



Equal Opportunity for Work and Pay Policy

Objective

The objective of this policy is to implement regulations and principles of Equal Opportunity for Work and Pay in accordance with anti-discrimination legislation. The company prohibits all forms of harassment and discrimination and offers equal employment opportunities to all employees and applicants regardless of age, national origin, race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, or any other legally protected characteristic. In both words and spirit, the Company follows all relevant rules and regulations.

Scope

This policy applies to all aspects of the relationship between the Company and its employees, including

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The selection and treatment of independent contractors, employees working on our property who are employed by temporary agencies, and any other people or businesses doing business for or with Indoco Remedies Limited are all subject to the policy rules and principles.



Equal Opportunity for Work and Pay Policy

Policy Statement

The organisation is dedicated to providing equal employment opportunities and promoting a friendly environment.

We make every effort to:

- keep the workplace free of harassment based on age, race, gender, physical prowess, marital status, parenting status, ethnicity, religion, or sexual orientation;
- ensure that decisions about employment relationships are solely based on an individual's abilities and credentials, with no regard for occupational requirements, seniority, or other suitable non-discriminatory criteria; and
- follow all applicable laws governing fair hiring practises.

Plan of Action

The Company administers this policy fairly and persistently via the following procedures,

- We are an equal opportunity employer, and all applications will be considered for employment without regard to race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."
- Displaying mandatory notices regarding employees' rights under business rules in areas where other employees can easily see them.
- Shall promptly notify the general counsel of any instances or claims of discrimination or harassment and take any other steps necessary to put a stop to the matter.
- Retaliation is not authorised against anybody who reports discrimination, opposes unlawful discrimination, complains of harassment, or supports someone who reports discrimination in line with the policy.