



# 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

## DIVERSITY & INCLUSION POLICY

### GEM AROMATICS LIMITED

#### 1. PREAMBLE

1.1 GEM Aromatics Limited (“the Company”) is committed to fostering a diverse, equitable, and inclusive workplace where all individuals are treated with dignity, respect, and fairness.

1.2 The Company recognises that diversity of people, perspectives, and experiences strengthens organisational performance, innovation, decision-making, and long-term sustainability.

1.3 This Policy establishes the Company’s commitment to promoting diversity and inclusion across all levels of employment and workplace interactions, and shall be read in conjunction with applicable labour laws, human rights principles, and internal policies.

#### 2. OBJECTIVE

2.1 The objective of this Policy is to embed diversity and inclusion into the Company’s culture, employment practices, and decision-making processes.

2.2 This Policy aims to:

- a) promote equal opportunity and non-discrimination in employment.
- b) create an inclusive and respectful work environment.
- c) ensure fair access to recruitment, training, and career development.
- d) align Company practices with international human rights and labour standards.
- e) support compliance with applicable diversity-related legal requirements.

#### 3. DEFINITIONS

3.1 “Diversity” refers to the presence of differences among individuals, including but not limited to gender, age, disability, religion, caste, ethnicity, nationality, educational background, and socio-economic status.

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

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3.2 “Inclusion” refers to practices and behaviours that ensure individuals feel respected, valued, and able to participate fully in the workplace.

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

3.4 “Workplace” includes all Company premises, operational locations, and work-related activities.

## 4. SCOPE AND APPLICABILITY

4.1 This Policy applies to all establishments, manufacturing units, warehouses, laboratories, offices, and operational locations 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, supervisors, and visitors engaged in work-related activities.

4.3 All individuals covered under this Policy are expected to comply with its principles.

## 5. POLICY STATEMENT

5.1 The Company is committed to providing a workplace free from discrimination and exclusion and to promoting diversity and inclusion in all employment-related practices.

5.2 The Company aligns this Policy with:

- **ILO Convention No. 111 (Discrimination in Employment and Occupation)**
- **UN Global Compact (UNGC) Principles 1-6**
- Applicable **Indian laws**, including the **Constitution of India (Articles 14-16)**, **Rights of Persons with Disabilities Act, 2016**, **Equal Remuneration provisions**, and other relevant labour statutes.

5.3 Employment decisions shall be based on merit, competence, and job-related criteria, without bias or prejudice.

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## 6. GUIDING PRINCIPLES

### 6.1 Equal Opportunity

The Company shall provide equal opportunity in recruitment, training, promotion, compensation, and career advancement.

### 6.2 Non-Discrimination

Discrimination based on gender, age, caste, religion, disability, nationality, marital status, sexual orientation, or any other status protected by law is strictly prohibited.

### 6.3 Inclusive Workplace Culture

The Company shall promote respectful behaviour, collaboration, and inclusive communication across all levels.

### 6.4 Gender Equity

The Company supports gender equity and shall take reasonable measures to ensure a safe and supportive environment for women at the workplace.

### 6.5 Accessibility and Reasonable Accommodation

Where applicable, reasonable accommodation shall be provided to employees with disabilities in accordance with applicable laws.

## 7. GOVERNANCE FRAMEWORK

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

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

- a) integrate diversity and inclusion principles into HR processes.
- b) monitor fair recruitment and employment practices.
- c) address concerns related to discrimination or exclusion.
- d) promote awareness and training initiatives.

7.3 Unit/Plant Heads and Supervisors shall ensure inclusive practices within their respective areas.

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7.4 Employees and contractors shall treat colleagues with respect and support an inclusive work environment.

## **8. OPERATIONAL REQUIREMENTS**

### **8.1 Recruitment and Hiring**

Recruitment shall be conducted fairly, transparently, and without bias, ensuring equal opportunity for all eligible candidates.

### **8.2 Training and Development**

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

### **8.3 Performance Management**

Performance evaluation and promotion decisions shall be objective, transparent, and merit-based.

### **8.4 Workplace Conduct**

Any form of discriminatory behaviour, exclusion, harassment, or bias is prohibited and shall be addressed through disciplinary procedures.

### **8.5 Grievance Redressal**

Employees may raise concerns related to discrimination or exclusion through established grievance redressal mechanisms without fear of retaliation.

## **9. TRAINING AND AWARENESS**

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

9.2 Awareness of this Policy shall be promoted through induction programmes, internal communication, and display at appropriate locations.

## **10. MONITORING, REPORTING, AND CONTINUOUS IMPROVEMENT**

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

10.2 The Company shall strive for continuous improvement in diversity and inclusion practices.

10.3 No retaliation shall be permitted against individuals raising concerns in good faith.

## 11. DOCUMENTATION AND RECORD RETENTION

11.1 Records relating to recruitment, training, grievances, and corrective actions shall be maintained and retained in accordance with applicable laws and Company procedures.

## 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 31 Mar 2023

Name: M. Yash Parekh  
Designation: Managing Director  
**GEM Aromatics Limited**

(Signature)



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