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## **Equal Opportunity, Diversity, and Inclusion Policy**



## Equal Opportunity, Diversity, and Inclusion Policy

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Issued by	CHR
Approved by	MD & CEO



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### 1. POLICY SUMMARY

Revision History			
Version No.	Date	Created By	Approved By
V.001	01/04/2023	CHR	MD & CEO
Change History			
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Initiating & Reviewing Authority	Chief of Human Resources		
Issuing Authority	Chief of Human Resources		
Approving Authority	MD & CEO		
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Location of the read only document	With custodian of HR Policies (CHR)		

### 2. POLICY BACKGROUND

Effective Date	01-Apr-2023	Departments Applicable	All
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Contact Person Details	Ms. Smitha John Anthraper <a href="mailto:smitha@geojit.com">smitha@geojit.com</a>	Type of Staff to whom applicable	All
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### 3. OBJECTIVE

Geojit values diversity and inclusion, encouraging employees to be their authentic selves, contributing their unique skills and perspectives for mutual success. The company is committed to fairness, meritocracy, and equal opportunity, fostering a safe and supportive non-discriminatory work environment that provides equivalent opportunity for all individuals irrespective of their gender, religion, caste, race, age, community and/or physical ability. A robust grievance redressal process is in place for investigation of employee concerns and Code on Service Rules and Code of Conduct and Business Ethics clearly delineates employee responsibilities and acceptable employee conduct. This constitutes the foundation for promoting diverse and inclusive workplace culture.

### 4. SCOPE AND APPLICATION

This policy applies to all the employees of **Geojit Financial Services Ltd (GFSL)** and its Indian subsidiaries, **Geojit Technologies (P) Ltd**, **Geojit Investments Ltd**, **Geojit Credit (P) Ltd**, **Geojit IFSC Ltd**, **Geojit Techloan Pvt Ltd** and shall also be applicable to any subsidiary which may be formed in future. The policy applies to probationers, trainees, retainers, consultants who are directly engaged by the Company and its subsidiaries. It compasses all aspects of employment, such as recruitment, hiring, training, promotion, compensation, benefits, performance evaluation and other employment conditions.

### 5. POLICY STATEMENT AND REQUIREMENTS

#### Our commitment

Our commitment to Fairness and Meritocracy, a Supportive Environment, and Learning and Growth opportunities is evident in our policies and practices. We operationalize these principles through the applicable Codes of Conduct, Service rules and Prevention of Sexual Harassment Policy. We are committed to establishing a gender-neutral, equal opportunity workplace, and we expect our senior leaders to be accountable for cultivating a safe and inclusive environment, adhering to the following principles:

- (i) Championing a workplace free from discrimination, harassment, and victimization.
- (ii) Ensuring equal opportunities for career growth and advancement based on merit.
- (iii) Promoting respectful communication and collaboration among all employees, regardless of their position or level.
- (iv) Implementing supportive and flexible policies that accommodate the diverse needs of individuals at different stages of their lives.
- (v) Creating an environment where employees feel their background and lifestyle do not hinder their professional development or opportunities.

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- (vi) Treating all employees fairly, with respect for their dignity, privacy, and personal rights.
- (vii) Encouraging self-awareness and sensitivity to biases among employees and helping them manage these biases effectively.
- (viii) Providing necessary support and reasonable accommodation for individuals with disabilities to ensure an accessible and inclusive workplace. The company values their contribution and make sure they are not discriminated. However, to ensure they are not discriminated the Company will :
- Take forward reasonable accommodation to ensure a disability friendly accessible workplace; Reasonable accommodation includes workplace customisation, specialized equipment/software, flexibility in other benefits/privileges to perform job functions effectively without posing any significant hardship to the Company/ other colleagues.
  - Provide relevant support to help them succeed.

### Employee Responsibilities

At every organisation, it is essential for employees to uphold this policy in their daily tasks and interactions with colleagues and customers. Each business manager bears the responsibility to promptly address any queries or issues related to diversity or equal treatment. If needed, they can seek additional guidance from the Human Resources Department.

We have zero tolerance for disrespectful or inappropriate behaviour, unfair treatment, or retaliation of any kind. Harassment (physical, verbal, or mental harassment) is not tolerated in the workplace and in any work-related circumstances outside of work.

### Employee Practices

We hire individuals based on the specific role requirements and select candidates who possess the relevant qualifications, skills, and experience necessary for the successful execution of their responsibilities. Our employee policies and programs for recruitment, development, rewards, and career advancement are designed to promote equal opportunities, emphasizing meritocracy and fairness. We are committed to not discriminating against individuals based on religion, gender, caste, race, age, community, physical ability, or gender orientation.

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In support of the policy, the company expressly prohibits any form of discrimination, harassment or bullying. Employees are encouraged to raise any grievance to their reporting Manager, State/Department Heads, Manager-HR, or AGM -HR.

All employees shall always be treated with dignity and respect. There will be zero tolerance for disrespectful or inappropriate behaviour, unfair treatment, or retaliation of any kind. Any employee who believes a conflict arises between this policy and the laws, customs, and practices of the place at which he/ she works, or has questions about this policy, or would like to confidentially report a breach/ potential violation of this policy, should raise those questions and concerns with CHR.

Appropriate disciplinary/ legal action will be taken against any employee / personnel who violates this policy. Based upon the seriousness of the offense, disciplinary action against an employee may include verbal or written cautioning, warning, demotion, forfeiting incentives, forfeiting increment, suspension, termination of employment or a combination of any of the above disciplinary action. No reprisal or retaliatory action will be taken against any individual for raising concerns as regards this policy. However, any such reporting by an employee if found to be in bad faith or in a false or frivolous manner, will be considered a violation of the code of conduct and service rules, and such employee may be subject to disciplinary action.

### 6. DESCRIPTION

#### (i) Diversity

Diversity in the workplace refers to the inclusion and representation of individuals with a wide range of characteristics, background, and perspectives within an organisation.

#### (ii) Inclusion

Inclusion in the workplace means creating an environment where all employees feel welcomed, respected, and valued.

#### (iii) Harassment

Harassment is unwelcome and uninvited conduct which offends, humiliates, or intimidates another person. It can be verbal, physical, or visual and can be based on a range of grounds such as a person's gender, sexual orientation, family status, race or, nationality, disability, or any other personal characteristic.

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### (iv) Bullying

Bullying is aggressive behaviour that targets and harms someone repeatedly, typically involving a power imbalance between the bully and the victim.

### (v) Victimization

Victimization in the workplace refers to the unfair and negative treatment of an employee because of reporting an issue, making a complaint, or exercising their rights, it can involve retaliation, intimidation, or adverse actions taken against employee, leading to an uncomfortable or hostile work environment.

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