

1.6 IMPLEMENTATION GUIDELINES FOR D&I POLICY – STEP-In

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Version 1.0 Dated 16.12.2024

No. of Pages 2

Developed by: ESG Department

Owner Department: ESG Department & HR Department

Approved by : Group CEO

Charter of Inclusion

Introduction

Diversity and Inclusion is one of the core ESG commitments of Shirdi Sai Electricals Limited. While it is the responsibility of the organization and its recruitment policies to ensure that a diverse workforce is established, the onus of inclusion of the diverse members lies with every employee, the systems and processes adhered to within the organization.

Inclusion is how diversity is leveraged to create a fair, equitable, healthy, and high-performing organization where all individuals are respected, feel engaged and motivated, and their contributions toward meeting organizational goals are valued.

It is with this vision that a Steering Team Enabling Proactive Inclusion (STEPIn) has been created.

Purpose & Scope

1. The purpose of the exercise is to enable diverse workforce to feel engaged and motivated which contributes to a drop in attrition and better organizational performance
2. In order to engage and motivate the diverse workforce that have been recruited through responsible and purposeful hiring policy, it is important that there be a defined framework of actors and activities
3. The responsibility of driving Inclusion is vested in the group STEPIn drawn from the employees and empowered to make inclusion a natural process.
4. STEPIn is responsible for
 - i) outcomes based plans
 - ii) devise activities that engage and make responsible all employees,
 - iii) put in place a calendar - monthly, quarterly & annual
 - iv) get budget approvals for the activities
 - v) enlist support of Champions, leaders & influencers
 - vi) ensure communication, feedback & impact assessment of activities
 - vii) submit a report to the Board each year

Composition & Administration of STEPIn

1. STEPIn will comprise of representatives from every location who are also responsible for implementation activities in their respective location
2. STEPIn shall be supported one Champion from each vertical who will endorse the cause of diversity & inclusion to establish and fair and equitable workplace
3. And One Sponsors who is a Board Member.
4. Diverse representation - to include women members, culturally different states, different age group representation amongst others
5. STEPIn is a roundtable model of administration with 7 members
6. STEPIn shall serve for a period of 2 years, each member has the opportunity to be renominated only once

Meetings and Interactions

1. STEPIn shall meet at least once a month to apprise itself of the status and agree on course correction/future plans. The minutes of these meetings shall be documented and circulated to all Champions and Sponsors
2. Financial discipline shall be maintained and documentation of approved budgets and expenditure made shall be signed off in each monthly meeting



This Charter is to ensure Diversity & Inclusion at workplace is achieved through proactive and positive actions that aim to eliminate conscious and unconscious bias and such actions aid and support the professional development of every employee in Shirdi Sai Electricals Ltd., resulting in an adoption of an inherent culture of diversity and inclusion.

STEPIn has been established on (date) in (org name)

SPONSORS (name - signatures)

STEPIn Members (Names - Signatures)
