

	<b>Anti - Discrimination Policy</b>	
	<b>HR Process No.04</b>	<b>01<sup>st</sup> October 2022</b>

It is the policy and commitment of **HERANBA INDUSTRIES LIMITED** that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

### **Equal Employment Opportunity**

HERANBA INDUSTRIES LIMITED -is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by the Law. Any employee, board member, volunteer or client who believes that s/he or any other affiliate of HERANBA INDUSTRIES LIMITED has been discriminated against is strongly encouraged to report this concern promptly to the Human Resource Department.

### **Discriminatory Harassment**

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior.

**HERANBA INDUSTRIES LIMITED** is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Human Resource Department or immediate supervisor and prompt action will be taken.

<b>Prepared &amp; Proposed By</b> (HR Department)	<b>Authorized By</b> (Subodh M. Pitkar – V.P. – HR & Admin.)
	

