



GRAPHITE INDIA LIMITED

REGD. & H.O.: 31, CHOWRINGHEE ROAD, KOLKATA - 700 016, W.B., INDIA PHONE: 91 33 4002 9600, 2226 5755 /4942 / 4943 / 5547 / 2334, 2217 1145/ 1146 FAX: 91 33 2249 6420, E-mail: gilro@graphiteindia.com WEBSITE www.graphiteindia.com, CIN: L10101WB1974PLCO94602

Equal Employee Opportunity Policy

1. PURPOSE

Graphite India Limited understands the worth of a healthy and sound human resource. The Company ensures an environment which generates sense of belongingness, loyalty and commitment amongst the employees. The Company also ensures that there is a systematic chain or hierarchy which allows better flow of information, ideas, suggestions and understanding amongst the employees and the Senior Management and there is structured and proper channel through which the grievances of the employees are taken up and resolved fairly and expeditiously by appropriate authority from Management.

The Company advocates a business environment that favours the concept of equal employment opportunities both at the time of recruitment as well as during the course of employment for all without any discrimination with respect to caste, creed, gender, race, religion, nationality, ancestry disability or sexual orientation. The Company adopts the creed of diversity in its workforce. The Company strictly abides with the rules and regulations stipulated by local governments or Central Government on salaries and wages as also perquisites to be paid to employees and pay special attention to keep the motivation of women workforce high.

2. SCOPE AND APPLICABILITY

This Policy applies to all employees, workers, trainees, apprentices, contractors, third-party personnel, and any individuals engaged on behalf of GIL across all operational sites. GIL expects its contractors and partners operating at any GIL facility to uphold these principles.

3. EQUAL OPPORTUNITY COMMITMENT

GIL ensures that all employment decisions are based solely on merit, qualifications, skills, and performance. The Company is committed to:

- Providing equal opportunity in hiring, training, development, performance reviews, promotions and mobility.
- Maintaining a workplace free from discrimination, harassment, bullying or victimization.
- Ensuring transparent and fair processes in all people-related decisions.
- Applying statutory requirements consistently across all locations and departments.
- Encouraging diversity across functions such as manufacturing, sales, logistics and corporate roles.
- Allows membership of union body/bodies for negotiations and for collective bargaining, subject to the applicable regulations.



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4. INCLUSION OF PERSONS WITH DISABILITIES (PwD)

GIL is committed to providing equal employment opportunities in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and the Rules thereunder without any discrimination on the grounds of disability. GIL promotes equitable employment for Persons with Disabilities and commits to:

- Non-discrimination in hiring, training and career advancement.
- Supporting employees who acquire a disability through redeployment or re-skilling.
- Maintaining confidentiality of disability-related information.
- Identifying suitable job roles for PwD across operational and administrative functions.

5. GRIEVANCE REDRESSAL MECHANISM

Employees who believe they have experienced discrimination or denial of equal opportunity may raise concerns through GIL's Grievance Redressal Mechanism.

- Complaints may be submitted to HR or the designated Grievance Officer as described in the Grievance Redressal Mechanism.
- All complaints will be handled objectively, confidentially, and without retaliation.
- The Grievance Redressal Committee will ensure timely resolution as outlined in the Grievance Redressal Mechanism.

Disciplinary action will be taken against individuals found violating this Policy.

6. GOVERNANCE

- This Policy has been approved by the Executive Director of GIL and will be reviewed annually, or earlier if required by law or business needs.
- This Policy will be communicated during induction and made available to all employees. The Human Resources Department will be responsible for implementation, sensitization, monitoring, and compliance.
- All the employees are expected to promote and uphold equal opportunity practices in their teams.

DATE: 18.12.2025

A. DIXIT

EXECUTIVE DIRECTOR