

Name of the Policy: Equal Employment Opportunity	
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Effective Date: 01-Apr-2024	Next Review Date: 31-Mar-2028

Objective

The objective of this policy is to provide equal employment opportunities for employees without any discrimination

Applicability

This policy shall be applicable to for all job applicants and all employees of **Balaji Amines Limited**.

Policy

- We seek to employ a workforce who reflects the diverse community at large, because we value the individual contribution of people, irrespective of sex, age, marital status, disability, sexuality, race, and colour, and religion, ethnic or national origin
- We will treat all the company's employees with dignity and respect and we will provide a working environment free from unlawful discrimination, harassment or victimization on the grounds of sex, age, marital status, disability, sexuality, race, colour, and religion, ethnic or national origin
- We will not tolerate acts which breach this policy and all instances of such behaviour, or alleged behaviour, will be taken seriously, be fully investigated and may be subject to the company's disciplinary procedures
- We will make every effort, if an existing employee becomes disabled, to retain them within the workforce, wherever reasonable and practicable
- We will install facilities for people with disabilities in existing premises, whenever practicable to do so. Whenever we invest capital in new or refurbished premises, every practical effort will be made to provide for the needs of staff and customers with disabilities
- We will provide services to our customers and clients without any form of unlawful discrimination
- All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered without regard to race, colour, religion, sex, age, national origin, disability or any other protected status, in accordance with appropriate law
- Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment

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- Any questions or concerns with respect to the policy and its implementation can be brought to the attention of their Reporting Authority

Amendment Authority

- The Company reserves the right to amend / withdraw the policy anytime without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Company