

<b>HUMAN RESOURCE POLICY</b>	Policy Number: HR/36 Policy Owner: Corporate HR
<b>Inclusion and Diversity Policy</b>	Authorized by: HOC – Corporate HR Access Level: 0 – 5

## **Policy Statement and Purpose**

Macrotech Developers Limited ('we', 'our', 'Company') recognises that an inclusive and diverse workforce will help us attract and retain the best people from the widest pool of available talent. Furthermore, we believe that diversity improves the quality of decision-making and thus enhances our capacity to create value. Inclusion and diversity means valuing an individual regardless of their caste, creed, gender, marital or family status, sexual orientation, gender identity, age, disability status, ethnicity, religious beliefs, cultural background, country of origin and socio-economic background.

We believe that an inclusive and diverse business environment encourages a range of perspectives and fosters excellence in the value creation. We support and encourage inclusion and diversity at all levels and throughout our organisation. We do not tolerate discrimination, harassment, vilification or victimisation in any form, and commit to building an inclusive workplace for all associates.

This statement explains our approach to building inclusion and diversity across the organisation and includes recruitment, pay, promotion, learning and development and other areas of employment, with all decisions based on merit.

## **Scope**

The policy provides a framework for new and existing inclusion and diversity related initiatives and policies across the Company. It covers all aspects of employment including but not limited to hiring, job assignment, promotion, employee benefits, conditions of employment, remuneration, transfer, discipline, training, work environment and termination of employment.

## **Objectives**

1. To leverage our associates' unique skills, values, background and experiences which will assist in understanding our customer needs
2. To provide an inclusive working environment where all associates are included and valued for their contributions which will enable them to work with full potential regardless of their background, gender, age, work status, marital status, religious or cultural identity

## **Applicability**

This policy is applicable to all associates & full time in house consultants on rolls of the Company.

## **Our Commitment**

Our commitment to diversity is recognized by our Board of Directors and leadership team and extends to all associates. We collectively promote a culture that empowers our associates and fosters values of respect, inclusion and belongingness across the Company.

We are committed to achieving short and long term inclusion and diversity goals that respond to the evolving needs of our workforce and our business. We ensure all our employee policies, systems and practices support an inclusive culture. Some of the practices within our Company that support our inclusion and diversity objectives are summarised below:

### **A. Employee engagement**

We frequently engage with our associates to understand their views on multiple aspects including inclusion and

diversity. We use anonymous, whole-of-company surveys to measure, track and report on our engagement as well as issues such as organisational culture, flexibility, inclusion, and leaders' behaviour.

## **B. Talent acquisition**

We structure our recruitment and selection practices at all levels to adhere to applicable law pertaining to equal employment opportunities and fair employment practices and guard against any conscious or unconscious biases that might lead to discrimination. We ensure that our job descriptions, imagery, and language eliminate any kind of bias and ensure that we encourage a diverse range of candidates to apply for available positions. We ensure our practices and processes attract a diverse range of candidates and that candidates are hired, assigned, developed and promoted based on merit and their alignment to our values.

## **C. Learning and development**

We offer careers that broaden and deepen our associates' skills, abilities and knowledge. Our programs help build our capability for the future and assist in the development of a broad and diverse pool of skilled and experienced associates, including the skills and capabilities required for senior leadership positions.

## **D. Remuneration**

We are committed to gender pay equity, with our remuneration framework and systems designed to provide equal access rights to all associates regardless of gender.

## **E. Safe working environment**

We provide training to associates to improve their understanding of behaviours that can be perceived as discriminatory, exclusionary, and/or harassing and provide safe avenues for associates to report such behaviours. We implement best practices and comply with local regulatory requirements.

## **Supporting policies**

Our approach to inclusion and diversity is supported by several other guidelines and policies, such as:

1. Recruitment Guidelines and Policies
2. Employee Terms and Conditions of Employment
3. Attendance Policy
4. Leave Policy
5. Equal Employment Opportunity Policy
6. Prevention of Personal and/or Sexual Harassment at Workplace Policy
7. Code of Conduct Policy
8. Human Rights Policy
9. Whistle-blower Policy
10. Transparency & Ethics Policy
11. Training Policy
12. Supplier Code of Conduct

## **Grievance redressal mechanism**

We are committed to preventing any violation to this guideline and providing all associates a secure workplace. We give access to raise grievances and to report confidentially and anonymously any breach through our Whistle blower mechanism. The Company has zero tolerance for breach of any clause mentioned in this policy. Cases of violations are promptly dealt with. Actions may include warnings, counselling, penalties and even termination of employment depending upon the severity of violation.