

## ***Equal Opportunity Employer***

### **Objective:**

- To define the philosophy of NEI as an equal opportunity employer.

### **Scope:**

- This policy is applicable to all the permanent, temporary, fixed term, retainers, consultants, employees of NEI.
- This policy is applicable to all people practices like hiring, performance evaluation, promotion, development and rewards.

### **Policy Guidelines:**

- NEI encourages diversity and prohibits any discrimination against any applicant for employment because of race, colour, caste, religion, sexual orientation, gender identity or expression, national origin, age, disability, veteran's status or any other characteristic protected by law.
- NEI ensures that all affirmative actions involving recruitment, selection, promotion, training, compensation, benefits, transfer, discipline and discharge are free from any unlawful discrimination.
- NEI is committed towards being an equal opportunity employer, provides an inclusive work environment and promotes all languages including English, Hindi and regional languages.
- NEI ensures facility and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the organizations. Provision for assistive devices, barrier free accessibility and other provisions for persons with disability will be taken care of.
- All applicants & employees are evaluated on the basis of individual merit and performance.
- There will be no less or more favourable treatment for permanent employees in comparison to any other employment contracts.

### **Process and Investigations of Complaints:**

- Any employee who feels discriminated on any grounds as mentioned in the policy guideline or is aware of any discrimination can discuss or report to the reporting manager/ Department Head/ Functional Head or write to HR through the "Write to HR" feature available on the Intranet portal.
- All the complaints will be handled confidentially by the Head HR and if unresolved will be escalated to CEO for resolution
- Disciplinary action will be taken against the proven alleged as per the NEI guidelines.