



GENDER & EQUAL OPPORTUNITY POLICY

Digamber Capfin Limited



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1. INTRODUCTION

Digamber Capfin Limited (“the Company”) is an equal opportunity employer and is committed to fostering a workplace that is inclusive, diverse, respectful, and free from discrimination and harassment. The Company believes that a diverse workforce strengthens organisational capability, promotes innovation, and contributes to sustainable business growth.

This Gender & Equal Opportunity Policy affirms the Company’s commitment to providing equal employment opportunities to all employees and applicants, irrespective of gender or any other characteristic protected under applicable laws.

2. SCOPE OF THE POLICY

This Policy applies to all employees of Digamber Capfin Limited, including permanent, probationary, contractual, and temporary staff, across all offices, branches, and operational locations.

The Policy governs all aspects of employment, including but not limited to:

- Recruitment and selection
- Employment Promotion, transfer, and demotion
- Training and professional development
- Working conditions
- Wages, incentives, and benefits
- Leadership, management, and accountability
- Performance management
- Grievance handling, disciplinary action and confirmation
- and termination of employment

3. ORGANISATIONAL COMMITMENTS

3.1 Equal Employment Opportunity

The Company is committed to providing equal employment opportunities free from discrimination and harassment thereby creating an inclusive workplace and work culture in which all employees are treated with respect and dignity. Employment-related decisions shall be based solely on merit, qualifications, experience, performance, and business requirements.

The Company prohibits all types of unlawful discrimination or harassment on the basis of gender, sex, marital status, pregnancy, age, religion, caste, race, colour, disability, sexual orientation, gender identity or expression, national origin, genetic information, or any other characteristic protected by applicable law.

This policy expresses the company’s commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression.

3.2 Respect, Dignity, and Fair Employment Practices

The Company strives to maintain a respectful work environment that encourages trust, accountability, open communication, and mutual respect. All employees are expected to treat colleagues, customers, and stakeholders with dignity and professionalism.

Any form of abusive, offensive, discriminatory, or harassing behaviour is strictly prohibited and it shall be addressed promptly and fairly.

4. ROLE OF MANAGERS AND SUPERVISORS

Managers and supervisors play a critical role in implementing this Policy and are responsible for:

- Ensuring recruitment, selection, appraisal, and promotion processes are fair and transparent
- Encouraging employees to achieve their full potential
- Providing equal and fair access to learning and career advancement opportunities
- Promoting diversity and inclusion within their teams
- Addressing grievances or concerns related to discrimination or harassment in a timely manner

5. IMPLEMENTATION PROCEDURES

5.1 Recruitment, Selection, and Promotion

- All open positions shall be advertised transparently, with equal access to eligible candidates.
- Job descriptions shall clearly outline required skills, experience, and qualifications.
- Selection decisions shall be based on objective criteria and conducted by a panel, wherever feasible.

5.2 Terms and Conditions of Employment

The Company shall periodically review employment terms, compensation, and benefits to ensure fairness, equity, and compliance with applicable laws.

5.3 Learning and Professional Development

The Company shall provide equitable access to training, development, and career progression opportunities to all employees. Performance management systems shall support identification of development needs and career aspirations.

6. PREVENTION OF HARASSMENT

Harassment in any form constitutes misconduct and is prohibited under this Policy. Harassment includes, but is not limited to, unwelcome conduct, request for undue favours, comments, gestures, or actions that are intimidating, hostile, or offensive whether verbal or physical.

Sexual harassment shall be addressed in accordance with the Company's **Prevention of**

Sexual Harassment (POSH) Policy and the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

7. SPEAK-UP AND GRIEVANCE REDRESSAL

Employees who believe they have been subjected to discrimination, harassment, or denial of equal opportunities at work are encouraged to report their concerns through any of the following channels:

- Immediate reporting manager
- Skip-level manager
- Human Resources Department
- Any other designated grievance redressal mechanism of the Company

All complaints shall be handled confidentially, promptly, and without retaliation.

8. TRAINING AND AWARENESS

The Company shall conduct periodic training and awareness programs on:

- Equal opportunity and diversity
- Prevention of discrimination and harassment
- POSH compliance
- Complaint procedures and consequences for violation

All employees are expected to participate in such programs as may be mandated.

9. DISCIPLINARY ACTION AND REMEDIES

Any violation of this Policy shall be taken seriously and may result in disciplinary action, including termination of employment, in accordance with applicable laws and the Company’s disciplinary procedures.

The Company shall investigate all complaints promptly, thoroughly, and fairly, and take corrective and preventive actions, where required.

10. POLICY REVIEW

This Policy shall be reviewed periodically by Senior Management and the Board of Directors to ensure its continued relevance, effectiveness, and compliance with legal and regulatory requirements.

11. EFFECTIVE DATE

This Policy shall come into force with effect from the date of approval by the Board of Directors of Digamber Capfin Limited.

Approved by the Board of Directors of Digamber Capfin Limited on _____



Digamber Capfin Limited

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