

## **DIVERSITY, ANTI-DISCRIMINATION & EQUAL OPPORTUNITIES POLICY**

The Puravankara Limited & its subsidiaries (Puravankara Group) recognizes legal obligations under anti-discrimination legislation and will treat employees, workers, contractors, clients, and members of the public with whom it comes into contact, in a manner which is consistent with the spirit of this legislation. This policy is applicable also to clients, communities, suppliers, and contractors, whether permanent or temporary. The policy applies to all processes relating to employment and training and to any dealings with customers' and clients' requirements.

### **PURPOSE:**

The purpose of this policy is to ensure that our commitment to equality of opportunity and valuing diversity is reflected in all employment processes. The policy covers all Puravankara Group employees, including those on fixed-term contracts and those on secondment from other organizations.

The term 'discrimination' is used throughout this policy to mean 'unfair' and 'unlawful' discrimination.

### **OBJECTIVE:**

Puravankara Group is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy effective to these principles and mandates. The organization prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants with regards to race, color, religion, sex, gender identity or expression, information, or any other characteristic protected by law.

### **SCOPE:**

Puravankara Group is committed to maintain a working environment free from direct or indirect discrimination or victimization whether during recruitment, transfers within the Group, promotion, training, salary and benefits, in which all decisions are based on merits. The organization aim is to ensure all applicants, employees, workers and others receive equal treatment irrespective of their gender religion, caste, creed, disability or age. No employees will be disadvantaged by a condition or requirement which cannot be shown to be justifiable. This policy will enable the organization to send out a strong message of commitment, both internally and externally, to the promotion of equal opportunities and diversity in the organization or through the entire supply chain.

### **DISCRIMINATION:**

The organization is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation. The organization is committed in treating everyone equally in accordance with its core values and with the same attention, courtesy and respect.

Employees must not unlawfully discriminate against or harass including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events, including social events.

**VICTIMISATION:**

Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

**RECRUITMENT:**

The organization's recruitment publicity aims to encourage applications from individuals who have appropriate qualifications and/or experience. All recruitment adverts will avoid direct and indirect discrimination. Selection criteria and procedures will be reviewed from time to time to ensure that applicants are assessed purely on the basis of their relevant merits and abilities and will be monitored to ensure the criteria and procedures are fair and objective and not directly or indirectly discriminatory.

**PROMOTION:**

All promotion is strictly based on ability to do the job and on merits. No decision to promote will be made on a discriminatory basis. Processes for promotion will be reviewed regularly to ensure that there is no unjustifiably discriminatory impact on any group.

**EMPLOYEE RESPONSIBILITIES:**

It is the responsibility of all employees to ensure their conduct conforms to the expected standards and reflects this policy. Willful failure to apply the policy or evidence of discrimination, or victimization or harassment may result in disciplinary action being taken against employees including dismissal.

**MANAGERIAL RESPONSIBILITY:**

Managers should not instruct or pressurize employees, workers or others to discriminate, victimize, or harass others, nor should they suppress any complaints of discrimination or victimization in the workplace. Managers are responsible for implementing and monitoring the practices required in this policy, ensuring they are adhered to by their team and that any problems which are raised are dealt with promptly. Failure to do so will be considered a failure to carry out their managerial responsibilities.

**DISCIPLINARY ACTION:**

The organization takes Equal Opportunities very seriously and will not tolerate acts which breach this policy. Serious breaches will be treated as misconduct. Unlawful discrimination, victimization or harassment will not be tolerated by the organization and those responsible for such treatment or any breach of this policy will be subject to disciplinary action under the Disciplinary Policy and may be dismissed.

**RAISING A GRIEVANCE:**

If an employee feels that he/she has suffered discrimination, then he/she should approach the relevant individual(s) to discuss any problems directly and try to resolve the matter informally. However, it is recognized that this may not always be possible, in which case the employee should contact Human Capital Department.

This policy shall be reviewed periodically for its suitability and modification as necessary and the rights shall remain at sole discretion of the management.