



## EQUAL EMPLOYMENT OPPORTUNITY POLICY

### 1. Objective:

A.O. Smith has been committed to being an equal opportunity employer, with 'Respect for Diversity' as one of our Guiding Principles. Our success is based on our people. We treat each other with respect and dignity and expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement, protect their privacy, and do not tolerate any form of harassment or discrimination.

A.O. Smith is committed to equal employment opportunities for all. We will not discriminate against employees or applicants for employment on any basis including, but not limited to race, colour, religion, sex, age or physical disability.

### 2. Applicability:

This policy applies to all regular full-time, regular part-time and temporary employees of A.O. Smith. This Equal Employment Opportunity Policy for India (the "Policy"), sets forth additional requirements for all employees, officers and directors (collectively referred to as "Employees") of A.O. Smith India Water Products, Pvt. Ltd., and any affiliated companies (collectively referred to as the "Company") to follow within the country of India with respect to providing equal employment opportunities for all. This Policy should be read in conjunction with the A.O. Smith Corporation Equal Employment Opportunity & Anti-Harassment Policy and the Guiding Principles.

### 3. Policy Framework:

- a) A.O. Smith is committed to providing employment opportunities without any discrimination on the grounds of age, colour, disability, origin, nationality,

#### **A.O. Smith India Water Products Private Limited**

Plot No. 300, KIADB Industrial Area Phase II, Harohalli,

Kanakapura Taluk, Ramanager District, Karnataka, India 562112

Phone: +91 80 2801 1200, Fax: +91 80 2801 1205 Website: [www.aosmithindia.com](http://www.aosmithindia.com)

CIN: U31909KA2006PTC040282



- religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.
- b) Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
  - c) Employment with A.O. Smith will be based on merit.
  - d) Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.
  - e) A.O. Smith will not tolerate harassment, behaviour that is discriminatory or behaviour that victimizes any individual or group in our workplaces.
  - f) If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.
  - g) Appropriate action basis an investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims.
  - h) A.O. Smith shall endeavour to provide the necessary facilities and amenities to enable persons with disability to effectively discharge their duties and follow guidelines that would allow a fair chance of employment, training etc. to persons with disability, in accordance with the applicable laws.
  - i) A.O. Smith hereby reaffirms its policy of equal employment and advancement opportunities for all individuals. Protected categories include race, colour, religion, creed, sex, gender identity or expression, sexual orientation, pregnancy, marital, national origin, citizenship, ancestry, ethnic heritage, genetic information, age and legally recognized disability.

#### **4. Roles and Responsibilities:**

- Employees must comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.



- Managers and supervisors have to take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.
- Human Resources representatives have to provide advice and address grievances relating to the employment of persons with any complaints regarding discrimination in any other form against any job applicant/employee.

## **5. Complaint officer**

Employees can make complaints to the complaint officer detailed below to deal with the complaints relating to violations of any protections provided for in the Transgender Persons (Protection of Rights) Act, 2019.

### **Complaints Officer:**

Name: Brinda Basappa

Designation: Company Secretary & Senior Legal Specialist

Email ID: [brindab@aosmith.com](mailto:brindab@aosmith.com)

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