

ANTI-DISCRIMINATION POLICY

1. Purpose

TechnoSphere India Private Limited is committed to creating an equal, inclusive, and respectful workplace, free from all forms of discrimination. This Anti-Discrimination Policy aims to ensure fairness in staffing, promotions, assignments, and all employment practices while upholding the dignity and diversity of every individual irrespective of caste, gender, religion, age, disability, sexual orientation, or other protected characteristics.

2. Scope

This Policy applies to all employees, contractors, interns, applicants, and business partners involved with TechnoSphere India Private Limited across all locations and business units. It covers all aspects of employment practices including recruitment, selection, promotions, transfers, training, terminations, and day-to-day workplace interactions.

3. Policy Statement

- Discrimination in any form—whether direct or indirect, overt or subtle—is strictly prohibited at TechnoSphere.
- Protected characteristics under this Policy include but are not limited to caste, gender, age, religion, disability, race, sexual orientation, marital status, pregnancy, or any other characteristic protected by applicable law.
- The Company promotes meritocracy, equal opportunity, and diversity in the workplace.
- Harassment, bullying, or any offensive behavior linked to these characteristics is forbidden.
- The Company will take proactive steps to prevent discrimination and foster an inclusive culture where employees feel valued and respected.

4. Responsibilities

TECHNOSPHERE INDIA PRIVATE LIMITED

Registered Address: Hinjewadi, Phase2, Pune, Maharashtra, India
CIN: CIN123456789

- **Management:** Set an example by demonstrating inclusive behavior and ensuring this Policy is integrated into operational practices.
- **Human Resources:** Communicate the Policy, provide training, investigate complaints promptly and fairly, and ensure corrective actions.
- **Employees:** Maintain respectful conduct, immediately report discriminatory behavior, and cooperate with any investigations.
- All parties are responsible for maintaining confidentiality during complaint investigations.

5. Complaint and Investigation Process

- Employees who feel they have experienced discrimination should report the issue to HR or through the designated Ethics/Compliance Officer.
- Complaints will be handled confidentially, objectively, and promptly.
- Investigations will be conducted without bias; findings and corrective measures will be communicated to the involved parties.
- Retaliation against complainants or witnesses is prohibited and will be subject to disciplinary action.

6. Training and Education

- Regular training sessions for all employees on discrimination prevention, unconscious bias, and diversity awareness will be conducted.
- Special training will be provided for managers and HR teams to handle discrimination issues sensitively and effectively.

7. Policy Review

This Policy will be reviewed annually or as needed to reflect changes in laws and company values, with updates communicated to all employees.

Approved by: Board of Directors

Effective Date: Jan 2025

Review Date: Jan 2025

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