

# EQUAL OPPORTUNITY POLICY

*For Unischolars Private Limited (“The Company”)*

## UniScholars Pvt. Ltd.

(Formerly known as UniScholarz Private Limited)



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CIN: U80902MH2021PTC364095

## PURPOSE

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In line with the Company's Code of Conduct we are committed to provide equal opportunities to all our employees and to all eligible applicants for employment in our company. The purpose of this Policy is to ensure that the PWDs enjoy the right to equality, life with dignity and respect equally with others. This Policy is intended to empower the employees with disabilities and enhance their engagement with the organization.

## SCOPE

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This Policy is applicable to all prospective and existing employees of the Company throughout the period of their employment.

## DEFINITION

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**“Person with disability” or “PWD employee(s)”** means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others as certified by the certifying authority.

## POLICY

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The Company will not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.

When recruiting, developing and promoting our employees, our decisions will be based solely on performance, merit, competence and potential.

We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of our Code of Conduct.

## GUIDELINES

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In accordance with the provisions of the Rights of Persons with Disabilities (RPwD) Act, 2016 and Rules, and Transgender Persons (Protection of Rights) Act, 2019, the Company shall ensure:

- a) that the work environment is free from any discrimination against persons with disabilities and any transgender person in any matter relating to employment including, but not limited to, recruitment, promotion and other related issues.
- b) that facilities and amenities are provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment without any hindrance.
- c) that it encourages the professional development of PWDs by providing the necessary facilities or training as required

- d) preparation of a list of posts suitable for persons with disabilities in the establishment and shall notify such posts during the recruitment process.
- e) that the HR looks after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.

Any exception to the policy can be done only with the prior approval of Directors of the Company.

## RECORDS

The Company shall maintain records reflecting details of the disable person like nature of disability, nature of work, and the facility provided in the following manner:

<b>At the time of hiring:</b>	<b>For existing employees:</b>
<p>New joinees would need to disclose any existing Disability;</p> <p>The individual will be required to submit the Disability Certificate from the Government authorised personnel; and</p> <p>Recruitment team will ensure the provisions are available in the candidate application form to capture the Disability details.</p>	<p>During the course of employment with the Company, any employee who wants to be covered by the Act, should contact the HR representative. The declaration of Disability will be completely on voluntary grounds.</p>

## GRIEVNACE REDRESSAL

All types of complaints, grievances and welfare of the PWDs employees and Transgender person shall be handled by the designated complaint officer, Mr. Syed Nadeem Naiyyer in accordance with the provisions of Rights of Persons with Disabilities (RPwD) Act, 2016 and Rules, and Transgender Persons (Protection of Rights) Act, 2019.

## AMENDMENTS

The Company reserves the right to vary and/or amend the terms of this Policy from time to time.

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**APPROVAL OF THE POLICY:**

This Policy is first made, reviewed, and approved as under:

<b>PARTICULARS</b>	<b>NAME</b>	<b>Date</b>
Prepared by	Fatema Tashrifwala (Senior Manager Human Resources) Rushali Pathania (Company Secretary)	May 12, 2025
Reviewed and approved by	Amit Singh (Founder Director) and Anupam Kumar Gupta (Co-Founder)	May 15, 2025

**VERSION CONTROL:**

<b>DATE OF MODIFICATION</b>	<b>VERSION</b>
May 15, 2025	1.0 (Active)

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