 MAITRI <small>LAB GROWN DIAMONDS</small> <small>The Future of Diamond</small>	Equal Employment Policy	Page No.:	Page 1/2
		Process Version. :	V: 01
	TRUSHNA EXIM 01/B Jariwala Compound, Sumul Dairy Road, Surat	Issue Date:	01/12/2022
		Effective Date:	01/12/2022
	Department: Human Resource	Review Date:	01/01/2024
Policy No: TE/HO/HR/016		Revision No.:	1

History of Revision:

Sr. No.	Date of Revision	Revision No.	Reason for Revision
01	01/01/2024	1	N/A

Purpose:

This policy applies to all TRUSHNA EXIM employees/ consultants/ Interns/ Institution or any other group associated with the company to carry its operations. We aim to create employment opportunities such that all the employees achieve their full potential and workplace that is free of all forms of discrimination.

It is the policy of TRUSHNA EXIM to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation, descent, place of birth, residence or under any other ground.

The company strives to maintain a work environment that is free from any harassment based on above considerations. These equal opportunities policy is subject to applicable regulations, qualifications and merit of the individual.

This equal employment opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process superannuation.

Personnel actions, such as compensation, benefits, transfers, layoffs, company-sponsored training programs, and social and recreational programs, will be administered on a non-discriminatory basis.

Equal opportunities for person with Disabilities:

In accordance with the provisions of the rights of persons with Disabilities Act, 2016 and Rules, it is company's Policy to ensure that the work environment is free from any discrimination against person with disabilities. Further, the company will take all actions to ensure that the conducive environment is provided to persons with disabilities to perform their roles and excel in the same.

The company will build systems and processes to ensure:

That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.

That provision is made for an accessible environment and of availability of assistive devices as required.

That the HR department will ensure a liaison officer is designated to oversee the provision of required facilities/ amenities including the process of recruitment for persons with disabilities. Such liaison officer shall be a part of the Human resources team reporting to the Executive Director Human Resource of the Company.

That a grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.

That the Business Integrity Committee will ensure if any grievance does arise and is brought up to the Committee concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.

That no opportunity is denied to persons with disabilities, merely on grounds of disability.

Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative in any given location. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigating under the Act.

Equal Employment Opportunity & Provision of Services:

It refers to the principle which ensures that all employees and potential employees of TRUSHNA EXIM are treated equitably and fairly, regardless of their race, sex or disability. Everyone has an equal chance when applying for jobs or promotions, training opportunities and in their working conditions. The following activities shall be conducted in uniform manner.

1. Recruitment procedure and selection criteria, for appointment or engagement of a person as an employee.
2. Promotion and transfer of an employee.
3. Training and staff development for an employee;
4. Terms of employment or any other employee related activity.

Responsibility:

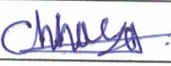
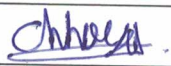


Every member of TRUSHNA EXIM management is responsible for giving effect to this policy.

Each company location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.

The Human Resources Managers have the functional responsibility of assuring compliance with the company policy; developing, coordinating and implementing all programs; and reporting findings and progress.

Any employee who violates this policy, or in any manner discriminates with any person with disability or renders any harassment to such person shall be dealt with under the code of business principles of the company.

The Executive Director, Human Resources is accountable to the CEO to oversee and promote this policy.

OWNER	WRITTEN BY	APPROVED BY	MODIFICATION AUTHORITY
HR Department	HR Department	COO/CEO	COO/CEO
			 FOR, TRUSHNA EXIM PARTNER/AUTHO.



TrushnaExim

TRUSHNA EXIM

1/B, Jariwala Compound, B/h Sumul Dairy, Near Kiran Hospital,
Vastadevdi Road, Katargam, Surat - 395 004, Gujarat, INDIA.

trushnaexim@gmail.com | www.maitri.nyc | GST NO. 24AAKFT2199P1ZE