

1.5 DIVERSITY & INCLUSION POLICY

SSEL

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Developed by: ESG Department

Owner Department: HR Department

Approved by : Group CEO

Vision: Any workplace is at its best and most successful when employees can be themselves at work, develop their skills and make a contribution, no matter who they are, what their background is, where they are located and in what team they work.

Our Diversity & Inclusion Policy is built on a foundation of equality and anti-discrimination, our commitment and our aim to exemplify best workplace practices.

Policy: SSEL is committed to being an organization that recognizes the value of diversity among its staff, where all staff feel included and valued irrespective and indeed because of their differences. We endeavor to ensure that this commitment to diversity and inclusion (D&I) is reflected all that SSEL does and in how it is done.

Purpose: In order to achieve our mission and our mandate optimally, we need staff with diverse experiences and backgrounds who bring different knowledge and thinking styles. We believe that that our staff both male & female can be from different ethnic groups, have different religious beliefs, are in different life stages, are from different socio-economic backgrounds, are from different cultures, careers and different in many other ways – and hence achieve the best results at work.

Several of our policies are built towards enduring the commitment to create a diverse and inclusive working environment.

We continue to enhance our strategic focus on D&I through various strategies implemented through defined processes and measurement yardstick

Scope: This policy applies to all employees of SSEL

Definition of Diversity: Diversity is any dimension that can be used to differentiate groups or people from one another i.e. anything that sets one individual apart from another.

Definition of Inclusion: Inclusion is actively involving every employee's ideas, knowledge, perspectives, approaches and styles to maximize the company's ability to deliver its products & services. It means including different ideas and opinions when making key decisions or developing and generating new ideas and solutions. It is encouraging variety of thought and creating a culture that values our differences.

KEY PRINCIPLES

Each of us is responsible for developing and maintaining a culture of equality, dignity, inclusion and respect throughout the company. All employees should

- Read, and act in accordance with this Diversity & Inclusion policy.
- Support all other employees, regardless of any characteristic such as race/ethnicity, age, disability, gender, gender reassignment, gender identity or expression, marital status, sexual orientation, religion/belief, specially abled, pregnancy/maternity or other characteristics protected by law.
- Understand and help the organization to fulfil legal obligations, and seek to prevent all forms of discrimination, bullying or harassment.
- Report all forms of discrimination to SPEAK UP, the internal redressal mechanism, whether witnessed or experienced, to enable them to be dealt with promptly and effectively.
- In the Talent Attraction & Employment Processes the company will establish & empower DRIP – Diversity Recruitment Implementation Panel - to ensure that we access diversity of talent & experience at every stage of recruitment.
- Ensure that our Employees, Consultants, Agents, Suppliers and all those acting on our behalf are aware of the content of this Policy and in-principle agree to work towards establishing the same in their organizations also.

- To ensure inclusion the company will, establish & empower STEPIn – a Steering Team to Enable Proactive Inclusion.

APPLICATION OF POLICY

Employees should feel confident that the decisions and interactions that impact their careers are based on relevant qualifications and merit, without regard to a characteristic such as race/ethnicity, age, disability, gender, gender reassignment, gender identity or expression, marital status, sexual orientation, religion/belief, pregnancy/maternity or other characteristics or statuses protected by law.

This applies to all employment policies and practices including those relating to

- Talent Attraction & Selection
- Terms & Conditions of Employment
- Working Environment
- Training & Employee Development
- Promotion, Career Progression
- Flexible Working
- Discipline & Grievance
- Performance Management

EVERYONE'S RESPONSIBILITY

All employees have a responsibility to put this policy into practice. We are each responsible for creating a comfortable working environment, free from discrimination, harassment and bullying, where every employee is treated with dignity and respect.

Employees should take responsibility for and consider the consequences of how they behave. We should all be considerate and professional towards each other and be mindful of how we can affect others with our actions and words.

Every employee should actively encourage non-discriminatory practices and challenge any behavior which fails to comply with this policy.

Managers & Management Teams have responsibility to:

- Ensure that employees complete the appropriate diversity & inclusion training.
- Ensure that all processes are fairly and consistently applied to all employees.
- Ensure that diversity & inclusion issues are considered as part of planning processes.

There is also a requirement to ensure that clients, customers, partners and suppliers are aware of this policy and operate within it as appropriate.

REPORT & RECORD

Any employee who believes they have suffered from or witnessed discrimination, bullying or harassment should speak to a line manager, as soon as they can, or make a report in confidence through SPEAK UP internal employee redressal mechanism that functions under the General Counsel.

POLICY FRAMEWORK & SUPPORT

Our Code of Conduct provides the framework to all the company's policies, supports the achievement of an organizational culture free from unfair bias, discrimination and harassment.

Communication

This Policy will be included in employee induction and on an annual basis, HR Department will run an awareness program on the same. The policy will also be available as a public disclosure document on website and other portals.

POLICY REVIEW

This Policy will be reviewed at least annually to ensure it remains in line with legislation and the Group's organizational principles

SPEAK UP

The company is committed to ensuring that employees can speak up with confidence if they have any concerns or need to ask for help.

If any employee observes or suspects something improper, unethical or inappropriate, we all have an obligation to SPEAK UP. In the first instance, you should raise your concerns with designated email ID

ZERO RETALIATION ASSURANCE

The company will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behavior.

All reports will be treated confidentially.

