



Equal Opportunity Policy

HERITAGE FOODS LIMITED

CIN: L15209TG1992PLC014332

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1. Introduction & Policy Statement

i. Heritage Foods Ltd. (HFL) is committed to fostering a workplace that upholds the principles of fairness, inclusion, and non-discrimination. This policy ensures that all employees and job applicants are treated equitably, without discrimination based on race, religion, belief, gender, colour, creed, age and ethnic origin, marital status, pregnancy, political affiliation or physical ability.

ii. The policy provides a framework to uphold diversity, fair employment practices, equal career opportunities, and workplace inclusivity, ensuring compliance with applicable labour laws and regulations.

iii. **Equal Opportunity Policy Statement:**

"Heritage Foods Ltd. is committed to maintaining a workplace free from discrimination, ensuring equal opportunity in recruitment, career advancement, workplace engagement fostering a culture of respect, inclusivity, and fairness for all employees."

2. Scope

i. This policy applies to all employees, prospective candidates, business units and subsidiaries of Heritage Foods Ltd. across India. It governs all aspects of employment, including but not limited to recruitment, training, promotions, compensation and workplace conduct.

ii. The policy framework integrates provisions for ensuring workplace inclusivity, legal compliance and diversity in all employment practices at HFL.

3. Policy Framework

i. Non-Discrimination & Fair Employment Practices:

- Employment-related decisions, including hiring, promotions, transfers and compensation, will be made based on merit, competence, and business needs.
- Discrimination based on personal attributes, including but not limited to race, gender, age, disability, or political beliefs, is strictly prohibited.

ii. Workplace Inclusivity & Respect:

- HFL ensures a work environment free from harassment, intimidation, coercion, or discrimination.
- Any violation of this policy will be addressed in accordance with the company's disciplinary framework.

iii. Freedom of Association & Compliance with Legal Norms:

- Employees are entitled to express their views within ethical and professional boundaries.
- The company strictly adheres to employment laws, ensuring compliance with child labour, forced labour and fair wage regulations.

4. Equal Opportunity for Persons with Disabilities (PwD)

i. In compliance with the Rights of Persons with Disabilities (RPwD) Act, 2016, HFL is committed to:

- Ensuring no employee is disadvantaged due to a disability.
- Making reasonable accommodation to enable employees with disabilities to perform their roles effectively;
- Providing accessible infrastructure and facilities to promote inclusivity;

- ii. The Company shall ensure that recruitment, training, career progression, and employment benefits are extended without bias to persons with disabilities.
 - iii. HFL will regularly review its policies to enhance workplace accessibility and inclusivity.
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5. Prevention of Retaliation & Whistleblower Protection

- i. Employees are encouraged to report discrimination or unfair treatment through designated grievance redressal channels.
 - ii. HFL strictly prohibits retaliation against employees who raise concerns about discrimination, harassment or workplace misconduct.
 - iii. All grievances will be investigated with confidentiality and appropriate action will be taken against policy violations.
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6. Responsibilities & Implementation

i. Employee Responsibilities:

- Employees must adhere to this policy and foster an inclusive work environment.
- Any discriminatory behaviour, harassment, or unfair treatment will be subject to disciplinary action.

ii. Managerial Responsibilities:

- Managers and supervisors must promote workplace inclusivity and ensure fair employment practices.
- Complaints of discrimination must be addressed promptly and fairly.

iii. Human Resources Responsibilities:

- HR will oversee policy implementation, handle grievances and conduct training sessions on workplace equality and inclusion.
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7. Communication & Review

- i. The policy will be disseminated to the employees and the public at large
 - ii. Employees will undergo periodic training and awareness programs on workplace inclusivity and equal opportunity practices.
 - iii. The policy will be reviewed regularly to ensure compliance with evolving legal and industry guidelines.
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