



**Affirmative Action Policy**

It is the policy of Spoton Coatings Private Limited to provide equal employment opportunities without regard to race, colour, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Spoton Coatings Private Limited will also take affirmative action as called for by applicable laws and executive orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, armed forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any central, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any central, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by central, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of Manager and shall be appropriately administered. It is the responsibility of each Manager of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The HR Executive has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Spoton Coatings Private Limited.

Various policies including Supplier Code of Conduct, Employee code of conduct is available in our website for review. External interested parties can contact us directly if found any breach against our policies and also, they can provide their feedback for further improvement at [info@spotoncoating.com](mailto:info@spotoncoating.com)

A handwritten signature in blue ink, appearing to read "Vimal R. Patel", is written over a horizontal line.

Date: 01 MARCH 2024 Issue 02 M.D – VIMAL R. PATEL