

Equal Opportunity Policy

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1. Objective

The objective of this policy is to ensure that the work environment is free from any discrimination based on race, caste, creed, color, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, marital status or pregnancy.

2. Scope

This policy covers employees of Aakash Educational Services Limited (hereinafter referred to as the "AESL/Company") at premise defined as workplace - branches, corporate offices as well as remote/hybrid work settings, official travel, and organization-sponsored events.

3. Policy Practices

3.1 Facilities and Amenities

- **Digital Infrastructure:** The Company shall continue to endeavor to ensure that all our documents, communication and information technology systems adhere to the accessibility standards.
- **Reasonable Accommodation:** The organization is committed to providing reasonable accommodations to employees with disabilities, pregnant employees, and those with sincerely held religious beliefs, unless doing so causes undue operational hardship.
- **Accommodation for Persons with Disabilities:** Flexible work arrangements for employees requiring them role modifications or reassignments where the core function can be retained
- **Maternity & Parental Accommodation:** No adverse action upon return from maternity or parental leave

3.2 Recruitment & Selection

All recruitment activities shall be conducted transparently and free from bias:

- Job descriptions shall use inclusive language and specify only bona fide occupational requirements
- Interview panels shall, wherever practicable, be diverse in composition
- Selection criteria shall be consistently applied; assessments shall be structured and documented

3.3 Working at the Company

As an equal opportunity employer, all the Company's employment decisions are made on the merit of an individual. The Company ensures that any decisions in relation to its employees including but not limited to promotions, compensation, benefits, leaves, transfers, role redundancy and reinstatement, company-sponsored training, education, social and recreational programs are administered without discrimination.

3.4 Employee Engagement and Social Inclusion

The Company will endeavor to make all company events and meetings conducive by ensuring that these are conducted at accessible venues.

3.5 Digital Personal Data Protection

Any personal data collected for the purposes of diversity monitoring or equal opportunity reporting shall be collected with explicit consent, used solely for that purpose, and handled in accordance with the Digital Personal Data Protection Act, 2023.

4. Grievance Redressal

Raising Complaint

Any employee who believes they have experienced or witnessed a violation of this policy may raise a complaint through any of the following channels:

- Directly to their HR Business Partner (HRBP)
- By writing to – WeCare@aesl.in

Enquiry Process

- All complaints shall be acknowledged
- Enquiry shall be conducted in a fair, impartial, time-bound, and confidential manner
- Both the complainant and the respondent shall be given a full opportunity to present their case
- Resolution targeted within 30 days

5. Protection Against Retaliation & Policy Misuse

AESL is committed to ensuring that this policy is used responsibly and in good faith — both by those who raise concerns and by those who are involved in addressing them. Any form of retaliation against an employee for raising a complaint, participating in an investigation, or supporting a complainant in good faith is itself a serious policy violation and shall be subject to disciplinary action.

At the same time, any employee found to have knowingly filed a false complaint, made malicious allegations, or fabricated, tampered with, or submitted false evidence in relation to a complaint under this policy will be subject to disciplinary action.

6. Policy Administration & Review

- This policy shall be reviewed from time to time as deemed necessary
- The latest version of this policy shall be accessible to all employees in the HRIS
- The organization reserves the right to amend or withdraw this policy at any time, subject to statutory requirements

7. Version History

Version	Effective From	Details	Policy Owner
V1	Aug 2026	Base Policy	Human Resources