

**Borosil Limited**  
**Human Resource Department**

**Equal Opportunity Policy**

**Purpose**

Borosil is committed to being an equal opportunity employer. The same is reinforced by our corporate Business Principles and our Code of Business conduct.

**Policy Framework**

Borosil is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

To this end:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
  - Employment with Borosil will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
  - Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.
- a. Equal Opportunity: Borosil is an equal opportunities employer. We are committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees (including promotion, transfers, assignments and beliefs).

We prohibit discrimination in the workplace whether on grounds of gender, marital or domestic partnership status, pregnancy, carer's responsibilities, sexual orientation, gender identity, race, colour, national or ethnic origins, religious belief, disability, HIV status, or age.

Our objective is to attract job applications and applications for development from the best possible candidates and to retain the best people. For the purposes of this policy, "Borosil" or the "Company" refers to the following legal entities:

- (i) Borosil Renewables;
- (ii) Borosil Limited;
- (iii) Borosil Scientific Limited; and
- (iv) Goel Scientific Glassworks Limited

having their respective registered office at Mumbai (i, ii, iii) and Vadodara (iv)

- b. Hiring Practices and Policies: In Borosil, all positions are open for persons with disabilities, HIV status, and transgender individuals. Application forms will be made available in alternate formats or help will be provided in filling the application forms based on request.

All job applicants would be measured against the key selection criteria. The key selection criteria would include only the specific skills, knowledge, and abilities regarded as essential for performing the functions of the job. Applicants invited for an interview should inform if they

require any individual support or assistance prior to the interview. Borosil would make all arrangements reasonably feasible to accommodate these requests.

- c. Create Awareness: The Equal Opportunity policy is put up on the Firm's intranet & notice board.
- d. Reasonable Accommodation: Borosil will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, HIV status, or are transgender, as per the Act. Such accommodation would be provided:
  - 1) to ensure equal opportunity in the application and selection process,
  - 2) to enable an employee with a disability to perform the essential functions of a job, and
  - 3) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

Examples of reasonable accommodation may include (but not limited to) acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules, and reassignment to a vacant position. Employees or job applicants who require such accommodation should write to the Chief Human Resource Officer, providing the details of their requirements.

- e. Employee Engagement and Social Inclusion: Borosil will endeavour to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities, HIV status, or transgender individuals.
- f. Special Leave: An employee's request for extra leave, for a reason related to her/his disability, HIV status, or transgender status, will be treated as a request for reasonable accommodation and will be evaluated accordingly.
- g. Training and Career development: Borosil will endeavour to provide course materials meant for induction and training in accessible formats on request. The request for reasonable accommodation, such as assistive aids, accessible training venue, accessible materials, interpreter etc. should be placed at least (one week prior) to the scheduled date of commencement of induction/training.
- h. Facilities, Amenities and Conformation with Accessibility Norms: Borosil aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation) adheres to the accessibility standards as prescribed by the Act. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards as per the Act. Any employee facing accessibility issues should report to the facilities team at their location or write to the Chief Human Resource Officer. Additionally, the following infrastructure will be given to the employees with disabilities:
  - Physical Infrastructure
    - ◆ Car-Parking
    - ◆ Access to enter the building through the Executive Elevator
    - ◆ Provision for ramps at appropriate locations

- Digital Infrastructure: It is Borosil's continuous endeavor to ensure that all our documents, communication and information technology systems adhere to the accessibility standards. Any employee facing accessibility challenges can reach out to the local IT support team or write to the Chief Human Resource Officer.
  - Travel, Stay and Transport For official travel, employees with disabilities will be provided accessible modes of transport and accessible guest houses and hotels.
- i. Redressal & Harassment Prevention: Borosil views very seriously any acts of discriminatory conduct committed by an employee (which includes harassment, vilification, and victimization). Borosil will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims.

If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or use the existing grievance redress mechanisms either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.