



EQUAL OPPORTUNITY POLICY

Current Version	Version 1.0	Drafted by	Tarun Agarwal
Effective Date	1 July 2025	Reviewed by	Tarun Agarwal
Next Review Date	1 July 2026	Final Approval by	Samuel John

1. Policy Statement

mistEO Private Limited is committed to ensuring **equal employment opportunities for all employees** and job applicants, regardless of their **nationality, race, gender, religion, caste, age, sexual orientation, or physical disabilities**. We aim to provide a work environment that is fair, inclusive, and respectful of diversity, in line with the requirements of **Indian laws** and **international best practices**.

2. Scope

This policy applies to all employees, potential employees, and job applicants, irrespective of their national origin. It includes:

- Full-time and part-time employees
- Temporary staff, interns, contractors, and consultants
- Job applicants at all levels and roles

3. Equal Opportunity in Employment

mistEO provides equal employment opportunities in all areas of employment, including:

- Recruitment, hiring, and promotions
- Compensation and benefits
- Training, professional development, and career advancement
- Job assignments and transfers
- Work environment and conditions

We ensure that these decisions are based solely on qualifications, experience, and performance, and not influenced by any protected characteristic.

4. Non-Discrimination

mistEO is committed to maintaining a workplace that is free from **discrimination** and **harassment**, where everyone is treated with dignity and respect. We do not tolerate discrimination based on:

- Race, Color, Ethnicity, National Origin
- Religion, Beliefs, or Religious Practices
- Gender, Gender Identity, or Sexual Orientation
- Age, Disability, or Marital Status
- Any other status protected under Indian laws or applicable international regulations

5. Compliance with Local and International Laws

In addition to Indian law, **mistEO** recognizes the importance of complying with **international standards** on equal employment opportunity. We strive to create a **workplace culture that is inclusive**, drawing on the strength of our employees' diverse backgrounds, whether they are from India or any other part of the world.

6. Responsibilities

a) Employee Responsibility

- All employees must respect and uphold the principles of this policy.
- Employees should report any concerns related to **discrimination or harassment** via appropriate channels without fear of retaliation.

b) Management Responsibility

- Managers are responsible for ensuring equal treatment of all employees, regardless of background or nationality.
- Managers should provide a **supportive and inclusive work environment** where every employee has the opportunity to succeed.

7. Recruitment and Hiring

mistEO is committed to ensuring that recruitment, hiring, and job assignment are based solely on **merit, qualifications, and performance**. We ensure that our recruitment process does not discriminate based on nationality, gender, age, or other protected characteristics.

8. Reporting and Resolution

Employees who believe they have experienced or witnessed discrimination or harassment should report it immediately through:

- Directly contacting HR or their reporting manager
- Submitting a formal grievance

We are committed to investigating all concerns promptly and ensuring **confidentiality and protection** for those reporting in good faith.

9. Policy Review

This policy will be reviewed periodically to ensure it remains in line with **Indian labor laws**, **international best practices**, and the needs of a **diverse workforce**. Any changes will be communicated to all employees.

Signature:

Name: Samuel John

Employee ID: 001

Date: 1 July 2026

