

<b>Title: Diversity and Inclusion Policy</b>	<b>Document No.</b>	<b>Evonith / HR/2023/07</b>
	Date of Implementation	31 <sup>st</sup> July 2023

## 1. Objective

The purpose of Diversity & Inclusion policy is to foster a workplace environment that values and celebrates individual differences, promotes equal opportunities, and ensures that all individuals, regardless of their background or characteristics, feel included, respected, and valued.

The policy aims to create a diverse and inclusive culture that leverages the unique perspectives, experiences, and talents of all members and ensures that “no one get left behind”.

## 2. Definition of Diversity and Inclusion

**Diversity** – Workplace Diversity encompasses differences and variations among employees in terms of race, ethnicity, gender, age, sexual orientation, religion, disability, HIV positive status, socio-economic status, physical appearance, educational background, and more. Diversity in the workplace also includes diversity of thought, belief, experiences, perspectives, skills, and abilities.

**Inclusion** - Inclusion at the workplace refers to creating an environment where all individuals feel valued, respected, and included, regardless of their differences or unique characteristics.

## 3. Scope

Our Diversity & Inclusion policy applies to all employees, consultants, retainers, contractors, interns, trainee, prospective employees, customers, clients, vendors, and all others who do business with or are in contact with Evonith.

All Evonith employment practices (including but not limited to Recruitment and Selection, Training, Promotion, Pay and Benefits) will be in line with policy on Diversity and Inclusion.

## 4. Commitment to Diversity and Inclusion

Evonith respects and values the diversity of its employees, customers and stakeholders and is committed to finding ways to actively support and encourage a diverse workforce and inclusive workplace now and in the future. This policy describes Evonith 's approach to diversity and inclusion and how these attributes are promoted and embedded in Evonith workplaces.

## 5. Party Responsible for Policy

**Diversity Council** - Our commitment to diversity is led by Steering committee members followed by our Diversity Champions. These diversity champions constitute a Diversity Council (which has representation from Senior Leadership, HODs, Women & Young Colleagues and from diverse religion). This council is responsible for ensuring implementation of D&I agenda, regularly reviewing D&I status, advising corrective actions and addressing grievances related to D&I.

## 6. The Policy

### **Recruitment and Selection**

Evonith is an equal opportunity employer. We focus on meritocracy and do not engage in or support discrimination in hiring and selection. We aim to target the widest pool of applicants to ensure that all potential candidates have equality of access to the job vacancies. Potential employees will be selected purely on merit, experience, capability, job requirement and any other parameter as mentioned in "Eligibility of Employment".

### **Career Development and Training**

Opportunities for both career development and training will be open to all and will not discriminate in any way. Opportunities for training will be based on the learning needs of the job and career development based on employees' abilities and merit. All training, facilities and benefits are provided by the Company for the benefit of all its employees.

### **Promotion, Pay and Benefits**

Evonith believes in promoting a performance driven culture. Decision pertaining to performance evaluation, promotion, pay and benefits will be decided purely on merit and not on any diversity parameters.

## 7. Policy Enforcement

### **Monitor**

All employees are expected to abide by Evonith 's D&I policy and share the responsibility of upholding this policy. To facilitate this, Employees will undergo D&I Sensitization training which encompasses raising awareness about this area and developing Diversity & Inclusion management skills. If an employee notes that a section of the policy is not being upheld, they should bring it to the attention of one of the members of the diversity council.

### **Enforce**

Issues and non-compliance will be brought to the attention of the Diversity Council and dealt with on a case-by-case basis by members of this Council and individuals involved in the incident or non-compliance.

This may involve conducting investigations into reported incidents, taking appropriate disciplinary actions against offenders, and providing support to affected individuals. Transparent and fair processes for addressing policy violations contribute to building trust and reinforcing the importance of compliance.

### **Improvements and/or Revision**

The Diversity Council will review the D&I policy with the Steering committee in case of any improvements and or revision required.

## 8. Communication of Policy

D&I policy to be communicated to all the employees and individuals to whom it is applicable and intended. All new employees will be given a copy of this policy upon commencement of employment. Updates will also be distributed annually if changes are made to the policy during the yearly review. The policy will be posted, along with the names and contact information for members of the diversity committee on notice boards, bulletin boards and on the Evonith website.