
EQUAL OPPORTUNITY POLICY

1. Objective

Associated Road Carriers Limited (“**ARC Ltd/Company**”) is an equal opportunity employer. The Company is committed to treating all employees and job applicants fairly and equally.

The Company believes in equality, respect, social justice and freedom of expression. Recruitment, appointment, training, promotion and other employment decisions will be based on merit, qualifications, skills, experience and suitability for the job.

2. Scope

This Policy applies to all current and prospective employees of ARC Ltd, as well as contractors and visitors, wherever applicable.

The Policy aims to prevent discrimination and ensure equal opportunities for all individuals, including Persons with Disabilities (“**PwDs**”).

3. Equal Opportunity

Selection of employees will be based on the requirements of the job and the candidate's ability and suitability to perform the job or undergo the required training.

Job descriptions and job requirements will include only those qualifications and skills that are necessary for the position. Candidates for recruitment, promotion, or transfer will be assessed fairly and objectively.

The Company will not discriminate against any individual based on personal characteristics protected by applicable law. All employees will be given an opportunity to work in a respectful and discrimination-free environment.

The Company will follow an appropriate process for the recruitment and selection of Persons with Disabilities. Suitable adjustments to accommodate the applicants’ needs during the recruitment process will be made. Wherever possible, all vacancies will be advertised internally as well as externally. Selection criteria (such as job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory. Application forms will be made available in alternative formats upon request. The Company will maintain a list of posts identified suitable for persons with disabilities, which will form part of this policy. (Refer Annexure A)

4. Communication of the Policy

The Company will make this Equal Opportunity Policy available to employees and other relevant persons.

The Policy will be:

- Displayed on the notice boards at the Registered Office and Corporate Office.

5. Terms of Employment, Benefits and Facilities

The Company will periodically review its employment terms, benefits, facilities and services to ensure that there is no unlawful discrimination.

The Company will provide appropriate facilities and support to Persons with Disabilities so that they can perform their duties effectively.

6. Facilities for Persons with Disabilities

ARC Ltd will provide reasonable facilities and support to Persons with Disabilities based on their requirements.

These may include:

- Accessible common areas.
- Drinking water and tea/coffee facilities.
- Comfortable and accessible workstations.
- Adequate space for wheelchair movement.
- Assistive devices, where required.

Important workplace information such as job instructions, HR policies, the HR Manual, intranet information, and grievance procedures will be communicated to Persons with Disabilities in an accessible manner.

Persons with Disabilities may also be supported in identifying suitable assignments and career opportunities within the Company.

The requirements of an employee's disability may be considered, wherever relevant, while deciding the location or workplace arrangement.

7. Reasonable Accommodation During Recruitment and Promotion

ARC Ltd will provide Accessible facilities wherever required, including accessible common areas, workstations and wheelchair access.

Any information regarding a person's disability will be collected and handled sensitively and only when required for providing reasonable accommodation.

Disability will not be used against a candidate or employee during recruitment, promotion, or career development. Performance will be evaluated based on work performance and other relevant job-related criteria.

8. Training

Persons with Disabilities will receive induction, pre-promotion and job-related training along with other employees.

Where a Persons with Disabilities requires additional support or specific training, the Company will make reasonable efforts to provide the necessary assistance.

9. Transfer of Persons with Disabilities

Persons with Disabilities will normally be exempted from routine periodic transfers.

Where a transfer is required, the Company will consider the employee's disability and accessibility requirements wherever reasonably possible.

10. Special Leave

Reasonable special leave may be provided to Persons with Disabilities on a case-to-case basis, depending on their individual needs and applicable Company policies.

11. Sensitization

ARC Ltd has a Harassment and Discrimination Policy that prohibits discrimination based on characteristics such as age, race, ethnicity, religion, caste, sex, language, place of birth, disability or any other characteristic protected by law.

The Company will conduct periodic awareness and sensitization programmes to promote a respectful and inclusive workplace.

12. Diversity and Inclusion

ARC Ltd promotes diversity and inclusion in the workplace. The Company aims to create an environment where everyone is treated with dignity and respect and has an equal opportunity to perform and develop.

The Company will take reasonable steps to:

- Use inclusive and respectful language in official documents and communications.
- Provide accessible facilities for Persons with Disabilities.
- Provide leave and flexible work arrangements, where applicable, for parental, medical, disability-related, or other legitimate needs.
- Ensure that recruitment, training, evaluation, and promotion are based on job-related qualifications, skills, performance, and other relevant criteria.
- Consider requests relating to religious and national holidays, subject to Company policies.
- Provide assistive devices and other reasonable support to Persons with Disabilities, where required.
- Maintain an open-door approach for reporting discrimination or harassment.
- Encourage employees to suggest improvements to workplace accessibility and inclusion.
- Clearly prohibit discrimination and harassment and take appropriate action in case of violations.

13. Equal Pay

ARC Ltd is committed to providing equal pay and equal employment terms.

Employees performing similar work, work of equal value or work rated as equivalent will be provided equal pay, subject to applicable law and legitimate differences based on objective employment-related factors.

The Company will maintain a fair and objective compensation system.

14. Grievance Procedure

Managers and supervisors are responsible for ensuring that equal opportunity principles are followed.

Employees are expected to comply with applicable laws and Company policies.

Any employee who experiences or witnesses' discrimination, harassment or other violations of this Policy may report the matter to:

- Their immediate supervisor; or
- The Human Resources Department

The Company will investigate complaints fairly and promptly and will provide the concerned parties an opportunity to be heard.

Employees who raise genuine concerns will be protected against retaliation, as provided by applicable law and Company policy.

15. Liaison Officer

The Company has appointed **Ms. Shanti Narendra, Head – Personnel & Human Resources**, as the Liaison Officer for matters relating to Persons with Disabilities.

The Liaison Officer will oversee the recruitment of Persons with Disabilities and ensure that appropriate facilities and support are provided to Persons with Disabilities employed by the Company.

Liaison Officer: Ms. Shanti Narendra

Designation: General Manager – Personnel & Human Resources

Phone: 9390056345

Email: shanti@arclimited.com

16. Maintenance of Records

The Company will maintain appropriate records relating to Persons with Disabilities employed by the Company, including:

- a) Number of Persons with Disabilities employed and their date of joining;
- b) Name, gender, and address of Persons with Disabilities;
- c) Nature of disability;
- d) Nature of work performed; and
- e) Facilities and support provided to Persons with Disabilities.

Such information will be maintained and handled confidentially and in accordance with applicable law.

17. Monitoring

The Company will regularly review its recruitment, selection, promotion, training, transfer, compensation, and other employment practices to ensure equal opportunity.

Where any improvement is required, the Company will take appropriate steps to address the issue.

This Policy will also be reviewed periodically to ensure that it remains effective and compliant with applicable laws.

ANNEXURE A

LIST OF POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITIES

S. No.	POST / DESIGNATION	NAME OF THE DEPARTMENT
1	CRM Officer	CRM Department
2	CRM Supervisor	CRM Department
3	Accounts Assistant	Accounts Department
4	Accounts Payable / Receivable Officer / Supervisor	Accounts Department
5	Accounts Reconciliation Officer / Supervisor	Accounts Department
6	Billing Officer / Supervisor	Billing Department
7	Billing Reconciliation Officer / Supervisor	Billing Department
8	IT Support Officer / Supervisor	IT Department