

"Inclusion is a philosophy that embraces the idea that everyone has something of value to contribute and that everyone has a right to belong"

Policy on Equal Employment Opportunity for Differently Abled Constituents

This policy on Equal Employment Opportunity for Differently Abled Constituents ("**Equal Opportunity Policy**") reinforces the commitment of Restaurant Brands Asia Limited (formerly known as Burger King India Limited) ("**Burger King / Company**") to ensuring equal opportunity to all Constituents (as defined hereinafter) and to provide a framework to contribute to the ongoing development of an enabling environment for all Constituents at the Company.

Definitions

"Employee" means persons who are employed with the Company and on payroll of the Company with no pre-established time limits or expectations for their tenure with the Company and includes a probationer.

"Temporary / Contractual Resources" means all persons who are temporarily hired for a fixed pre-established, limited period, usually for work during peak workloads or engaged for specific projects at the Company including consultants, retainers, fixed term employees, casual employees and such temporary/contractual resources may or may not be on Company's payroll; but, in any case, are not considered Employees.

"Constituents" means Employee and Temporary / Contractual Resources referred together.

"Discrimination" in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation.

"Person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;

"Person with benchmark disability" means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

"Workplace" means any department, establishment, office, branch office of the Company and any place/places visited by the Constituents arising out of or during the course of employment of the Company including the transportation provided by the Company for undertaking such journey including while undertaking work from home or such other place from where the Constituent is remotely working for the Company.

"Complainant" means any Constituent of any gender or age who alleges to have been subjected to any act of discrimination with respect to their disability as a result of an act by the Respondent.

"Respondent" means a person against whom an aggrieved Constituent or a Constituent who believes that there has been a violation of this Policy, makes a complaint.

Equal Opportunity Policy

The Company complies with the provisions of the Rights of Persons with Disabilities Act, 2016 read with Rights of Persons with Disabilities Rules, 2017 (together referred to as "**Disabilities Act**") to ensure that the work environment is free from any discrimination against persons with disabilities. Being an equal opportunity employer, the Company protects the rights of its Constituents with disabilities, on an equal basis with others and provides just and favorable conditions of work, including safety and health, protection from harassment, and the redressal of grievances.

Equal Opportunity & Non-discrimination

The Company will build systems and processes to accommodate a Constituent who is a Person with disability and his disability can the person can be distinguished as a Person with benchmark disability. Appropriate facilities and amenities are provided to Constituents with disabilities to enable them to effectively discharge their duties in the Company.

Identification of Positions & Manner of Selection

The jobs/opportunities for which differently abled Constituent could be considered would be identified by the Human Resource ("**HR**") department in consultation with the respective Business Head. However, the Constituents being considered for such positions would be notified of the recruitment and selection process as well as other associated rules of employment.

The positions so notified should not be construed as reservation. The Company will give first preference to candidates who are differently abled for that positions.

Manner of Selection

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective Constituent. Constituents with necessary disability certificate issued in accordance with the Disabilities Act by the appropriate competent authority will only be considered for the identified positions.

Post Recruitment

Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, it's types and methods shall be determined by the HR department and its opinion shall be final.

Leaves

The differently abled Employees will be governed by rules of leave as is applicable in the Company and is in accordance with its Leave Policy.

Accessibility

The Company shall provide suitable infrastructure subject to practical feasibility to enable differently abled Constituents to have access to common facilities including physical

environment, information and communications including technologies and systems without any inconvenience.

Awareness Campaigns

The Company shall conduct, support and promote at its locations awareness campaigns and sensitization programs through appropriate means to promote inclusion of differently abled Constituents.

Liaison Officer

The HR of the said zone will be the liaison officer as per provisions of Rule 8 (e) of the Disabilities Act ("**Liaison Officer**"). The Liaison Officer shall be responsible for ensuring adherence to this Equal Opportunity Policy and the applicable laws along with the location Business Head.

Grievance

Any person having any grievance regarding this content of this Equal Opportunity Policy or its implementation should report the same to the Liaison Officer. As soon as the complaint in writing is received by the Liaison Officer, the Liaison Officer shall investigate in detail into the matter of the complaint within 15 (fifteen) days from the date of receipt of the complaint. The Liaison Officer shall have every right to call the Respondent against whom the complaint is made or any witnesses as and when necessary and an impartial investigation shall be made by the Liaison Officer. The Respondent will be given full opportunity to put forward and effectively defend her/his / their case before the Liaison Officer. The Liaison Officer may also investigate directly or indirectly about the fairness of the complaint.

After investigations, if the Liaison Officer is of the view and opinion that the complaint is genuine, the Liaison Officer shall submit his / her/ their recommendation / report to the Management of Company to take appropriate action in the matter. The Liaison Officer may also, if it comes to his / her / their knowledge directly or indirectly about any of the discrimination of a Constituent with disability suo-moto investigate Management. While investigating, the Liaison Officer will ensure the interest of the Constituent and see that the concerned Constituent is not required to undergo any hardships. As far as possible the Liaison Officer shall give his / her / their report of the investigation to the management of the Company within the aforesaid period of 15 (fifteen) days from receipt of the complaint. The Liaison Officer shall act fairly while undertaking investigations and give parties an opportunity to be heard.

On receipt of the complaint, the Liaison Officer will decide the place, date and time for hearing / e-hearing the complaint and intimate the same to the Respondent and the Complainant. The Liaison Officer shall decide the procedure which he/she/they will adopt for hearing the complaint in conformity with the principles of fairness and providing an opportunity to be heard.

On receipt of the report of investigation from the Liaison Officer wherein it is proved that the Respondent is guilty of the allegations levelled against him/her/ them, the management of the Company shall take appropriate disciplinary action such as asking for written apology, giving warning, reprimanding, withhold promotion or pay raise, make the Constituent undergo counselling session or carry out community service within a period of 15 (fifteen) days from the receipt of the investigation report. In the event, if the Respondent is found guilty of breach of the Policy more than 3 (three) times, the management shall have the right to terminate /dismiss the Respondent as disciplinary action under the Policy.

Registration

The Equal Opportunity Policy would be formally registered with the appropriate authority as required under Section 21 of the Disabilities Act.

Compliance

The Head of the respective location / unit along with the HR head will be responsible for implementation of the Disabilities Act and the HR managers shall have the functional responsibility of assuring compliance with this Equal Opportunity Policy; developing, coordinating and implementing all programs; and reporting findings and progress.

The Company will collect data with regards to the Constituents with disabilities in relation to their employment, facilities provided and other necessary information as mandated by the provisions of the Act. All Constituents will be asked to fill a 'Voluntary Disability Self Identification' form in order to give information regarding the disability they may have. A Constituent can edit information at any time during their tenure with the Company and these details shared in their form will be kept confidential. However, there will be exceptions to this confidentiality, and the Liaison Officer, security personnel and government officials may access this data.

This Policy has been evolved as a tool to ensure that in the interest of justice and fair play. Our Constituents have a forum to approach in the event of instances of discrimination / harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her/their image in the Company and to settle personal/professional scores, strict action will be taken against the Complainant. The Constituents who are victims of discrimination / harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.

Amendment

The Company may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so. Any such alterations or amendment/s or rescinding will be intimated to the Constituents by displaying the same on the notice board of the Workplace or through e-mail or on the intranet system of the Company. Provided that such amendment, alteration or rescinding is in line with the applicable laws.

Nothing contained in this Policy shall operate in conflict with any law for the time being in force or to the prejudice of any right of any Constituent under any other rules or law. A copy of this Policy will be available with the HR department and shall be published on the website of the Company and at conspicuous place at the Workplace.
