



Policy on HIV & AIDS (Prevention & Control) in the Workplace



## Human Resources

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### Policy on HIV & AIDS (Prevention & Control) in the Workplace

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27 January 2025

Internal

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**CREDIT**

## Policy on HIV & AIDS (Prevention & Control) in the Workplace

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Internal



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## Policy on HIV & AIDS (Prevention & Control) in the Workplace

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### **1. Introduction**

Bajaj Auto Credit Limited recognizes the magnitude and severity of the development of Human Immunodeficiency Virus and Acquired Immune deficiency Syndrome (HIV & AIDS) and is desirous of playing a meaningful role in an effort to combat HIV & AIDS.

Our code of conduct testifies our commitment to provide a safe, secure, inclusive and productive environment to all our employees. Bajaj Auto Credit Limited is committed to the development and implementation of policy and program on HIV & AIDS non-discrimination, awareness and health support.

This policy aims to comply with all relevant Central and State legislations.

### **2. Applicability of the Policy**

This policy is applicable to all employees, including trainees, apprentices and probationers of Bajaj Auto Credit Limited at all locations.

### **3. Objective of the Policy**

- To provide a safe, healthy and inclusive work environment to all our employees.
- To provide awareness and education about the prevention, care and counselling of HIV & AIDS.
- To provide guidelines and mechanisms of effectively dealing with complaints of any violation to the policy and the HIV & AIDS (Prevention and Control) Act, 2017.

### **4. Non-Discrimination**

Consistent with the Code of Conduct, Bajaj Auto Credit Limited aims to provide a work environment for its employees that is free from harassment and/or discrimination. Employees who engage in discrimination are subject to disciplinary action that may include termination of employment.

- Bajaj Auto Credit Limited will not discriminate against any employee, or any applicant affected by or having HIV & AIDS.
- Bajaj Auto Credit Limited treats HIV & AIDS the same as other illnesses in terms of all our policies and benefits.
- All employees must adhere to our non-discrimination policy. Employees who refuse to work with, withhold services from, harass or otherwise discriminate against any other employee because of his/her being affected or having or living with any person affected by HIV & AIDS will be subject to disciplinary and/or other corrective actions.
- Employees who have voluntarily declared themselves as HIV affected will be allowed to continue to work in their jobs unless,

- The employee is incapacitated to perform his/her duties and is declared medically unfit by a Doctor;  
Or
- Medical conditions interfere with the specific job being done in spite of minor alternative working arrangements done.

### **5. HIV Testing, Confidentiality and Disclosure**

- Bajaj Auto Credit Limited will not compel any employee to disclose his/her HIV status, nor will any employee reveal personal information about fellow colleague/co-worker.
- Bajaj Auto Credit Limited will not make HIV & AIDS screening mandatory as part of pre-employment health check-up.
- HIV & AIDS test will not be part of the annual health check-up unless specifically requested for by an employee.
- Voluntary testing for HIV & AIDS, if required by the employee, may be carried out by private or community health services and not all the workplaces. There will be no obligation on the part of the employees to inform the Company about their clinical status in relation to HIV & AIDS. There will also be no obligation on the Company for the payment with respect to the voluntary testing.
- In case of voluntary disclosure, Bajaj Auto Credit Limited will maintain records of such employees and shall adopt data protection measures as per the HIV & AIDS (Prevention and Control) Act, 2017.
- Bajaj Auto Credit Limited shall be informed only about the conclusion of a medical fitness test, indicating fitness (or the proposed assignment. The conclusions might as appropriately specify the kinds of jobs and the conditions of work which are medically contra-indicated, either temporarily or permanently.

### **6. Promoting a safe work environment through Awareness and Education about HIV & AIDS**

- Bajaj Auto Credit Limited will ensure availability & clear communication of this policy to all the employees in a medium in which it can be understood through policy documents, notices, intranet portals and induction programmes.

### **7. Appointment of a "Complaints Officer" and HIV & AIDS Committee**

- In order to help implementation of this policy, a "Complaints Officer" has been appointed at HO i.e. Akurdi
- General Manager- HR shall be the Complaint Officer for the entire BACL

The Complaints Officer will investigate the complaints of discrimination and/or violation of the policy and recommend appropriate redressal/disciplinary action to Head HR-BACL

- For the purpose of making an enquiry on the complaint, the Complaints Officer shall have the power to summon, witness and demand production of documents and evidences required for the investigation.
- The Complaints Officer shall ensure to submit the detailed complaints report to the concerned government authority every six months and also maintain an annual report for the same.
- HIV & AIDS Committee: A committee consisting of the Complaints Officer, RCU Head, Operations Head has been constituted to check over the affairs and compliance of this policy.

### **8 . Grievance Redressal Mechanism**

- The aggrieved person can make a complaint to the Complaints Officer either through writing or through an email to [assure.hiv@bajajautocredit.com](mailto:assure.hiv@bajajautocredit.com) within three months of the alleged violation of the policy.
- On receipt of a complaint, the Complaints Officer will provide an acknowledgement to the complainant.
- The Complaints Officer will investigate the case and provide his/her recommendation on the case to Head, HR, BACL within 7 working days of the receipt of the complaint.
- The Complaints Officer will provide brief reasons in writing for the decision to Head-HR and concerned parties within 10 working days of submitting the decision.
- The Complaints Officer shall ensure the confidentiality of the complaints and ensure that the privacy of the complainant is safeguarded.

### **9 . Disciplinary Action**

- If any employee is found to be violating the provisions under this policy or the HIV & AIDS (Prevention and Control) Act, 2017, appropriate disciplinary action including one or more of the following shall be taken to rectify the violation
  - Counselling
  - Warning
  - Fine (monetary)
  - Transfer
- Upon subsequent violation of the Act by the same person, the Complaints Officer may recommend stricter disciplinary action as per the law & inform the same to the complainant.
- The Complaints Officer shall inform the complainant, the right to approach the Ombudsman or appropriate legal recourse if the complainant is dissatisfied with the action.



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- If the Complaints Officer finds the allegations to be willfully false, fabricated with malicious intentions appropriate disciplinary action will be taken against the complainant.

As responsible citizens & employees, it is our duty to uphold the highest values and together create a work atmosphere that is a benchmark for workplace discipline and decorum.

Place: Pune

Date: 27 January 2025



RAJIV BAJAJ CHAIRMAN