

## **Policy On Equal Opportunities for Persons with Disabilities and Transgender Persons and for Prohibition of Child and Forced Labour**

### **POLICY SUMMARY**

The Government of India notified “The Rights of People with Disabilities Act, 2016” (RPWD) and “The Transgender Persons (Protection of Rights) Act, 2019” to provide protection to the Rights of Persons with Disabilities and to Transgender Persons employed or otherwise hired by the Company and for matters connected therewith or incidental thereto.

This Equal Opportunity Policy (hereinafter referred to as the 'Policy') has been designed to ensure that the Company with its obligation under:

- The Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017 (henceforth, collectively referred to as the 'Disability Law').
- The Transgender Persons (Protection of Rights) Act, 2019 and the Transgender Persons (Protection of Rights) Rules, 2020 (henceforth, collectively referred to as the 'Transgender Law').

At Veranda Learning Solutions Limited (hereinafter referred as the “Company/Veranda”), we believe in equal opportunity for all our employees, where we are committed to providing an inclusive work culture and environment free from any discrimination (which includes direct discrimination, indirect discrimination, and denial of reasonable accommodation, bullying and harassment of persons with disabilities and transgender persons).

### **Selection Process**

At Veranda, the hiring for all the positions is purely based on merit and the candidates are evaluated based upon their skills and competence. The selection of new staff is based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specifications and job descriptions are limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer are assessed objectively against the requirements for the job. Any information shared by employee on disability/medical condition/ sexuality/gender identity shall remain confidential.

Through this Policy the Company shall proactively work towards equal opportunity in all aspects of employment of Persons with Disabilities and Transgender Persons including invitation of resumes and shall not discriminate on the basis of gender, religion, caste, race, color, national origin (ancestry), disability or sexual orientation in any of its hiring decisions, activities, or other operations.

### **Prohibition of Child and Forced Labour**

The foundation of 'No Child or Forced Labour policy' of Veranda is based on the Company's commitment to find practical, meaningful, and culturally appropriate responses to support the elimination of such labour practices.

Veranda does not employ any person below the age of eighteen years at the workplace. Veranda prohibits the use of forced or compulsory labour at all its units. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.

The Company is committed to equal pay and equality of terms in employment. It believes all employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value.

### **Equal Opportunities for Persons with Disabilities and Transgender Persons**

This Policy of the Company aims at ensuring that none of the employees with disabilities is discriminated against on the ground of disability, unless it is shown that the impugned act or omission is a proportionate means of achieving a legitimate aim.

The Company shall not discriminate with Persons of Disabilities and Transgender Persons with respect to any aspect of the employment relationship including the hiring/selection process, promotions, transfers, provision of training opportunities, compensation, employee benefits, termination or retirement policies, and disciplinary practices.

Further, with regard to Transgender persons, the Company shall maintain utmost confidentiality of the gender identity of the employees except where the Company or its representatives is required to disclose such information to government officials or in order to cater to or provide support to such Employees in accordance with applicable laws.

### **Liaison and Complaint Officer**

Pursuant to the provisions of the said Act, Veranda has appointed Mr. Vivek Sapre, CHRO at Veranda as Liaison and Complaint Officer in the establishment, who shall be responsible for providing requisite support required and take necessary action under the said Policy.

He can be reached at his email id: [vivek.sapre@verandalearning.com](mailto:vivek.sapre@verandalearning.com) The Liaison and

Complaint Officer shall have the following responsibilities:

- Ensuring disability-friendly workplace.
- Spreading awareness of this Policy and ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy.
- Looking after the recruitment of Persons with Disabilities and Transgender Persons.
- Provision of facilities and amenities for such employees.
- Ensuring the Company's compliance/ implementation of this Policy.
- Developing strategies to prevent discrimination or harassment of persons (including disabled persons and Transgender Persons) at the workplace.

### **Grievance Redressal & Harassment Prevention**

All employees have the responsibility to comply to the Equal Opportunity Policy. Managers and team members need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

All employees are encouraged to report any incidents of violation of this policy and Managers should act promptly when concerns arise, or complaints are made.

Veranda views seriously any acts of discriminatory conduct committed by an employee, (which includes harassment, vilification, and victimization). It constitutes a disciplinary offence in respect of in appropriate circumstances, lead to dismissal. Certain discriminatory conduct is also unlawful. If the issue is not resolved, it can be reported to the Liaison and Complaint Officer or the immediate supervisor.

### **Reporting Of Disability and Certificate Of Identity**

Employees are requested to report the existence of a disability or certificate of identity issued by the District Magistrate under the Transgender Rules to the Liaison and Complaint Officer at the time of joining the organization, in order to ensure protection of their rights under this Policy. Employees are also requested to report disabilities / identity acquired after joining the Company or in case of ceasing of a disability. Such information reported to the Company shall be kept confidential except where the Company or its representatives is required to disclose such information to government officials or in order to cater to or provide support to such Employees.

Veranda strictly refrains from demonstrating bias or prejudice towards individual differences which will be valued and protected. People will be given the chance to work in a discrimination-free environment which will help everyone feel that their worth and rights are respected.

Further, any matter related to this Policy if not covered herein will be dealt in the manner prescribed under the applicable laws (including the Disability law and Transgender Law).

The policy may be amended modified or supplemented from time to time.