



Equal opportunity for work and pay

MEGHA ENGINEERING & INFRASTRUCTURES LIMITED

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Equal Opportunity for Work and Pay



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1	New Release	10 th May 2018	CGM - HR	Introduction of Equal Opportunity for Work and Pay Policy

Target Readers		Organization Applicability	
All Employees		All Group Companies of MEIL	
Signatures			
			
Prepared by	Verified by	07/05/2026 Approved by	

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1. Preamble

- 1.1 MEIL believes that every individual deserves equal access to opportunities, recognition, compensation, regardless of their background or personal characteristics and adopted to ensure compliance with applicable labor and anti-discrimination laws including but not limited to the relevant state and local statutes. We pledge to uphold the principles of workplace equality, fair pay and inclusive growth, ensuring that our organization remains “a place to be” where people can thrive based on their abilities and contributions ensuring all practices align with both ethical standards and applicable laws.
- 1.2 This policy is established to ensure that employment practices, including recruitment, promotion, training and compensation are free from bias and discrimination.

2. Objectives

- 2.1 Prevent discrimination Establish proactive measures to eliminate bias, harassment and unfair treatment across all employment practices.
- 2.2 Foster inclusivity Create a culture where diversity is valued, differences are respected and every individual feels a genuine sense of belonging.
- 2.3 Ensure equal access guarantee fair opportunities in recruitment, training, promotion and career development, regardless of background or identity.
- 2.4 Comply with legal standards, align organizational practices with anti-discrimination laws, ensuring accountability and transparency.
- 2.5 Promote a safe workplace, uphold a respectful environment free from intimidation, reinforcing trust and psychological safety for all employees.

3. Scope

- 3.1 This policy applies to all aspects of employment within the organization covering all full-time, part-time, temporary and contract staff, regardless of role or seniority.
- 3.2 Applicants: All individuals applying for employment opportunities, internships or training programs.

4. Equal Employment Opportunity

- 4.1 Employment decisions including recruitment, hiring, training, promotion and termination will be based solely on qualifications, merit and business needs. Discrimination based on race, color, religion, gender, sexual orientation, age, disability, marital status, or any other protected characteristic is strictly prohibited. Recruitment and Hiring processes including job postings, interviews, selection and onboarding.

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5. Pay Equity

- 5.1 Compensation practices will provide equal pay for equal work, consistent regardless of gender or other protected characteristics.
- 5.2 Salary structures, bonuses, incentives and non-wage benefits will be reviewed periodically to ensure compliance with pay equity requirements.
- 5.3 Any identified disparities will be corrected promptly and employees will be notified of adjustments where applicable.

6. Workplace Inclusion

- 6.1 Implement training programs to promote awareness of unconscious bias and foster an inclusive workplace.
- 6.2 Managers are required to ensure that opportunities for advancement, training and recognition are distributed equitably.
- 6.3 Diversity and inclusion metrics will be monitored and reported annually to senior leadership.

7. Procedure

- 7.1 Employees can raise concerns through multiple channels such as direct supervisors, HR representatives or anonymous reporting systems ensuring accessibility and protection from retaliation.
- 7.2 All complaints are promptly acknowledged, thoroughly investigated by impartial personnel and documented with clear timelines. Evidence is collected fairly and both parties are given the opportunity to present their perspectives.
- 7.3 Confidentiality is handled discreetly, shared only with individuals directly involved in resolving the issue, to protect privacy and maintain trust.
- 7.4 Findings are communicated transparently, with corrective actions implemented where necessary. This may include mediation, training or adjustments to workplace practices.
- 7.5 Violations of the policy result in proportionate consequences, ranging from warnings and mandatory training to suspension or termination, depending on severity.
- 7.6 Employees commit to full adherence with applicable laws and regulations, including the equal employment opportunity act and relevant local anti-discrimination legislation.
- 7.7 Regular tracking of workplace data, such as recruitment, promotions and complaints, ensures that equal opportunity standards are consistently upheld.
- 7.8 Audits and reviews scheduled internal audits and external assessments verify compliance, identify gaps and recommend corrective actions.

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7.9 Accountability measures clear responsibility is assigned to leadership and HR teams, with documented consequences for non-compliance to reinforce organizational integrity.

8. Review and Assessment

8.1 This policy shall be reviewed annually (or more frequently if laws change) to ensure relevance, effectiveness, and alignment with evolving legal frameworks.
