

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Applicability:

This policy applies to all employees of HCL America Inc.

Scope:

This policy governs all areas of employment at HCL America Inc including recruitment, hiring, training, promotions, compensation, benefits, discipline, and terminations.

Policy details:

- HCL America Inc is an Equal Opportunity Employer and, as such, treats candidates and employees fairly regardless of race, religion, sex, color, age, national origin, pregnancy, sexual orientation, gender identification, disability, and protected veteran status.
- HCL America Inc shall include equal opportunity in employment, promotion or transfer, recruitment or recruitment advertising, layoff or termination, wages or other compensation, selection for training (including on the job training), or any other employment decision.
- Ensure and maintain a work environment free of harassment and intimidation and coercion at all sites and in all facilities at which employees are assigned to work
- HCL America Inc will ensure adherence to applicable laws and will not violate child labor, bonded labor, and other similar employment laws.

Any employee who violates this policy will be subjected to disciplinary procedures, up to and including termination.

Approved by
Ramachandran Sundararajan,
Executive Vice President – Human Resources

Disclaimer – HCL America Inc reserves the right to alter, append or withdraw this policy either in part or in full based on management's discretion

