



# Equal Opportunity Policy

Techno Electric & Engineering Company Limited (TEECL) is committed to providing equal opportunities for all employees, workers, contractors and their employees, vendors, suppliers, clients and their representatives, and the community in which we operate and with whom we engage with. We believe in fostering an inclusive and diverse work environment where individuals are treated with respect, dignity, and fairness, regardless of their race, colour, ethnicity, national origin, gender, gender identity, sexual orientation, marital status, religion, age, disability, or any other characteristic protected by applicable laws.

## 1. Scope

This Equal Opportunity Policy applies to all aspects of employment, including but not limited to recruitment, hiring, training, promotion, transfer, compensation, benefits, disciplinary actions, and separation.

## 2. Responsibilities

### 2.1 Management

- Ensure compliance with the Equal Opportunity Policy.
- Promote an inclusive work environment.
- Address any complaints or concerns related to discrimination or harassment promptly and impartially.

### 2.2 Employees

- Treat colleagues, clients, and others with respect, dignity, and fairness.
- Report any incidents of discrimination or harassment promptly.
- Cooperate with any investigations related to equal opportunity matters.

## 3. Recruitment and Selection

All employment decisions will be based on merit, qualifications, and abilities relevant to the job requirements

## 4. Workplace Environment

- Discrimination, harassment, or any form of offensive behaviour based on protected characteristics will not be tolerated.
- Employees will be provided with a work environment free from intimidation, hostility, or any form of unfair treatment.

**Techno Electric and Engineering Company Ltd.**

## 5. Complaints and Investigations

- Any employee who believes they have been subjected to discrimination or harassment should report the incident promptly to their supervisor, the Human Resources Department, or a designated contact person.
- All complaints will be treated seriously, confidentially, and impartially. The company will investigate each complaint promptly and take appropriate action based on the findings.
- Retaliation against individuals who report discrimination or harassment or participate in an investigation will not be tolerated.

## 6. Compliance

- The company will comply with all applicable laws and regulations related to equal opportunity.
- Regular monitoring and assessment will be conducted to evaluate the effectiveness of this policy and make improvements as necessary.

## 7. Review and revision

This Equal Opportunity Policy will be reviewed periodically to ensure its effectiveness and compliance with changing laws and regulations. Any necessary revisions will be made accordingly.

This Equal Opportunity Policy applies to all aspects of employment, including but not limited to recruitment, hiring, training, promotion, transfer, compensation, benefits, disciplinary actions, and separation.

**Date: 9th August 2024**



Mr. Ajay Khajuria  
Head of HR