National Securities Depository Limited

NSDL
Technology, Trust & Reach

Equal Opportunity Policy

Document Details:

Name of the document: NSDL/HR/Equal Opportunity Policy
Document Number : NSDL/Human Resource/ Equal Opportunity Policy/3.0
Maintained by : Ms. Meghna Kale, CHRO
Approved by : Governing Board
Department Name : Human Resource Department
Release date : 18/09/2025

Revision History:

Sr. No.	Date of Revision	Version	Clause Number	Description of Change	Change Request By	Change approved by
1	September 18, 2025	1.0	-	New Policy	Ms. Meghna Kale, CHRO	Governing Board
2	July 30, 2026	2.0	-	To align with the Rights of Persons with Disabilities Rules, 2017 and the Transgender Persons (Protection of Rights) Act, 2019/Rules, 2020.	Ms. Meghna Kale, CHRO	Governing Board
3	October 30, 2026	3.0	-	Renewal, with no change.	Ms. Meghna Kale, CHRO	Governing Board

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1. **Objective:**

National Securities Depository Limited (NSDL) is committed to being an equal opportunity employer, ensuring fair treatment for all employees and applicants. The policy promotes equality, social justice, respect, and freedom of expression, with employment decisions based solely on merit and ability. This Policy is issued in compliance with the Rights of Persons with Disabilities Rules, 2017 and the Transgender Persons (Protection of Rights) Act, 2019 and Rules, 2020.

2. **Scope:**

This Equal Opportunity Employer Policy applies to all prospective or current employees of the company, as well as contractors and visitors, who are vulnerable to discriminatory treatment due to certain individual characteristics.

3. **Policy:**

This policy commits the NSDL to fairness in all aspects of employment. The selection of new staff will be based solely on the job requirements and the individual's suitability and ability to perform the role. No applicant shall be discriminated against on the grounds of disability, gender identity, gender expression, sexual orientation, religion, race, caste, age, or any other protected characteristic. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements for the job. The company will strictly refrain from demonstrating bias or prejudice towards individual differences which will be valued and protected. People will be given the chance to work in a discrimination-free environment which will help everyone feel that their worth and rights are respected. Company’s Equal Opportunity Policy is available on the official website www.nsdl.com

4. Terms of employment, benefits, facilities and services:

Company will identify posts/vacancies that would be suitable for disabled persons and shall comply with the requirements specified in Rule 8 of Rights of Persons with Disabilities Rules, 2017.

All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Actions aiming towards equal opportunity principles include the following:

a. Use of inclusive, diverse-sensitive language in all official documents, signs etc.
b. Modification of structures and facilities to accommodate people with disabilities
c. Leave and flexible work arrangement policies to provide for parental, medical or
   other needs.
d. Hiring, training and evaluating processes that do not focus on characteristics irrelevant to employment, job specifications, qualifications, productivity etc.
e. Inclusion of religious or national holidays of all people that are part of the workforce in the company's official schedule and arrange their leaves upon request.
f. Educational sessions and groups on diversity for employees.
g. Open door practices to make the reporting of unlawful discriminatory conduct easier.
h. Active encouragement of employees to propose improvements.
i. Explicit prohibition of discrimination and clearly defined consequences.
j. Provide a safe, secure, and inclusive workplace for transgender persons.
k. Ensure non-discrimination and confidentiality in employment matters, including recruitment, hiring, training, compensation, benefits, promotion, transfer, and

other employment-related decisions, in accordance with the Transgender Persons (Protection of Rights) Act, 2019 and Rules, 2020.

5. **Equal pay and equality of terms:**

The Company is committed to offering equality in terms of employment and will endeavor to maintain a pay system that is transparent, free from bias and based on objective criteria.

6. **Grievance Procedure:**

All supervisors and managers are responsible for ensuring that policies of equal opportunity are applied at all times and that all procedures and practices are free of discrimination. All staff are obliged to follow legal guidelines and equal opportunity employer principles. In cases when these rules are violated, employees can address the offender directly. If the issue is not resolved, they can report to Human Resources department or their immediate supervisor. The report will be investigated as soon as possible, and all parties will be listened to. The employee that suffered the offence will be protected against harassment and victimization.

The Chief Human Resource Officer (CHRO) shall serve as the Liaison / Complaint Officer and shall oversee the implementation of the Equal Opportunity Policy and address complaints relating to discrimination, accessibility, workplace facilities, and equal opportunity. The name and contact details of the Liaison / Complaint Officer shall be made available to all employees and stakeholders and shall be prominently displayed on the HRMS portal (Ngage) and on the noticeboard at appropriate locations within the establishment.

The Liaison / Complaint Officer shall review and inquire into complaints in a fair, impartial, and timely manner and recommend appropriate corrective action. The inquiry and subsequent action shall be completed within the timelines prescribed under applicable laws.

CHRO shall oversee the recruitment of disabled persons and make necessary provisions and ensure facilities for such employees in the establishment.

7. **Maintenance of Records:**

Company maintains below records reflecting details of the disabled persons employed.

a) No of people with disabilities employed and the date from which employed
b) Name, gender and address of people with disabilities
c) Nature of disability of such people
d) Nature of work rendered by such disabled person
e) Kind of facilities provided to people with disabilities monitoring equal opportunity

The Company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved.

The policy shall be reviewed as and when required to ensure compliance with legal requirements and effectiveness in promoting equal opportunity.