



## Equal Opportunity Policy – Ingersoll Rand (India) Limited

**SUBJECT/ TITLE: Equal Opportunity Policy for Ingersoll Rand (India) Limited**

This page is a record of all revisions of the Procedure or Work Instructions.			For convenience, the nature of the revision is briefly noted, under the remarks column here below. Unless otherwise stated, any revisions revision/s should be implemented effective the date the Board of Directors of IRIL approves this policy.	
REV.	BY	PAGES	REMARKS	
00	Pramod Hegde	1	Original Release (reported @	
REV.	ISSUED BY		APPROVED BY	APPROVAL DATE
00	Mr. Pramod Hegde		Board of Directors of IRIL	May 25, 2023

## **EQUAL OPPORTUNITY POLICY FOR INGERSOLL RAND (INDIA) LIMITED**

### **1. Objective**

Ingersoll Rand (India) Limited (further mentioned in the policy document as “IRIL”) is committed to providing equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity. IRIL is committed to upholding the rights of all individuals, irrespective of their age, color, disability, gender, gender identity or expression, genetic information, marital status, national origin, race, religion, sexual orientation, or any other protected characteristic.

This Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016”.

This policy is intended to enhance the participation of employees with disabilities within the organization by creating a conducive ecosystem for persons with disabilities in the form of proper infrastructure, assistive devices, and appropriate grievance redressal mechanism.

### **2. Scope of the Policy**

This policy is applicable to all prospective and current employees.

### **3. Policy Framework**

#### **3.1 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’.

#### **3.2 Responsibility**

All the employees of IRIL are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.

#### **3.3 Recruitment and Selection**

Recruitment and selection processes are based on qualifications, skills, experience, and merit, ensuring fairness and equal opportunities for all candidates.

IRIL promotes diversity at and appreciates the varied ideas, backgrounds, and experiences that each individual brings to the organization. IRIL is committed to creating an inclusive workplace in which every employee, regardless of background or traits, feels respected, valued, and supported. To this end, IRIL will make certain provisions for persons with disabilities, including but not limited to use of scribes, and compensatory time, and other concessions as per relocation policy are applicable to the person with benchmark disabilities.

#### **3.4 Training and Development**

IRIL offers comprehensive training and development programs such as induction trainings, health and safety trainings, and specific skill upgradation trainings, to all employees, independent of background or characteristics, in order to improve their abilities and promote equal possibilities for professional progress.

Specialized training programs are offered to address the unique requirements and problems experienced by Persons with disabilities through various employment stages (e.g., post-recruitment trainings, pre-promotion trainings), ensuring equal access to possibilities for progress.

### **3.5 Workplace Environment and Conditions**

IRIL is committed to ensuring accessibility and a barriers-free environment for PWDs, in line with the requirements of RPWD Act, 2016. To this end, IRIL may implement the following facilities and amenities to PWD's:

- Provide necessary software, computer, and other hardware to enable the persons with disabilities to perform their duties efficiently
- Enable PWD Employees to have access to their workstations and access to common utility areas such as toilets, canteens, etc.

IRIL remains committed to providing a safe, healthy, and welcoming workplace for all employees and workers. Discrimination, harassment, or any form of disrespectful behavior based on protected characteristics are strictly prohibited. Furthermore, IRIL will create awareness on unconscious bias among all the employees through trainings and workshops.

IRIL is striving to abide by all applicable regional laws, rules, and statutory obligations concerning equal employment opportunities and non-discrimination.

### **3.6 Communication and awareness**

IRIL promotes transparent and open communication to disseminate information about the Equal Opportunity Policy through various initiatives, ensuring its accessibility to all their employees. The various channels including internal communication used by IRIL are through newsletters, emails, intranet portals, townhall meetings, and notice boards.

### **3.7 Grievance Mechanism**

IRIL is committed to offering a fair and open grievance procedure for addressing equal opportunity concerns and maintaining a peaceful work environment.

1. **Grievance Redressal Officer:** IRIL has a Grievance Redressal Officer who is in charge of handling all concerns, and grievances of the employees with disability.
2. **Complaint Reporting:** IRIL has developed a clear method for employees to report complaints of discrimination, harassment, or any other violation of the equal opportunity policy. Employees can file concerns using a variety of methods, including a dedicated helpline, email, or in-person meetings while maintaining confidentiality and protection against reprisal.
3. **Investigation:** This officer ensures that complaints are addressed in a timely and impartial manner and that necessary actions are made to fix the issues. All investigations should be completed within 15 days from the receipt of such complaint and the same should be decided within 15 days of submission of the investigation report.
4. **Non-Retaliation:** IRIL forbids any form of retaliation against individuals who file complaints or cooperate in equal-opportunity investigations. Employees can report concerns freely and without fear of repercussions, and IRIL takes the appropriate steps to ensure the confidentiality and privacy of the persons involved.

5. **Escalation system:** If an employee is dissatisfied with the handling of their complaint, IRIL has an escalation system in place. This allows employees to seek additional assessment and, if necessary, appeal to higher levels of management or an external authority.

IRIL's goal in developing an effective grievance system is to provide a secure and supportive work environment in which employees feel empowered to submit issues and are sure that they will be treated appropriately and without prejudice.