



Honda Motorcycle & Scooter India Pvt. Ltd.

Policy Document – Equal Opportunity

Document Control

S. No	Type of information	Document Data
1	Document Title	HMSI Equal Opportunity Policy
2	Document Code	HR-12.2
3	Date of Release	1-Jul-2025
4	Effective Date	1-Jul-2025
5	Document Review Period	3 Years
6	Document Owner	HR & Admin
7	Document Author	Division Head – HR
8	Document Superseded	All previous communications w.r.t Equal Opportunity Policy
9	Document Revision No.	HR-12.2.2
10	Total No. of Pages	03 (Excluding this cover page)

Document Approval

S. No	Name	Designation	Signature
1	Mr. Vinay Dhingra	Senior Director – HR & Admin, IT, CA & HIF	<i>Vinay Dhingra</i> 467925 1424 4887 4542 00204601946
2.	Mr. Katsuyuki Ozawa	Director	Katsuyuki Ozawa 404907 7134 4880 5444 48024601946
3.	Mr. Satyaprakash Patil	Operating Head – HR & Admin	Satyaprakash Patil 1271624 4094 4801 4044 48024601946

Document Review

Versions	Revision Date	Nature of Change	Date Approved
Initial Document	01-Sep-2019	Original Document	01-Sep-2019
Revision	01-Jun-2022	Revision	01-Jun-2022

Sunil Kulhari
0404587 860 4046 4217 00204601946

Policy Document – HMSI Equal Opportunity

Table of Content

S. No	Particular	Page No
1	Objective & Applicability	2
2	Details	2
3	Equal Opportunity for Person with Disabilities & Transgenders	2
4	Guidelines	2~3
5	Responsibilities	3
6	Communication of Policy	3

Definitions

S. No	Terminology	Definition
1	Associate	An employee of Honda Motorcycle & Scooter India Pvt. Ltd.
2	HMSI	Honda Motorcycle and Scooter India Pvt. Ltd.

Initials:

Sunil Kulhari

04/01/2021 10:52 AM JST RUTACKSMB

Page 1 of 3

Policy Document – HMSI Equal Opportunity

Objective & Applicability

The objective of this policy is to provide equal opportunities to all without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation.

Further, this policy aims to create employment opportunities such that all associates shall achieve their full potential.

This policy shall be applicable to all the associates of HMSI.

Details

At HMSI, we recognize the value of a diverse workforce. We are committed to provide equal opportunities in employment and creating an inclusive workplace and work culture in which all associates are treated with respect and dignity.

It is the policy of HMSI to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation. The company strives to maintain a work environment that is free from any harassment or discrimination in line with the objective of this policy. This Equal Opportunities Policy is subject to applicable regulations, qualifications, and merit of the individual.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

Equal Opportunity for Persons with Disabilities & Transgender Persons

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and The Transgender Persons (Protection of Rights) Act, 2019 and Rules, the company shall ensure that throughout the period of employment of an associate, the work environment is free from any discrimination against person with disabilities & transgender persons.

Further, the company will take all action to ensure that the conducive environment is provided to the persons with disabilities and a transgender person to perform their roles and excel in the same. The company will build systems and processes to ensure: That appropriate facilities and amenities are provided to persons with disabilities and transgender persons to enable them to effectively discharge their duties in the establishment.

That provision is made for an accessible environment and availability of assistive device as required.

Guidelines

1. The HR department will ensure a Liaison Officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons.
2. The Liaison Officer shall be part of the HR & Admin team reporting to the Operating Head-HR & Admin of the company.
3. The company has appointed GA Division Head of the respective plants as the Liaison Officer for the respective plants and Division Heads - Head Office for Head Office, EBQ & Zonal Offices.
4. A Grievance Redressal Mechanism for addressing the matters related to the employment of persons with disabilities and transgender persons is available under the company's grievance redressal mechanism.

Policy Document – HMSI Equal Opportunity

5. The Grievance Redressal Committee will ensure if any grievance does arise and is brought up to the committee concerning selection of person(s) with disabilities & transgender persons for any position, Training, Promotion, Transfer posting, Leave & Preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
6. No opportunity is denied to person(s) with disabilities and transgender person(s) who apply or associates who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016 (RPWD Act) and The Transgender Persons (Protection of Rights) Act, 2019.

They should contact the HR Representative in any given location. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws.

Refusal to provide information will not subject associate or applicant to any adverse treatment. Associates and applicants will be protected from coercion, intimidation, interference, discrimination, or retaliation for filling a complaint or assisting in an investigation under applicable laws and rules.

Responsibility

1. Every member of HMSI management is responsible for giving effect to this policy.
2. Each company location is responsible for obtaining and utilizing up to date information regarding applicable state and local laws and regulations.
3. The Human Resource Division has the functional responsibility of assuring compliance with the company policy, developing, coordinating, and implementing all programs, and report findings and progress.
4. The Plant General Affairs Heads & Division Head - HR are accountable to the Operating Head - HR & Admin and Director - HR & Admin to oversee and promote the policy.
5. Any associate who violates this policy, or in any manner discriminates with any person with disability and transgender person or renders any harassment to such person shall be dealt with under the Code of Business Principles of the company.

Communication of Policy

1. This policy will be available to all associates via the HMSI Intranet sites and normal communication vehicles within the system.
2. Suitable material will be included in company publications, management conferences, and supervisory training courses.
3. All recruitment literature and employment advertising will indicate that the company is an Equal Opportunity Employer.

--- End of Policy Document ----