI will periodically review and update this policy to ensure it remains in compliance with any changes in legislation.

**9. Implementation:** SRDI will provide training to employees to create awareness about the rights of people with disabilities and to ensure that all employees understand and implement this policy.

The HR department will be responsible for implementing and enforcing this policy. Any concerns, requests for reasonable measures, or issues related to this policy to be addressed to HR.