

## EQUAL OPPORTUNITY POLICY

### PHILOSOPHY

NCC's Equal Opportunity Policy stands as a testament to its dedication to providing equal employment opportunities to all individuals, irrespective of their background. This policy encompasses various facets of engagement with people, from recruitment and hiring to promotions, training, and beyond. The Policy's foundation is built on the principle of non-discrimination. NCC stands determined in its pledge to provide equal opportunities to all.

### OBJECTIVE

- ❖ To lay down the guiding principles to create a workplace committed to equal opportunity, diversity, inclusion, and fairness.
- ❖ To enable individuals have a fair and equal chance to contribute, learn, and flourish, ensuring a brighter future for themselves and the organization.

### APPLICABILITY

The Equal Opportunity Policy is applicable for all job applicants and Employees on Regular, Contractual, Consultant and Temporary roles.

### POLICY

- ❖ **Non-Discriminatory** - NCC firmly prohibits any form of discrimination based on characteristics such as race, colour, religion, gender, gender identity, sexual orientation, national origin, age, disability, marital status, or veteran status. All employment decisions are guided by job-related criteria, individual qualifications, and performance, without any prejudice.
- ❖ **Equal Opportunity for Candidates** - NCC in its quest to create a diverse workforce, extends equal opportunities to all candidates seeking to join the NCC family. We are committed to accommodate and remove any barriers in order to enable all qualified applicants to participate in the application process. Throughout recruitment and hiring, we ensure that candidates are evaluated solely based on their skills, experience, and qualifications, free from any bias or discrimination.
- ❖ **Equal Opportunity for Disabled Employees** - NCC is committed to offering equal opportunities to employees with disabilities, irrespective of their disability, in compliance to 'The Rights of Persons with Disabilities Act, 2016', and ensuring provisioning of reasonable accommodations to support their needs. Our interactive process ensures individuals can perform their essential job functions without any hindrance.
- ❖ **Safe & Respectful Environment** - NCC is devoted to creating a safe and respectful work environment. We maintain a zero-tolerance stance against all forms of harassment or discrimination – verbal, physical, or visual. Our commitment to equal opportunity extends to

cultivating a workplace where everyone feels comfortable, respected, and empowered. Any reported incidents will be thoroughly investigated, and appropriate action will be taken to rectify the situation. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she must bring it to the notice of Head HR.

- ❖ **Equal Opportunity for Promotions** - Employment within NCC is strictly merit-based. Promotions and advancement are based on performance, ability and potential, and will be consistent with the needs of the business. We recognize and reward employees based on their performance, abilities, and potential to contribute to our organization's growth. NCC is committed to ensure that all employees have a level playing field to showcase their abilities and grow.
- ❖ **Equal Opportunity for Learning and Development** - NCC firmly believes in nurturing talent from all walks of life. Our training and development programs are designed to provide equal access and opportunities for growth to every employee. Regardless of their background, every member of our team will have the chance to enhance their skills, broaden their horizons, and unlock their full potential.
- ❖ **Freedom to Raise Concerns** - NCC believes in cultivating an environment where employees can voice their concerns. Should any employee believe they have experienced or witnessed discrimination or harassment, the matter must be brought to the notice of Head HR. NCC is committed to investigating all reports impartially and ensuring that there will be no retaliation against those who come forward in good faith.
- ❖ **Continuous Review and Evolution** - NCC's Equal Opportunity Policy is a living document. We recognize the importance of continuous improvement and adaptation to changing circumstances. Periodic reviews of this policy will ensure its relevance, effectiveness, and alignment with evolving statutory and business needs.

#### **CLARIFICATION/INTERPRETATION**

All matters requiring interpretation/clarification shall be referred to Head HR.