



RUSHIL
DECOR LIMITED
WE'LL MAKE IT

Rushil Decor Limited

Equal Opportunity Policy for Persons with Disabilities

❖ OBJECTIVE OF THE POLICY

Rushil Decor Limited (the “Company”) is dedicated to fostering a diverse, inclusive, and discrimination-free workplace. We recognize and appreciate the unique talents, skills, expertise and experiences that each employee contributes to our organization.

This policy reaffirms the Company’s commitment to providing equal opportunities to all employees and persons who applied for job, irrespective of their color, race, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, national origin, age, disability, or any other characteristic protected by applicable law. The Company will take all actions to ensure that a conducive environment is provided to all employees to perform their role and excel in the same.

❖ SCOPE

The Equal Opportunity Policy applies to all job applicants throughout the selection process and to all employees during their tenure. It encompasses various aspects of employment, including recruitment, salary, increments, promotions, and the provision of a supportive and inclusive work environment.

❖ RESPONSIBILITY

The head of Human Resource Department is responsible for implementation of this policy and its monitoring.

❖ POLICY STATEMENT

The Company strictly prohibits all forms of discrimination and harassment in the workplace, ensuring fairness across all aspects of employment, including recruitment, promotions, transfers, training and development, compensation and benefits, job assignments, disciplinary actions, and termination. We are committed to foster a diverse workforce that reflects the communities we serve, the Company strives to create an inclusive environment where every employee can thrive and reach their full potential. Our commitment to equality extends beyond compliance; we actively promote a workplace where individuals from all backgrounds can succeed and excel.

❖ COMPANY RESPONSIBILITIES

- Nurture a culture of diversity, equity, and respect within the organization.
- Commit to fair and objective decision-making across all employment processes.
- Ensure timely and detailed investigations into any claims of discrimination or harassment.
- Take suitable actions to rectify and resolve any discovered violations.

❖ EMPLOYEE RESPONSIBILITIES

- Treating all employees with respect and in unbiased manner
- Reporting of incidents to head of department of HR or Vice President HR
- Avoiding any discriminatory or harassing behavior

❖ DIVERSITY

The Company acknowledges and values the significance of diversity (including gender, race, age, experience, skillset, etc.) that helps company to enhance creativity and innovation in workplace helps in strengthens the company reputation and brand. As such, it is committed to implement various strategies to attract and hire talent from diverse backgrounds.

❖ ENFORCEMENT

The Company is dedicated to provide safe workplace environment. Any violation of this policy will result into strict action taken by the respective authority including termination of employment.

❖ COMPLAINT PROCEDURES

Employee who believe that they have been treated unbiased or in an unfair manner can directly report the incident. There are many ways to report the incident to supervisor or head of the respective department or Human resource department. All complaints will be investigated promptly and confidentially. Employee will not face any adverse action for raising a concern in good faith.

❖ COMMUNICATION AND TRAINING

This policy will be conveyed to all the employees through various medium. The Company may arrange training session for the employees and managers on equal opportunity and promoting safe workplace environment. The company may take action for the implementation of the policy in the company where all employees feel valued, respected and empowered to reach their full potential

❖ REVIEW OF THIS POLICY

The Company may regularly review and update this policy as needed to ensure it remains consistent with applicable laws and best practices.
