



TRENT EQUAL OPPORTUNITY POLICY

1. INTRODUCTION

At Trent Limited (“Trent or “the Company”), we value diversity and inclusion. We are committed to:

- A. Offering fair and equal employment opportunities to all qualified applicants.
- B. Cultivating a workplace that is free from any form of harassment or unfair discrimination, be it based on age, colour, physical ability, marital status, parental status, ethnic origin, ancestry, nationality, race, caste, religion, sexual orientation, or gender identity, or any other personal characteristic or any other reason which is prohibited by law in India.
- C. Making employment decisions solely on individual abilities and qualifications, considering only occupational requirements, years of relevant experience, and other pertinent non-discriminatory criterion.
- D. Strictly adhering to applicable laws related to equal employment opportunities and fair employment practices.
- E. Ensuring that our employees are well-informed about unacceptable behaviour and the measures the Company may take in response to any deviation from the expected conduct towards fellow employees.

2. SCOPE OF POLICY

This Policy applies to all employees, including full-time, part-time, temporary, apprentices, consultants as well as applicants for employment of any age, color, physical ability, marital status, parental status, ethnic origin, ancestry, nationality, race, caste, religion, sexual orientation, or gender identity, or any other personal characteristic or any other reason which is prohibited by law in India, persons with disabilities and members of the LGBTQIA communities. It encompasses all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, retirement, and termination.

3. TATA CODE OF CONDUCT

Trent is a part of Tata group and operates in accordance with the Tata Code of Conduct, which sets forth ethical principles and standards for all Tata companies. We adhere to the Tata group's commitment to fairness, integrity, and accountability, ensuring that our business practices are in line with the highest ethical standards.

4. DIVERSITY, EQUITY AND INCLUSION (DE&I)

We recognize the value of diversity, equity, and inclusion in the workplace. We are committed to creating an inclusive environment that embraces and celebrates differences in race, gender, age, disability, sexual orientation, and other characteristics. We believe that diversity brings a variety of perspectives that enrich our work culture and contribute to our success. Discrimination or harassment based on sexual orientation, gender identity, or any other characteristic related to DE&I is strictly prohibited.

5. PERSONS WITH DISABILITIES

As equal opportunity employer, we are open to provide opportunities to people with all types of disabilities as mentioned in Rights of People with Disabilities Act. The Company 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.

The Company aims to ensure that physical infrastructure adheres to the accessibility norms prescribed by the Government of India and accordingly aims to redesign its offices and facilities. The Company aims to provide required and reasonable facilities (including but not limited to accommodation, transport and other aids as per their eligibility) to the disabled employees to enable them effectively to discharge their duties.

6. ANTI-DISCRIMINATION AT WORKPLACE

a. Fair Employment Practices: Trent Limited strictly prohibits discrimination in all aspects of employment, including recruitment, hiring, training, promotion, compensation, and termination. Decisions related to employment are solely based on an individual's qualifications, performance, and merit.

b. Harassment-Free Environment: We are committed to maintaining a workplace free from any form of harassment, including but not limited to sexual harassment, bullying, or any conduct that creates a hostile or intimidating work environment. Such behaviour will not be normalized, and appropriate disciplinary action will be taken to address the situations.

7. RECRUITMENT AND HIRING

Our processes, incorporating Psychometric assessments at Assistant Manager and above, are fair and unbiased. Candidates are assessed for suitability solely on qualifications, skills, and experience, irrespective of personal characteristics. We actively seek diversity, ensuring equal opportunities for all. Psychometric assessments enhance our process, ensuring relevance to job requirements, and promoting fairness and transparency. Gender diversity is focused on and monitored on an ongoing basis.

Positions have been identified for persons with disabilities based on suitability of person to perform and carry out the roles and responsibilities. The hiring would be purely on merit and candidates are evaluated basis their skills and competencies.

8. CAREER GROWTH AND DEVELOPMENT

We strive to create a work environment where all employees can develop and grow to achieve their full potential. We focus on nurturing talents, offering growth opportunities, building self-confidence, and assisting employees in aligning their personal development with business objectives. This process involves regular reviews, feedback, and knowledge-sharing to enhance both personal and professional growth. We are committed to providing resources and support to enhance the skills and knowledge of its workforce, promoting inclusivity at all levels. We follow an inclusive evaluation process by ensuring that the diverse candidates are provided with suitable facilities to facilitate the process of evaluation.

9. MAINTENANCE IF RECORDS

The Company understands and respects that sharing of information about one's disability is personal preference. Employees who have disability or medical condition and wish to share the information by filling the application form. In case the employees acquiring disability or medical condition at a later stage can edit the self-disclosure any point of time. Any information shared by the candidates or employees with regards to their disability/ medical condition/ gender/ sexual orientation/ community/ religion/ caste/ HIV positive status will remain strictly confidential and not be disclosed without prior consent of the person.

10. GRIEVANCE MECHANISM

We promote transparency and ethical conduct. Stakeholders are urged to report violations to their manager, HR, or our designated ethics officials.

- a. A confidential helpline is available, as outlined in our Whistleblower policy.
- b. Retaliation is strictly prohibited, with prompt action against offenders
- c. Report retaliation concerns to the Ethics Counsellor, HR, or the Chief Ethics Officer (Liaison Officer or Complaints Officer).
- d. Written complaint to Internal Ethics: ethics@trent-tata.com/Posh@trent-tata.com.
- e. Written complaint to Third Party (Whistle-blowers)- trent@ethicshelpline.co.in OR Call on Helpline No.: 1800 200 9350*

For all grievances confidentiality of the complainant will be respected depending upon the sensitivity of the subject matter.

All grievances related to prevention of sexual harassment at workplace will be governed by the POSH Policy of the Company and handled by the Internal Committee.

Regular awareness sessions reiterate Trent's commitment to a free and fair work environment and the mechanisms to address any anomalies.

11. MONITORING AND REPORTING

The Company regularly monitor and assess the effectiveness of this Equal Opportunity Policy. Reports on the implementation and outcomes of the policy are made available to all employees.

The Audit committee of the Company reviews whistleblower cases on a quarterly basis. Trent Limited is committed to continuous improvement and will take corrective actions as necessary.

Approved on 7th February 2024