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Valtech India Diversity, Equity and Inclusion Policy

Valtech India Systems Private Limited

Valtech Confidential

Revision History

Revision #	Date	Comment
V1.0	25th Nov, 2024	First baselined version of policy document

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1. Purpose

Valtech is committed to promoting equity and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Valtech India aims to be an inclusive organisation, where diversity is valued, respected and built upon with the ability to recruit and retain a diverse workforce that reflects the communities it serves.

We will pro-actively tackle discrimination or disadvantage and aims to ensure that no individual group is directly or indirectly discriminated against for any reason with regards to employment or accessing its services.

1.1 The Definition of Equity and Diversity

Equity can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment through understanding the nuances and different types of support people from all groups require, and to resources and services; the basis of which is supported by protected legislation. Equity recognises that people are not all beginning from the same starting point, and commits to releveling, ensuring that everyone can access and benefit from the resources and opportunities they need.

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this, everyone can feel valued for their contributions which is beneficial not only for the individual but for Valtech.

Equity and Diversity are closely linked and inter-dependent. There can be no equitable opportunities if difference is not valued and harnessed and taken account of.

2. Policy implementation

 In order to translate this policy into action we will:

1.1 Consult, engage with, and learn from our stakeholders in the development and delivery of a Diversity and Inclusion plan, including utilising advisory and leadership from Valtech's Global Director of Diversity & Inclusion.

1.2 Define initiatives rooted in equity to support the growth, retention and promotion of underrepresented individuals at Valtech India.

2.3 Where possible, monitor and collect evidence on the impact of our policies, practices, promotion rounds, procedures and workplace cultures on quality issues (e.g. pulse surveys; exit interview; equality monitoring questionnaires).

2.4 2.4 Take positive and nuanced action to respond to data that we collect, sharing regularly what we are doing through quarterly company updates, how we are measuring success/failure and what our priorities are

2.5 Provide reasonable adjustments for disabled individuals and those who are neurodiverse.

2.6 Provide training for all of our employees in Diversity and Inclusion topics, such as bias, microaggressions, privilege awareness, inclusive interviewing techniques and more.

2.7 Communicate this policy to all of our employees so they are aware of our commitment to treat them fairly as well as their obligation to operate in line with this policy.

3. Discrimination

Valtech India is committed to ensuring that existing employees, job applicants are treated fairly in an environment which is free from any form of discrimination with regards to protected characteristics, such as age, disability, gender reassignment, marriage, pregnancy and maternity, race, religion or belief, sex, gender, and sexual orientation.

Everyone has the right to be treated fairly at work or when using services.

3.1 Recruitment & Selection

Valtech India will ensure that recruitment practices fulfil the requirements of the Equity and Diversity Policy.

3.1.1   All vacancy advertisements will include a short statement on equal opportunity and diversity and steps will be taken to ensure that knowledge of vacancies reaches all areas of the community. We will trial a variety of different approaches and platforms to source candidates.

3.1.2   Positive action will be taken to attract candidates in positions where Valtech India is underrepresented, such as using recruitment organisations dedicated to sourcing diverse talent, partnering with groups focused on supporting underrepresented people and more.

3.1.3   Role descriptions and advertising will avoid stereotyping or using wording that may discourage particular groups from applying. All roles will have a job description and person specifications which will only contain details of what is required.

3.1.4   More than one person will be involved in the interview selection process, and where possible, a diverse group of people will be involved in interviews.

3.1.5   The format for interview will be agreed before it takes place and will remain consistent for all interviews for the position. Detailed notes on interviewee performance will be required to counterbalance recency bias. Where possible, a set of questions will be agreed to (which can be slightly deviated from but must be asked for consistency). Training around constant doesn't mean rigid scripts and that relevant tangents can be explored for individuals.

3.1.6   Interview panels will be gender balanced (initially focusing on men and women) and as diverse mix of levels of seniority and background as possible. A list will be formed of trained interviewers that can be called on for interviews by recruitment team.

3.1.7   Reasons for the selection and rejection of candidates will be recorded on Valtech's Applicant Tracking System - Team Tailor and this will be analysed for gender bias on an annual basis.

3.1.8   Candidates will not be asked questions which might suggest an intention to discriminate on the grounds of a protected characteristic.

3.1.9   Every effort will be made to make provision for disabled or neurodiverse candidates through reasonable adaptations.

3.1.10   All applicants will be asked to do an optional and separate questionnaire on diversity monitoring, which will not be used as part of the selection process. The information will be held individually, confidential and used for monitoring purposes only.

4. Responsibilities

The co-operation of all is essential for the success of this policy, however the overall development, implementation and responsibility of this policy lies with the Senior Management team and those in a Line Management role.

4.1 The Company's responsibility

Valtech India has a responsibility to:

4.1.2 Ensure that all employees know about the Equity and Diversity policy and their responsibilities within it, by including it within Induction Training and ensuring it has a high profile within our internal communications and practices.

4.1.3 Endeavour that we eliminate unlawful discrimination, harassment and victimisation by proactive action and providing clear and psychologically safe channels to report any issues.

4.1.4 Advance the quality of opportunity between those who are from underrepresented groups and those who are from majority groups.

4.1.5 Nurture a culture where good relationships between all people can thrive.

4.2 Managers at all levels are responsible for

4.2.1 Implementing the policy as part of their day-to-day management of staff and in applying employment policies and practices in a fair and equitable way.

4.2.2 Ensuring that equity, equality, and diversity issues are addressed in performance, challenging behaviours which is not in line with Valtech's expected behaviour.

4.2.3 Effectively manage and deal promptly with any complaints relating to potential discrimination – seeking advice and support from People & Culture.

4.3 Individual responsibility

4.3.1 Implementing the policy in their day-to-day work and their dealings with colleagues, clients, and visitors.

4.3.2 Ensuring their behaviour is appropriate to the policy and that they treat people with respect and dignity.

4.3.3 When an employee is undertaking their working duties or responsibility and witnesses a discriminatory incident, they have a duty of care to other employees to challenge the behaviour and practice and / or report the incident.

4.4 Raising an issue or making a complaint

Should employees experience or witness breaches of this policy then you have a number of options including:

4.4.1 Speaking to the individual(s) involved.

4.4.2 Contacting your People & Culture team.

4.4.3 Talk to your line manager.

4.4.4 Raise an issue through our global whistleblowing policy or reach out to your local P&C.

4.4.5 Raise the matter through Valtech' s Anti-Discrimination and Anti-Harassment policy.

Which ever option you choose you are strongly encouraged to take action. Cases of this nature will be dealt with through Valtech India Workplace behaviour, disciplinary procedure & Behaviour protocol, Anti-Discrimination & Harassment policy and whistleblowing policies. We prohibit retaliation against any employee for making a good faith report of actual or suspected violations of laws, regulations, or this DEI Policy.

Valtech India will take decisive action where needed to address any inequalities and inequities that are surfaced through the implementation of this policy.

4.5 Getting involved and keeping informed

All Valtech India employees and those who work with Valtech India are a key part of making our vision of equity and diversity a reality. This can include:

4.5.1   Joining our India Diversity & Inclusion working group or feed into with suggestions and ideas (please contact Valtech India P&C D&I Lead or your respective P&C BP).

4.5.2   Take part in training awareness programmes and events – both externally and internally.

4.5.3   Make a commitment to be a diversity champion within your teams.

5. Policy Revision

This policy will continue to be in force until and unless superseded by a revised policy. The Company reserves the right to amend, modify the entire policy or any part of it at any time without prior notice.

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