



## Aptus Finance India Private Limited

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

#### 1. PREFACE

Equal Employment Opportunity Policy for Persons with Disabilities (PwD) is formulated in light of the provisions laid down under 'The Rights of Persons with Disabilities Act, 2016' and Rule 8 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' with a view to provide equality of opportunity for persons with disabilities.

#### 2. POLICY

This policy applies to all the employees of Aptus Finance India Private Limited ('Aptus') and is subject to applicable regulations, qualifications and merit of the individual.

Aptus do not discriminate employees on grounds of age, gender, race, national or ethnic origin, language, religion, political beliefs, sexual orientation or physical ability. Our recruitment, deployment, reward and development practices, and our approach to working arrangements, are designed to attract and retain diverse talent and to accommodate individual needs at different career and life stages.

#### 3. OBJECTIVE

- i. To provide fair and impartial opportunities for persons with disabilities in the recruitment process of Aptus.
- ii. To provide a helpful and a barrier-free working environment to the persons with disabilities in Aptus.
- iii. To provide appropriate facilities and amenities to persons with disabilities and to enable them to effectively discharge their duties in the establishment.
- iv. To identify the positions for which persons with disabilities could be considered and also to establish a recruitment process for such persons with disabilities.
- v. To protect and safeguard the rights and interests of persons with disabilities and that no opportunity is denied to persons with disabilities merely on ground of disability.



- vi. To eliminate all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination, bullying and harassment of people with disabilities).

#### **4. APPOINTMENT OF LIAISON OFFICER**

The head of HR of Aptus Value Housing Finance India Limited (holding company) shall be appointed as the liaison officer to look after reservation matters relating to persons with Disabilities and shall ensure compliance of all the instructions issued by the Government of India with regard to persons with disabilities to the extent it is applicable to Aptus.

#### **5. RECORDS OF PERSONS WITH DISABILITIES**

In accordance with the provisions of Rule 9 of Chapter IV (Employment) of “The Rights of Persons with Disabilities Rules, 2017” a register shall be maintained which will contain the following particulars:

- a. The number of persons with disabilities who are employed and the date from when they are employed.
- b. The name, gender and address of persons with disabilities.
- c. The nature of disability of such persons.
- d. The nature of work being rendered by such employed person with disability.
- e. The kind of facilities being provided to such persons with disabilities.

#### **6. REGISTER OF COMPLAINTS OF PERSONS WITH DISABILITIES**

Liaison Officer for persons with disabilities shall also act as Grievance Redressal Officer who will be responsible to maintain a register of complaints of persons with disabilities. Employees with disability have the right to file a complaint concerning any discrimination on the grounds of disability with the Grievance Redressal Officer. The Grievance Redressal Officer shall ensure that complaints received are dealt with in a fair and equitable manner free from any discrimination.

#### **7. COMMUNICATION OF POLICY**

This policy will be available to all employees via company's official website. It is the responsibility of all the employees to comply with the Equal Employment Opportunity Policy.