

Equal Opportunity Policy

a. **Equal Opportunity:**

Nomura is an equal opportunities employer .We are committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees (including promotion, transfers, assignments and beliefs). We prohibit discrimination in the workplace whether on grounds of gender, marital or domestic partnership status, pregnancy, carer's responsibilities, sexual orientation, gender identity, race, color, national or ethnic origins, religious belief, disability or age. Our objective is to attract job applications and applications for development from the best possible candidates and to retain the best people.

For the purposes of this policy, "Nomura" or the "Firm" refers to the following legal entities:

- (i) Nomura Financial Advisory and Securities (India) Private Limited;
- (ii) Nomura Fixed Income Securities Private Limited;
- (iii) Nomura Capital (India) Private Limited; and
- (iv) Nomura Infrastructure Investment Advisors Private Limited

having their respective registered office at Ceejay House, Level 11, Plot No. F, Shivsagar Estate, Dr. Annie Besant Road, Worli, Mumbai 400018.

b. **Hiring Practices and Policies:**

In Nomura, all positions are open for persons with disabilities. Application forms will be made available in alternate formats or help will be provided in filling the application forms based on request. All job applicants would be measured against the key selection criteria taking into account provisions for reasonable adjustment. The key selection criteria would include only the specific skills, knowledge and abilities regarded as essential for performing the functions of the job.

Applicants invited for an interview should inform if they require any individual support or assistance prior to the interview. Nomura would make all arrangements reasonably feasible to accommodate these requests.

c. **Create Awareness:**

The Equal Opportunity policy is put up on the Firms intranet & notice board.

d. **Reasonable Accommodation:**

Nomura will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per the Act. Such accommodation would be provided: 1) to ensure equal opportunity in the application and selection process, 2) to enable an employee with a disability to perform the essential functions of a job, and 3) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees. Examples of reasonable accommodation may include (but not limited to) acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules, and reassignment to a vacant position. Employees or job applicants who require such accommodation should write to the Liaison Officer, providing the details of their requirements.

e. **Employee Engagement and Social Inclusion:**

Nomura will endeavor to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.

f. **Special Leave:**

An employee's request for extra leave, for a reason related to her/his disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly.

g. **Training and Career development:**

Nomura will endeavor to provide course materials meant for induction and training in accessible formats on request. The request for reasonable accommodation, such as assistive aids, accessible training venue, accessible materials, interpreter etc. should be placed at least (one week prior) to the scheduled date of commencement of induction/training.

h. **Facilities, Amenities and Conformation with Accessibility Norms:**

Nomura aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation) adheres to the accessibility standards as prescribed by the Act. Nomura also aims to revamp its existing buildings by March 2022, to ensure strict compliance with the Act. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards as per the Act. Any employee facing accessibility issues should report to the facilities team at their location or write to the Liaison Officer. Additionally, the following infrastructure will be given to the employees with disabilities:

- **Physical Infrastructure**

1. Car-Parking
2. Access to enter the building through the Executive Elevator
3. Provision for ramps at appropriate locations

- **Digital Infrastructure**

It is Nomura's continuous endeavor to ensure that all our documents, communication and information technology systems adhere to the accessibility standards. Any employee facing accessibility challenges can reach out to the local IT support team or write to the Liaison Officer.

- **Travel, Stay and Transport**

For official travel, employees with disabilities will be provided accessible modes of transport and accessible guest houses and hotels. An employee can place a written/email request for this with the Liaison Officer.

i. **Self-Identification Form**

All employees will be asked to fill a self-identification form in order to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. An employee who acquires disability can also edit and update the form. By providing personal data, the employee consents to Nomura processing and/or using their personal

information in accordance with the terms of our group and regional data privacy policies referenced below where such consent is required by applicable law. For further information, please refer to our [group and regional data privacy policies](#), the AEJ Personal Data Protection Policy, and the relevant provisions on personal data in the Employee Handbooks.

j. **Grievance Redressal & Harassment Prevention:**

Nomura will view very seriously any acts of discriminatory conduct committed by an employee (which includes harassment, vilification and victimization). It constitutes a disciplinary offence in respect of which you may, in appropriate circumstances, be dismissed. Certain discriminatory conduct is also unlawful. For more information about harassment please refer to the employee handbook. If the issue is not resolved you can report to the Liaison Officer or your immediate supervisor.

k. **Appointing a Liaison Officer:**

As per the Act Nomura has appointed Swapnil Bhoir, Head, Human Resources as the Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation.

The Liaison Officer is responsible for:

1. Ensuring a disable friendly workplace;
2. Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
3. Developing proactive strategies to prevent discrimination and harassment.
