



Equal Opportunity Policy

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Introduction

Universal Sampo General Insurance Co. Ltd. (USGI/the company) is committed towards treating all its employees and job applicants equally and we expresses the company's commitment to promote equal employment and growth opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation, or any other form of discrimination.

The Company follow highest standards of integrity, honesty, fairness, and ethical conduct while upholding the principles of equal opportunity, promotion, diversity and inclusion, and reporting any incident of discrimination or harassment.

Objective

USGI is committed towards treating all its employees and job applicants equally. Our Equal Opportunity Policy expresses our commitment to promote equal employment opportunities. without any discrimination on the grounds of age, color, disability, marital status, nationality. race. religion. sex, sexual orientation or any other form of discrimination. The policy is subject to applicable regulations and qualifications merit of the individual.

Scope

The Equal Opportunity Policy is applicable for all job applicants and employees.

Equal Opportunity for Person with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is USGI's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the company will ensure the following:

- a) That no opportunity is denied to persons with disabilities, merely on ground of disability.
- b) Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Business Partner. Any information obtained is voluntary, will be kept confidential.

and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the said Act.

Grievance Handling Procedure

- a) A Grievance Redressal Mechanism for addressing the matters related to the employment of persons with disabilities is available.
- b) All Reporting Authorities are responsible to ensure that principles of equal opportunity are applied at all times and that all procedures and practices are free of discrimination. All staff are obliged to follow legal guidelines and equal opportunity employer principles. In cases when these rules are violated, and the issue is not resolved they can report to respective Human Resource Business Partner. The employee who has suffered the discrimination will be protected against harassment and victimization.

HR Team to ensure

HR Team will ensure that there is no discrimination on the grounds of disability.

Responsibility

- a) Every member of the company is responsible to give effect to this policy in letter and spirit
- b) The HR Department has the functional responsibility of assuring compliance with company policy.
- c) Any employee who violates this Policy, or in any manner discriminates with any person with disability or renders any harassment to such a person shall be dealt with under the company's Code of Conduct.
- d) The HR Team is accountable to the to ensure adherence to this policy.

Communication of Policy

Policy available at HR Portal (Sahaj), offices of Universal Sampo and on company website.

Review & Revision

The company will review and amend / modify the Equal Opportunity Policy, from time to time, as deemed necessary and appropriate.

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