

ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

CIN No.: L63090WB1919GOI003229

Registered Office: "YULE HOUSE", 8, Dr. Rajendra Prasad Sarani, Kolkata - 700 001
Tel.: (033) 2242-8210/8550; Fax: (033) 2242-9770; E-mail: com.sec@andrewyule.com

EQUAL OPPORTUNITY AND NON-DISCRIMINATORY POLICY

We at Andrew & Yule Co. Ltd. do follow the under-noted policy while working in the Company.

- We will adopt a Zero Tolerance policy towards any form of harassment, discrimination and / or physical abuse as well as any form of corporal punishment either by our employees or our Officers and other senior management staffs.
- While taking any decisions regarding imposition of any penalty and / or punishment as a disciplinary action against any employee in the organization all officers and other senior management staffs would ensure that no abusive language is ever used and no form of corporal punishment is ever inflicted. All persons would be treated with dignity and honor irrespective of any discrimination.
- While taking any decision of recruitment as well as division of work, payment of wage etc. we wouldn't discriminate our employees and supplier representatives, vendors etc. based on any religion, caste, creed, gender, socio-economic background and physical ability.
- All employees are treated at par and are governed by the rules defined by the organization only.
- Only in case of physically challenged employees, special provisions may be created based on the medical needs and comfort level of the work.
- We aim towards capacity building of all the employees in the organization so that we can create opportunities amongst gender bases for all types of work with the focus of equal work and equal pay.
- The company is committed to maintaining a drug & alcohol free workplace for the continued trust and confidence of our customers as well as the health and safety of our employees. Employees are forbidden to possess, sell, use or be under the influence of any illegal substance while on the company premises or while conducting company business. An employee who is unfit to work due to effect of alcohol or drugs is subject to disciplinary action.

Employees would be encouraged to report any incident of forceful or otherwise violation of this policy by anyone in the Company. Employees would be encouraged to report such cases directly to the Manager or Board or Chairman for a direct response and for avoiding any delay for taking any action against such incidents. Employees reporting such cases would be protected as per our Whistle Blower Policy.

Policy review and amendments:

This policy would be subject to modification in accordance with the guidelines/ clarifications as may be issued from time to time by relevant statutory and regulatory authorities, subject to approved by the Board.

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