



## Diversity, Equity, and Inclusion Policy

Effective From: 01-Feb-2023

Revision No.:00

### 1. Objective:

This policy aims to promote a diverse, equitable, and inclusive workplace that values and respects all individuals, regardless of gender, caste, religion, creed, HIV/AIDS, disability, or ethnicity. This policy aims to create a safe and welcoming work environment free from discrimination, harassment, and retaliation.

### 2. Scope:

This policy applies to all employees, vendors, visitors, and any person affiliated with Reliable Autotech Pvt. Ltd. It covers all aspects of employment, including but not limited to hiring, promotion, training, compensation, benefits, and termination. This policy applies to all locations where Reliable operates, including its offices, worksites, and any other place where work is performed on behalf of the organization.

This policy also covers any conduct that occurs outside of the workplace if it impacts the workplace, or any person affiliated with the organization. Additionally, this policy applies to all forms of communication, including verbal, written, electronic, and social media.

### 3. Policy:

Reliable is committed to creating a diverse, equitable, and inclusive workplace that reflects the communities we serve. We believe that diversity, equity, and inclusion are essential to our success and our ability to innovate and serve our customers and stakeholders effectively. We value the unique perspectives and experiences that each individual brings to our organization and strive to create a culture that fosters respect, collaboration, and creativity.

#### 3.1. Our Commitment to Diversity, Equity, and Inclusion:

We are committed to ensuring that all employees, vendors, visitors, and anyone affiliated with the organization are treated with dignity and respect. We will not tolerate any form of discrimination, harassment, or retaliation based on any of these characteristics:

- Gender
- Cast
- Religion
- Creed
- Ethnicity
- Disability
- HIV/AIDS

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Head- Human Resource

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Director



We believe that everyone has the right to work in an environment free from discrimination, harassment, and retaliation. Therefore, we will provide reasonable accommodations to employees with disabilities to ensure that they have equal access to employment opportunities and are able to perform their job duties.

We recognize that individuals living with HIV/AIDS may face discrimination and harassment in the workplace, and we are committed to ensuring that employees with HIV/AIDS are treated with dignity and respect. If any person in the organization comes to know that any other person is infected with HIV/AIDS, they will keep it confidential. The company will not allow any person's blood to be checked to find out if they are infected with HIV/AIDS or not.

We are committed to creating a work environment that is welcoming and supportive for all individuals. We recognize the importance of diversity and are committed to creating an inclusive work environment that values and respects all individuals, regardless of their backgrounds. We believe diversity and inclusion are essential to creating a culture fostering creativity, innovation, and collaboration.

### **3.2. Our Commitment to Preventing Discrimination and Harassment:**

We will not tolerate any form of discrimination, harassment, or retaliation based on any of the characteristics mentioned above. Discrimination and harassment can take many forms, including but not limited to the following:

- Verbal or physical abuse
- Offensive or derogatory remarks or gestures
- Unwanted physical contact
- Isolation or exclusion
- Retaliation for reporting discriminatory or harassing behavior.

We encourage anyone who believes they have experienced or witnessed such behavior to report it promptly. We will investigate all reports of discrimination and harassment and take appropriate action to address the situation. We will not retaliate against any individual who reports discriminatory or harassing behavior.

### **3.3. Our Commitment to Accommodating Disabilities:**

We are committed to providing reasonable accommodations to employees with disabilities to ensure that they have equal access to employment opportunities and can perform their job duties. We will interact with employees with disabilities to determine the appropriate accommodations to meet their needs. We will make reasonable accommodations to

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ensure that employees with disabilities have equal access to training, promotions, and other job-related opportunities.

### 3.4. Our Commitment to Training and Education:

We are committed to providing training and education to all employees, vendors, and visitors on diversity, equity, and inclusion issues. We believe that education is essential to creating a workplace that is free from discrimination, harassment, and retaliation. We will provide training to all employees on our policies related to diversity, equity, and inclusion. We will also provide training on unconscious bias, cultural competency, and respectful communication.

We will hold managers and supervisors accountable for promoting a culture of diversity, equity, and inclusion in their respective areas of responsibility. We will provide additional training to managers and supervisors on creating a work environment that is welcoming and supportive for all employees.

### 3.5. Our Commitment to Accountability:

We are committed to holding all employees accountable for promoting a culture of diversity, equity, and inclusion. We will not tolerate any behavior that undermines our commitment to creating a workplace that is free from discrimination, harassment, and retaliation. We will hold all employees accountable for their behavior and conduct, including managers and supervisors.

We will regularly review our policies and procedures to ensure they are consistent with our commitment to diversity, equity, and inclusion. We will assess our progress in promoting diversity, equity, and inclusion and identify areas for improvement. We will hold ourselves accountable for creating a welcoming and supportive workplace for all individuals.

### 4. Conclusion:

Reliable is committed to creating a diverse, equitable, and inclusive workplace that values and respects everyone. We believe that diversity, equity, and inclusion are essential to our success and our ability to innovate and serve our customers and stakeholders effectively. We will continue to promote a culture of respect, collaboration, and creativity that welcomes and supports all individuals, regardless of their backgrounds.

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