

TRANWAY21 TECHNOLOGIES LIMITED

EQUAL OPPORTUNITY POLICY

The Government of India has enacted the Rights of Persons with Disabilities Act, 2016 (RPwD, Act) and Rights of Persons with Disabilities Rules, 2017 to give effect to the principles enshrined in the United Nations Convention on Rights of persons with Disabilities (2006). In pursuance of the mandate given in Section 21(1) of the RPwD, Act 2016 read with Rule 8 of RPwD Rules, 2017 the Equal Opportunity Policy is adopted by the TRANWAY21.

Preamble

The Tranway21 Technologies Limited (Tranway21) recognizes the value of a diverse work force and the need to provide an inclusive and enabling work environment. We are committed to ensuring equal opportunities for people with disabilities and to provide an environment and work culture which is inclusive of them. We seek to act proactively to facilitate their full participation in the work.

Scope

This policy applies to all employees (full-time, part-time, trainees and those on contractual assignments) of the Company including all subsidiaries and affiliated companies at their workplace or at client sites.

Purpose

The Equal Opportunity Policy of Tranway21 is to provide equal opportunities to the specially-abled employees without any discrimination, on the ground of disability and shall strive to maintain a working environment that is conducive for specially-abled employees. This Equal Opportunity Policy is subject to applicable regulations, qualifications, and merit of the individuals concerned.

Rights and Entitlements:

1. The TRANWAY21 is committed to provide the following for the persons with disabilities:-
 - a) TRANWAY21 shall ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for their integrity equally with others.
 - b) TRANWAY21 will ensure a work environment free from any discrimination against persons with disabilities.

2. Accessible Workplace supports:

- a) Reasonable Accommodations are facilitated, where required, to improve accessibility and create an inclusive work environment so as to maximize the ability of an employee to perform the job. Accessible infrastructure at Tranway21 includes accessible common areas, mobility support and other supporting assistive devices, as needed. (Reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case on the company, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others in the offices of Traway21).
- b) Information essential to the job and workplace, such as job instructions, employee handbook, information on support facility, intranet, grievance procedures or health and safety procedures are communicated to employees with disabilities in a format which ensures that they are fully informed.
- c) Condition of the applicant's and employee's disability is considered in determining the location of work.

3. Extra Leave:

An employee's request for extra leave, for a reason related to her/his disability, will be treated as authorized unpaid absence from work.

4. Grievance Handling:

- a) In case of any grievances, the employees can raise a complaint and write to hr.ind@tranwayinc.com.
- b) Tranway21 will not retaliate nor discriminate against any employee or applicant because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to employment practice