

<b>GROWXCD FINANCE PRIVATE LIMITED</b>	
<b>POLICY</b>	Equal Opportunity Policy
<b>Reviewing Authority:</b>	Board of Directors
<b>Approving Authority:</b>	Board of Directors vide BM dt. 15.02.2024
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<b>Effective Date</b>	15.02.2024
<b>Review Cycle:</b>	Annually or as recommended by the Board of Directors

## EQUAL OPPORTUNITY POLICY

### 1. Preamble:

At GrowXCD Finance Private Limited ("Company", "GrowXCD"), we recognize the value of diverse workforce. Our Company is committed to provide equal opportunities in employment and creating an inclusive work place and work culture in which all employees are treated equally with respect and dignity.

### 2. Purpose

The purpose of the policy is to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, colour or sex. The Company strives to maintain a work environment that is free from any harassment /discrimination based on the said considerations.

### 3. Scope & Applicability:

The Equal Opportunity Policy will be applicable to employees of all classes and categories irrespective of whether they are regular, temporary or trainee posts, unless specifically stated otherwise. The policy would also cover those employees who may acquire disability during their employment with the company.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salary, transfers, employee benefits and career advancement etc. This Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

This policy applies to the Head Office and all branches of GrowXCD.

### 4. Effective Date:

While the company has been adopting this in practice since incorporation, this policy shall come into force from the approval date to provide equal opportunities in employment and creating an inclusive work place and work culture.

### 5. Policy Statement:

- GrowXCD aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India from time to time.
- The selection process is the same for all candidates, including persons with disability. The hiring is purely based on merit and candidates are evaluated based on their skills and competence. Job applicants who need specific adjustment / accommodation in the selection process can contact the recruiter or the HR Manager.

- In GrowXCD remuneration practices are based on merit without regard to the person's ethnic background or gender and are periodically updated based on market benchmarks. We seek to maintain a culture in which merit and performance are rewarded. The organization will ensure that career growth opportunities are provided solely based on merit for all employees.
- The Company ensures there is no discrimination of any type against socially disadvantaged sections in the workplace.
- The organization will endeavor to ensure that all the training programs are accessible to employees with disability.
- The Company will endeavor to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.
- Our Company has a robust and well-defined process for capturing and maintaining the records of its employees. We understand and respect that sharing information about one's disability is purely a personal preference, and nobody is mandated to do so.

Confidentiality of the data will be maintained with certain exceptions like data being made available for security and other relevant functions. The information will be shared on need basis, at the discretion of the HRD.

#### 6. Monitoring and Review:

- a) The Compliance with the policy shall be reviewed periodically at least once in a financial year by the Human Resource Department of the Company and shall also verify that the systems for internal control are adequate and are operating effectively.
- b) The Managing Director is authorized to make modifications to this Policy which would remove ambiguities, enhance clarity on the provisions of the policy. Any major modification to the Code will require authorization by the Board.

#### 7. Reporting and Remedy:

- a) Any questions or concerns on matters of human rights shall be reported to Head-Human Resources, GrowXCD Finance P Ltd.
- b) GrowXCD assures through this policy that any adverse human rights impacts resulting from or caused by the Company's business activities shall be appropriately and adequately remedied in a time-bound manner.