

LinkedIn Technology Information Private Limited

Equal Opportunity Policy for Persons with Disabilities

LinkedIn is committed to diversity in its workforce and is proud to be an equal opportunity employer. LinkedIn considers qualified applicants without regard to disability, race, color, caste, religion, gender, national origin, age, sexual orientation, marital status, pregnancy or any other legally protected status. LinkedIn will not discharge or in any other manner discriminate or retaliate against employees or applicants because they have inquired about, discussed, or disclosed their disabilities.

Scope

This policy covers all persons with disabilities including job applicants, interns/trainees and employees including those employees who acquire any disability during their work tenure of LinkedIn Technology Information Private Limited (LinkedIn India or LinkedIn). 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 Rights of Persons with Disabilities Act, 2016 (**Act**) and the Rights of Persons with Disability Rules, 2017 (**Rules**).

Hiring Practices and Policies

At LinkedIn India, all positions are open for persons with disabilities. The hiring is purely based on merit and the candidates are evaluated based upon their skill and competence. Suitability of roles depends upon the requirements for the role, the individual's disabilities and the reasonable accommodations that may be offered by LinkedIn and accepted by the individual.

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 to the skills needed for the job. Application forms will be made available in alternate formats, based on request.

If you believe you need a reasonable accommodation to search for a job opening or to apply for a position, please contact our liaison officer appointed to supervise recruitment of persons with disabilities and provision of these facilities:

Liaison Officer for Persons with Disabilities
LinkedIn Technology Private Limited
indialiaisonofficer@linkedin.com*

*This email box is designed to address disability-related issues. Emails sent for non-disability related issues, such as following up on an application, will not receive a response. If requesting an

accommodation, please include the following in your email: (1) confirm you have a disability; (2) identify the disability-related limitation that needs to be accommodated, and (3) if known, describe the specific accommodation requested for the disability-related limitation. A response to your request may take up to three business days.

Facilities and Amenities

Physical Infrastructure

LinkedIn 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. LinkedIn also aims to revamp its existing buildings by March 2022, to ensure 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 be reported to the Liaison Officer.

Digital Infrastructure

LinkedIn's strives to ensure that all our documents, communication and information technology systems adhere to the accessibility standards. Please contact the Liaison Officer about any accessibility challenges.

Reasonable Accommodation

LinkedIn will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities. Examples of reasonable accommodation may include (but are not limited to) acquiring or modifying equipment or devices, providing ergonomic work stations, providing technologies to assist blind or hearing-impaired individuals, providing flexible or remote working arrangements, modifying assessment and training materials, modifying work schedules, and reassignment to a vacant position. Employees or job applicants who require an accommodation should contact the Liaison Officer, providing the details of their requirements.

Travel, Stay and Transport

For business 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.

Employee Engagement and Social Inclusion

LinkedIn tries 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.

Appointment of Liaison Officer

LinkedIn has appointed Director of 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 the following:

- 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 - LinkedIn will endeavour to provide course materials meant for orientation and training in accessible formats on request. Any requests for reasonable accommodation, such as assistive aids, accessible training venue, accessible materials, interpreter etc. should be submitted at least one week before the scheduled date of the orientation/training.

Disability Questionnaire

LinkedIn is required by law to keep records of its employees with disabilities. Therefore, we ask all employees of LinkedIn India to complete a short survey about their disabilities. The survey is completely voluntary. Employees can update or change the information at any time during employment. Any information provided is kept strictly confidential, unless LinkedIn needs to disclose it for legitimate business or legal purposes, such as to share with managers or HR to provide an accommodation, Security in case of emergency, or government officials auditing LinkedIn's compliance with the Act.