

Equal Opportunity Policy

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1. Introduction:

At TVS Credit Services Ltd. ("TVS Credit" or "the Company"), we are committed to upholding the highest standards of fairness and equality in our workplace. We believe in creating a work environment that is free from discrimination where every employee is treated with respect and dignity. This policy serves as a guiding framework for all employees, reinforcing our dedication to maintaining an inclusive workplace. The Policy applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement. Our commitment to Equal Employment Opportunity ensures that all qualified individuals, regardless of their background or characteristics, have access to the same opportunities for growth and advancement within the company.

2. Objective:

- To ensure employment decisions are solely based on qualifications, merit, and skills required for the job
- To foster a diverse and an inclusive work environment where all employees feel valued, respected, and have equal opportunities for growth and development

3. Scope & Applicability:

This policy is applicable to all existing employees and prospective employees of TVS Credit throughout the period of their employment

4. Policy Guidelines - Equal Opportunity & Non-discrimination:

- At TVS Credit, we seek to maintain a culture where career, development and growth opportunities are provided solely based on merit for all employees ensuring that all employees have a fair chance to succeed based on their performance
- We are committed to making fair and impartial employment decisions that prioritize an individual's suitability for the role
- Any discrimination on the basis of gender, disability, age, race, color, religion, sexual orientation, national origin, genetic information, critical diseases, marital status, maternity/paternity status, or any other characteristic protected by applicable law is strictly prohibited. This includes, but is not limited to, recruitment, hiring, promotion, compensation, benefits, training, discipline, and termination

5. Grievance Redressal Mechanism

- In the event of any suspected discriminatory practices, prompt and appropriate action will be taken to investigate and address the matter. Any individual who believes they have been subjected to discrimination can raise their concerns at hrhelpdesk@tvscredit.com
- Furthermore, employees can also report the incident to their respective HR Business Partner for redressal. Such grievances or concerns shall be addressed through the company's established disciplinary procedures
- All information provided regarding disabilities is voluntary and will be treated with the utmost confidentiality. Employees and applicants will not be subjected to any adverse treatment, including pressure, intimidation, or retaliation, due to their refusal to disclose disability information or for cooperating with investigations. This commitment aligns with the provisions of the Right of Persons with Disabilities Act, 2016

6. Policy Communication

This policy will be made available to all employees through the TVS Credit intranet. Regular training on equal opportunity and non-discrimination will be provided to all employees.