

# EQUAL OPPORTUNITY POLICY

## APOLLO MICRO SYSTEMS LIMITED (“the Company”)

### 1. OBJECTIVE

This Equal Opportunity Policy is developed in compliance with the Rights of Persons with Disabilities Act, 2016. The policy aims to ensure equal opportunities and an inclusive work environment for all employees, including persons with disabilities, within the Company.

### 2. SCOPE

This policy is applicable to all employees, applicants, and candidates across all levels and departments within the Company, including permanent, temporary, and contractual positions.

### 3. DEFINITIONS

- **Disability:** As defined under the Rights of Persons with Disabilities Act, 2016, encompassing physical, intellectual, mental, and sensory impairments.
- **Reasonable Accommodation:** Necessary and appropriate modifications and adjustments to the work environment will be provided to enable persons with disabilities to enjoy equal rights and opportunities at the workplace.

### 4. PROMOTING EQUALITY AND INCLUSIVE WORKPLACE PRACTICES

#### a) **Non-Discrimination:**

The Company will prohibit any form of discrimination against persons with disabilities in all aspects of employment, including recruitment, training, promotion, and termination. All employees, irrespective of their abilities, will be treated equally.

#### b) **Facilities and Amenities:**

The workplace at The Company will be fully accessible to all employees, visitors, including those with disabilities. The company will make all necessary modifications to its facilities to ensure they meet accessibility standards, including ramps, accessible restrooms, designated parking, and assistive technologies.

**c) Reasonable Accommodation:**

Reasonable accommodations will be provided to employees with disabilities to enable them to perform their job duties effectively. This will include adjustments to workstations, provision of assistive devices, flexible work hours, and any other modifications necessary for the performance of job functions.

**d) Assistive Devices and Support:**

The Company will provide assistive devices, technologies, and other support mechanisms required by employees with disabilities. This will include the availability of screen readers, hearing aids, and other tools that facilitate ease of work.

**e) Workplace Environment:**

A safe and supportive work environment will be maintained, free from harassment and discrimination. The company will foster a culture of respect, dignity, and inclusion, where all employees are encouraged to participate fully in the workplace.

**f) Career Advancement and Retention:**

Employees with disabilities will be provided with equal opportunities for career advancement, including access to training programs, mentorship, and leadership development opportunities. The company will commit to retaining talent by offering the necessary support and accommodations.

**g) Grievance Redressal:**

The Company will establish a grievance redressal mechanism to address any complaints related to discrimination or harassment based on disability. Employees may file a complaint with the designated HR Officer, who will handle the complaint promptly and confidentially.

## **5. GRIEVANCE REDRESSAL OFFICER**

The designated Equal Opportunity Officer will be Jyothsna Ponugupati, who can be contacted at:

Phone: 040 - 27167000

Email: [hr@apollo-micro.com](mailto:hr@apollo-micro.com)

The HR Officer will be responsible for implementing this policy, addressing grievances, and ensuring compliance with the Rights of Persons with Disabilities Act, 2016.

## **6. MONITORING AND REVIEW**

This policy will be reviewed as required to ensure ongoing relevance and effectiveness. The Company will monitor the implementation of this policy to ensure compliance with its objectives.

## **7. COMMUNICATION**

This policy will be communicated to all employees and will be available on the company's official website [www.apollo-micro.com](http://www.apollo-micro.com) and Employees will be educated about their rights and responsibilities under this policy through regular training and awareness programs.