

Document Type: Policy

Version: 1.0

Title: Equal Employment Opportunity (EEO) Policy

Effective Date: Dec 2020

1.0 Overview Section

1.1 Introduction

At Abbott, we are committed to building a workplace where employees feel valued and develop a fulfilling career with meaning and purpose. As a preferred employer, Abbott is committed to provide equal employment opportunity. Abbott views the unique differences and perspectives that individuals bring to the workplace as integral to our success in business.

1.2 Objective

The objective of Equal Employment Opportunity (EEO) Policy is to ensure that:

1. Career opportunities are provided without discrimination on the basis of race, sex/gender, religion/caste/creed, social or ethnic origin, color, age, differently abled (including physical medical conditions), sexual orientation, domestic partnership status, gender identity or expression, marital status, ancestry, genetic information or any other reason prohibited by laws in India.
2. Decision with respect to hiring, development, promotion, transfer, wages and salary distribution, employee benefits and other aspects of employment shall be based solely upon the merit, performance, potential and qualifications required for the said job/role.
3. All employees at the workplace are treated with dignity. There is no discrimination and all existing and/or potential employees get a fair and equitable treatment.
4. Employees take positive action for endorsing equal opportunity throughout the organization.

1.3 Scope

This Policy applies to individuals who are employed in a permanent or temporary capacity, at any division/entity of Abbott in India. It also applies to all aspirants applying for a job at any division/entity of Abbott in India.

1.4 Responsibilities

General Managers and Function Directors

General Managers and Function Directors are expected to ensure:

- Enforcement, implementation and dissemination of this Policy

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- Engagement of all employees in their job roles without regard to their race, sex/gender, religion/caste/creed, social or ethnic origin, color, age, differently abled (including physical medical conditions), sexual orientation, domestic partnership status, gender identity or expression, marital status, ancestry, genetic information or any other reason prohibited by laws in India.
- Conducive environment is provided to persons with disabilities to perform their role and excel in the same.

Managers

Managers are expected to ensure that:

- They do not discriminate against any employee and/or applicant for employment basis race, sex/gender, religion/caste/ creed, color, social or ethnic origin, age, differently abled (including physical medical conditions), sexual orientation, domestic partnership status, gender identity or expression, marital status, ancestry, genetic information or any other reason prohibited by laws in India.
- Training and development and opportunities for career development are provided on an equal employment opportunity basis. Any issue/dispute pertaining to discrimination should be reported to respective Business Human Resources on a timely basis which shall be resolved as appropriate.
- They shall ensure that Equal Employment Opportunity Policy is responsibly upheld, and the provisions of this Policy are communicated to all employees.
- The Managers personally demonstrate a commitment to a discrimination-free environment by conducting themselves in a manner commensurate with the provisions of this Policy.

Employees

Employees are expected to:

- Comply with this Policy and conduct themselves in a manner which ensures that working environment is free from any form of discrimination and harassment.
- Report any type of discrimination of which they become aware to their manager, skip level manager or respective Business Human Resources in line with the process laid out in the Grievance Redressal Policy.

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Human Resources

Human Resources is expected to:

- Co-ordinate with all managers to recommend implementation of specific equal employment opportunity plans and programs.
- Advise and address grievances and/or any other complaints regarding discrimination in any other form against any job applicant/employee.
- Ensure the existing employees and new joiners are extended periodic training/communication on Equal Employment Opportunity Policy.
- Ensure that the appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the organization.
- Advise and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

Diversity & Inclusion Committee

Diversity & Inclusion Committee is expected to:

- Establish, maintain and periodically review and amend Equal Employment Opportunity Policy.
- Act as advisors to Abbott India Senior Leadership concerning Equal Employment Opportunity plans, programs, results and standards.

1.5 Consequences

Any Employee who violates this Policy or is found engaging in discrimination, harassment, intimidation or victimizing other employees will be subject to appropriate action basis investigation including termination of employment.

2.0 Communication and Programs

Equal Employment Opportunity Policy and plans will be communicated internally to all employees on an ongoing/periodic basis. It will be made available on eHR India and/or other internal and external communication platforms to all current and prospective employees.

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Appropriate resources will be allocated as required for training and education through e-modules and/or classroom sessions to ensure that everyone understands and effectively implements Equal Employment Opportunity Policy framework in their respective work area.

Questions regarding this Policy and its application or interpretation to specific facts should be directed to the Business Human Resources. This Policy is available for review through the Human Resources function.

3.0 Document Information

3.1 Right to Amend Policy

The Company reserves the right to vary, amend, or replace this Policy at its sole discretion.

3.2 Related Documentation

Grievance Redressal Policy (<https://www.ehrindia.in/policies>)

Prevention of Workplace Harassment Policy (<https://www.ehrindia.in/policies>)

3.3 Policy Owner

Human Resources

END OF DOCUMENT

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