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ISO 9001:2015	Title : NON DISCRIMINATION POLICY	
FSSC 22000 V6		
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Policy

CAPOVITEZ PVT. LTD. is an "equal opportunity Employer."

CAPOVITEZ PVT. LTD. will not discriminate and will take "affirmative action" measures to ensure that there is no discrimination in employment, recruitment, advertisements for employment, compensation and benefits, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant, on the bases of any personal characteristics, race, status, religion, caste, creed, color, national origin, sex, age, persons with disabilities, migrant workers and their families, indigenous peoples or any other such parameter. Also will not discriminate about workers on the basis of contract/ temporary / permanent ethnicity (place of origin).

We will not discriminate among employees depending on positions and functions of employee in the company.

We believe that all employees have the right to work in an environment free from discrimination. All workers have the right to lodge grievances, and access remedy, if they feel they have suffered discrimination. These grievances will be treated fairly, following an impartial grievance procedure.

CAPOVITEZ PVT. LTD. will not disclose the medical history or medical report, of any employee to public or to other employees in the company. Also will not discriminate any employee on the basis of any medical history or medical practice.

CAPOVITEZ PVT. LTD. will ensure women workers receive equal treatment in all aspects of employment. Pregnancy tests will not be a condition of employment and pregnancy testing – to the extent provided – will be voluntary and the option of the worker. In addition, workers will not be forced to use contraception

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Scope

This policy applies to all the divisions of CAPOVITEZ PVT. LTD. This policy covers all employees of the organisation and persons employed through contract labour or agent and includes Apprentices.

Implementation

This policy will be displayed on notice boards and clearly communicated to all employees/contract labour /apprentices in the language in which they can understand.

Complaint box to be fixed at an appropriate place for the complaints against discrimination to be received.

After annual medical checkup or any other medical checkup HR head will call the employee privately and will hand over the report to him. Copy of the medical report will be kept with HR head as a confidential record under lock and key. Also will not discriminate any employee on the basis of any medical history or medical practice.

The implementation of the policy is the responsibility of the unit's human resources department & plant head.

There is zero tolerance policy towards its breach.

Head – HR will check the complaints of Discrimination once every month and take necessary disciplinary actions.