

## EQUAL OPPORTUNITY POLICY

### Objective

The document summarizes the employment policies and procedures applicable to all employees as an Equal Opportunity Employer. The company promotes and supports a diverse workforce at all levels of the company. We believe that Diversity and Inclusivity (D&I) at workplace is an instrument for growth and we value and celebrate the uniqueness of every individual by fostering an environment of inclusion and empowerment. The Company believes that creating a work environment that enables us to attract, retain and fully engage diverse talent leads to enhanced innovation and creativity.

The Company ensures that its employees, potential hires, third-party support staff are not unlawfully discriminated against, directly or indirectly, as a result of their color, creed, race, nationality, ethnic or national origin, connections with a national minority, marital or civil partnership status, pregnancy, age, disability, HIV / AIDS (Human Immunodeficiency Virus & Acquired Immune Deficiency Syndrome), religion, or similar philosophical belief, sexual orientation, gender or gender reassignment, or trade union membership etc. and will never tolerate harassment in any form.

### Scope

The policy is applicable for all employees and potential job applicants of Tata Motors Limited (TML), Tata Motors Global Services Limited (TMGSL), Tata Motors Passenger Vehicles Limited (TMPV), Tata Passenger Electric Mobility Limited (TPEM), Tata Motors Digital.AI Labs Limited (TM AiLabs), TML CV Mobility Solutions Limited (TMLCVMSL), TML Smart City Mobility Solutions Limited (TMLSCMSL), TML Smart City Mobility Solutions (J&K) Pvt Ltd. (TMLSCMSJ&KPL) and their respective SPVs [referred as "Company"], subject to applicable regulations, qualifications and merit of the individual.

This document is approved by Chief Human Resources Officer, Tata Motors Ltd: Sitaram Kandi.

Version	Release Date	Effective Date	Summary Of Changes
V1.4	July 1, 2025	July 1, 2025	Addition of TM AiLabs in scope of policy
		February 28, 2025	Updated change in co. name from TMLBSL to TMGSL in scope of policy
V1.3	November 27, 2024	November 15, 2024	Mentioned Rules of Rights of Person with Disabilities Act
V1.2	April 10, 2024	April 1, 2024	Addition of TMLCVMSL, TMLSCMSL, TMLSCMSJ&KPL and their respective SPVs in the scope of the policy. Exclusion of TMLDC from the scope of policy effective 1 <sup>st</sup> April 2022.
V1.1	January 7, 2022	TMPV - January 1, 2022 TPEM - January 3, 2022	Addition of TMPV and TPEM in the scope of the policy
V1	January 14, 2021	January 14, 2021	Added transgender persons in the scope of policy
V0	March 12, 2020	March 01, 2020	Terms and Conditions defined

This document supersedes any previous policy / communication on this subject.

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## EQUAL OPPORTUNITY POLICY

### Policy Framework:

The company is committed to provide equal opportunities without any discrimination on the grounds of age, color, disability, HIV AIDS, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

The policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.

Employment with the Company will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess. Developmental and promotional opportunities will be based on performance, ability and potential, and the company will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces.

In addition, the Company shall conduct and promote awareness campaigns and sensitization programmes through appropriate means among business teams specifically to build inclusion and support.

Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims.

If an employee feels they are being subjected to discrimination, harassment, bullying or victimization, they can raise the grievance as per the guidelines mentioned in **local ethics council policy**. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

### Differently abled (Persons with disability):

- The Company is an Equal Opportunity Employer and strongly endorses the right of equal opportunity for employees who are differently abled. In particular, the Company commits to carrying out the provisions of the recently enacted Rights of Persons with Disabilities Act, 2016 and the Rights of Person with Disabilities Rules, 2017 in spirit of providing specific opportunities in identified positions where they could be employed. While this act applies to India, the Company is committed to ensuring compliance with any and every Act applicable to employees who are differently abled. Company would also provide to them necessary facilities, amenities and training to support them as appropriate and enable them to effectively discharge their duties for which they are employed. The disabilities under consideration for employees are as specified by the applicable Act.
- The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. Infrastructure will be enabled to the extent feasible so that employees with disabilities will have a barrier-free access to common facilities including physical environment, transportation, information and communications including technologies and systems for persons with disabilities.

- Employees in India will need to confirm their disability for consideration in above programs with appropriate documentation including Certification from appropriate medical / government authorities.

### **Transgender Persons-**

We are an Equal Opportunity Employer and strongly abide by the right of Equal Opportunity of the Transgender Persons working in the establishment.

Based on the Transgender Persons (Protection of Rights) Act, 2019 and the Transgender Persons (Protection of Rights) Rules, 2020, the Company commits to carrying out the provisions of the Act in letter & spirit providing specific opportunities in identified positions where they can be employed.

As per the provisions of the aforesaid Act & Rules, the Company will implement all measures for providing a safe working environment, infrastructural facilities & amenities to Transgender persons to effectively discharge their duties in the establishment. The Company is committed to ensure that no Transgender person is discriminated in any matter whatsoever relating to employment including but not limited to infrastructure adjustment, recruitment & selection, employment benefits, promotions and other related facilities, issues etc. as mentioned in the said Act/ Rules. The Company also committed to ensure maintaining Confidentiality of the gender identity of such employees.

- **Grievance redressal procedure** - In accordance to Transgender Persons (Protection of Rights) Rules 2020 the Company shall ensure that all Factories & establishment will have a specific Grievance handling procedure with a nominated "Compliant Officer/ Committee" who will be empowered to enquire into complaints received from any Transgender person on any misuse of the said act and submit enquiry report to the Head of the establishment for taking appropriate action.
- **Disclosure** - Employees in India need to intimate the Management on being Transgender and for consideration in above program with appropriate documentation including obtaining certification from appropriate Authority/Government is mandatory.

### **HIV/ AIDS:**

HIV/AIDS is one of the humankind's deadliest scourges in the modern era. There is no medical cure available at present and the strongest medicine to fight and contain this threat is prevention through awareness about HIV/AIDS. The company as a socially responsible corporate citizen, reiterates its intense commitment to join the fight against HIV/AIDS by creating awareness on prevention of HIV/AIDS amongst its employees and also by extending necessary care and support to the affected employees and their family members.

Based on the HIV/ AIDS (Prevention & Control) Act, 2017, the response to HIV/AIDS would be guided by the following:

1. The company would implement all policies, guidelines and directives of the Government of India on HIV/AIDS.
2. The company identifies HIV/AIDS as a workplace issue and will endeavor to create and promote a favorable work environment for free information exchange and awareness on prevention, care and support including promotion of counseling of HIV/AIDS among the employees and their families.
3. The company will sensitize the employees to encourage their participation in planning and implementing the HIV/AIDS education, care and support initiatives.
4. The company will endeavor to discourage and eradicate discrimination or stigmatization of employees on the basis of their real or perceived HIV status.

5. The company will not discriminate against any employee infected by HIV/AIDS with regard to promotions, training or any other privileges / benefits applicable to the employees of the Company.
6. The company is an equal opportunity employer and would not insist on compulsory HIV testing and screening of employees during the pre-employment medical test or anytime during the course of their employment.
7. There will be no obligation on the part of the employees to inform the company about their clinical status, except on a purely voluntary basis. Confidentiality will be strictly maintained regarding all medical information, especially HIV/AIDS status of the employees, by the treating doctors and other employees handling medical information.
8. HIV infection would not be a cause for termination of employment.

#### **Roles & Responsibilities:**

##### **1) Employee Responsibilities**

All employees have the following responsibilities:

- To adhere & comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.

##### **2) Responsibilities of Managers and supervisors**

Managers and supervisors have the following additional responsibilities:

- To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.

##### **3) Human Resources Responsibilities**

Human Resources representatives have the following additional responsibilities:

- To provide advice and address grievances related to the employment of employees with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.
- To sensitize & coach the employee.