

Messrs. POLISETTY SOMASUNDARAM

TOBACCO PACKERS & EXPORTERS
(STAR EXPORT HOUSE - RECOGNISED BY GOVERNMENT OF INDIA)

(ISO – 9001 : 2008 CERTIFIED COMPANY)

8-24-31, P.O.BOX No.54, GUNTUR – 522 001. (SOUTH INDIA)

Equal Employment



Opportunity

RESPECT DIFFERENCES



AGAINST DISCRIMINATION

Disabilities, Nationality, Gender, Language, Religion, Belief, Marital Status, Age, Sexual Orientation, Ethnic Origin, Social Origin or any other status;

Equal opportunities, non-discrimination policy

Purpose

With 'Respect for Diversity' being one of our core values, PSS has been committed to being an equal opportunity employer. The same is reinforced by our Corporate Business Principles and our Code of Business conduct.

“Our success is based on our people. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. 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.”

“We embrace diversity and respect the personal dignity of our fellow employees. PSS 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. Employees who feel that their workplace does not comply with the above principles are encouraged to raise their concerns with the HR Department.”

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Scope

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

PSS is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Employment with PSS will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.

PSS 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 or use the existing grievance redress mechanisms like Speak Up or contact the ombudsman 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.

In lieu of the Rights of Persons with Disabilities Act 2016 and Rules (Disabilities (RPwD) Act, 2016), PSS 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.

PSS has a designated Diversity & Inclusion committee that shall supervise the provision of the infrastructure and facilities required for the process of recruitment for Persons with Disabilities.

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PSS commits that no opportunity will be denied to Persons with Disabilities and there will be no discrimination of any manner.

Roles and Responsibilities:

All PSS 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.

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.

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.

Communication of Policy:

Policy will be available on intranet to all employees, private contractors and our corporate website. It will also be available at all conspicuous places in branch, factories and Head Office.



P.SHYAM SUNDAR

Chairman & Managing Director