



EQUAL OPPORTUNITY POLICY

NOVEMBER 2020



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SAMHI Hotels Limited, and each of its wholly owned subsidiaries, namely: (i) SAMHI Hotels (Ahmedabad) Private Limited; (ii) SAMHI Hotels (Gurgaon) Private Limited; (iii) SAMHI JV Business Hotels Private Limited; (iv) Argon Hotels Private Limited; (v) Ascent Hotels Private Limited; (vi) Barque Hotels Private Limited; (vii) Caspia Hotels Private Limited; and (viii) Paulmech Hospitality Private Limited (in each case, hereinafter referred to as the “**Company**”) is committed to providing equal opportunity in terms of recruitment, employment and conditions of service to all persons, without any discrimination on grounds of their disability, gender race, color, religion, sex, sexual orientation, or due to belonging to any other legally-protected classes. The Company is also committed to complying with its obligations under the Rights of Persons with Disabilities Act, 2016 and the rules framed thereunder (“**Disability Law**”). Accordingly, the Company has published this equal opportunity policy (this “**Policy**”) to inform applicants and employees of the Company’s commitment to being an equal opportunity employer. This Policy is subject to applicable regulations, qualifications, and merit of individual applicants and employees.

PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT

Discrimination and harassment on the grounds of a person’s disability, race, color, religion, sex, sexual orientation, gender identity, or due to belonging to any other legally-protected classes, is strictly prohibited by the Company.

If you believe that you have been the subject to discrimination or harassment of any kind, you are encouraged to immediately report the same to **Mr. Gyana Das, Vice President**. The Company will duly investigate any complaints of discrimination or harassment under this Policy in accordance with applicable law. Employees found to have violated this Policy shall be subject to disciplinary action up to and including termination of employment.

RECRUITMENT AND HIRING

All qualified persons including persons with disabilities may apply to such any post (as may be suitable) in the Company. A list of available vacancies at the Company can be found at <https://www.linkedin.com//samhi>. The Company will recruit, hire, train and promote qualified individuals in all job titles, and ensure that all other personnel actions are administered without regard to [race, color, religion, sex, sexual orientation, gender identity, or] disabilities.

WORKING AT THE COMPANY

As an equal opportunity employer, all of the Company’s employment decisions are made on the merit of an individual. The Company ensures that any decisions in relation to its



employees including but not limited to promotions, compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to a person's disability, race, color, religion, sex, sexual orientation, gender identity, disability, or due to belonging to any other legally-protected classes. Further, the Company has taken best efforts to make its workplace accessible to persons with disabilities and to ensure that persons with disabilities are able to effectively discharge their duties in the establishment. The Company will ensure suitable facilities and infrastructure are provided to employees with disabilities to enable them to effectively discharge their duties in the establishment.

At the Company, all positions are open to people with all types of disabilities. The hiring is purely based on merit and candidates are evaluated based on their skills and competence. The selection process is the same for all candidates, including persons with disability. Flexibility will be provided to job applicants with disabilities as required. Job applicants who need specific adjustment or accommodation in the selection process can contact the recruiter or the Liaison officer.

We understand that training is an essential component of the service requirement of an employee. Induction training programs for everyone (including persons with disability) will be conducted when such person joins the Company.

PERSONAL DATA

The Company respects an individual's privacy and therefore any form of self-identification is solely an individual's choice. Any information received relating to this Policy by the Company will be kept confidential by the Company. Employees and applicants however consent to the Company disclosing and transferring such information to third parties who provide services to the Company, and as required by law, for *inter alia* the purposes of statutory filings including those under the Disability Law or [in accordance with the Company's Data Privacy Policy. Refusal to provide information will not prejudice an employee or applicant.

LIAISON OFFICER

The Company has appointed Anamika Chandola as a liaison officer to guide and provide clarifications to any persons with disabilities who wish to apply or have applied for a position in the Company. Further, employees with disabilities who believe that they might require specific assistance or amenities to help them carry out their job functions may contact the Liaison officer.



RETALIATION

Retaliation against any person who either raises a complaint of discrimination or harassment, or exercises his/her right under this Policy shall be punished with disciplinary action up to and including termination of employment. Additionally, the Company may escalate such instances to relevant authorities appointed under applicable law.