

Equal Opportunity, Non-Discrimination & Inclusive Employment SOP

1. Purpose

This Standard Operating Procedure (SOP) establishes the organization's commitment to fair, inclusive, and non-discriminatory personnel practices across hiring, salary administration, employment tenure, termination, and retirement. The SOP ensures that all employment-related decisions are made with respect for human rights, dignity, and equality.

2. Scope

This SOP applies to:

- All employees (permanent, probationary, temporary, contractual)
- Interns, trainees, consultants, and agency-supplied workers
- All stages of the employee lifecycle including recruitment, compensation, promotion, discipline, termination, and retirement

3. Policy Statement

The organization is committed to providing equal employment opportunity and strictly prohibits discrimination, harassment, or exclusion on the basis of:

- Gender, sex, pregnancy, or marital status
- Disability (physical or mental)
- Age or seniority
- Caste, race, ethnicity, or indigenous identity
- Religion, belief, or minority status
- Nationality, migration status, or migrant worker status
- Health conditions including HIV/AIDS
- Socio-economic status, literacy level, or displacement

Employment decisions shall be based solely on merit, qualifications, performance, and business requirements.

4. Vulnerable Groups Protection

The organization takes special care to ensure fair treatment and protection for vulnerable groups, including but not limited to:

- Women and girls
- Persons with disabilities
- Migrants and migrant workers

Deepsense Digital Solutions Private Limited

No 10, 3rd Floor, 1st Main Rd, United India Colony, Kodambakkam, Chennai, Tamil Nadu 600024 TN.

Ph: 044 - 4302 4282

CIN NO: U51909TN2016PTC112834; www.deepsense.in

- Indigenous and minority communities
- Elderly employees
- Economically or socially disadvantaged individuals

Reasonable accommodation shall be provided wherever required to ensure equitable participation in the workplace.

5. Hiring & Recruitment Procedure

- Job descriptions shall focus on role requirements and skills without discriminatory language.
- Recruitment decisions shall be objective, transparent, and documented.
- No candidate shall be excluded based on personal or social attributes unrelated to job performance.
- Reasonable accommodations shall be provided during interviews or assessments for candidates with disabilities.

6. Salary & Benefits Administration

- Compensation shall be determined based on role, experience, skills, and performance.
- Equal pay shall be provided for equal work without discrimination.
- Salary reviews and increments shall follow transparent and documented criteria.

7. Employment Tenure, Termination & Retirement

- Employment actions including confirmation, promotion, disciplinary action, termination, or retirement shall be carried out fairly and lawfully.
- No employee shall be terminated or disadvantaged due to belonging to any protected or vulnerable group.
- Retirement practices shall be consistent with applicable laws and organizational policy.

8. Awareness & Training

- Employees and managers shall be periodically informed about this SOP.
- HR and people managers shall receive training on inclusive hiring and non-discriminatory practices.

9. Grievance Redressal & Reporting

- Employees may report discrimination or unfair treatment through the internal grievance mechanism.
- Complaints shall be investigated confidentially and without retaliation.
- Appropriate corrective and disciplinary actions shall be taken if violations are confirmed.

Deepsense Digital Solutions Private Limited

No 10, 3rd Floor, 1st Main Rd, United India Colony, Kodambakkam, Chennai, Tamil Nadu 600024 TN.

Ph: 044 - 4302 4282

CIN NO: U51909TN2016PTC112834; www.deepsense.in

10. Roles & Responsibilities

- **Top Management:** Policy approval, oversight, and commitment to inclusion
- **HR:** Implementation, monitoring, and record maintenance
- **Managers:** Fair application of this SOP within teams
- **Employees:** Compliance and respectful conduct

11. Record Keeping

- Recruitment, compensation, promotion, and termination records shall be maintained securely.
- Records shall be available for internal review or statutory inspection as required.

12. Review & Continuous Improvement

This SOP shall be reviewed periodically to ensure alignment with legal requirements, ethical standards, and organizational values.

Approved by: Directors

Effective Date: _____

Review Cycle: Annual or as required



**Rakesh R - Director
Deepsense Digital Solutions Pvt**