

Finaleap Finserv Private Limited Equal Opportunity Policy for Persons with Disabilities

Employees of Finaleap FinServ Private Limited ("Company") are subject to this policy. Finaleap FinServ Private Limited strives to provide opportunity for all employees to reach their full potential. Finaleap FinServ Private Limited strives to provide a positive and peaceful work environment so that people with disabilities have the same access to equality, dignity, and respect for their integrity as everyone else.

Policy

Finaleap FinServ Private Limited strives to provide equal job opportunities regardless of caste, creed, age, race, color, disability, marital status, religion, or gender. Based on the aforementioned concerns, the Company endeavors to maintain a harassment-free work environment. This Equal Opportunity Policy is subject to all applicable laws, qualifications, and merit.

This Equal Employment Opportunity Policy is enforced consistently throughout the individual's employment, from the recruitment process through retirement.

Finaleap FinServ Private Limited is committed to making employment decisions based on merit, qualifications, business needs, and other job-related criteria in accordance with this policy.

I. Equal Opportunities for Persons with Disabilities

It is the Company's policy to ensure that the work environment is free of discrimination against people with disabilities in compliance with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017. Furthermore, the Company will take all necessary steps to guarantee that people with disabilities are able to do their jobs and flourish in them. The firm will develop methods and procedures to ensure

- i. Persons with disabilities are provided with suitable facilities and amenities to enable them to efficiently perform their duties in the establishment.
- ii. That an accessible environment is provided, as well as the availability of assistive devices as needed.
- iii. That a liaison officer be appointed to manage the provision of required facilities/amenities, including the recruiting process for disabled people.
- iv. That a Grievance Redress Mechanism exists to resolve issues relating to the employment of employees, including those with disabilities. That Management will guarantee that any grievances about disability selection, training, promotion, transfer posting, leave, and preference in employment are addressed.

Accommodation allocation, for example, is handled in a fair and equitable manner, with no discrimination.

- i. That no opportunity is denied to disabled people just because of their impairment.

Positions to be considered and methods of selection: The HR Head, in cooperation with the corresponding Business Head, will identify the jobs for which differently abled people may be considered. The opportunities that may be identified would be advertised on the company's HRMS, on job boards, and to authorities included in the Right to Persons with Disabilities Act of 2016. The recruitment and selection procedure, as well as other employment norms, would be communicated to those being considered for such roles. The positions so advertised should not be interpreted as reserved. Candidates that are differently abled will be given first priority for the vacancies that are advertised. Finaleap FinServ Private Limited is required to keep disability records in the form and manner specified in Chapter IV, Rule 9 of the 'Rights of Persons with Disabilities, Rules 2017'.

Finaleap FinServ Private Limited will comply with the laws of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017.

The Liaison Officer for Disabled employees at the branches will be the Regional Managers, and the Liaison Officer for employees at Head Office will be the HR Manager. As per Rule 10 of the 'Rights of Persons with Disabilities, Rules 2017', the Grievance Redressal Committee is required to retain records of complaints and other matters.

IV. Policy communication

All workers will have access to this policy via the Finaleap FinServ Private Limited website and the Finaleap FinServ Private Limited Employee Portal.

The provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017 are followed in the aforesaid Policy.