



MM FORGINGS LIMITED
EQUAL OPPORTUNITY POLICY

1. Purpose

Our success is based on our people. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement, protect their privacy and do not tolerate any form of harassment or discrimination.

MMF respects the personal dignity, privacy and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, nationality, religion, race, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason.

2. Scope

The Equal Opportunity Policy is applicable for all job applicants and employees.

3. Employment at MMF:

- 3.1 Employment at MMF will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- 3.2 Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.
- 3.3 MMF will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. 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 he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.
- 3.4 In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, MMF as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment.
- 3.5 MMF commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner.

4. **Employee Responsibilities:**

4.1 MMF employees have the following responsibilities:

To 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.

4.2 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.

4.3 Human Resources Responsibilities:

Human Resources representatives have the following additional responsibilities:

To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

5. **Interpretation & Guidance:**

In the event that any additional guidance and/or further interpretation is required, please contact the local Human Resources representative.

6. **Communication of Policy:**

Policy will be available on intranet to all employees and our corporate website.

7. **Amendment;**

The Company reserves the right to amend this policy at any time.
