



## Equal Opportunity Employer Policy

REVISION: 00

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**SUBJECT / TITLE: Kennametal India Limited (KIL) Policy on Equal Opportunity Employer**

This page is a record of all revisions.			For convenience, the nature of the revision is / shall be briefly noted, under the remarks column here below. Unless otherwise stated, any revision/s should be implemented effective the date the Board of Directors of KIL approve this policy.
REV.	BY	PAGES	REMARKS
00	Ms. Swastika Mukherjee / Mr. Manu Kidave	1 - 4	Original Release
REV.	ISSUED BY	APPROVED BY	APPROVAL DATE
00	Ms. Swastika Mukherjee / Mr. Manu Kidave	Board of Directors	May 9, 2024



## KENNAMETAL INDIA LIMITED

### EQUAL OPPORTUNITY EMPLOYER POLICY

## Introduction

Kennametal India Limited (KIL) is committed to upholding the principles of equality and inclusivity in the workplace. We firmly believe in offering equal opportunities to all individuals, including those with special abilities, ensuring that each member of our workforce can contribute their talent and abilities to their fullest potential. In alignment with the Rights of Persons with Disabilities Act, 2016 (RPWD Act), we actively strive to eliminate barriers and create an environment where individuals of all abilities can thrive. From recruitment to ongoing employment, we prioritize fairness and accessibility, ensuring that individuals are not subject to discrimination irrespective of their disabilities, gender, ethnicity, nationality, race, caste, creed, age, marital status, sexual orientation, etc. Our Equal Opportunity Employer Policy ('Policy') ensures an inclusive culture, valuing diversity and empowering every employee to succeed, regardless of disabilities.

## Scope & Applicability

This Policy applies to all persons with special abilities<sup>1</sup> including job applicants, full-time and part-time employees, interns, trainees, contractual employees, and those who develop disabilities while employed. It ensures equal access and participation in all employment processes, including recruitment, selection, onboarding, training and development programs, compensation and benefits administration, performance management, promotional opportunities, and all other employment-related activities.

## Responsibilities

**Employees:** All KIL employees are collectively accountable for upholding the principles outlined in this Policy. This entails strict adherence to the Policy itself, alongside full compliance with relevant laws and regulations concerning special ability inclusion, notably The RPWD Act. Under no circumstances shall any employee discriminate against or engage in harassment toward another employee, regardless of the rationale. In the event an employee identifies as having a special ability, they are encouraged to disclose such information promptly and request reasonable facilities, preferably during the initial stages of the application or employment process. KIL aims to facilitate this through training sessions, regular awareness campaigns, and workshops, designed to provide them with a comprehensive understanding of The RPWD Act and this Policy.

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<sup>1</sup> As per The RPWD Act, "person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

In addition, KIL managers and supervisors need to ensure their familiarity with these regulatory frameworks and bear the responsibility of overseeing strict adherence to the Policy within their respective areas of authority. It is imperative that they take prompt and reasonable measures to address any complaints pertaining to discrimination or harassment that are brought to their attention.

**Human Resources:** The Human Resources (HR) department plays a pivotal role in ensuring the implementation and enforcement of this Policy, particularly concerning the employment of individuals with special abilities. It is incumbent upon HR to provide guidance and support on matters related to the employment of persons with special abilities, including offering advice and assistance in addressing grievances that may arise. Additionally, HR is tasked with handling any complaints pertaining to discrimination against job applicants or employees, irrespective of the form it may take.

## **Policy Statement**

### **Equitable Recruitment and Selection Practices**

KIL is committed to fostering fairness and inclusivity in our recruitment practices. Our job announcements prominently feature comprehensive Equal Employment Opportunity statements, emphasizing our dedication to diversity and the prevention of discrimination. Regardless of gender, ethnicity, nationality, race, caste, creed, age, marital status, sexual orientation, special abilities or any other protected characteristics, we strive to maintain salary and benefits parity across all employees, ensuring an equitable workplace environment.

Our selection criteria prioritize merit-based assessment, focusing solely on job-related skills and qualifications. To enhance accessibility, we aim to offer application forms in alternate formats wherever required, removing barriers to participation for all potential candidates. Our organizational policy extends eligibility for all open positions to individuals with special abilities through established recruitment channels, providing tailored facilities while ensuring the integrity of our selection process.

### **Facilities and Amenities**

**Physical and Digital Infrastructure:** In Alignment with The RPWD Act, KIL is committed to exploring innovative solutions to enhance accessibility across its physical facilities and digital infrastructure, allowing ease of access for employees with special abilities. Employees are encouraged to report any accessibility issues promptly to ensure continuous improvement and inclusivity.

**Reasonable Facilities:** In accordance with The RPWD Act and our unwavering commitment to fostering equality of opportunity, we aim to provide reasonable facilities for eligible employees and candidates with special abilities. These facilities serve to address accessibility throughout the application process, enabling individuals to perform their job duties effectively, and offering equal access to benefits and opportunities. Examples of such facilities include, but are not limited to, procuring, or adapting equipment, customizing assessment, and training materials, offering flexible work arrangements, or considering reassignment to vacant positions suitable for their abilities. Records related to employees' requests for such reasonable facilities are maintained with strict confidentiality.

## Training and Development

KIL remains steadfast in adhering to the principles outlined in The RPWD Act, ensuring that all employees, including those with special abilities, are provided equal access to professional growth and skill development opportunities.

Our performance evaluations recognize both qualitative and quantitative contributions, valuing the unique strengths of employees with special abilities. By fostering an inclusive environment that embraces diverse strengths and encourages mentorship and leadership programs, KIL ensures equitable career pathways for all employees.

## Maintenance of Records

Maintaining accurate and up-to-date records of individuals with special abilities is a critical component of our Equal Opportunity Employer (EOE) policy. These records serve multiple purposes, including but not limited to ensuring compliance with relevant laws and regulations, facilitating the provision of reasonable facilities, tracking progress towards diversity and inclusion goals, and promoting a workplace culture that values and respects individuals of all abilities. Employees with special abilities or those who acquire special abilities can update these records as needed. KIL is committed to safeguarding the confidentiality and privacy of such records, ensuring that access is restricted to authorized personnel for legitimate business purposes only.

## Grievance Handling

In our commitment to this policy, KIL has established a comprehensive grievance redressal mechanism which has been detailed in the Policy on Redressal of Stakeholders' Grievances (Link: [policy-on-redressal-of-stakeholders-grievancespdf \(kennametal.com\)](https://kennametal.com/policy-on-redressal-of-stakeholders-grievancespdf)) dedicated to addressing the concerns of our employees and workers.

Employees and workers are encouraged to initially communicate their concerns to their designated points of contact within KIL. Should any dissatisfaction persist following this initial redressal attempt, employees are urged to articulate their grievances in detail and forward them to the Grievance Redressal Officer at [suresh.reddy@kennametal.com](mailto:suresh.reddy@kennametal.com). Upon receipt, the officer shall diligently endeavour to ensure the expeditious resolution of the grievance within a stipulated timeframe of 30 days.

In instances where the resolution process exceeds the designated period, the Grievance Redressal Officer is tasked with promptly elevating the matter to the Grievance Redressal Committee. This escalation is sought either to request an extension of time for resolution or to seek guidance should the grievance persist unresolved to the stakeholders' satisfaction.

## Review and Compliance

Regular review and compliance monitoring are essential to the effectiveness of our Policy. We conduct periodic assessments to evaluate our compliance with applicable laws, regulations, and internal policies related to equal employment opportunity and diversity. KIL values feedback from employees to continuously improve our practices and ensure that our workplace remains inclusive and supportive for all. By prioritizing review and compliance efforts, we demonstrate our ongoing commitment to promoting fairness, respect, and equal opportunities for every member of our workforce.