

Human Rights Policy

Version 1.0

Revision History

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1. Introduction

Birlasoft supports the protection and elevation of human rights in accordance with the fundamental principles of human rights governed by the United Nations Universal Declaration of Human Rights together with applicable Human Rights laws of the countries where it operates. The policy provides broad framework to ensure that all employees and human resources associated with the business of Birlasoft are treated with respect and dignity, and to ensure that we do not condone human rights violations or abuses.

2. Applicability

The policy applies to:

- (i) All full time and part time employees across Birlasoft globally.
- (ii) All employees on contract role, whether on direct contract and subcontractors.
- (iii) Suppliers, subsidiaries, distributors, business contacts, advisors, business associates, customers and others acting on behalf of Birlasoft.

3. Policy Statements

(a) Equal opportunity and non-discrimination

Birlasoft does not discriminate nor tolerate harassment based on race, color, religion, disability, gender, sexual orientation, age, marital status, disease, or any other legally protected status. Our Code of Business Ethics & Conduct Policy governs our diversity and inclusion ambition and strategy. The company affirm equal opportunity of employment to all, irrespective of which section of society they hail from, only criteria for recruitment is merit. The company does not discriminate applicants belonging to disadvantaged communities, if the applicant possesses the requisite skill set and qualifications, as mentioned in the job requirements made in public.

In line with Government of India's 'Right of Persons with Disabilities Act, 2016 (RPWD Act) and Rules, and federal, state, or local laws of the countries where Birlasoft operates, the company ensures to provide a conducive and inclusive work environment for differently abled individuals to perform their role with ease and excel in the same. Birlasoft strives to continuously upgrade its facilities, amenities, and processes conducive for disabled employees and visitors.

(b) Harassment free workplace

Birlasoft is committed to provide a work environment free from all harassment, whether physical, mental, sexual, verbal, or psychological. Company policy prohibits sexual harassment and harassment based on race, religion, color, age, sexual orientation, or any other type of harassment protected by federal, state or local laws of the countries it operates.

(c) Freedom of expression & association

Birlasoft respects the right of its employees to exercise their lawful right to assemble, communicate through any media and join associations of their choice, within the purview law of the land and policies & procedures of the Company.

(d) Safe & healthy workplace

Birlasoft strives to provide a safe and healthy environment with special focus on women safety, motherhood and associated special care and assistance for any type of disability. The company tries to maintain a workplace free from violence, harassment, hostility, intimidation, and other unsafe working conditions.

(e) Diverse, Equitable & Inclusive Workplace

Birlasoft is committed to create a fair and transparent work environment with mutual respect for all and aim to create an inclusive workplace where employees from different backgrounds can have the opportunity to participate, develop and contribute freely and equitably.

The company is committed to promote diversity, equality, and inclusiveness among the workforce and ensure sustained growth through various learning and developmental programs.

(f) Data privacy

Birlasoft is committed to protect the data privacy of current and ex-employees, customers and suppliers and does not share information with third parties without the consent of the stakeholders. Our data protection and privacy framework include multi-layer password protected authentication systems, tracking mechanism and audit and information sharing on a need-to-know basis, which are governed by our Information Security and Data Protection Policies.

(g) Prohibits child labor & forced labor

Birlasoft prohibits child laborers and forced or compulsory labor including bonded labor, slavery and human trafficking. Birlasoft employs only those individuals who are legally permitted to work in the country where it operates, and identity of everyone is verified as part of its employee background verification program.

(h) Human Dignity

Birlasoft is committed to treating those human resources engaged with the company with dignity and respect and nurture fairness, trust, and transparency through our actions, supported by relevant policies.

(i) Sustainability and Community Development

As a responsible corporation, we are committed to deliver value to our stakeholders including employees, clients, investors, suppliers, government, and community. Our CSR Policy clearly lays

down company's commitment towards socio-economic development, environmental benefit, and livelihood creation and enhancement for vulnerable and marginalized communities around its operating regions.

(j) Minimum Wages

Birlasoft ensures that all employees are paid adequately to maintain required standard of living and pays its employees equal to or higher than the minimum wages prescribed by the local laws in the countries it operates.

(k) Non-Retaliation

Birlasoft ensures a free, fair, and ethical standards of business behavior, in which people are free to share their opinion and concerns without any fear of retaliation. The company does not tolerate any form of retaliation nor any adverse action against any person who raises a concern/ issue, in good faith.

4. Grievance Mechanism

Birlasoft continuously engages with employees to create awareness, understanding and addressing grievances. The grievance redressal policy and mechanism are made available for employees to raise any grievance related to workplace harassment or unfair treatment.

5. Communication and Training of the Policy

- Birlasoft transparently communicates the policy to all its internal and external stakeholders and expects them to uphold the principles to the highest standards.
- The company publishes the relevant information, policies, and guidelines on intranet and workplaces, accessible to all employees.
- The company undertakes regular training and capacity building sessions on various aspects of Human Rights to educate the employees and remove unconscious biasness.

Through this policy, the company encourages its business partners, to whatever extent possible to adopt and adhere to good corporate business practices, in line with human rights.

6. Related Policies

- a. Code of Business Ethics & Conduct (COBEC) Policy
- b. Background Check Policy
- c. Information Security and Data Protection Policy
- d. Secure Workplace Policy
- e. POSH policy
- f. Grievance Handling Policy
- g. Whistleblower Policy
- h. CSR Policy