



Equal Employment Opportunity Policy



Contents of this document are confidential, and no part must be reproduced or published in any form or through any means whether electronic, mechanical, photocopying or with the aid of any information storage or retrieval system. Also, the material must not be disclosed to third parties without the express and prior written authorization of Nucleus Software Exports Ltd.





1. Objective

Nucleus' Equal Employment Opportunity policy reflects our commitment to ensure equality and promote diversity in the workplace. The objective of this policy is to ensure that every employee feels supported and valued to work efficiently and be most productive.

2. Scope

This policy applies to Nucleus and its group of companies. It extends the same measures to any job applicant who seeks employment with Nucleus, with an aim to promote inclusiveness.

3. Equal Opportunity & Non-discrimination Guidelines

Nucleus is committed to its values of equity, inclusion, and equal opportunity for its employees. Nucleus prohibits discrimination and harassment of any kind based on language, culture, colour, creed, caste, religion, national origin, disability, pregnancy, race, physical, mental or sensory disability, HIV status, sexual orientation gender identity and/or expression, marital, civil union or domestic partnership status, 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. Nucleus will not tolerate discrimination or harassment based on any of these characteristics.

A. Recruitment, Selection and Training:

Nucleus encourages applicants of all criteria as referred above. All positions will be equally open for Persons with all types of disabilities. The employment practices at Nucleus are solely based on qualifications, individual merit, and business needs of the organization from time to time. The Company ensures fairness in all aspects of employment such as:

- a. Hiring
- b. Recruitment and Selection
- c. Promotion
- d. Performance Evaluation
- e. Administering compensation and benefits
- f. Training and Development
- g. Termination from Service
- h. Transfers and Posting
- i. Leave of Absence
- j. Internship



The Company shall provide equal opportunity to differently abled persons considered for employment in positions where they could be employed.

The Company shall endeavor to make reasonable accommodations, whenever necessary, for qualified Persons who have disabilities. Such accommodation would be provided:

- 1.. to ensure equal opportunity in the application and selection process
2. to enable a Person with a disability to perform the essential functions of a job
3. to enable a Person with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

B. Facilities and Amenities:

The company's support teams (facilities, IT etc.) will continue to make significant improvements to ensure its building infrastructure and other facilities are differently abled friendly. This is to ensure that differently abled team members can effectively discharge their duties during their employment.

The Company shall conduct, support, and promote awareness campaigns and sensitization programs through appropriate means to promote inclusion of differently abled persons at its office locations. The Company provides new hire orientation to all employees to carry out their roles effectively. We use inclusive language in all signs, documents, and webpages. We train employees on communication and diversity. We follow open door practices so employees can report any kind of discrimination more easily. (check – websites, signs)

All other policy applies equally to every employee in line with our commitment to inclusivity.

4. Certificate of Disability

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.



5. Liaison Officer and Responsibility

The Company has appointed Ms. Pavleen Kaur Malhan (Pavleen.malhan@nucleussoftware.com) Liaison Officer who will be responsible for:

1. Taking all reasonable steps to ensure that all Persons are aware of the Policy and know their duties and rights in relation to the Policy.
2. Taking reasonable steps for implementing the action plan for making the workplace accessible for Persons with disabilities by liaising with the various departments in the Company.
3. Taking reasonable steps for developing proactive strategies to prevent discrimination and harassment.
4. Promptly sharing with Grievance Committee any complaint received from Person(s)
5. Maintaining records related to grievances/complaints registered by Person(s) under this Policy.

6. Grievance Procedure

Any grievance regarding the policy or its implementation or its violation should immediately be reported to the Human Resource Department. Any violation in the policy is subject to disciplinary action.

7. Changes and Modifications

Any changes or modification in this policy will be at the discretion of Head HR only.