

	<b>BHARAT BALANGING WEIGHTSS &amp; CO</b>			<b>ANNEXURE</b>	
	<b>APPROVED BY</b>	<b>DOCUMENT NO</b>	<b>ISSUE NO</b>	<b>ISSUE DATE</b>	<b>REVISION NO.</b>
	<b>MD</b>	<b>BBW/ANX/69</b>	<b>00</b>	<b>10/4/2024</b>	<b>00</b>

# Discrimination Prevention Policy

## 1. Purpose

BBW is dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are treated with dignity and respect. This policy aims to prevent discrimination and promote equal opportunities for all employees, contractors, vendors, clients, and visitors, regardless of their background, characteristics, or beliefs.

## 2. Pregnancy and Childbirth Support/Care System

BBW recognizes the importance of supporting employees during pregnancy and childbirth. We are committed to providing comprehensive support and accommodations to pregnant employees, including flexible work arrangements, access to appropriate healthcare resources, and reasonable accommodations to ensure their safety and well-being.

## 3. Proactive Measures to Prevent Discrimination at the Hiring Stage

BBW is committed to ensuring fair and equitable hiring practices. We will implement proactive measures to prevent discrimination during the hiring process, including:

- Conducting bias training for hiring managers and interviewers to mitigate unconscious biases.
- Implementing structured interview processes and standardized evaluation criteria to ensure fair assessment of candidates.
- Prohibiting inquiries about protected characteristics during the recruitment and selection process.

## 4. Actions to Promote Pay Equity in the Workplace

BBW is dedicated to achieving pay equity across all levels of the organization. We will take the following actions to promote pay equity:

- Conducting regular pay equity analyses to identify and address any disparities based on gender, race, or other protected characteristics.
- Ensuring transparency in our compensation practices and providing opportunities for employees to discuss and address any concerns related to pay equity.
- Implementing merit-based compensation structures and performance evaluation processes to ensure fairness and objectivity in salary decisions.

## 5. Providing Reasonable Accommodations for Religious Activities

BBW respects the religious beliefs and practices of all employees and is committed to providing reasonable accommodations to enable employees to observe their religious practices. We will work with employees to identify and implement appropriate accommodations, such as flexible scheduling or designated prayer rooms, to support their religious activities while ensuring operational needs are met.

## 6. Measures to Create an Environment of Gender Equality and Minority Inclusion in the Workplace

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BBW is dedicated to creating an inclusive workplace where gender equality and minority inclusion are prioritized. We will implement the following measures to foster diversity and inclusion:

Promoting diversity in leadership and decision-making roles through targeted recruitment and development initiatives.

Providing diversity and inclusion training for all employees to raise awareness of unconscious biases and foster a culture of respect and inclusion.

Establishing employee resource groups or affinity networks to support the professional development and networking opportunities for underrepresented groups.

#### **7. Measures to Promote Integration/Inclusion of Employees with Disabilities**

BBW is committed to promoting the integration and inclusion of employees with disabilities. We will implement the following measures to support employees with disabilities:

Providing reasonable accommodations to enable employees with disabilities to perform essential job functions, including modifications to workspaces, equipment, and job duties.

Offering accessibility training for employees and managers to promote awareness and understanding of disability-related issues.

Partnering with community organizations and disability advocacy groups to enhance support services and resources for employees with disabilities.

#### **8. Reporting Procedures**

Employees who believe they have experienced or witnessed discrimination, harassment, or retaliation are encouraged to report the incident promptly to their supervisor, HR department, or any member of management. Reports can be made verbally or in writing, and all reports will be taken seriously and investigated promptly and impartially.

#### **9. Compliance**


All employees are expected to comply with this policy and are encouraged to contribute to maintaining a respectful and inclusive workplace. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

#### **10. Questions and Assistance**

Employees with questions or concerns regarding this policy or its application are encouraged to contact the HR department or any member of management for assistance.

#### **11. Acknowledgment**

All employees are required to review and acknowledge receipt of this policy. Acknowledgment forms will be maintained in employee personnel files.

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**10/4/2024**

**Managing Director**