



The Transgender Persons (Protection of Rights) Policy

Prepared by:
Human Resources Department, Arvind SmartSpaces
Issue Date: 09.07.2024 | Effective From: 09.07.2024
Policy Number: **ASL|ELC_TPPR|001|01082024**
Arvind SmartSpaces Limited, CG Road, Ahmedabad



OBJECTIVE:

The primary objective of this policy is to create atmosphere that ensures fair treatment of transgender individuals, free from discrimination, harassment and bias while establishing a robust grievance redressal mechanism.

APPLICABILITY:

This policy applies to all Management/staff cadre employees of Arvind Limited and/or its subsidiaries.

NON DISCRIMINATION AND ENABLING WORK ENVIRONMENT:

1. Arvind prohibits discrimination based on gender identity or expression. Every employee, regardless of gender identity, will be treated fairly and with dignity.
2. An employee or potential - consultant, intern, vendor, contractor, trainee, apprentice or called by any such name shall not be denied recruitment, appointment, promotion, professional or training opportunities, or have their services terminated or treated unfairly in relation to their employment based on their gender identity or expression.
3. A transgender employee shall be addressed according to their pronouns, chosen name and gender in all workplace communication and have these reflected in their organisational communication, email addresses and other official documents.

RECRUITMENT AND HIRING:

Arvind is committed to fair and inclusive recruitment and hiring practices. Transgender individuals will be considered for employment based on their qualifications and skills without prejudice.

WORKPLACE HARASSMENT AND BULLYING:

Harassment or bullying based on gender identity is strictly prohibited. Any reported incidents will be promptly and thoroughly investigated and appropriate corrective actions will be taken.

PRIVACY AND CONFIDENTIALITY:

Information related to gender identity will be treated with utmost confidentiality. Employees are expected to respect the privacy of their colleagues and refrain from disclosing any such information without explicit consent.

ACCESS TO FACILITIES:

Information related to gender identity will be treated with utmost confidentiality. Employees are expected to respect the privacy of their colleagues and refrain from disclosing any such information without explicit consent.



GRIEVANCE REDRESSAL MECHANISM:

- Arvind has appointed a Complaint Officer for disposing complaints who shall dispose of complaints of violations of the provisions of the policy in the establishment.
- The following process should be followed for expressing and seeking Redressal to a grievance;
 - Any employee who believes they have experienced discrimination or harassment based on gender identity is encouraged to report the incident to the Complaints Officer. While the same time, addressing a copy to the Business HR.
 - The Complaint Officer must immediately acknowledge receipt of the grievance in writing informing the employee of the receipt of grievance and inviting the employee for a formal meeting. The Complaints Officer may consult with Business HR / Corporate HR and revert to the employee with a course of action / solution within 7 working days from the date of receipt of grievance.
 - In case employee is not satisfied with the solution, the employee may choose to represent the grievances to the Division Head.
 - Upon completion of the investigation, appropriate corrective actions will be taken to address the issue. This may include counselling, training, disciplinary measures, or any other necessary actions to rectify the situation.
- All reports will be treated with the utmost confidentiality. A thorough and impartial investigation shall be conducted promptly by the committee to address the concern raised.

THE LIST OF COMPLAINTS OFFICERS FOR EACH BUSINESS UNIT IS:

DIVISION	LOCATION	COMPLAINT OFFICER	CONTACT NO.	EMAIL ID
Arvind Smartspaces	CG Road Office & Other sites	Mr. Dhomya Raval	+91 99797 90991	dhomya.raval@arvind.in

RESPONSIBILITIES – PHYSICAL ACCESSIBILITY:

- Every employee in Arvind is responsible for giving effect to this policy. They must promote the values of Equal Opportunity through respect, care, sensitivity and dignity.
- Any employee who violates this Policy, or in any manner discriminates against any person or otherwise harasses or harms them shall be deemed to be in breach of the policy in the organisation and shall be appropriately dealt with, along with actions that can be taken under this policy or any other action that the management may deem fit.

All employees are expected to comply with this policy. Non-compliance may result in disciplinary action, up to and including termination.

Please Note: Corporate HR reserves all rights to append, modify, withdraw any part or complete policy at any time without any prior notice.

