

## **Diversity, equity and inclusion (Anti-discrimination)**

We are a multi-location company whose employees come from many different countries, states of India, backgrounds and cultures. We believe that our diversity and the engagement of our employees are a source of strength and competitive advantage. Mutual respect and tolerance are fundamental to how we work and communicate with each other. We believe that competence; performance and potential should guide our employment-related decisions, such as hiring, retention, training opportunities and promotion. We follow the applicable employment and labor laws where we do business, including wage & hour, immigration, collective bargaining, anti-discrimination, and similar employment rules.

### **What you should keep in knowledge**

- Employment-related decisions are always based on relevant qualifications, merit, performance, gender and other job-related factors. Discrimination is not tolerated.
- Workplace bullying and harassment are never acceptable; examples of unacceptable behavior include using force, threats or coercion – whether verbal, physical or social – to abuse, intimidate or dominate others. Bullying can be committed by individuals or by groups, in person or online, and it can be obvious or hidden.
- Update our employment procedures and guidelines from time to time – please raise promptly with the Human Resources team any employment matter that may require review or reconsideration

### **Your responsibilities**

- Demonstrate by example, treating your colleagues with respect and living up to our standards for fair treatment, diversity and inclusion. Join us in making our company an employer of choice.
- Follow our internal employment procedures and guidance; if you are in doubt, contact the human resources team for answers.
- Employment standards are high and global – merely because a law or country may allow or not specifically forbid certain practices in the workplace does not mean you may violate our employment standards.
- Do not use offensive language or make offensive gestures. Likewise, do not make discriminatory remarks even if they are intended as a joke.
- Become familiar with the culture of the country where you are working in order to avoid giving offense

We aim to Achieve Zero cases related to discrimination & harassment and increase diversity throughout our operations