



<b>Policy Title</b>	<b>Equal Employment Opportunity Policy - India</b>
Effective Date	1 <sup>st</sup> June 2018
Date of Last Review	
Functional Owner	Regional HR - India
Geographic Scope	India

## Table of Contents

1	Applicability:.....	2
2	Equal Opportunity & Non-discrimination: .....	2
3	Grievance: .....	2
4	Additional guide for persons with disabilities:.....	2
	Revision Control.....	3

## 1 Applicability:

This Policy applies to all the legal entities of Dell and its subsidiaries “Company” in India and aims to promote inclusiveness.

## 2 Equal Opportunity & Non-discrimination:

Dell is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. Dell is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Dell are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Dell will not tolerate discrimination or harassment based on any of these characteristics. Dell encourages applicants of all criteria as referred above.

The Company shall provide equal opportunity to differently abled persons considered for employment in positions where they could be employed. The company’s support teams (facilities, IT etc.) will continue to make significant improvements to ensure its building infrastructure and other facilities are differently enabled friendly. This is to ensure that differently abled team members are able to effectively discharge their duties during the course of their employment. The Company shall conduct, support and promote at its locations awareness campaigns and sensitisation programmes through appropriate means to promote inclusion of differently abled persons.

The Company provides for equal employment opportunity and all persons are eligible to apply for open positions. The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. The Company provides new hire orientation to all employees to carry out their roles effectively.

All other company policies apply.

## 3 Grievance:

Any person having any grievance regarding this content of the policy or its implementation should report the same by raising an My HR case or raising an Ethics complaint.

## 4 Additional guide for persons with disabilities:

1. Process for applying the medical certificate of disability: Any person with specified disability should apply in Form IV of the Rights of Persons with Disabilities Rules, 2017
2. The certificate can be obtained from the Chief Medical Officer of a government hospital where the applicant is undergoing treatment in connection with a disability.



## Revision Control

Initial Creation Date	1 <sup>st</sup> April 2018
Document Owner	Regional HR - India
Approved by	Ritu Rakhra
Legal Review	Niveditha KS
<b>Revision History</b>	
Revision Date	
Updated by	
Approved by	
Legal Review	

