



Nestlé

Good Food, Good Life

Equal opportunity policy



HR
Winning through
People and Teams

Purpose

Diversity and inclusion is an integral part of our company's culture and is one of the ways we bring our purpose and values to life. Our values are rooted in respect: respect for ourselves, for each other, respect for diversity and respect for the future. We aim to embed diversity and inclusion across everything we do, focused on three core areas: culture, innovation and society.

We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement. We do not tolerate any form of harassment or discrimination. Our commitment to provide equal opportunities starts from the point of recruitment and throughout the period of Employment.

In line with our Code of Business Conduct, we embrace diversity and respect the personal dignity of our fellow employees. Nestlé respects the personal dignity, privacy and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, nationality, religion, race, disability, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason.

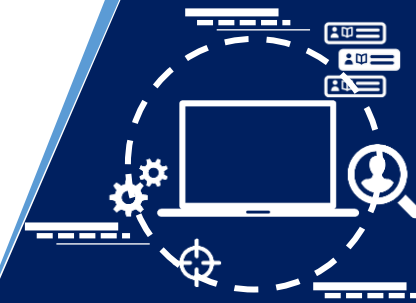


Nestlé is also committed to complying with the provisions given in The Rights of Persons with Disabilities (RPWD) Act, 2016 and its Central Government Rules, 2017. We are committed to:

- Respecting the human rights of people with disabilities
- Ensuring non-discrimination against persons with disabilities
- Providing accessibility, reasonable accommodation, and support to people with disabilities
- Ensuring no tolerance to any form of harassment, abuse, exploitation, or any other violations of human rights of people with disabilities.

Scope

The Equal Opportunity Policy is applicable for all job applicants, employees of any nature and apprentices. This policy applies to all job applicants, employees of any nature and apprentices having any disability as defined under the Rights of Persons with Disabilities Act, 2016 and applicable rules thereto. This policy is also applicable throughout the period of employment of the individual



Policy framework

Considering our commitment towards Equal Opportunity:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Employment with Nestlé India will be based only on merit.

Developmental and promotional opportunities will only be based on performance, ability, and potential, and will be consistent with the needs of the business.

Nestlé India will not tolerate harassment, behavior that is discriminatory or behavior that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels, they are being subjected to discrimination, harassment, bullying or victimization, they can raise the same through grievance redress mechanisms like Speak Up or contact the liaison officer (Lead, Diversity and Inclusion). All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

In line with the Rights of Persons with Disabilities Act, 2016 and Rules, 2017, Nestlé India shall ensure non-discrimination of persons with disabilities in employment, accessible infrastructure, reasonable accommodation and an inclusive environment. Nestlé India has constituted a Diversity & Inclusion Council that shall oversee the implementation of this policy to ensure that the provisions are met in its letter and spirit.



Policy Details

Physical Infrastructure

Nestlé India is committed to ensure that their office buildings, factories, furniture, facilities and services are accessible and accommodative for job applicant, employees of any nature and apprentices. Nestlé India is committed to conduct periodic audits to ensure compliance as per applicable standards. Nestlé India is also committed to ensuring that any new development, i.e., building/factory/leased/rented or refurbishment of existing facilities, will be planned and executed in accordance with the applicable standards.

Digital Infrastructure

Nestlé India is committed to provide a digital infrastructure as per the needs and requirements of job applicant, employees of any nature and apprentices.



Reasonable Accommodation

Nestlé India shall provide reasonable accommodations to job applicant, employees of any nature and apprentices with disabilities, based on specific needs. This is to ensure equal opportunities in the selection process, optimum performance and full access to the benefits and privileges of employment.

Some indicative, but not exhaustive, examples of reasonable accommodations would be assistive devices, barrier-free accessibility and other reasonable accommodation as may be required by job applicant, employees of any nature and apprentices with disabilities.

Recruitment:

Nestlé India shall post vacancies on [Nestlé Jobs and Vacancies | Careers | Join Us Now \(Nestlé.in\)](#) or registered job portals;

"Nestlé India is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation. For any reasonable accommodation in the recruitment process for persons with disabilities, kindly reach out to the recruiter. Reasonable accommodation includes any appropriate modifications to ensure that persons with disabilities are provided an equal platform in the recruitment process. "



Nestlé India is committed to promoting diversity in the workforce. The recruitment decisions are based solely on skills to ensure non-discrimination. Nestlé India endeavours to:

- Review the recruitment processes to eliminate discrimination
- Remove unconscious bias throughout the period of employment of the individual .
- Monitoring of diversity and inclusion through methods like data collection, analyses or reporting.

Awareness Programme /Sensitisation Trainings:

Awareness programs/ sensitization trainings will be made available for all employees on etiquette and other required skills for ensuring that all employees feel included, respected and valued.



Governance framework

This policy is overseen by Diversity and Inclusion Council, to ensure the effective implementation of the policy and to make the workplace more inclusive.

Diversity & Inclusion Council

The D&I Council anchored by Chairman & Managing Director as the sponsor. The D&I Council comprises of:

- Director, Human Resources
- Director, Corporate Affairs
- Director, Sales
- Director, Information Technology
- Director, Confectionary
- Director, Technical
- Members from Head Office, Factory & Branch
- External members
- Head, Talent
- Lead – Diversity & Inclusion

The Council will facilitate the development of plans and programmes for implementing Equal Opportunity Policy.



Liaison Officer

Lead, Diversity and Inclusion shall be the Liaison Officer who will handle the following responsibilities:

- 1) Liaise with the relevant stakeholders within the Company to facilitate the implementation of the plans made by the D&I Council.
- 2) Ensure that reasonable accommodation requests from candidates and employees are addressed on a timely basis.
- 3) Develop proactive strategies for employing people with disabilities in the company.
- 4) Encourage awareness programmes to promote disability inclusion in the workplace.
- 5) Endeavour to learn about best practices, including disability policies, technology and so on, in this area.
- 6) Keeping the D&I Council updated with the developments in the area of disability policies, technology etc.



Grievance Redressal Mechanism

Nestlé encourages concerned person to raise any grievance through redress mechanisms like Speak Up or contact the liaison officer (Lead- Diversity and Inclusion). All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

Interpretation & Guidance

If any additional guidance and/or further interpretation is required, please contact Liaison Officer (Lead- Diversity & Inclusion)

Review Timelines

The policy will be reviewed basis changes in legal and market guidelines.

Communication of Policy

Policy will be available on intranet to all employees and our corporate website. It will also be available at all conspicuous places in branch, factories and Head Office. All employees will undergo trainings on Code of Business Conduct and Nestlé Corporate Business Principles, which form a basis of this policy, through e-modules and/or classroom session.

