

KOGTA FINANCIAL (INDIA) LIMITED

EQUAL OPPORTUNITY POLICY
Extract of Human Resource Policy

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Policy Owner : Chief People Officer		
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Annexure 2 – Equal Opportunity Policy

1 Policy Statement

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016, and the Rights of Persons with Disabilities Rules, 2017, Kogta Financial (India) Limited (“Company”) is committed to providing equal opportunity in employment and creating an inclusive working environment for all individuals, including persons with disabilities.

Our policy states there should be no discrimination, harassment, or less favorable treatment for the persons with disabilities.

2 Scope and Applicability

The Company’s Equal Opportunity Policy covers all individuals with disabilities, including job applicants, full-time and part-time employees, interns and trainees, contractual employees, and temporary staff. This policy also includes employees who acquire a disability during their tenure with the Company. The policy applies to all aspects of employment, including but not limited to recruitment, training, working conditions, salaries and allowances, facilities and perquisites, transfers, employee welfare, career development, disciplinary matters, and terminal benefits.

3 Objective

The objectives of this Equal Opportunity Policy are to:

- a) Provide equal and fair opportunities for employment to all qualified applicants, regardless of their disabilities.
- b) Foster an inclusive and supportive work environment that values diversity and promotes equality.
- c) Eliminate discrimination against persons with disabilities in all aspects of employment.
- d) Provide facilities to enable employees with disabilities to perform their job duties effectively.
- e) Encourage the recruitment, retention, and advancement of persons with disabilities
- f) Ensure accessibility in the workplace to accommodate the needs of employees with disabilities.
- g) Educate all employees about unacceptable behavior related to disability issues and measures the company may take in response.

4 Equal Opportunity for Persons With Disabilities

In accordance with the Rights of Persons with Disabilities Act, 2016, and the Rights of Persons with Disabilities Rules, 2017, the Company will strive to ensure:

- a) The provisions of the Rights of Persons with Disabilities Act, 2016, will not be misused to deny any rights or benefits to persons with disabilities.
- b) The work environment will be free from any form of discrimination against persons with disabilities, ensuring fair and equitable treatment in all aspects.
- c) A conducive environment, systems, and processes will be provided to enable persons with disabilities to perform their roles with excellence.
- d) No employment or promotion opportunities will be denied to persons with disabilities solely on the basis of disability. Employment decisions, development, and promotional opportunities will be based on merit, performance, and business needs.
- e) Any grievances will be dealt with fairly and equitably, ensuring no discrimination occurs.
- f) All positions at the Company are open to all individuals, including persons with disabilities, with a fair selection process based on merit. Reasonable flexibility will be applied as needed for a fair evaluation.
- g) The Company is committed to providing facilities and high support to all persons with disabilities to ensure smooth participation in selection processes and effective performance of job duties.

- h) All company events and meetings will be made accessible, with accommodation provided as necessary for persons with disabilities.
- i) Suitable facilities and infrastructure will be provided to ensure people with disabilities can access facilities and perform their duties effectively.
- j) Efforts will be made to assign people with disabilities to positions where they can work without barriers and make optimal use of their skills, considering their preferences and business requirements.
- k) KFL shall ensure that all post-recruitment and pre-promotion training programmes, including workshops, orientations, and learning materials, are designed and delivered in a manner that is responsive to the needs of Persons with Disabilities. In consideration of the specific roles and individual requirements of Persons with Disabilities, KFL may, where appropriate and at its discretion, accord due consideration to such employees in matters relating to transfers and postings.

5 Implementation

Each Branch / Office of Company are required to create and maintain a culture that will permit the continuing and consistent application of this Policy among all categories of Employees.

6 Maintenance of Records

The Company will try to maintain as much possible records for individuals with disabilities, capturing the type of disability and nature of work.

At Hiring:

- a) New hires must disclose any pre-existing disabilities.
- b) We will ask for & try to collect a valid Disability Certificate from an authorized government authority.
- c) Recruitment forms will include fields to record disability-related information.

For Existing Employees:

- a) Employees seeking coverage under the Act may voluntarily declare their disability to the local HR representative.
- b) All declarations will remain confidential

7 Communication Of Policy

The Equal Opportunity Policy will be available to all employees via the Company's Website, via notice board and via the e-circular.

8 Responsibility

The Human Resources Department shall have the functional responsibility of assuring compliance with this Policy.

9 Complaint Resolution

Any employee or applicant who believes they have been subjected to discrimination or harassment based on disability should promptly report the incident to the Human Resource department. All complaints will be investigated thoroughly and addressed in a confidential and timely manner.

10 Review and Monitoring

This policy will be reviewed regularly to ensure its effectiveness and compliance with applicable laws and regulations. Any updates or changes will be communicated to all employees.