

2020

EQUAL OPPORTUNITY POLICY



EQUAL OPPORTUNITY POLICY GUIDELINES

1.0 Purpose and Scope

Reinforce Marico's commitment to be an equal opportunity, diverse and inclusive workplace notwithstanding race, caste, religion, ethnicity, marital status, gender/gender identity/expression, sexual orientation, age, nationality, physical disability or any personal characteristic. These guidelines are applicable to all members of Marico Limited and applicants for employment.

2.0 Diverse and Inclusive workplace:

1. Marico is committed to building a diverse and inclusive workplace—where people can be who they are and be their best, professionally and personally. This in turn fosters an innovative, mutually respectful and positive work environment.
2. Members are expected to:
 - a) Create and sustain a diverse and inclusive work environment based on the principles of respect, dignity, fairness, equality, and human rights
 - b) Ensure there is no bias and all members have equal access to information and opportunity irrespective of their gender, race, caste, sexual orientation, physical disabilities or any other personal characteristic
 - c) Appreciate and encourage diverse points of view, new ideas or contrarian opinions leading to enhanced creativity, innovation and high performance
 - d) Maintain corporate etiquette and professional demeanour on all occasions, while exercising freedom of expressing views and thoughts

3.0 Discrimination and Harassment free workplace:

Marico recruits, selects, develops, transfers and promotes basis our principle of meritocracy which considers the performance, potential, competence of the member along with the requirements of the role and business.

1. We have zero tolerance for any discrimination and/or harassment caused to member(s) at the workplace. It is expected that members should be conscious and aware of behaviours and actions that can cause discomfort to others and abstain from the same.
2. Harassment or Discrimination in any form is not condoned/ excused by Marico under any circumstances.
3. Accordingly, irrespective of the intent, motive or the extent of proximity or friendship, the following behaviours (illustrative list only) if exhibited, could be perceived as discriminating or harassing and should be avoided:
 - i. Comments about one's appearance, clothing or attire
 - ii. Work assignments, projects, increments, promotions or employment benefits offered or denied to a member basis gender, any other bias or stereotypes
 - iii. Moral policing or commenting on choice(s) made by a member pertaining to sexual orientation or gender or any other personal life decision(s)
 - iv. Bullying a member for inability to perform a task or any other reason
 - v. Deliberate exclusion of a member due to any perceived social stigma/ bias/ beliefs
 - vi. Influence a group to exclude a member from common office gatherings/outings
 - vii. Use of incorrect pronoun (he/she/him/her/they/them) which is against member's preference
 - viii. Racial or religious vilification, intimidation, victimization, or violence
 - ix. Disrespect human or workplace rights of members as established by law/

policy

- x. Justify harassment (sexual/ verbal/ any other) caused to member(s), by linking it to implied consent, based on one's own understanding/assumption(s)
- xi. Vitiating the work environment with any of the above behaviour, since it is not objected to or has been accepted over a period of time, thereby making it hostile for other members in general

Members have appropriate grievance redressal mechanisms to raise any concern which they face on discrimination or harassment to the CoC or PoSH committee based on the nature of incident. For detailed guidelines on prevention of sexual harassment, please refer to Marico's POSH policy.