

EQUAL OPPORTUNITY POLICY

JUBILANT FOODWORKS LIMITED

Version and Change History					
Version#	Creation/Review Date	Policy Created By	Section(s) Revised	Reviewed By	Approved By
1.0	13 th July 2023	Avantika Agarwal – HRSS Process Excellence SPOC	Initial Release	Shilpa Tickoo – HRSS Head Amit Singh – Talent Management & Org Development Prachi Singh – HR Strategy and PMO Banish Sharma - HRSS Process Excellence Lead	Sameer Khetarpal -CEO Deepti Gupta- CHRO

1.0 Purpose

At JFL, we are committed towards building a diverse workforce and nurturing an equitable and inclusive culture. We provide equal opportunities to all without any discrimination on the grounds of age, colour, disability, origin, nationality, religion, race, gender, maternity or paternity status, sexual orientation or any other class of persons protected by laws in the country.

To this end, this policy has been drafted to lay down the framework within which JFL and our people will operate and ensure we provide an equitable and inclusive work environment to all.

This policy has also been framed in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 (the 'Act') and describes a framework that seeks to enable the empowerment of persons with disabilities. This policy aims to provide practical guidance on the management of disability issues in the workplace in accordance with the provisions of the Act.

2.0 Scope

This policy is applicable to Jubilant FoodWorks Limited. The scope covers job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure.

3.0 Policy Framework

With an objective of being an equal opportunity employer:

- We strive to foster a culture of mutual respect where we respect individual rights and differences
- Employment with JFL will be based solely on merit and not on any personal attributes or characteristics that an individual may possess



- Our developmental and promotional opportunities will be based on performance and potential, and will be consistent with the needs of the business
- Our employees are personally responsible for treating each other with respect and dignity
- JFL will not tolerate any discrimination at the workplace towards any individual or group. All grievances reported will be treated with sensitivity and fairness and appropriate action will be taken
- All of our employment practices and procedures are administered without discrimination based on race, colour, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, disability, national origin, marital or domestic/civil partnership status, genetic information or citizenship status.

4.0 Retaliation Prohibited

Ensure that employees and applicants are not subjected to harassment, intimidation, retaliation, threats, coercion, or discrimination because they have engaged in, or may engage in, any of the following activities:

- a) filing a complaint;
- b) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local law or company policy requiring equal opportunity;
- c) opposing any act or practice made unlawful by any federal, state, or local law or company policy requiring equal opportunity; and d) exercising any other right protected by law.

This policy prohibits harassment, discrimination, and retaliation in the workplace and in any work-related setting outside the workplace such as during business trips, meetings, and business-related social events. We all share responsibility and ownership for creating and maintaining a respectful and positive work environment. Actions or words that harass or intimidate others based on protected characteristics and/or that are of a sexual nature are strictly forbidden and will not be tolerated. Discriminatory harassment is prohibited by applicable state and local law. Such conduct will result in appropriate corrective action in accordance with JFL policies and practices, up to and including termination.

5.0 Sexual Harassment

Sexual harassment may include a variety of subtle and/or obvious behaviours and may involve individuals of the same or different sex. Some examples of behaviours that may constitute sexual harassment are: sexual jokes and innuendoes; verbal abuse of a sexual nature; leering, whistling, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; inquiries into an individual's sex, sexual orientation, gender identity or expression, or sexual experiences; commentaries about a person's body; and any other physical, written, verbal, or visual sexual behaviour.



Detailed policy on Prevention of Sexual Harassment (POSH) can be referred through the below link :

<https://zingnext.zinghr.com/portal>

6.0 Misconduct

Unwelcome conduct directed toward anyone because of any protected characteristics also constitutes discriminatory harassment when such misconduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

Messages or images sent via hard copy or any electronic media, including those sent by mail, email, online chat, social media, etc., can be a source of harassment. JFL reserves the right at all times to monitor, disclose, and produce copies of e-mail, online chat, social media messages, and other information exchanged on or using its resources, in accordance with applicable law.

Detailed policy on Employee Code of Conduct can be referred through the below link :

<https://zingnext.zinghr.com/portal>

7.0 Reporting & Investigation

Any employee who believes that he or she has been subjected to discrimination or harassment in violation of this policy should report it immediately to their manager or HR representative. The company will promptly investigate all complaints of discrimination or harassment and take appropriate corrective action, up to and including termination of employment.

Managers and supervisors are responsible for communicating this policy to all employees and for its successful application and implementation, including ensuring adherence to it in all human resources activities throughout JFL.

Keeping our workplace free of discrimination, harassment, and retaliation in violation of this policy is our collective responsibility and a corporate priority that is key to JFL's continued success.

8.0 Conclusion

JFL is committed to fostering a work environment that is free from discrimination and harassment and where all employees are treated with dignity and respect. This policy is intended to promote a positive work culture and to ensure that all employees are provided with equal opportunities for success.

