

EQUAL OPPORTUNITY POLICY (Max Financial Services Limited)

THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016

In terms of the Rights of Persons with Disabilities Act, 2016 ("Act"), establishments in the private sector have some duties to perform. The Company believes in providing equal opportunity to all, including differently abled persons. The policy enunciated below is a step in that direction.

Applicability

This Policy applies to all employees of Max Financial Services Limited and aims to promote inclusiveness.

Equal Opportunity & Non-discrimination

The Company shall provide equal opportunity to differently abled persons considered for employment in positions where they could be employed. The Company would also provide them with the necessary facilities and amenities to enable them to effectively discharge the duties for which they are employed.

Identification of Positions & Manner of Selection

The jobs for which a differently abled person could be considered would be identified by the Managing Director or General Manager – Human Capital. The persons being considered for such positions would be notified of the recruitment and selection process as well as other associated rules of employment.

Manner of Selection

The Company adopts a transparent selection process based on merit and without any bias to the disabilities of the prospective candidate. A candidate with the necessary disability certificate issued in accordance with the Act by the competent authority will only be considered for the identified positions. In case such candidates are not found suitable, or no such candidate is available, the Company will recruit candidates without disability for those positions.

Post Recruitment

The Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types, and methods shall be determined by the Human Capital department and its opinion shall be final. Wherever necessary, qualified medical personnel may be consulted by the Company.

Leaves

The differently abled employees will be governed by rules of leave as are applicable in the Company.

Accessibility

The Company shall provide suitable infrastructure, as required and feasible, to enable differently abled employees to have access to common facilities including physical environment, transportation, information, and communications including technologies and systems without any inconvenience.

Awareness Campaigns

The Company shall conduct, support and promote at its location awareness campaigns and sensitization programmes through appropriate means to promote the inclusion of differently abled persons.

Liaison Officer

The General Manager – Human Capital will be the liaison officer as per provisions of Rule 8(e) of the Rights of Persons with Disabilities Rules 2017 published by the Central Government. The Liaison Officer shall be responsible for ensuring adherence to this policy.

Grievance

Any person having any grievance regarding the content of the policy, or its implementation should report the same to the Liaison officer.

Registration

The policy would be formally registered with the appropriate authority as required under Section 21 of the Act and the relevant rules that have been framed.

Compliance

The Human Capital department will be responsible for the implementation of the Act and the rules framed thereunder.