

## 1. INTRODUCTION

RePut is committed to fostering an inclusive, equitable, and discrimination-free workplace. As an Equal Opportunity Employer, we ensure that all employees and job applicants are treated fairly, regardless of age, gender, race, religion, disability, sexual orientation, marital status, or any other protected characteristics as defined by applicable laws.

## 2. OBJECTIVE

This policy aims to:

- Promote equality in hiring, promotions, training, compensation, benefits, and all employment decisions.
- Cultivate a culture of inclusivity and respect across all levels of the organization.
- Ensure compliance with relevant legal and regulatory frameworks related to workplace equality.

## 3. SCOPE

This policy applies to:

- All employees, including full-time, part-time, contractual workers, and interns.
- Job applicants during the hiring process.
- Contractors, consultants, and any third parties interacting with the organization.

## 4. POLICY STATEMENT

- **Non-Discrimination** ○ Employment decisions, including recruitment, promotions, transfers, performance evaluations, and terminations, will be based on merit, qualifications, and job requirements. ○ The Company strictly prohibits any form of discrimination, including harassment, based on protected characteristics.
- **Inclusive Practices** ○ **Recruitment and Hiring:**
  - Job postings and advertisements will use neutral and inclusive language.

- Selection processes, including interviews and assessments, will focus solely on candidates' skills and qualifications.
- **Workplace Accessibility:**
    - Employees with disabilities will be provided with reasonable accommodations, including assistive devices, flexible work arrangements, and accessible infrastructure.
- **Training and Development** ○ Equal access will be ensured for all employees to professional development opportunities, including workshops, mentoring programs, and leadership training.
  - The Company will conduct regular diversity, equity, and inclusion (DEI) sensitization programs to build awareness and foster inclusivity.
- **Grievance Redressal** ○ Employees can report concerns or violations of this policy through:
  - The HR Department.
  - A designated Equal Opportunity Officer.
  - All complaints will be addressed promptly, confidentially, and without retaliation.
- **Processes Where This Policy is Applicable** ○ **Recruitment and Selection:** Neutral job descriptions, standardized assessment criteria, and diverse interview panels. ○ **Performance Appraisals:** Fair evaluations based on defined, role-specific objectives and metrics. ○ **Promotions and Career Progression:** Equal access to internal job postings and transparent promotion criteria.
  - **Training and Skill Development:** Equal nomination for training programs and access to learning platforms.
  - **Compensation and Benefits:** Equitable salary structures and unbiased allocation of benefits.
  - **Workplace Environment:** Inclusive team building, collaboration activities, and employee engagement initiatives.
  - **Employee Grievances:** Comprehensive complaint resolution mechanisms with clear timelines and outcomes.

## 5. MAINTENANCE OF RECORDS

- The Company will maintain detailed records of recruitment, training, promotions, and grievance resolutions, while ensuring the confidentiality of sensitive information such as disclosed disabilities.

# Equal Opportunity Employer Policy

- Data will be used solely for monitoring compliance with this policy and improving processes.

## 6. COMMUNICATION

- This policy will be shared through the following channels:
  - Company intranet and employee portals.
  - Inclusion in employee handbooks and during onboarding sessions.
  - Periodic reminders via email or internal communication channels.

## 7. POLICY REVIEW

- The policy will be reviewed annually to ensure alignment with:
  - Legal requirements.
  - Best practices in workplace inclusivity and equality.
  - Employee feedback and evolving organizational needs.

### Version Control

Version/Edits Made	Proposed by	Approved by	Date
V1 – Policy published	Laishram Lakshmi	Anuj Bishnoi	17 <sup>th</sup> Jan 2025

- **Note :** We have appointed a Complaints Officer. Below are the details

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Any other details please visit our website <https://www.reput.ai>