



# Viacom 18 Media Private Limited Equal Opportunity Policy for Persons with Disabilities & Transgenders

Applicability:	Viacom 18 Media Pvt. Ltd.
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Issuing Authority:	
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## **Introduction:**

The company is committed towards ensuring equal opportunity to all applicants and employees. This commitment is reinforced by our Code of conduct and our Values and Behaviors.

This Equal Opportunity Policy is consistently applied throughout the period of engagement of the individual with the organisation.

## **1. Scope:**

The Equal Opportunity Policy is applicable to all job applicants during selection process for employment and employees during employment period and is not limited to salary, increments, promotions and conducive work environment.

## **2. Objective and Key Features of the Policy:**

In accordance with the statutory requirements and the law of the land, the company ensures that work environment is free from any discrimination against persons with disabilities, gender, gender identity and any other characteristics or status that is legally protected. Further, the organisation will take all actions to ensure that a conducive environment is provided to all employees to perform their role and excel in the same. The company continuously works towards creating a more enabling workplace through:

### **2.1 Inclusive Practices and Policies:**

All positions in the company shall be determined and open to diverse applicants and employees and selection decisions shall be solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria. Organisation constantly works towards enhancing existing policies to support inclusion and designing new policies when needed.

### **2.2 Inclusive and Accessible Infrastructure for all:**

Company firmly believes in providing more inclusive and accessible workplace which includes a continuous effort to improve both infrastructure and digital communication accessibility.

### **2.3 Training and Career Development:**

The company shall endeavour to provide inclusive training and equal career development opportunities to all employees.

### **2.4 Communication:**

Dissemination of this policy among the employees to increase awareness, sensitization on genders, disability inclusion and diverse aspects of inclusion in the workplace through employee stories, celebrating and observing diversity days and diversity trainings.

### **3. Grievance Redressal Mechanism:**

All employees have the responsibility to comply with the Equal Opportunity Policy.

The company's commitment towards inclusion reflects strongly in the non-discrimination statement which is a part of company's code of conduct. Head of the Departments and team members need to monitor the work environment to ensure that it is free from discrimination, harassment, encourages inclusion and respect for others.

All employees are encouraged to report any incidents of violation of this policy and Head of the Department should act promptly when concerns arise, or complaints are filed.

In case of any concern by any employee of the company, that person can write to the [DiversityInclusion.EO@viacom18.com](mailto:DiversityInclusion.EO@viacom18.com).

#### *Disclaimer:*

- *In case any of the provisions hereinabove, contravenes any law or any instrument having force of law- the law time being in-force shall prevail.*
- *Wherever the policy is translated in the vernacular language for easy understanding by the employees. If there is any conflict or varied interpretation of the policy in vernacular language, the interpretation of English version shall prevail.*