



Anti-Discrimination Policy

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Human Resources

Argus Consulting

Jan 2023

Anti-Discrimination Policy

Foreword

Our company, Argus Consulting OPC Private Limited sees all employees, candidates, customers, vendors, stakeholders, and visitors as unique and equal individuals. Hence, we hold a very strict anti-discrimination policy. At our company, we believe in the equality of all individuals independent of gender, race, sexual orientation, religion, age, nationality, citizenship, status, or any other identification protected by the law.

This Anti-Discrimination Policy strictly applies to all employees working as a part of this company regardless of the positions or titles they hold.

Any employee who feels like they have been discriminated against may report to the HR department or their manager as soon as possible. All complaints will be investigated according to the appropriate guidelines.

Aim

- To ensure equal employment opportunities for all.
- To ensure that all individuals working with Argus Consulting OPC Private Limited are free from any kind of unlawful discrimination or harassment.
- To educate all employees about anti-discrimination practices held by Argus Consulting OPC Private Limited.
- To create a safe space for employees to report on any discriminatory activities that they go through or see other employees go through.
- To ensure that the hiring process of Argus Consulting OPC Private Limited is free from any discrimination or bias.
- To encourage the practice of calling out any discriminatory behavior.

Definitions

Argus Consulting OPC Private Limited shall not tolerate any discriminatory behavior against an employee, candidate, intern, volunteer, customer, or vendor. A few examples of instances that will be considered as discrimination by us:

- Discrimination based on gender during the hiring process by hiring managers on purpose.
- Discrimination based on gender during a promotion.

- Sexist comments made by employees of any position.
- Comments made on an individual's nationality or race.

We understand that sometimes discrimination may be unintentional and unconscious, however, the employee would still have to go through appropriate disciplinary measures. We will support them with proper education, training, and counselling procedures. However, if any employee shows disagreement with our processes and continues to behave in the same way, their employment might be terminated.

Guidelines and Regulations

In case you are a victim of any discriminatory behaviour, you may report straight to HR or your immediate manager. It is the responsibility of HR to acknowledge your complaint, investigate the issue, and move forward with further procedures.

The identity of a person who has raised a complaint against another will be kept confidential by HR. The identity of the individuals who help during the investigation of an issue will also be kept confidential.

The employees against whom there are complaints of discrimination will face the company's disciplinary processes which could end up in termination of employment depending on the severity of the offense.

The punishment of the offense will depend on its severity. In cases like sexual abuse, sexual harassment, assault, or any kind of violence, Argus Consulting OPC Private Limited will not be lenient and will terminate employees taking part in acts like these immediately.