



## **EQUAL OPPORTUNITY POLICY**

*May 2025*



## **EQUAL OPPORTUNITY POLICY**

SAMHI Hotels Limited, including all its subsidiaries (collectively 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, 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**”) and the Transgender Persons (Protection of Rights) Act, 2019 and the rules framed thereunder (“**Transgender Protection Act**”). 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, Executive Vice President and Head of Investments**. 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 [ , sex, sexual orientation, gender identity, or] disabilities.

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.

### **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, , 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.

Employees with disabilities, who need reasonable workplace accommodation should contact Ms. Anamika Chandola. On receipt of an workplace accommodation request, the Administration Department will engage in an interactive process with the employee to view possible reasonable accommodation options. Once the application is submitted, the Administration Department may also ask the employee to have the employee's medical provider fill out a form verifying the need for workplace accommodation. All accommodation requests will be handled on a case-by-case basis and promptly. Every situation is unique and requires a case-by-case analysis of the individual's limitations, restrictions, specific accommodation needs, and the impact the accommodation will have on the job performance and business operations.

Eligible persons may be provided with short-term or long-term accommodations depending on what may be required. Any accommodation, regardless of the length of time it has been provided, may be re-visited, for example, if the eligible person or the Company believes that the accommodation is no longer effective or safe.

### **OTHER FACILITIES AND AMENITIES**

The Company strives to ensure that disabled persons and transgender persons are also provided with the necessary infrastructural facilities, safety and security measures and other amenities so as to be able to effectively discharge their employment duties. In this respect, the Company will:

- (a) provide the necessary post-recruitment and pre-promotion training to Persons with Disabilities (*as defined under the Disabilities Act*) in order to enable them to effectively carry out their job duties and responsibilities;
- (b) ensure that all workshops, orientations and course materials provided for post-recruitment

- and pre-promotion training of its employees are in accessible formats.
- (c) to the extent possible, consider transfer requests or preferred place of posting of employees with disabilities so as to optimally utilize their services;
  - (d) allow special leave to such persons, if such leave is required in connection with the employee's disability.
  - (e) ensure that its physical infrastructure (buildings, furniture, facilities and services in the building/ campus and transportation) adheres to the applicable accessibility standards. Wherever possible, any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards as per applicable requirements.
  - (f) ensure that the Company's documents, communication and information technology systems also adhere to the applicable accessibility standards.
  - (g) provide barrier free & accessible work-stations to disabled employees, access from building entrance to their concerned departments and access to common utility areas such as toilets & canteens.

### **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, the Transgender Protection Act, 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 Ms. 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 and can be contacted at: [anamika.chandola@samhi.co.in](mailto:anamika.chandola@samhi.co.in) (0124 491 0100). 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.

### **COMPLAINTS OFFICER**

The Company has appointed Ms. Anamika Chandola as the Complaints Officer to redress any grievances that may be faced by transgender persons and can be contacted at : [anamika.chandola@samhi.co.in](mailto:anamika.chandola@samhi.co.in) (0124 491 0100).



## **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.