

S. No.	Type of Information	Document Data
1.	Document Title	Equal Employment Opportunity Policy
2.	Date of Release	01-Jan-2019
3.	Document Version No.	V 1.5
4.	Document Owner	Sr. Manager HR
5.	Document Author(s)	Sr. Manager HR
6.	Document Approver	Chief People Officer

Document Update Summary

Version No.	Revision Date	Nature of Change	To be Reviewed before
V 1.1	05-Mar-19	Logo update	1-Apr-2020
V 1.2	01-Jul-19	Responsibility	1-Apr-2020
V 1.3	31-Mar-20	Yearly review- Scope of Policy & Communication	1-Apr-2021
V 1.4	12-Oct-21	Updated entity name to Delhivery Limited	1-Apr-2022
V 1.5	02-Feb-23	Changes in Key Definitions, Policy Guidelines, Responsibility and Grievance Procedure	1-Apr-2024

1. Objective

The policy aims to facilitate creation of a workplace culture that maximizes organization performance by providing equal employment opportunities to all individuals and prevent or guard individuals against workplace discrimination. It reflects our commitment to ensure equality and promote diversity at the workplace.

2. Scope

This policy is applicable to all current employees of Delhivery Limited & its associate/subsidiary companies (hereinafter referred to as “**Delhivery**”) and candidates seeking employment, subject to the applicable regulations, qualifications, skills, experience, aptitude, and merit of the individual. It is consistently implemented throughout the period of employment of the individual - right from the recruitment process till separation.

3. Key Definitions

- **Discrimination** - Discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavorably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have disadvantageous effect on persons with an attribute; and which is not reasonable.
- **Equal Employment Opportunity** – Equal Employment Opportunity means that all individuals are given equal opportunity in hiring and recruitment and all employees are given equal opportunity to training, promotion, transfers, compensation & benefits, terms & conditions of service or separation or any other employment related issues without regard to any factor not related to their competency and ability to perform their duties.
- **Victimization** means subjecting, or threatening to subject, a person to any detriment because they have:
 - Asserted their rights under equal opportunity law (applicable to the respective jurisdiction) and this Policy
 - Made a complaint or helped someone else make a complaint under this Policy
 - Refused to do something because it would be Discrimination, against Equal Employment Opportunity, sexual harassment, or victimization.

4. Policy Guidelines

Delhivery is an Equal Employment Opportunity employer and strives to provide equality in employment for all people employed or seeking employment. It will be our endeavor to provide every individual with a fair and equitable chance to compete for appointment, promotion or transfers, compensation, training and development opportunities and to pursue their career as effectively as others.

All qualified applicants/employees will receive consideration for employment without regard to the individual's gender, age, race, colour, nationality, ancestry, religion, politics, physical or mental disability, medical condition, sexual orientation, marital or parental status or any other characteristic protected by law.

Consistent with this, Delhivery does not condone any form of unlawful discrimination or vilification due to gender, age, race, colour, nationality, ancestry, religion, politics, physical or mental disability, medical condition, sexual orientation, marital or parental status or any other characteristic protected by law.

5. Responsibility

- The company will make an effort to work and act in accordance with the spirit of the policy

while working toward the goal of complying with all of the clauses listed under the Rights of Persons with Disabilities Rules, 2017 (as amended) and any other law, rules or guidelines applicable to Delhivery under the jurisdiction wherein it operates.

- Wherever required and as possible, Delhivery aims to provide amenities at its facilities for persons with disabilities to enable them to effectively discharge their duties.
- All employees must adhere to the Equal Employment Opportunity practices at the workplace and avoid Discrimination and victimization.

6. Grievance Procedure

In case if employees feel that there is any violation / non-adherence, they can raise their concerns to their respective HR/ Employee Relations teams. Any grievance received under this Policy shall be dealt as per the Delhivery's Code of Conduct.

7. Communication of the Policy Grievance procedure

- This Policy will be available to all employees via the company intranet / HRMS
- This Policy will be available via the company website
- All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer