Equal Employment Opportunity Policy

Title of the Policy	**Equal Employment Opportunity Policy**
Created on	**17-Sep-2023**
Last reviewed on	**15-Sep-2025**

1. Objective

To end discrimination in the workplace and to ensure all employees are treated fairly and equally in every employment decision.

2. Scope

This policy applies to all employees and faculty of Masters' Union, including:

- full-time and part-time employees;
- temporary, probationary, fixed-term, contractual and visiting staff;
- international staff;
- interns and apprentices; and
- consultants and third-party contractors working on Masters' Union premises.

3. Legal Framework

This policy is aligned with:

- Articles 14 and 15 of the Constitution of India (equality before law and prohibition of discrimination), with Article 16 as a guiding principle
- the Code on Wages, 2019 (equal remuneration irrespective of gender)
- the Rights of Persons with Disabilities Act, 2016
- the Transgender Persons (Protection of Rights) Act, 2019
- the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- the Industrial Relations Code, 2020
- the Haryana Shops and Commercial Establishments Act, 1958

4. Policy

Masters' Union is committed to equal opportunity for all employees and to a workplace free from any form of discrimination. All employment decisions are based on business needs, job requirements and merit. They are made without regard to:

- religion or creed
- sex, gender, gender identity or gender expression

- sexual orientation
- age
- race, colour, caste or ethnicity
- national origin, ancestry, citizenship or region
- refugee or immigration status
- marital, pregnancy or family status
- political views
- physical or mental disability

This policy covers every aspect of employment:

- recruitment and selection
- job assignment
- compensation and access to benefits
- training and career progression
- discipline and termination

5. Responsibilities

Managers and employees are both responsible for upholding equal opportunity at work.

Managers will:

- be positive role models for their teams
- ensure their teams know and follow this policy
- review work practices for compliance with this policy
- recognise that diversity makes good business sense
- handle discrimination complaints quickly, confidentially and effectively

Employees will:

- take responsibility for their own behaviour and actions
- follow this policy
- treat colleagues, students, customers and vendors fairly and equitably
- seek advice from their manager or Human Resources before any action that could breach this policy
- raise any question or concern about discrimination with their manager or Human Resources

Human Resources will:

- communicate this policy to all employees, including at induction
- apply consistent, job-related criteria in recruitment, promotion and pay decisions
- investigate complaints of discrimination promptly and confidentially
- maintain records of complaints and the action taken

6. Reasonable Accommodation

Masters' Union makes reasonable adjustments so that no employee is disadvantaged because of a disability, pregnancy or religious practice. These may include accessible workspaces and equipment,

flexible working arrangements, and adjustments to duties or schedules, unless an adjustment would cause disproportionate hardship. Requests can be made to Human Resources and are handled confidentially.

7. Harassment and Retaliation

Harassment of any employee on any of the grounds listed in section 4 is a form of discrimination and is prohibited under this policy and the Code of Ethical Business Conduct. Complaints of sexual harassment are handled by the Internal Committee under the Policy on Prevention of Sexual Harassment.

No employee will be subjected to retaliation, including intimidation or pressure to withdraw a complaint, for reporting discrimination, giving evidence or taking part in an inquiry in good faith.

8. Dealing with Breaches

Any employee who experiences discrimination, or knows of it, must report it promptly to their manager, Human Resources, the Department Head, the CEO or the Ethics Committee. All reports are handled confidentially, and no one will face reprisal for raising a concern in good faith.

Masters' Union does not tolerate discrimination of any kind. Anyone found to have discriminated against another person faces disciplinary action under the Code of Ethical Business Conduct, up to and including termination of employment.

9. Training and Awareness

All employees are made aware of this policy at induction. Managers involved in recruitment, appraisal and promotion receive guidance on applying fair, non-discriminatory criteria.

10. Monitoring and Review

Human Resources monitors discrimination complaints and their outcomes, and reviews recruitment, promotion and pay decisions for consistency with this policy. This policy is reviewed every two years, or sooner if the law changes.