

# Equal Employment Opportunity (EEO) Policy

## Our Policy:

Comcast's policy is to provide equal employment opportunities to, and prohibit discrimination against, all applicants and employees without regard to race, color, religion, creed, caste, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law ("protected characteristics"), which protections shall also cover the perception that an individual has a protected characteristic or associates with a person who has or is perceived as having a protected characteristic, to the extent required by law.

This policy of equal opportunity covers all aspects of the employment relationship, including the application and hiring process, corrective action, promotion and transfer, selection for training opportunities, compensation, termination and the application of service, retirement and employee benefit plan policies. Consistent with this policy, Comcast is committed to making employment decisions based on merit, qualifications, business needs and other job-related criteria without regard to an individual's actual or perceived protected characteristic(s).

Complaints raised under this policy will be protected by the Company's Anti-Retaliation Policy.

## Special Provisions for Persons with Disabilities:

Comcast is dedicated to recruiting persons with disabilities, providing them a discrimination-free environment and helping them grow in their careers. We advocate for persons with disabilities by ensuring that all our facilities, technologies, information and privileges are accessible to persons with disabilities. This policy covers all persons with disabilities including job applicants, interns/trainees and Comcasters including those employees who acquire any disability during their work tenure. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

This policy is in line with the provisions of The Rights of Persons with Disabilities Act, 2016 (**RPWD Act**) and the rules thereunder.

### Facilities and Amenities

#### a) Physical Infrastructure

Comcast 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 RPWD Act. Comcast also aims to revamp its existing buildings by March 2022, to ensure strict compliance with The RPWD Act. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with applicable accessibility standards. Any employee facing accessibility issues should report to the facilities team at their location or write to the Liaison Officer.

#### b) Digital Infrastructure

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

#### c) Reasonable Accommodation

Subject to applicable law, Comcast offers reasonable accommodations to qualified individuals with known disabilities to enable them to perform the essential functions of their positions. What constitutes a reasonable accommodation may depend on many factors including, but not limited to, the nature of the individual's disability and the essential functions of the position. Comcast is not obligated to provide an accommodation that would impose an undue hardship on Comcast.

Comcast provides reasonable accommodations to: a) ensure equal opportunity in the application and selection process, b) enable an employee with a disability to perform the essential functions of a job, and c) enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees. Examples of reasonable accommodations may include (but not be limited to) acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules, or reassignment to a vacant position.

d) 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.

e) Employee Engagement and Social Inclusion

Comcast will endeavor to make all company events and meetings inclusive by ensuring that they are conducted at accessible venues and offering reasonable accommodations for employees with disabilities.

### List of Positions Identified

In Comcast, all positions are open for persons with disabilities, as long as they can perform the essential functions of the position with or without a reasonable accommodation. Accommodations are available on request for job-applicants taking part in all steps of the selection process. Hiring is purely based on merit and the candidates are evaluated based upon their skill and competence.

### Manner of Selection

Wherever possible, all vacancies will be advertised internally as well as externally. Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else. Application forms will be made available in alternate formats, based on request.

### Appointment of Liaison Officer

As per the RPWD Act, Comcast has appointed the Comcast India Human Resources Director, or his or her designee, 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:

- a) Ensuring a disability- friendly workplace;
- b) Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
- c) Developing proactive strategies to prevent discrimination and harassment.

### Other Facilities

a) 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.

b) Training and Career development - Comcast will endeavour to provide course materials meant for induction and training in accessible formats on request. Requests for reasonable accommodations, such as assistive aids, accessible training venues, accessible materials, interpreters, etc. should be placed at least one week prior to the scheduled date of commencement of induction/training, or as soon thereafter as reasonably practicable.

### **Self-Identification Form**

All employees will be asked to complete the Self-Identification Form to disclose any disability that she/he may have. An employee can edit the information at any time during her/his tenure, including when he or she becomes disabled or ceases to be disabled. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. The information that an employee shares about her/his disability will be kept confidential subject to the following exceptions:

- Managers/Supervisors and Human Resources may be given information about an employee's disability for allowing/providing any accommodations.
- Security personnel may be given information about an employee's disability to obtain any necessary support during an emergency.
- Government officials who are investigating the compliance with the RPWD Act may be given information about an employee's disability.

### **Reporting Violations:**

If you believe that you have been discriminated against, have observed or learned of unlawful discrimination, or that any other violation of this policy has occurred, or if you have questions concerning this policy, you must immediately notify the Liaison Officer, head of the establishment, a Human Resources Representative, your immediate manager, or any other person identified in the Open Door policy.