

Policy Guidance Document	Equal Opportunity Policy			
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1.1	1-Nov-21	Geetika Hans	Dinesh R.	Policy Update

Equal Opportunity Policy

I. Vision

At Oravel Stays Limited, its subsidiaries and affiliates (collectively, 'OYO' or 'Company'), we recognize the value of building a diverse workforce and creating an inclusive workplace where all employees are treated equally with respect and dignity. We strive to build an ecosystem that values diversity in all forms and enables people to perform at their full potential.

We are committed to providing equal employment and advancement opportunities irrespective of age, colour, disability, marital status, nationality, race, religion, sex, sexual orientation. We strive to ensure that our workforce is representative of all sections of the society and proactively work towards providing equal opportunities to Persons with Disabilities while maintaining a work environment that is free from any discrimination based on above considerations.

II. Policy Statement

OYO is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. This Policy expresses the Company's commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression. It is the responsibility of the company to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications. The Company will appoint, train, develop and promote on the basis of merit and ability alone.

OYO encourages candidates with different disabilities to apply for all positions. We follow an inclusive evaluation process by ensuring that a person with disability is provided with suitable flexibility and accommodation that may be required so they are evaluated fairly. Any information shared by employees on disability/ medical conditions remains confidential.

If an employee acquires a disability during their employment tenure they can return to work at the same rank as before. In case the employee is unable to perform the current job, the Company will invest in re-skilling the employee for another position at the same rank or higher.

OYO is committed to promoting awareness on equal opportunity and inclusion of people with disabilities among all employees by organising training and sensitisation programmes and campaigns, educational sessions and groups on diversity for employees.

OYO follows open door practices to make the reporting of unlawful discriminatory conduct easier. promotes active encouragement of employees to propose improvements while there is also an explicit

prohibition of discrimination and clearly defined consequences.

III. Scope

The above policy applies to all employees of OYO and covers all persons with disabilities who are vulnerable to discriminatory treatment. They could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. This policy also applies to all aspects of employment, including selection, job assignment, compensation, performance management, training, career advancement, working conditions, transfers, employee benefits and termination.

IV. Facilities and Amenities

To create a conducive workplace, OYO aims to provide to its employees all necessary infrastructure (physical and digital), all required facilities, including assistive devices, amenities and trainings. An employee facing accessibility, leave or any other work-related issue should report the same to their reporting manager or HR partner at their location or write to the Liaison Officer.

At OYO, hiring is purely based on merit and the candidates are evaluated based upon their skills and competence. Flexibility will be provided to persons with disabilities on an individual basis as detailed in the subsequent section. Applicants can contact local HR POC or the Liaison Officer for specific assistance with respect to suitable positions in compliance with applicable regulations.

The Company endeavours to identify posts/vacancies that are suitable for persons who are differently abled or have special abilities. Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job.

If a person with disability needs any specific reasonable accommodation for the interview, she/he should write to the recruiter or the Liaison Officer.

Each interviewer is mandated to record her/his comments on the candidate's role fitment in the Interview Evaluation Form. Reasons for rejection should be objective and not related to the person's disability, unless/otherwise directed by the regulatory authorities.

V. Liaison Officer

OYO has appointed **Geetika Hans, VP Human Resources** as a Liaison Officer who will be responsible to oversee the recruitment of persons with disabilities, for taking initiatives and providing the requisite support needed to realise the goals of an inclusive and accessible workplace. The Liaison Officer is responsible for:

- ensuring that all concerned employees are made aware of their duties and rights in relation to the Equal Employment Opportunity policy through the HR partners.
 - developing proactive strategies to prevent discrimination and harassment at workplace.
 - to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
 - to encourage employees to report any incidents of violation of this policy and ensure appropriate resolution of such violations.
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VI. Maintenance of Records

Company maintains below mentioned records reflecting the details of the persons with special abilities, that it has employed:

- Number of persons with disabilities who are employed and the date from when they are employed;
- Name, gender and address of persons with disabilities;
- Nature of disability of such persons;
- Nature of work being rendered by such employed person with disability;
- Kind of facilities being provided to such persons with disabilities.

The information that an employee shares about her/his disability will be kept confidential. It will be maintained in a separate file and not in her/his personal file. However, such information shall be subject to the following exceptions:

- Managers/Supervisors/Security Personnels/third parties may be given information about an employee's disability, on a need to know basis, for facilitating any necessary support or accommodation.
- Information about an employee's disability may be provided when required by any government or judicial authority.

VII. Grievance Redressal

All supervisors and managers are responsible to ensure that policies of equal opportunity are applied at all times and that all procedures and practices are free of discrimination. All employees are obliged to follow applicable law and equal opportunity employer principles. In cases when these rules are violated, employees can address the offender directly. If the issue is not resolved they can report to their immediate supervisor or HR POC. Employees can also directly raise a complaint to the Liaison Officer. The report will be investigated as soon as possible and all parties will be listened to. The employee that suffered the offence will be protected against harassment and victimization.

On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be subjected to disciplinary actions. Possible action taken against the employee may include a reprimand, detraction of benefits for a definite or indefinite time period, demotion, denial of promotion and suspension or termination for more serious offences. Involuntary or indirect discrimination will be resolved through training, counselling and suitable modification of procedures when required to ensure fair treatment.

The Company reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps

VIII. Affirmative Action

OYO, for the purpose of promoting equality of opportunity, seeks to increase the representation of people with disabilities using suitable recruitment and outreach efforts. These include, but is not limited to:

- Participation in job fairs, training and scholarship programmes and organising special recruitment drives with an agenda to hire differently-abled interns.
- Providing the required training and development interventions for people with disabilities who have

high support needs.

- The Company regularly monitors the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved and accordingly implements any required changes to its processes.

IX. Amendments

The Company has the absolute right, in its sole discretion, to modify, amend or withdraw this Policy, in part or full, as it may deem fit from time to time. The decision of the Company with regard to any or all matters relating to this Policy shall be final and binding on all concerned.