



Gem Aromatics LimitedTM

(Formerly known as Gem Aromatics Private Limited)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410, Kailas Complex, Vikhroli Powai Link Road, Parksite,
Vikhroli West, Mumbai-400079, Maharashtra, India.

Tel No: +91-25185231/25185931 CIN: L24246MH1997PLC111057

ANTI-DISCRIMINATION & EQUAL OPPORTUNITY POLICY

GEM AROMATICS LIMITED

1. PREAMBLE

1.1 GEM Aromatics Limited (“the Company”) is committed to fostering a workplace culture founded on dignity, respect, fairness, and equal opportunity for all individuals.

1.2 The Company recognises that diversity and inclusion are essential to organisational effectiveness, employee wellbeing, and sustainable growth. Discrimination of any kind undermines these values and is incompatible with the Company’s ethical standards.

1.3 This Policy establishes the Company’s commitment to preventing discrimination and promoting equal opportunity across all aspects of employment and workplace interaction. It shall be read in conjunction with applicable labour laws, statutory obligations, and internal policies.

2. OBJECTIVE

2.1 The objective of this Policy is to ensure that all employment-related decisions and workplace practices are free from discrimination and based solely on merit, competence, and job-related criteria.

2.2 This Policy aims to:

- a) promote equal opportunity in recruitment, employment, and career development.
- b) prevent discrimination, harassment, or unfair treatment in the workplace.
- c) ensure compliance with applicable labour and employment laws.
- d) create an inclusive, respectful, and professional work environment.
- e) provide a mechanism for addressing discrimination-related grievances.

3. DEFINITIONS

3.1 “Discrimination” refers to any distinction, exclusion, or preference that has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.

Corporate Office: A/503, Kailas Complex, Vikhroli Powai Link Rd, Parksite, Vikhroli (W), Mumbai-400079, Maharashtra, India.

Facility 1: Plot No 2, Survey No.16/4/2, Near Alok Industries, Village Rakholi, Silvassa-396230, Dadra & Nagar Haveli, India.

Facility 2: Khasara No 8,9,10,126, Village Gathona, Ujhani Budaun Road, District: Budaun-243639, UP, India.

E-mail: secretarial@gemaromatics.in **Web:** www.gemaromatics.com



*Gem Aromatics Limited*TM

(Formerly known as Gem Aromatics Private Limited)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410, Kailas Complex, Vikhroli Powai Link Road, Parksite,
Vikhroli West, Mumbai-400079, Maharashtra, India.

Tel No: +91-25185231/25185931 CIN: L24246MH1997PLC111057

3.2 “Equal Opportunity” refers to fair and impartial treatment of all individuals without bias or prejudice in employment-related decisions.

3.3 “Employee” includes permanent, temporary, probationary, trainee, and contractual personnel engaged by the Company.

3.4 “Workplace” includes all Company premises, operational units, offices, laboratories, warehouses, and any location where Company-related work is performed.

4. SCOPE AND APPLICABILITY

4.1 This Policy applies to all establishments and operations of GEM Aromatics Limited.

4.2 This Policy is applicable to:

- a) all employees of the Company.
- b) contract workers, trainees, and apprentices.
- c) contractors, service providers, and vendors operating within Company premises.
- d) management personnel, supervisors, and visitors involved in work-related activities.

4.3 All individuals covered under this Policy are expected to comply with its principles and requirements at all times.

5. POLICY STATEMENT

5.1 The Company is committed to providing a workplace free from discrimination, harassment, victimisation, or unfair treatment.

5.2 Employment-related decisions shall be made without discrimination based on gender, age, caste, religion, nationality, ethnicity, disability, marital status, sexual orientation, or any other status protected under applicable law.

5.3 The Company shall provide equal opportunities in recruitment, training, promotion, compensation, and career development.

6. GUIDING PRINCIPLES

6.1 Equal Opportunity in Employment

The Company shall ensure fair access to employment opportunities and advancement based on qualifications, experience, and performance.

Corporate Office: A/503, Kailas Complex, Vikhroli Powai Link Rd, Parksite, Vikhroli (W), Mumbai-400079, Maharashtra, India.

Facility 1: Plot No 2, Survey No.16/4/2, Near Alok Industries, Village Rakholi, Silvassa-396230, Dadra & Nagar Haveli, India.

Facility 2: Khasara No 8,9,10,126, Village Gathona, Ujhani Budaun Road, District: Budaun-243639, UP, India.

E-mail: secretarial@gemaromatics.in **Web:** www.gemaromatics.com



*Gem Aromatics Limited*TM

(Formerly known as Gem Aromatics Private Limited)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410, Kailas Complex, Vikhroli Powai Link Road, Parksite,
Vikhroli West, Mumbai-400079, Maharashtra, India.

Tel No: +91-25185231/25185931 CIN: L24246MH1997PLC111057

6.2 Non-Discrimination

No employee or applicant shall be subjected to discrimination in hiring, assignment, compensation, training, promotion, or termination.

6.3 Respect and Dignity

All individuals shall be treated with respect and dignity, and interpersonal conduct shall remain professional at all times.

6.4 Inclusive Workplace

The Company shall promote an inclusive work environment that values diversity and encourages participation from all sections of the workforce.

6.5 Zero Tolerance to Harassment

Any form of discriminatory harassment, bullying, or abusive behaviour is strictly prohibited and shall attract disciplinary action.

7. GOVERNANCE FRAMEWORK

7.1 The Managing Director shall have overall responsibility for oversight and enforcement of this Policy.

7.2 The Human Resources (“HR”) Department shall act as the custodian of this Policy and shall:

- a) ensure fair recruitment and employment practices.
- b) handle discrimination-related grievances confidentially.
- c) maintain employment and grievance records.
- d) support training and awareness initiatives.

7.3 Unit/Plant Heads and Supervisors shall ensure day-to-day compliance with this Policy within their respective areas.

7.4 All employees and contractors shall comply with this Policy and report any violation or concern promptly.

Corporate Office: A/503, Kailas Complex, Vikhroli Powai Link Rd, Parksite, Vikhroli (W), Mumbai-400079, Maharashtra, India.

Facility 1: Plot No 2, Survey No.16/4/2, Near Alok Industries, Village Rakholi, Silvassa-396230, Dadra & Nagar Haveli, India.

Facility 2: Khasara No 8,9,10,126, Village Gathona, Ujhani Budaun Road, District: Budaun-243639, UP, India.

E-mail: secretarial@gemaromatics.in **Web:** www.gemaromatics.com



Gem Aromatics Limited™

(Formerly known as Gem Aromatics Private Limited)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410, Kailas Complex, Vikhroli Powai Link Road, Parksite,
Vikhroli West, Mumbai-400079, Maharashtra, India.

Tel No: +91-25185231/25185931 CIN: L24246MH1997PLC111057

8. OPERATIONAL REQUIREMENTS

8.1 Recruitment and Hiring

Recruitment shall be conducted transparently and based on objective job-related criteria without bias or discrimination.

8.2 Training and Career Development

Equal access shall be provided to training, skill development, and career advancement opportunities.

8.3 Performance Evaluation

Performance appraisal and promotion decisions shall be based on merit, competence, and documented performance.

8.4 Workplace Conduct

Discriminatory remarks, gestures, conduct, or behaviour are prohibited and shall not be tolerated.

8.5 Grievance Redressal

Employees may raise concerns related to discrimination through the Company's grievance redressal mechanism without fear of retaliation.

9. TRAINING AND AWARENESS

9.1 Employees and supervisors shall receive periodic training on diversity, inclusion, equal opportunity, and respectful workplace behaviour.

9.2 This Policy shall be communicated through induction programmes, internal communication channels, and display at appropriate locations.

10. MONITORING, REPORTING, AND DISCIPLINARY ACTION

10.1 Compliance with this Policy shall be monitored through internal reviews and audits.

10.2 Any violation shall be investigated promptly and impartially.

Corporate Office: A/503, Kailas Complex, Vikhroli Powai Link Rd, Parksite, Vikhroli (W), Mumbai-400079, Maharashtra, India.

Facility 1: Plot No 2, Survey No.16/4/2, Near Alok Industries, Village Rakholi, Silvassa-396230, Dadra & Nagar Haveli, India.

Facility 2: Khasara No 8,9,10,126, Village Gathona, Ujhani Budaun Road, District: Budaun-243639, UP, India.

E-mail: secretarial@gemaromatics.in **Web:** www.gemaromatics.com



Gem Aromatics LimitedTM

(Formerly known as Gem Aromatics Private Limited)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410, Kailas Complex, Vikhroli Powai Link Road, Parksite,
Vikhroli West, Mumbai-400079, Maharashtra, India.

Tel No: +91-25185231/25185931 CIN: L24246MH1997PLC111057

10.3 Confirmed breaches of this Policy may result in disciplinary action, including warnings, suspension, or termination, in accordance with Company procedures and applicable laws.

11. DOCUMENTATION AND RECORD RETENTION

11.1 Records relating to recruitment, training, grievances, investigations, and disciplinary actions shall be maintained and retained as per statutory and Company requirements.

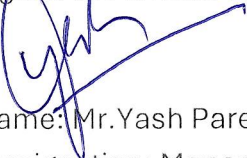
12. REVIEW AND AMENDMENT

12.1 This Policy shall be reviewed periodically and not less than once every three (3) years, or earlier if required due to legal or organisational changes.

12.2 Any amendment to this Policy shall require approval from the Managing Director.

13. APPROVAL

Signed at Mumbai on this 09 Feb 2023


Name: Mr. Yash Parekh
Designation: Managing Director
GEM Aromatics Limited



(Signature)