



DroneWorks Engineering Solutions Private Limited

Equal Opportunity Policy

Purpose

This Equal Opportunity Policy is designed to ensure fairness, respect, and inclusivity within the workplace, fostering an environment where every individual can thrive and contribute to the success of the organization. At DroneWorks Engineering Solutions Private Limited, we are committed to providing equal employment opportunities to all employees and applicants without regard to race, colour, religion, caste, Varna (traditional classification in Indian society), gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, language or linguistic origins. We believe in fostering an inclusive work environment where diversity is celebrated, and every individual is treated with dignity and respect.

1. Recruitment and Hiring

We recruit and hire candidates based on their qualifications, skills, and experience, without discrimination based on any protected characteristic. Our hiring decisions are made solely on the basis of merit, and we actively seek to attract a diverse pool of candidates.

2. Employment Practices

All employment practices, including but not limited to compensation, benefits, promotions, transfers, training, and development opportunities, are administered without regard to race, colour, religion, caste, Varna (traditional classification in Indian society), gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, language or linguistic origins.

3. Workplace Environment

We are committed to maintaining a work environment that is free from discrimination, harassment, and retaliation. We do not tolerate any form of discriminatory behaviour or conduct that creates a hostile or offensive work environment. All employees are expected to treat each other with dignity, respect and professionalism.

4. Divyang persons

We offer appropriate arrangements for Divyang persons (capable individuals with disabilities), allowing them to effectively carry out their tasks and the essential functions of their job, unless doing so would impose an undue hardship on the individual and/or the company. Employees who require such arrangements should contact Human Resources to discuss their needs confidentially.

5. Training and Awareness



We provide training and awareness programs to all employees to ensure understanding of our Equal Opportunity Policy and to promote inclusive behaviours in the workplace. This includes training on diversity, unconscious bias, and preventing discrimination and harassment.

6. Reporting and Complaint Procedure

Employees who believe they have experienced discrimination, harassment, or retaliation, or who have witnessed such behaviour, are encouraged to report it to their supervisor, Human Resources, or any member of management. All reports will be promptly and thoroughly investigated, and appropriate action will be taken in accordance with company policies and applicable laws.

7. Non-Retaliation

We prohibit retaliation against any employee who makes a good faith report of discrimination, harassment, or retaliation, or who participates in an investigation of such claims. Retaliation against individuals who assert their rights under this policy is a violation of company policy and will result in disciplinary action, up to and including termination.

8. Compliance with Laws and Regulations

We comply with all applicable laws and regulations relating to equal employment opportunity, including but not limited to the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

9. Accountability

All employees, including managers and supervisors, are responsible for upholding and promoting the principles of equal opportunity in their interactions with colleagues, customers, and other stakeholders. Violations of this policy may result in disciplinary action, up to and including termination of employment.

10. Review and Revision

We periodically review and update our Equal Opportunity Policy to ensure its effectiveness and compliance with relevant laws and best practices. Employees will be notified of any changes to the policy in a timely manner.

Contact Information

If you have any questions, concerns, or complaints regarding our Equal Opportunity Policy, please contact Human Resources or any member of management or write to info@droneworks.co.in.

This Equal Opportunity Policy is last updated on 27 Jan 2024