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| <b>Policy on Non Discrimination and Equal opportunities</b> |                       | Doc No.: Pol. 4.1.29 |
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## **Policy on Non Discrimination and Equal opportunities**

### **1. PRELIMINARY**

a) This Non-Discrimination and Equal Opportunities Policy ("Policy") states the internal policy of Aditi Organic Certifications Pvt. Ltd. (Aditi), with regard to non-discrimination at the workplace, equal opportunities during recruitment and responsible treatment of clients.

b) This Policy is internal to Aditi and is meant to provide a safe, diverse and comfortable workplace and good treatment when interacting with mainstream business or government organizations. This Policy is not legally mandated and, therefore, is not judicially enforceable in India. This Policy is without prejudice to any anti-discrimination provisions of applicable law including, but not restricted to, the provisions of:

- Article 17 of the Constitution of India.
- the Protection of Civil Rights Act, 1955,
- the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989;
- the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013;
- Sections 354 and 509 of the Indian Penal Code, 1860; and,
- the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

### **2. NON-DISCRIMINATION**

a) Aditi will not adversely discriminate, and prohibit other adverse discrimination at the workplace, on the basis of religion, race, caste, sex, place of birth, descent, sexual orientation, gender identity, disability, age or any of them ("Discrimination Characteristics"). Aditi will not condone any adverse discrimination against any person on its premises, whether that person is in its employment or otherwise. Aditi will treat its clients (including potential clients) with honesty, fairness, and respect.

b) Any person who believes himself or herself to have been subjected to adverse discrimination on the basis of the Discrimination Characteristics is encouraged to bring the matter to the attention of a their immediate reporting authority or for some reason it is not possible to speak to their immediate Manager or ADITI's Legal, then the issue/concern shall be reported to another Senior Manager, or the Director or Managing Director of the Company at the earliest practical opportunity. No person will be punished, retaliated against, or limited in employment or other opportunity for exercising anything set out in this Policy, or for filing a complaint, furnishing information for, or participating in an investigation, or any other activity related to the administration of this Policy.

c) Any adverse discrimination or other action or behavior that constitutes a violation of law will be reported to the police.

d) Client selection and treatment does not involve discrimination on the basis of personal characteristics or personal affiliations. The certification body shall make its services accessible



to all applicants whose activities fall within the scope of its operations. The certification body shall confine its requirements, evaluation, review, decision and surveillance (if any) to those matters specifically related to the scope of certification.

e) The policies and procedures under which the certification body operates, and the administration of them, shall be non-discriminatory. Procedures shall not be used to impede or inhibit access by applicants, other than as provided for in this International Standard.

### 3. EQUAL OPPORTUNITIES

- a) Aditi provides equal opportunities to its employment, consultancy or otherwise without regard for the Discrimination Characteristics. All actions of Aditi with regard to its employees, consultants, advisors, interns and staff, including but not limited to those relating to compensation, benefits, transfers, leave, layoffs, training, education, and assistance, will be made without regard for the Discrimination Characteristics.
- b) Notwithstanding anything contained in the previous paragraph, if Aditi reasonably believes that its employment, workplace or premises do not adequately represent the balance of diversity of persons who share one or more of the Discrimination Characteristics, it may, with the aim only of redressing that imbalance, take positive discriminatory action in respect of persons who share that aspect, or those aspects, of the Discrimination Characteristics that are sought to be adequately represented.
- c) Client selection and treatment does not involve discrimination on the basis of personal characteristics or personal affiliations
- d) Any person who believes himself or herself to have been subjected to adverse discrimination, or impermissible positive discrimination, on the basis of the Discrimination Characteristics. He/she is encouraged to bring the matter to the attention of Aditi Management/Managing Director at the earliest practical opportunity.
- e) Aditi clients (including potential clients) can use the 'Complaint form' available at the Aditi website under the link <https://www.aditicert.net/complaint.html> to inform Aditi regarding any concerns of discriminatory behavior.

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| 4. | <b>Access to this policy</b> | <ul style="list-style-type: none"><li>• This policy is available to all interested public</li><li>• It must be handed out to all ADITI certification and inspection personnel</li></ul> |
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### 5. Revision history:

| Revision date | Version | Description of Changes  |
|---------------|---------|---|
| 14/09/2020    | 01      | Normative Framework section has been completely modified as per relevant standards. |
| 29/03/2023    | 02      | Updated section 2 and 3- Non discrimination and equal opportunities                 |