

## **DIVERSITY AND INCLUSION (D&I) POLICY**

### **1. Introduction**

Ksolves India Limited (Ksolves) is committed to equality of opportunity and dignity at work for all, irrespective of caste, religion, race, color, creed, ethnic or national origins, gender, marital status, sexuality, disability, class or age.

At Ksolves, we aim to create an inclusive workplace and leverage the power of diversity for a sustainable competitive advantage, enabling employees to participate, develop and contribute freely and equitably. We are committed to providing a work environment free of discrimination and harassment. We do not discriminate or allow harassment on the basis of race, color, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age, genetic information, military status or any other legally protected status.

To achieve this, we have established strong and well-articulated policy, communicated to employees. Equal opportunity and fair treatment are an essential part of this policy. Our policy provides a broad framework to ensure that all employees are treated with respect and dignity and ensure that we do not condone human rights violations or abuses.

### **2. Scope**

The Diversity and Inclusion (D&I) policy is applicable for all job applicants and employees.

### **3. Our principles**

#### **A. Encouraging equality and diversity**

- a. We provide equal opportunities to all our employees and to all eligible applicants for employment in our company. We do not unfairly discriminate on any ground, including race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.
- b. When recruiting, developing and promoting our employees, our decisions will be based solely on performance, merit, competence and potential.

- c. We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of this Code. These policies shall provide for clear terms of employment, training, development and performance management.

## **B. Dignity and respect**

Our leaders shall be responsible for creating a conducive work environment built on tolerance, understanding, mutual cooperation and respect for individual privacy.

Everyone in our work environment must be treated with dignity and respect. We do not tolerate any form of harassment, whether sexual, physical, verbal or psychological.

We have clear and fair disciplinary procedures, which necessarily include an employee's right to be heard.

We respect our employees' right to privacy. We have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or business interests.”

## **C. Statement**

Ksolves is committed to providing equal opportunities in employment and creating an inclusive work environment. We endeavor to –

- a. provide equal and fair opportunities for employment to all qualified applicants;
- b. maintain a work environment free from harassment based on age, color, physical ability, marital status, parental status, ethnic origin, religion, sexual orientation, or gender identity;

- c. make employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria;
- d. adhere to applicable law pertaining to equal employment opportunities and fair employment practices; and
- e. inform staff of certain behavior that is unacceptable, and measures that the Company may take for deviant behavior towards employees.

#### **D. Non-Discrimination**

We shall not discriminate directly or indirectly against any employee or job applicant on any grounds including on the grounds of age, color, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, or sexual orientation

#### **E. Bullying and Intimidation**

We promote a harmonious working environment in which our employees will be treated with dignity and respect. We have a zero-tolerance policy towards bullying and harassment.

#### **F. Commitment to Diversity and Inclusion**

We are committed to strengthening diversity and inclusion at the workplace through an enabling environment, supportive work life policies for employees and a culture that welcomes differences and creates a sense of belonging. We strive to create a work environment where all employees can develop and grow to achieve their full potential. We are an equal opportunity employer and are committed to maintaining respect and dignity for all.

#### 4. Our goal

Currently, Ksolves has 24% women in the workforce and more than 40% women in Ksolves Board and KMP (Key Managerial Personnel). By 2024, Ksolves aims to elevate this count of total women employees in workforce up to 33% and to maintain more than 40% women in the Ksolves Board and KMP (Key Managerial Personnel) as well as to sustain the same at continual basis.

#### 5. Review Timelines

The policy will be reviewed basis changes in legal and market guidelines.

#### 6. Reporting of grievances

This policy is in place to provide a forum for employees to escalate their concerns and get them addressed through a formal process without prejudice to his or her position within the company. Employee can raise the grievance with the HR department using the existing grievance redress mechanisms like on a confidential basis either by dropping an email at [hr@ksolves.com](mailto:hr@ksolves.com).

For more direct reach and sensitivity of the matter, employees can also make Protected Disclosure to Ombudsperson of the whistle blower mechanism, as soon as possible but not later than 30 (thirty) consecutive days after becoming aware of the same at : [whistleblower@ksolves.com](mailto:whistleblower@ksolves.com)

All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

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