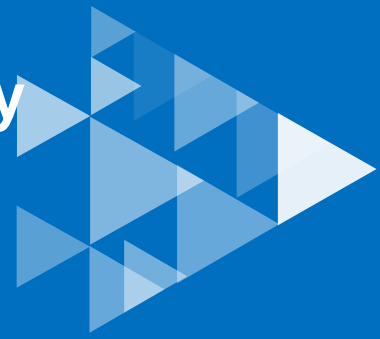


Equal Employment Opportunity Policy - India

**Objective:**

To treat employees without any discrimination with regard to their race, religion, belief, sex, color, creed, age, national and ethnic origin, marital status, pregnancy, sexual orientation, political affiliation and physical ability.

Applicability:

This policy governs all areas of employment at HCL Technologies Ltd and its subsidiaries ("HCL") in India.

Policy Details:

- HCL will ensure adherence to the laws of the land with regard to employment norms, including freedom of association, as applicable and will not indulge in practices such as employing child labor bonded labor etc.
- HCL is an equal opportunity employer and makes the best endeavors to treat the candidates and employees without regards to their race, religion, belief, sex, color, creed, age, National & ethnic origin, marital status, pregnancy, sexual orientation and physical disability, political affiliation or any other status protected by laws or regulations of the land
- This includes equal opportunity in employment, upgrading, promotion or transfer, recruitment or recruitment advertising, layoff or termination, wages or other compensation, selection for training, including apprenticeship, pre-apprenticeship, and/ or on the job training.
- HCL ensures and maintains a work environment free of harassment, threats, intimidation, discrimination and coercion at all sites and in all facilities at which employees are assigned to work. Any employee who violates this policy will be subjected to disciplinary procedure as per Disciplinary Policy.
- HCL will not retaliate nor discriminate against any employee or applicant because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practices.

People with Disability (PWD):

- HCL shall ensure that no employee is discriminated on the grounds of his/her disability in regard to any position for which the employee or applicant is qualified, except in cases where such act/omission is a proportionate means of achieving a legitimate or organizational aim.
- **Reasonable Accommodation/ Facilities/Benefits provided to disabled employees:** HCL will provide required and reasonable facilities to the disabled employees to enable them effectively to discharge their duties. (Reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case on the Company, to ensure to Persons with Disabilities the enjoyment or exercise of rights equally with

others)

- Concerns related to IT, admin, performance bonus, compensation, application issues etc. pertaining to independent functions for which there are established Smart Service Desk processes should be routed through myhcl >> SSD. Employees can refer to the Grievance Redressal Protocol- India on Policies Hub to understand various channels and mechanism for raising grievances.
- Link: Myhcl >> HR Studio >> Policies Hub >> Advanced Search >> India >> Grievance Redressal Protocol – India
- Employees can reach out to the Diversity CoE (Diversity@hcl.com) to address escalated grievances and challenges which are discriminatory in nature (behavioral or logistical) faced by PWD employees that inhibits them from carrying out their day-to-day work owing to the disability.
- Recruitment: HCL as an Equal Opportunity Employer will ensure recruitment of the disabled by identifying posts/vacancies for Disabled Persons.
- Maintenance of Records: HCL maintains records of the disabled employees including their date of joining, names, gender and addresses, nature of their disabilities and the nature of work performed by them as declared by employees voluntarily.

Consequences

HCL will not tolerate any form of discrimination and will take appropriate disciplinary action as per the Disciplinary Policy, including possible termination, of any person determined to have engaged in unlawful conduct under this policy.

Complaint Procedure

Any individual, who believes that he or she has been discriminated against as per the policy, should bring any complaint to Employee Partner HR. Complaints may be lodged in writing/ in person, or a ticket could be raised on SSD. Any employee who files a complaint will be advised appropriately regarding any investigation, action, or resolution of the problem. For further disciplinary/complaint procedure, you can also refer to Disciplinary Policy at Policy Hub.