

TIDE WATER OIL COMPANY (INDIA) LIMITED (TWOC)

Equal Opportunity Policy

1. Purpose

TWOC is committed to being an equal opportunity employer.

2. Scope

The Equal Opportunity Policy is applicable for all job applicants and employees.

3. Policy Framework

TWOC is committed to providing equal opportunities without any discrimination on the grounds of age, colour, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any verbal or physical harassment based on any of the above or any other reason.

To this end:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Employment with TWOC will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- Developmental and promotional opportunities will be based on performance, ability and potential and will be consistent with the needs of the business.
- TWOC will not tolerate harassment, discriminatory behaviour or behaviour that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or use the existing grievance redress mechanisms. Complaints will be taken seriously and treated with sensitivity and fairness.
- In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, TWOC, as per specific requirements, shall ensure that proper infrastructure is provided to persons with disability to enable them to discharge their duties at the establishment effectively.
- TWOC commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination in any manner.

4. Roles and Responsibilities

4.1 Employee Responsibilities

All TWOC employees have the following responsibilities:

To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee acts in their capacity as a representative of the Company.

4.2 Responsibilities of Managers and Supervisors

Managers and supervisors have the following additional responsibilities:

- To take reasonable steps to resolve complaints brought to their attention and maintain confidentiality as far as practicable.

4.3 Human Resources Responsibilities

Human Resources representatives have the following additional responsibilities:

- To provide advice and address grievances relating to the employment of persons with disabilities and / or any other complaints regarding discrimination in any other form against any job applicant/employee.

5. Interpretation & Guidance

The HR department reserves the right to interpret the provisions of this policy and guide the employees accordingly.

6. Review Timelines

The policy will be reviewed basis changes in legal guidelines.