

Berar Finance Limited

EQUAL OPPORTUNITY POLICY

RECORD OF REVIEW:

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1. Introduction:

Berar Finance Limited is a Non-Banking Financial Company (“NBFC”) having valid Certificate of Registration no. 13.01109 with Reserve Bank of India (“RBI”). It falls under the Middle Layer as per Master Direction – Reserve Bank of India (Non-Banking Financial Company – Scale Based Regulation) Directions, 2023 with more than 30 years of experience in asset finance business. Founded in 1990, Berar Finance Limited (“Company”) is one of the oldest vehicle financing NBFCs in Central and West India with a network of 100+ branches. Apart from specialize in providing two-wheeler loans the Company also provides Vehicle Refinance, Four-Wheeler Loans (Used Cars), Personal Loans, Staff loans and Secured MSME Loan on flexible repayment terms with focus on quick turnaround and customer convenience.

2. Background:

This Equal Opportunity Policy (“Policy”) has been framed in consonance with the Rights of Persons with Disabilities Act, 2016 (the “Act”) and Rights of Persons with Disabilities Rules, 2017 (“the Rules”) laid down thereunder. This Policy shall form an integral part of the service rules of the Company, as applicable to all employees of the Company in India.

3. Objective:

Indian constitution encompasses social safeguard measures for all citizens of India in Article 15 and Article 16.

Article 15 mandates prohibition of discrimination on grounds of religion, race, caste, sex or place of birth.

Article 16 mandates equal opportunity in matters of public employment.

Article 16(2) further states that no citizen shall on grounds only of religion, race, colour, caste, sex, descent, place of birth, residence or any of them be ineligible for or discriminated against in respect of any employment or office under the State.

Berar Finance Limited has endeavored to capture the spirit of the above national and international statutes in Equal Opportunity Policy

Berar Finance Limited is committed to promoting equal employment opportunities and a workplace that is free of all forms of discrimination. Equal opportunity means that all staff experience fairness, impartiality and equal access to all career initiatives in the Berar Finance Limited.

Berar Finance Limited’s commitment to equal opportunity promotes an inclusive work environment that values and accepts the diverse cultural and social backgrounds of its staff.

This Equal Opportunity Policy (hereinafter referred as “Policy”) is in accordance with the provisions of ‘The Rights of Persons with Disabilities Act, 2016’ (hereinafter referred as Act”) and the rules made thereunder.

People or persons with disability, are **hereinafter referred as “Differently Abled People”**.

4. Scope and Applicability:

Applicable to all the employees.

5. Policy/Process:

5.1 Policy Objective

The objectives of this Equal Opportunity Policy are to ensure that all:

- Berar Finance Limited’s employees or potential employees do not suffer unfair discrimination in the workplace including any disability.
- Individuals and groups within the Company work in an environment where all decisions are free of discrimination, where they have equal opportunity based on relevant abilities, skills and merit.
- Employees are encouraged to take positive action towards promoting equal opportunity throughout the organization.
- Personnel actions such as compensation, benefits, transfers, layoffs, company-sponsored training programs and social and recreational programs will be administered on a non- discriminatory basis.
- Application of labour laws to be uniformly applied in the organization.

5.2 Equal Opportunity and Provisions of Services

It refers to the principle which ensures that all employees and potential employees of Berar Finance Limited are treated equitably and fairly regardless of their race, sex or disability. Everyone has an equal chance when applying for jobs, IJPs, transfers, promotions, training opportunities and in their working conditions. The following activities shall be conducted in a uniform manner:

- Recruitment procedure and selection criteria, for appointment or engagement of a person as an employee.
- Promotion and transfer of an employee.
- Training and staff development for an employee.
- Terms of employment or any other employee related activity.

- Appropriate facilities and amenities to enable them to discharge their duties.
- Documents, communication and information technology systems which adhere to accessibility standards.
- Barrier free accessibility and availability of any assistive devices, as and when it is required.

5.3 Parameters of Discrimination - Strictly Prohibited

Berar Finance Limited and its employees shall strive to create a workplace that is free from discrimination in their employment practices against any potential or existing employees, and shall not discriminate on a person's:

- Age or other circumstances
- Colour
- Cultural or social beliefs such as religious
- Educational Background
- Race, ethnicity or nationality
- Spiritual, traditional or customary beliefs
- Political opinion
- Physical features or physical disabilities
- Gender identity and expression
- Marital status
- Pregnancy or judging the impacts of potential pregnancy on decisions
- Breastfeeding
- Sexual orientation
- Health or physical disability or impairment
- Medical record
- HIV status
- Family responsibilities

6. Liaison Officer

- The Company has nominated Vice President Human Resources as the Liaison Officer. The Liaison Officer shall also ensure that there no grounds of discrimination at the time of hiring, recruitment or providing training and there are appropriate facilities/amenities for all including differently abled people in the Company.
- The Liaison Officer shall ensure that trainings, working conditions, remuneration, transfers, employee benefits and career advancement opportunities are provided to differently abled people, in a fair and equitable manner.

7. Maintenance of Records:

The Company shall maintain records containing the following particulars, related to namely:

- The number of differently abled people, who are employed and the date from when they are employed;
- The name, gender and address of differently abled people;
- The nature of their disability;
- The nature of work being rendered by differently abled people; and
- The kind of facilities being provided to them.

8. Policy review:

The Company reserves the right to alter, add to, vary, or substitute any of the provisions of the Policy pursuant to change in applicable laws, rules and regulations