



# **Unico Housing Finance Private Limited**

## **Equal Employment Opportunity Policy**

## Equal Employment Opportunity Policy

**Policy Number: UNICO/HR/003**

<b>Prepared and Proposed By</b>	Chief People Officer
<b>Reviewed and Recommended By</b>	Nomination & Remuneration Committee
<b>Approved By</b>	Board of Directors
<b>Date of Approval</b>	30 <sup>th</sup> April 2026
<b>Date of last review</b>	30 <sup>th</sup> April 2026
<b>Effective Date</b>	30 <sup>th</sup> April 2026
<b>Review Cycle</b>	Annually or as recommended by the Board of Directors

### Purpose

Equal employment opportunity Policy states that no stakeholder at Unico Housing Finance Private Limited shall be discriminated against on grounds of being differently abled and transgender, in matters pertaining to employment/ learning and growth and development.

### Scope

The Equal Employment Opportunities Policy ("Policy") of Unico Housing Finance Private Limited, sets out the Company's commitment to non-discrimination in the workplace and providing equal opportunities during recruitment and employment for persons who are differently abled and transgender persons.

### Applies To

All the employees, Customers, Vendors of Unico Housing Finance Private Limited

### Version Control

Version Number	Date of Approval	Approved by
1.0	29 <sup>th</sup> October 2024	Board of Directors
2.0	26 <sup>th</sup> March 2025	Board of Directors
3.0	30 <sup>th</sup> April 2026	Board of Directors

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### Glossary

RBI	Reserve Bank of India
NHB	National Housing Bank
UNFPL	Unico Housing Finance Private Limited
NBFC	Non-Banking Financial Companies
Unico	Unico Housing Finance Private Limited

## 1. Objective

To provide fair and impartial opportunities for persons who are differently abled and transgender persons in the recruitment process of Unico.

To provide a helpful and barrier-free working environment to the differently abled persons and transgender persons at Unico.

To provide appropriate facilities, amenities and support to persons who are differently abled and transgender persons to enable them to effectively discharge their responsibilities.

To identify positions for which persons who are differently abled and transgender persons may be considered, and to establish an inclusive hiring process for such individuals.

To eliminate all forms of unlawful discrimination, including direct and indirect discrimination as well as bullying and harassment against persons who are differently abled and transgender persons)

## 2. Responsibilities

1. **Management:** Our leadership team is responsible for upholding and promoting our Equal Employment Opportunity Policy. They are expected to lead by example and ensure that discrimination or harassment of any form is not tolerated within the organization.
2. **Human Resources:** Our Human Resources department is responsible for implementing and monitoring our Equal Employment Opportunity Policy. They are available to assist employees with any concerns related to discrimination or harassment and will investigate and address such concerns promptly and confidentially.
3. **Employees:** All employees are expected to treat each other with respect and adhere to this policy. Discriminatory behaviour or harassment, whether direct or indirect, will not be tolerated in any form.

## 3. Recruitment

Unico is committed to recruiting a diverse workforce that reflects the communities in which we operate. Unico hiring process will ensure NO BIAS based on disability or gender identity.

The hiring team will liaise with business team to identify roles than can accommodate persons who are differently abled or transgender, source suitable profiles, and conduct the selection process for such positions.

## 4. Training and Development

Unico will provide ongoing training and development opportunities to all employees and will take due efforts to identify ways and means to equip persons who are differently abled and transgender persons to effectively discharge their responsibilities. The training will also include communication on the

prevention of discrimination in the workplace for persons who are differently abled and transgender persons.

## 5. Employment with Unico

Employment with Unico will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.

The HR team working along with the Admin and IT teams, will ensure to provide appropriate facilities and amenities for persons who are differently abled, which may include, but are not limited to, ramps and specific software for work, unisex toilets/gender-neutral restrooms and hygiene facilities etc.

Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.

## 6. Records Maintenance

In accordance with the provisions of Rule 9 of Chapter IV(Employment) of "The Rights of Person with Disabilities Rules, 2017" a register shall be maintained (physical or digital) which will contain the following information:

- i. The number of persons who are differently abled, who are employed and the date from which they are employed.
- ii. The name, gender and address of person who are differently abled.
- iii. The nature of disability of such persons.
- iv. The nature of work being rendered by such persons.
- v. The kind of facilities being provided to such persons.

## 7. Compliance

This policy aims to comply with "The Rights of Persons with Disabilities Act, 2016" (RPwD), Chapter IV and "Transgender Persons (Protection of Rights) Act, 2019" (TPPR). The organization shall maintain absolute confidentiality regarding the gender identity of transgender employees, except where disclosure is required by law.

## 8. Grievance Redressal

The Chief People Officer shall be appointed as the liaison officer under the RPWD Act and as the Complaint Officer under the TPPR Act to oversee matters pertaining to persons who are differently abled and transgender persons and shall ensure compliance with all instructions issued by regulatory authorities in this regard.

The Chief People Officer shall also act as the Grievance Redressal Officer and will be responsible for maintaining a register of complaints of persons who are differently abled/transgender persons. He or She shall ensure that complaints received are dealt with in a fair and equitable manner free from any discrimination.

If the aggrieved person is not satisfied with the action taken on his or her complaint, the aggrieved may approach the relevant statutory authorities, including the Chief Commissioner or State Commissioner for Persons with Disabilities or the District Magistrate for transgender persons, as applicable

#### **9. Non-Retaliation**

Unico prohibits any form of retaliation against employees who make disclosures of discrimination or harassment or who cooperate in investigations into these matters.

#### **10. Review and Revision**

This policy would be reviewed on an annual basis or earlier based on business needs. The recommended changes would be approved by the NRC. Any deviations to this policy in the interim period would be approved by the CPO/CEO.