

Sexual Reassignment Policy

HR-PO858 Ver. 1.0

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1. INTRODUCTION

- This policy relates to the employment and management of Tech Mahindra associates who identify themselves as transsexual or transgender, and may be intending to undergo, are undergoing or have undergone gender reassignment.
- This policy supports Tech Mahindra's commitment to create and sustain an inclusive environment for its diverse talent.

2. SCOPE

This handbook is applicable to all IT associates employed with the Company on full time, fixed term part time basis and direct contractors. Associates hired as sub-contractor are excluded.

Our company is committed to equality of opportunity for trans individuals throughout the recruitment and employment process and supporting trans associates through any transitioning process. The company will not tolerate discrimination, victimization or harassment on the basis of a person's gender identity, gender expression or trans status. The company seeks to provide a supportive environment for trans associates by creating a culture and environment where trans associates are able to experience a supportive environment during any process of transition.

The purpose of this guidance is to assist managers, trans associates and colleagues in Tech Mahindra with practical information on workplace support.

3. DEFINITION

'Trans' or 'transgender' describes people whose gender identity differs from their sex assigned at birth. They are umbrella terms covering people who:

- are intending to undergo, are undergoing, or have undergone gender reassignment at any stage;
- identify as having a gender different from that which they were assigned at birth and are planning or have had medical interventions such as hormones or surgery;
- identify as having a gender different from that which they were assigned at birth, but who are not planning any medical intervention; and/or,
- are non-binary – that is, they are not solely male or female. They may define themselves as both, neither or something entirely different. They may or not have medical interventions to align their body with their non-binary gender identity.

4. EMPLOYMENT

- It will not normally be necessary for Tech Mahindra to be made aware of the gender history of an associate who has undergone gender reassignment. If it becomes aware of information relating to an associate's gender history, it will keep this information confidential. It will not disclose information about an associate's gender history to a third party without the associate's consent. Any records that Tech Mahindra needs to keep that relate to an

associate's previous gender, for example, relevant qualifications in a previous name, will be kept confidential.

- The gender history of an associate with a gender recognition certificate will never be relevant to employment decisions. An associate with a gender recognition certificate will be treated in accordance with their acquired gender for all employment benefits including pensions and insurance.
- An associate who has undergone gender reassignment but does not have a gender recognition certificate may be required to disclose their gender history for insurance or pension purposes. This information will be passed only to those people who require it for these purposes, with the consent of the associate, and will be kept confidential.

5. DEALING WITH THE TRANSITION

- Tech Mahindra will be supportive of any associate who expresses an intention to undergo gender reassignment and will work with them to ensure a smooth transition at the workplace.
- Consideration will be given to whether the associate wishes to stay in the same job and location or, if possible, to move post and/or location.
- The associate may require time off for medical or other treatment 30 calendar days of paid time off for these purposes will be granted and will be treated no less favorably than time off for illness or other medical appointments.
- Adapting to change - Consideration and support will be given to associate:
 - In accommodating a request to change the name
 - presenting at work in the new gender
 - in informing colleagues and clients of the change, or support if associate prefers to inform
 - by informing and training to managers and work colleagues
- Dress codes: Trans associate have the right to comply with any dress code in a way that reflects their gender identity and gender expression.
- Single-Sex facilities: An associate who has undergone sexual reassignment should have access to 'gender neutral' changing rooms and toilets.
- Records: Consideration will be given to changes to records and systems that may be needed. Human Resources will ensure that the new name, and if appropriate, gender is changed on all relevant records. Any references provided should use the appropriate pronoun with no reference to the person's former name or gender.

6. DISCRIMINATION & ABUSE

Tech Mahindra has a zero-tolerance approach towards discrimination and harassment based on gender identity, gender expression or gender history. Inappropriate behavior or language may constitute discrimination, harassment, bullying or victimization. Diversity & Inclusion team will be responsible for taking timely action where misconduct occurs on the grounds of an associate's gender identity, in line with the Prevention of the harassment policy. This will be monitored and followed up.

7. ROLES & RESPONSIBILITIES

- **Associate**

- Initiating conversation, engaging with managers and HR around the logistics of transitioning in the workplace
- Reporting any instances of harassment, victimization or discrimination

- **Manager**

- Ensuring that colleagues are sensitized about the employee's transition in a manner that best suits the employee
- Maintaining confidentiality at all times
- Supporting the employee in any way that is necessary and appropriate

- **HR/ D&I**

- Ensuring that there is awareness of this policy and include it as part of the sensitization
- Maintaining confidentiality, including securing paper documents and files
- Thoroughly investigating any instances of harassment, victimization or discrimination

- **IT Department / Support Services (HUB/CIO/TIM)**

- Changing names, titles, and pronouns on email and/or other systems
- Issuing updated security passes and ID badges

- **Learning and development**

- Providing trans equality training as a general part of the equality and diversity training programme

8. APPENDIX – GLOSSARY

Gender identity: a person's deeply felt internal and individual experience of gender, which may or may not correspond to the sex assigned to them at birth

Gender expression: a person's external gender-related behavior and appearance, including clothing

Transgender or trans person: a person whose gender identity does not conform to the sex they were assigned at birth. These are inclusive, umbrella terms, including people who describe themselves as transsexual, cross-dressing people, and people who have a more complex sense of their own gender than either 100% female or 100% male

Gender binary: the classification of sex and gender into two distinct and disconnected forms of masculine and feminine

Nonbinary person: a person who does not identify as solely male or female. They may identify as both, neither or something entirely different

Transsexual person: legal/medical term for someone who lives (or wishes to live) permanently in the 'opposite' gender to that assigned at birth

Sexual reassignment: the process of transitioning from the gender assigned at birth to the correct gender. This may (or may not) involve medical and surgical procedures.

9. DOCUMENT HISTORY

| Version | Date | Author (function) | Reviewed by | Approved by | Nature of changes |
|---------|-------------|-------------------|----------------|--------------------------|------------------------|
| 1.0 | 1- Nov-2018 | Process Owner | Function Owner | Function Head (Benefits) | First Integrated issue |