

*Oriental Aromatics*

**Equal Employment Opportunity Policy**

## **Equal Employment Opportunity Policy**

### **1. Purpose**

Oriental Aromatics Limited (OAL) is an equal opportunity employer. Regardless of race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other legally protected characteristic, OAL provides employees and applicants with equal employment opportunities. OAL complies with all applicable laws and regulations in both their spirit and letter.

### **2. Scope and Applicability**

All aspects of OAL's relationship with its employees are covered by Equal Employment Opportunity (EEO) policy including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The selection and treatment of independent contractors, employees on our premises who are employed by temporary agencies, and any other individuals or businesses doing business for or with OAL are all subject to the EEO policies and principles.

### **3. Definitions**

**OAL:** Oriental Aromatics Limited and its subsidiaries and any company that is directly or indirectly wholly or majority-owned or otherwise controlled by it.

**OAL Personnel:** Any employee, workers, and Directors of OAL.

**Specially abled person:** A person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others.

**Reasonable accommodation:** Necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

### **4. Policy**

Oriental Aromatics Limited is committed to creating an inclusive workplace and providing equal employment opportunities. We strive to:

- Provide all qualified applicants with equal employment opportunities.
- Make decisions about employment relationships solely based on an individual's abilities and qualifications, with only occupational requirements, seniority, and other appropriate non-discriminatory criteria being taken into account.
- Inform employees of certain unacceptable behaviours and the measures the company may take to address deviant behaviour toward employees;
- Abide by the law regarding fair employment practices and equal employment opportunity.

- Ensure that no age, race, physical ability, marital status, parental status, ethnic origin, religion, sexual orientation, or gender identity are used as excuses for harassment in the workplace.

### **Dissemination and Implementation of Policy**

The HR Head will be responsible for the dissemination of this policy. In each department, it is the responsibility of managers, and supervisors to implement equal employment practices. The HR department will ensure the overall compliance and maintains personnel records in accordance with all applicable laws and regulations.

### **Non-Discrimination**

We will not discriminate against any employee or job applicant based on age, color, physical ability, ethnicity, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, or sexual orientation. We will provide qualified employees or job applicants with disabilities with reasonable accommodations whenever required.

### **Bullying and Intimidation**

We advocate for a harmonious workplace where employees are treated with dignity and respect. Bullying and harassment are not tolerated at all.

### **Commitment to Diversity and Inclusion**

Through a culture that welcomes differences and fosters a sense of belonging, as well as a supportive work life policy for employees, we are committed to strengthening diversity and inclusion in the workplace. We want to create a workplace where every employee can grow and develop to their full potential. We are committed to maintaining respect and dignity for all employees and are an employer of equal opportunity.

### **Employment for Specially Abled Person**

All OAL employees who are specially abled are covered by the policy. They could be job seekers, employees with full-time or part-time jobs, interns or trainees, contractual employees, or even temporary workers. Additionally, it covers employees who become disabled during their employment.

Recruitment, training, working conditions, salaries, transfers, employee benefits, and career advancement are all covered by the Policy.

Specially abled employees will have access to appropriate facilities and infrastructure from the company in order for them to perform their jobs effectively. OAL's goal is to make sure that our buildings, furniture, services, and other physical infrastructure—in the building or on the campus—are accessible to disabled employees.

We will ensure that only technologies that are accessible are purchased. The local IT support team is available to any employee who is having difficulty with accessibility.

In accordance with the Rights of Persons with Disabilities Act 2016, OAL will provide qualified employees and job applicants with disabilities with reasonable accommodations whenever they are required. These accommodations would be made available:

- to provide an employee with a disability with the same benefits and privileges as non-disabled employees,
- to ensure equal opportunity in the application and selection processes,
- to enable an employee with a disability to perform the essential functions of a job.

## **5. Raise your concern**

Please get in touch with a member of OAL's HR team if you have any inquiries regarding this policy.

Please get in touch with OAL's Compliance team at [cs@orientalaromatics.com](mailto:cs@orientalaromatics.com) if you think someone may have violated this policy.

Retaliation, reprisal, or subsequent discrimination against anyone who raises a concern or reports possible misconduct is strictly prohibited at OAL.

In accordance with its internal procedures for investigations, OAL will conduct an investigation into alleged misconduct relating to this Policy. Any OAL employees who violated this policy may face disciplinary action, including termination from their employment.

By Order of the Board of Directors

Sd/-  
Dharmil A. Bodani  
Chairman and Managing Director  
DIN: 00618333