

METRO HEART INSTITUTE WITH MULTISPECIALITY, FARIDABAD		
Name of the Document : Hospital HR Policies	Issue No.: 01	Page No.: Page 1 of 5
Document Number: MHIM/Policy/04	Date of Issue : 01/01/2025	Distribution Number : Master Copy

THE EQUAL OPPORTUNITY POLICY

1. Preamble

(a) M/s. Metro Heart Institute with Multispecialty committed to promoting a workplace that provides equal employment opportunities and is free from all forms of discrimination. The Company recognizes that workplace discrimination is a serious violation of the rights and freedoms of employees and potential employees at a workplace. Discrimination at the workplace serves to further marginalize those who may already be facing discrimination in other spheres of life, owing to caste, class, religion, sexuality, gender identity and disability, amongst others, and can have severe detrimental effects on their mental, physical, and social well-being.

(b) The Company believes that the adoption of the Company's Anti-Discrimination and Equal Opportunity Policy is an important step towards the creation of an inclusive work environment that values and accepts the diverse cultural and social backgrounds of its staff, and where each individual feels that all decisions are taken free of discrimination, giving them an equal opportunity based on their relevant abilities and skills.

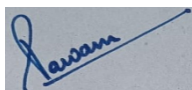
2. Definitions

(i) **"Prescribed Authority"** means the Head-HR or any other person authorized by the management from time to time.

(ii) **"Discrimination"** means any unfair treatment or arbitrary distinction between persons employed in the Company on the grounds provided under Clause 4 of the Policy.

(iii) **"Remuneration"** means the basic wage or salary, and any additional emoluments whatsoever payable, either in cash or in kind, to a person employed in respect of employment or work done, if the terms of the contract of employment, express or implied were fulfilled

(iv) **"Same or similar nature of work"** means Work in respect of which the skill, effort and responsibility required are the same, when performed under similar working conditions, and the differences, if any, between the skill, effort and responsibility are not of practical importance in relation to the terms and conditions of employment.



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METRO HEART INSTITUTE WITH MULTISPECIALITY, FARIDABAD		
Name of the Document : Hospital HR Policies	Issue No.: 01	Page No.: Page 2 of 5
Document Number: MHIM/Policy/04	Date of Issue : 01/01/2025	Distribution Number : Master Copy

(iv) **"Same or similar nature of work"** means Work in respect of which the skill, effort and responsibility required are the same, when performed under similar working conditions, and the differences, if any, between the skill, effort and responsibility are not of practical importance in relation to the terms and conditions of employment.

3. Measures for implementing the Policy

(a) The Company will strive to create a safe and non-discriminatory work environment. It will act decisively against all forms of discrimination and implement this Policy in its true letter and spirit.

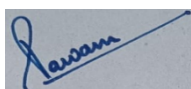
(b) The Company acknowledges that the principle of neutrality and is guided by the principle of substantive equality. resolves to be conscious of the structural and individual vulnerabilities faced by persons in It the formulation and implementation of this Policy.

(c) The Company will keep all its employment human resource, travel, leave and other policies under periodic review, to take proactive measures to identify and eliminate structural barriers to workplace diversity. In doing so, it may have its Policy reviewed by an external expert and will also consult its staff members and ensure an open channel of feedback.

(d) The Company will actively encourage all contractors, agents and third parties to adopt an anti- discrimination policy. Such policy of the grantee organization may be adapted to reflect the size and capacity of the organization.

(e) The Company will provide equal remuneration to persons employed for the same work or work of a @ similar nature. For such purposes, no discrimination will be made on grounds of gender, caste, religion etc.

(f) If Nothing in Clause 3.5 will prevent the Company in increasing the remuneration of a person in comparison to another person performing same/similar nature of work if the former has been bestowed with additional responsibilities/duties or have been asked to do any additional work by the management.



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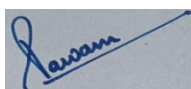
METRO HEART INSTITUTE WITH MULTISPECIALITY, FARIDABAD		
Name of the Document : Hospital HR Policies	Issue No.: 01	Page No.: Page 3 of 3
Document Number: MHIM/Policy/04	Date of Issue : 01/01/2025	Distribution Number : Master Copy

(g) Further, nothing in Clause 3.5 will prevent the Company from providing extra remuneration to a person on the basis of his/her merit, including incentives or otherwise.

4. Protected characteristics

The Company will treat the following attributes as protected characteristics for the prohibition of unfair treatment and ensuring equal employment opportunities:

- age,
- caste,
- colour,
- descent,
- disability,
- economic status,
- family background,
- gender identity,
- genetic or other predisposition toward illness,
- health status,
- HIV status,
- language,
- maternity,
- marital or civil partnership status,
- medical record,
- mental health,
- physical features,
- place of birth,
- race,
- religion,
- and sexual orientation,
- or a combination of them.



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METRO HEART INSTITUTE WITH MULTISPECIALITY, FARIDABAD		
Name of the Document : Hospital HR Policies	Issue No.: 01	Page No.: Page 4 of 5
Document Number: MHIM/Policy/04	Date of Issue : 01/01/2025	Distribution Number : Master Copy

5. Ensuring equal employment opportunities

(a) The Company, while making a recruitment for the same work or for a work of similar nature, or any condition of service, or in any condition of service subsequent to recruitment such as promotions, training or transfer, make any discrimination against any person except for woman, in such work where they are prohibited or restricted by or under any law for the time being in force.

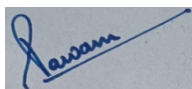
(b) It is clarified that any distinction, exclusion, eligibility condition, or preference in respect of particular recruitment, appointment, promotion, or provision of training opportunities, will not be denial of equal employment opportunities if it is directly linked to the requirements of work to be undertaken.

(c) When carrying out any recruitment, appointment, promotion, or provision of training Opportunities, the Organization may ask an individual to disclose personal information regarding their identity and protected characteristics to take measures of positive discrimination or to consider steps for reasonable accommodation. It will be made clear to the individual that such disclosure is voluntary, and, if made will be treated as confidential and only disclosed to those persons considering the application.

6. Addressing Workplace Discrimination

(a) Workplace discrimination occurs when a person is unfairly treated at the workplace on the basis of one or more of the protected characteristics, which may include any of the following acts, whether directly or by implication, namely:

- (i) coercion;
- (ii) communication or expression of negative stereotypes, or, abusive or offensive comments, including jokes, about a person's protected characteristics;
- (iii) creation of a hostile work environment;
- (iv) disruption of work;
- (v) harassment;
- (vi) restriction with regard to the access of common spaces or use of common resources;



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Name of the Document : Hospital HR Policies	Issue No.: 01	Page No.: Page 5 of 5
Document Number: MHIM/Policy/04	Date of Issue : 01/01/2025	Distribution Number : Master Copy

(vii) any other unwelcome, physical, verbal, or non-verbal conduct, done in person, or through any other mode of communication.

(b) Unfavorable treatment of a person on the ground of association of such person with another person with a protected characteristic will amount to workplace discrimination Further, unfavorable treatment of a person on the perception, whether accurate or otherwise, of such person as having a protected characteristic will amount to workplace discrimination.

(c) An act of discrimination may be committed intentionally or unintentionally.

(d) For the purposes of this Policy, the workplace includes the following:

(i) the Company Office

(ii) any place where employees or consultants are required to visit for work, such as meetings workshops, trainings, and conferences;

(iii) the virtual workplace, that is, where any of employees or staff are connected through the internet or telecom, regardless of the platform and without regard to geographic boundaries; and

(iv) transportation undertaken for any work-related purpose

(e) It is clarified that any differential treatment directly linked to the requirements of work to be undertaker will not constitute workplace discrimination.

7. Complaint Procedure

A complaint of a denial of equal employment opportunity or workplace discrimination may be made by a current employee, whether employed on a regular, temporary, adhoc, or daily wage basis, a current or former consultant, or any person that has worked or is working for remuneration or on a voluntary basis; and the person making the complaint is referred to as the Complainant. The person against whom the complaint is made is referred to as the Respondent.



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