

LEAP INDIA FOOD & LOGISTICS PRIVATE LIMITED

EQUAL EMPLOYMENT OPPORTUNITY

Company is an equal opportunity employer. Company is committed to providing applicants and employees with fair and equal access to *inter alia* jobs, benefits, training and promotions, without any discrimination based on a person's disability¹ or any other characteristics protected under law. Company believes that inclusion of *differently-abled* persons within the employee community will not only benefit and improve the quality of work but will also help achieve organizational goals. Company shall strive to provide *differently-abled* persons with equal access to opportunities and encourage full participation and integration of such employees in all facilities and activities of Company. As an organization, we believe that a diverse workforce can broaden workplace knowledge and experience, enhance outputs and help generate innovative ideas and thoughts.

Advertisements for various posts are available on the Company [job portal / website] www.leapifl.com. The job descriptions will provide necessary information on the available roles, enabling job applicants to assess their suitability. In order to streamline the process, applicants falling under the 'disabled' category² may send their applications directly to the Head – Admin & Human Resource department at prakashrao@leapifl.com (the "**Liaison Officer**"). The Liaison Officer shall oversee the recruitment of the *differently-abled* applicants and shall be in touch with the applicants on the procedural formalities.

Company is also committed to providing reasonable facilities including the necessary training facilities to qualified individuals with disabilities in order to enable them to effectively discharge their duties in the establishment.

All decisions relating to employment, transfers, promotion, training, compensation, performance evaluation and merit increases shall be taken fairly, based on individual merit and in accordance with applicable laws. Company is committed to providing a work environment where all job applicants as well as employees are treated with courtesy and dignity. Company will not tolerate discrimination against any employee on any basis prohibited by applicable law, including a person's disability.

Any employee or applicant who believes he or she has been the target of discrimination at Company on account of his/her disability should immediately notify the head of the Company so as to enable Company to take the appropriate actions.

With respect to transgender employees, Company shall endeavour to provide for necessary infrastructural facilities (such as unisex toilets), safety and security measures (transportation and guards) and amenities (such as hygiene products) so as to enable them to effectively discharge their duties. All Company policies shall be equally applicable to transgender employees and confidentiality of their gender identity shall be maintained by Company. Company has appointed Ms Yatika Vasudevan as the Complaint Officer for raising any complaints for matters relating to transgender persons.

Company will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination assists in an investigation of possible discrimination, or files a complaint, grievance or lawsuit alleging discrimination. Company will take immediate and appropriate action against anyone who violates this policy.

¹ As per the Rights of Persons with Disabilities Act, 2016

² *Ibid*