

# VITAE International Accounting Services Pvt Ltd

## Equal Opportunity Policy

### 1. VITAE MISSION & VISION

“To help individuals and organization realize their fullest potential.”

The vision of VITAE International Accounting Services Pvt Ltd. (“VITAE” or “Company”) is to be a world class company of finance professionals and business consultants who are simultaneously committed to integrity and social responsibility, making positive social, moral, spiritual and environmental contributions in society. Harnessing technology and providing excellent service to its international clients will be its continued endeavor. VITAE regards its stakeholders with dignity and responsibility

VITAE stands committed in its endeavor to harness human endowment and potential, granting favorable opportunities for their development and support, after careful examination and selection of suitable personnel for the fulfillment of its mission.

### 2. THE POLICY STATEMENT

This Equal Opportunities Policy ("Policy") states the internal policy of VITAE International Accounting Services Pvt Ltd ("VITAE") with regard to non-discrimination at the workplace and equal opportunities during recruitment. This Policy is internal to VITAE and is meant to provide a safe, diverse and comfortable workplace.

This Policy is not legally mandated and, therefore, is not judicially enforceable in India. This Policy is without prejudice to any anti-discrimination provisions of applicable law including, but not restricted to, the provisions of:

- Article 17 of the Constitution of India;
- The Protection of Civil Rights Act, 1955,
- The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989;
- The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013;
- Sections 354 and 509 of the Indian Penal Code, 1860; and,
- The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

### **3. SCOPE**

This Policy extends to all the employees of VITAE, casual workers, contractors and visitors and prohibits discrimination, whether it takes place within VITAE premises or outside, including at social events, business trips, training sessions or conferences sponsored by VITAE.

### **4. DEFINITION**

#### 4.1 Definition of Equal Opportunity

Equal opportunity means that all people will be treated equally or similarly and not disadvantaged by prejudices or bias. This means that the best person for a job or a promotion is the person who earns that position based on qualifications, experience and knowledge. Workplace diversity values everyone's differences.

#### 4.2 Definition of Workplace

Workplace refers to VITAE premises or outside, including at social events, business trips, training sessions or conferences sponsored by VITAE.

#### 4.3 Definition of Employee

Employee refer to persons employed by VITAE for work on regular, temporary, adhoc or daily wage basis, either directly or through a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

#### 4.4 Definition of Employer

Employer refers to VITAE International Accounting Services Pvt Ltd.

#### 4.5 Definition of Discrimination

Discrimination in the workplace is based on certain prejudices and occurs when an employee is treated unfavorably because of gender, disability, sexuality, race, religion, pregnancy and maternity.

### **5. POLICY FRAMEWORK**

VITAE 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.

VITAE 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 Admin / HR department. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

In accordance with the Rights of Persons with Disabilities Act 2016 and Rules, VITAE as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment.

## **6 RESPONSIBILITIES**

- Every member of VITAE is responsible for giving effect to this policy.
- Each office is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- The Human Resources Managers have the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- Any employee who violates this Policy, or in any manner discriminates any person with disability, or harasses any such person shall be dealt with by management as deemed fit.
- The Manager Administration and Human Resources is accountable to the Managing Director to oversee and promote this policy.

## **7 EQUAL OPPORTUNITIES**

1. VITAE provides equal opportunities to its employees, consultants, advisors, interns and staff without regard to Discrimination Characteristics. All actions of VITAE with regard to its employees, consultants, advisors, interns and staff, including but not limited to those relating to compensation, benefits, transfers, leave, layoffs, training, education, and assistance, will be made without regard to Discrimination Characteristics.
2. Notwithstanding anything contained in the previous paragraph, if VITAE reasonably believes that its employment, workplace or premises do not adequately represent the balance of diversity of persons who share one or more of the Discrimination Characteristics, it may, with the aim only of redressing that imbalance, take positive discriminatory action in respect of persons who share that aspect, or those aspects, of the Discrimination Characteristics that are sought to be adequately represented.
3. Any person who believes himself or herself to have been subjected to adverse discrimination, or impermissible positive discrimination, on the basis of the Discrimination Characteristics is encouraged to bring the matter to the attention of the Diversity Committee of VITAE at the earliest practical opportunity.

## **8 COMMUNICATION OF POLICY**

1. This Policy will be available on VITAE's website
2. Suitable material will be included in Company publications, management conferences, and supervisory training courses.
3. All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.