

# **Diversity, Equity & Inclusion (DEI) Policy**

## **1. Equal Opportunity**

The company is an equal opportunity employer. All hiring, promotion, training, and compensation decisions are made on the basis of merit, skills, and performance.

We do not discriminate on the basis of gender, age, race, caste, religion, national origin, disability, sexual orientation, marital status, or any other protected characteristic.

## **2. Inclusive Hiring**

Job descriptions must use inclusive language. HR reviews all JDs for biased terms before posting.

Interview panels must include at least one member of a different gender than the majority of the team hiring for the role.

Structured interviews with standardised scoring rubrics are mandatory for all roles at Band 3 and above.

## **3. Disability Inclusion**

The company is committed to providing reasonable workplace accommodations to employees with disabilities.

Accommodation requests must be submitted to HR with supporting documentation. HR will respond within 10 business days.

Roles and workspaces must be reviewed for accessibility when a new employee with a disclosed disability joins.

## **4. Pay Equity**

The company conducts an annual pay equity audit to identify and remediate unexplained pay gaps by gender, ethnicity, or other protected characteristics.

Results of the audit are reviewed by the Board and corrective actions are implemented within 60 days.

## **5. DEI Training**

All employees must complete the mandatory Unconscious Bias Training within 30 days of joining.

Managers must complete the Inclusive Leadership programme annually.

DEI training completion is tracked in the HRMS and forms part of the Annual Appraisal for managers.

## **6. Employee Resource Groups (ERGs)**

The company supports voluntary Employee Resource Groups (ERGs) for underrepresented communities.

Registered ERGs receive an annual operating budget of INR 50,000 and access to company facilities for events.

