



# Allstate India Private Limited (Allstate India)

(Formerly known as Allstate Solutions Private Limited)

## Equal Employment Opportunity Policy

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POLICY NAME	EQUAL EMPLOYMENT OPPORTUNITY POLICY				
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## Contents

1. Objective:	3
2. Scope	3
3. Definition	3
4. Applicability	3
5. Facilities and amenities	3
6. Job positions and selection process	3
7. Training and Career development	4
8. Travel, stay and transport	4
9. Employee engagement and social inclusion	4
10. Maintenance of Records	4
11. Confidentiality	5
12. Grievance Redressal	5
13. Appointing a Liaison Officer	5
14. Roles and Responsibilities	5
15. Point of Contact	6
16. Exceptional Approval	6

## 1. Objective:

- 1.1 Inclusive Diversity and Equity is one of Allstate's values and our commitment to this starts at the top. We shall continue to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, caste, creed, religion or religious beliefs, medical condition, gender identity or gender expression, sex, or sexual orientation etc.
- 1.2 Allstate India will take all reasonable steps within its control to meet the diverse needs of all employees and provide an environment in which all employees are treated with respect and dignity, regardless of any age, color, disability, marital status, nationality, race, caste, creed, religion or religious beliefs, medical condition, gender identity or gender expression, sex, or sexual orientation etc.
- 1.3 Allstate India strives to maintain a work environment that is free from any harassment and discrimination based on above considerations throughout the period of employment of the individual right from the recruitment process till exit. This Equal Employment Opportunities Policy is subject to applicable regulations, qualifications, and merit of the individual.

## 2. Scope

- 2.1 This policy is applicable to all employees and offices of Allstate India and covers prospective candidates
- 2.2 The policy is applied throughout the period of employment of the individual, i.e. from the recruitment process till exit.

## 3. Definition

- 3.1 Person with disability – Is defined as a person with long term physical, mental, intellectual, sensory impairment & acid attack survivor/victim which, in interaction with barriers, hinders their full and effective participation in society equally with others as defined under the Rights of Persons with Disabilities Act 2016.
- 3.2 LGBTQIA+ stands for lesbian, gay, bisexual, transgender, queer, intersex and asexual.

## 4. Applicability

The applicability of this policy is not limited to disabled persons and LGBTQIA+ community, it includes any other diversity that exists or that may become existent in the future.

## 5. Facilities and amenities

- 5.1 **Physical Infrastructure:** Allstate India strives to ensure that its physical infrastructure (buildings, furniture, facilities and services in the office premises and transportation) adheres to the accessibility standards and provide suitable infrastructure subject to practical feasibility to enable all employees to have access to common facilities including physical environment, transportation, information, and communications including technologies and systems without any undue inconvenience. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issues should report it to the facilities team at their location.
- 5.2 **Restroom Accessibility:** Allstate India strives to ensure that employees shall have easy access to the restroom. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom, when available. No employee, however, shall be required to use such a restroom. All employees have a right to safe and appropriate restroom facilities.
- 5.3 **Digital Infrastructure:** It is Allstate India's continuous endeavor to ensure that all our documents, communication and information technology systems adhere to the accessibility standards. Any employee facing accessibility challenges can reach out to the local IT support team.

## 6. Job positions and selection process

- 6.1 In Allstate India, all positions are open for all eligible candidates. The hiring is purely based on merit and the candidates are evaluated based upon their skills/ competence and job-related criteria without any form of

discrimination. Flexibility and accommodations will be reviewed and considered on an individual requirement basis.

- 6.2 The jobs for which persons with disabilities could be considered would be identified by the HR team in consultation with the respective Business Head/Departmental Head. The positions that are identified would be notified on the intranet of the company and to the authorities mentioned in the Rights of Persons with Disabilities (RPWD) Act 2016. The persons being considered for such positions would be notified of the recruitment and selection process as well as other associated rules of employment.
- 6.3 The positions so notified should not be construed as reservation. For such positions, however the Company will give first preference to candidates with a disability provided they qualify basis merit. Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else.
- 6.4 Application forms will be made available in alternate formats, as required.
- 6.5 Recruitment for every level and job classification will be conducted without regard to an individual's protected characteristics.
- 6.6 In respect of person with disability applying for a job, candidate with necessary disability certificate issued in accordance with applicable laws by the competent authority will only be considered for the identified positions

## **7. Training and Career development**

- 7.1 Allstate India will provide course materials, content for induction and training in accessible formats to anyone who requires them.
- 7.2 Allstate India will ensure accessible and inclusive appraisal process. Decisions on career development and transfers are made in accordance with equal opportunity principles and are based on qualifications as they relate to the requirements of the job for which the person is being considered.
- 7.3 The necessity of training, its types and methods shall be determined by the HR department and their approach shall be deemed final. Wherever necessary, qualified medical personnel of the Company will be consulted.

## **8. Travel, stay and transport**

Allstate India shall ensure that accessible modes of transport, accessible accommodation, and a personal attendant to travel along (upon request), will be provided to employees with disability for any official travel. An employee can place a written/email request for this with the Allstate India Travel/Facilities team

## **9. Employee engagement and social inclusion**

- 9.1 Allstate India strives to ensure and make all company events and meetings inclusive by selecting accessible venues with a provision of reasonable accommodation being available to all employees.
- 9.2 Allstate India respects all employees' right to privacy, no employee shall be subjected to unwanted questions regarding their status, medical history, disability, or sexual orientation.
- 9.3 Employees with a disability will be eligible for Special Leave as defined in the [Leave Policy](#)
- 9.4 In addition to equal employment opportunity, irrespective of age, color, disability, marital status, nationality, race, religion, gender identity or gender expression, sex or sexual orientation, this policy shall ensure, payment of equal remuneration and prohibition of discrimination on any of these grounds with respect to payment of wages by Allstate India, for same work or work of a similar nature done by employees and also for recruitment of employees for same work or work of a similar nature.

## **10. Maintenance of Records**

Allstate India will collect and maintain data regarding employees in relation to their employment, facilities provided and other necessary information as per the RPWD Act and other applicable laws. All employees will be

asked to fill the voluntary self-identification form to give information to the employer. An employee can edit the information at any time during their tenure. An employee who acquires disability can also edit and update the form. Allstate India would be in a better position to decide on the nature of work and allocate such work considering the declared disability and other related aspects.

## **11. Confidentiality**

11.1 The information that an employee shares about their identity will be kept confidential.

11.2 Allstate India seeks to provide a supportive environment for all employees and those who are open about their identity, orientation, status, etc. Allstate India also recognizes that some employees might not wish to share this information with fellow employees or others involved in the organization and is equally dedicated to respecting the confidentiality of those persons.

11.3 Exceptions to the confidentiality clause on disability identity

11.3.1 Managers/Supervisors may be given information about an employee's disability for allowing/providing any accommodations.

11.3.2 Security personnel may be given information about an employee's disability to facilitate obtaining any necessary support during an emergency.

## **12. Grievance Redressal**

Employees have the right to file a complaint concerning any discrimination on the grounds of gender, race, sex, cast, creed, disability, religion, etc. with the Grievance Redressal Committee by writing to [GRCmailboxpune@allstate.com](mailto:GRCmailboxpune@allstate.com) or [GRCmailboxbangalore@allstate.com](mailto:GRCmailboxbangalore@allstate.com). Any policy violation i.e., when any employee is discriminated against or not provided reasonable accommodation or denied access to any company facility, will be regarded as a grievance and the same may be reported to the Liaison Officer.

## **13. Appointing a Liaison Officer**

13.1 As per the Act, Allstate India has appointed Manager Employee Relations as the Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation.

13.2 Responsibilities of the Liaison Officer include:

13.2.1 Ensuring an inclusive and friendly workplace for all employees

13.2.2 Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy

13.2.3 Developing proactive strategies to prevent discrimination and harassment of any form in the workplace

## **14. Roles and Responsibilities**

### **14.1 Employee Responsibilities**

14.1.1 All employees are responsible to comply with this policy and all applicable laws and regulations.

14.1.2 Compliance is required whenever an employee is acting in their capacity as a representative of the Company.

14.1.3 Any employee who violates this policy or engages in any form of discrimination based on age, color, disability, marital status, nationality, race, caste, creed, religion or religious beliefs, gender identity or gender expression, sex or sexual orientation etc. shall be dealt with under the Disciplinary Policy of the Company.

### **14.2 Manager Responsibilities**

Managers and supervisors are responsible to take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.

#### **14.3 Human Resources Responsibilities**

Human Resources representatives have the following additional responsibilities:

- 14.3.1 To conduct, support and promote at all office locations, awareness campaigns and sensitization programs through appropriate means to promote inclusion of all communities and types of employees.
- 14.3.2 To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.
- 14.3.3 To ensure that the employees and applicants are protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or assisting in an investigation under the RPWD Act.
- 14.3.4 Allstate India is committed to creating a safe work environment for all employees. Any incident of discrimination, harassment, or violence based on gender identity, disability, or any other aforesaid grounds will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action, and providing employees and staff with appropriate resources.

#### **15. Point of Contact**

Any questions or interpretations regarding this policy should be directed to the Allstate India Employee Relations

#### **16. Exceptional Approval**

Any exception to this policy must be approved by the Chief Human Resources Officer.



## DISCLAIMER

The policy is meant to serve as a guideline for the employees. Nothing contained in the policy shall be construed to confer any legal right or entitlement on any individual or team(s) mentioned in the policy unless specified by law. The Organization reserves an unconditional right to amend, modify and/or rescind the entire policy or part of it at any point in time. Management decision is final.