

Global Diversity Equity and Inclusion (DE&I) Policy

Version 1.1

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Revision History

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.0	30/09/2023	DEI	DEI Leader	CPO	Document release
1.1	01/04/2025	DEI	DEI Leader	CHRO	Yearly Policy Review - no change

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1. Objective

We believe that a diverse, equitable and inclusive workplace is imperative to help us achieve our Vision of being. We strive to create an environment of equal opportunity for all candidates, employees, , extended workforce, and our partners so that they can achieve their full potential, feel valued and appreciated for who they are. We are committed to treat everyone with equal respect, dignity with no discrimination regardless of their race, background, gender, ethnicity, sexual orientation, disability, religion, caste, age groups, family or marital status, political affiliation, socio-economic status, veteran status, and any other characteristics that are unique to an individual or community.

2. Applicability

The policy is applicable to everyone globally and includes regular full-time employees, contract workers, interns, trainees, and people working on any other work engagement model, regardless of their backgrounds, experiences, or hierarchies. We set similar standards `` expectation for our business partners, suppliers, and vendors.

3. Coverage

3.1 Diversity at Birlasoft focuses on the following areas:

Gender – we shall strive to focus on building a gender inclusive workforce with balanced representation across the larger proportion of the workforce and leadership.

Differently abled individuals– we shall strive to create workplaces with easier access to people with disability. We shall also promote a culture where managers and teams become more enabling of people with disability. We shall encourage PwD’s with necessary skills to become a part of Birlasoft and help it grow.

Ethnicity/Nationality – As we acquire a global footprint, we realize the importance for us to have a globally diverse workforce that aligns well with the sensitivities of the countries we operate in.

Veterans – we wish to tap into the wealth of experience that Veterans have acquired in the service of their nations. Their contemporary skillsets coupled with their wide-ranging experiences and inherent discipline make them an attractive talent pool.

LGBTQ+ Inclusion – We are committed to provide an inclusive platform to the LGBTQ+ population whereby they get to be equally respected and valued for the experiences they bring onboard.

4. Philosophy

We believe that for an organization to be truly diverse and inclusive, it is important that the culture tenets support four key cultural dimensions of Care – Consideration - Collaboration – Coexistence. We shall strive to ensure that people thrive in the company of each other, collaborating effectively to help the organization achieve its goals.

5. Commitment

To promote diversity and foster an inclusive work environment, we shall do the following:

- 5.1** Create neutral job descriptions and ensure that any personal candidate information has no bias in the hiring process in the process; we also coach and enable managers to hire without bias and focus on meritocracy and credentials.
- 5.2** Continually strive to create awareness among our employees and extended workforce on DE&I themes that impact inclusion and provide appropriate trainings to overcome any limiting behaviors and/or unconscious bias.
- 5.3** Design our benefits and compensation plan/ strategy including other rewards, to address any special needs of our employees while remaining compliant to various local, regional, and national laws in countries we operate.
- 5.4** Create special programs and interventions to support our women professionals, working parents, differently abled individuals, veterans, and other employees to get far chance and opportunity to be successful at workplace.
- 5.5** Ensure key talent processes such as recruitment and selection, development, and promotions are solely based on merit, devoid of any kind of biases and discrimination while reflecting the value and importance the organization places on inclusion, diversity, and fair, equitable access to opportunities for all.
- 5.6** Provide all feasible flexible work arrangement that support and accommodate changing and reasonable needs of diverse groups at different career and life stages.
- 5.7** Ensure sustained leadership communication through townhalls, team meets, awareness mailers and blogs, reinforcing our inclusion philosophy.
- 5.8** Undertake periodic review(yearly) of policies and practices to identify and address any systemic inequities.

6. Governance & Sponsorship

- 6.1** Diversity, equality, and inclusion is at the core of our organization's culture, and we are committed to leveraging it to stay competitive and to be perceived as an inclusive employer in the marketplace. Our DE&I initiatives help our employees become more aware of their unconscious biases and remedy them to demonstrate a truly inclusive behavior thus contributing to a richer employee experience and a conducive work environment for all.
- 6.2** DE&I is central to leadership focus and on behalf of the Leadership team is anchored by the CFO and the CHRO. The working strategies and program implementation is overseen by a DE&I Council comprising of a cross section of business leaders drawn from across the globe. The council meets quarterly to review key metrics, overall progress and discuss priorities for the upcoming quarter.

7. Grievance Redressal

- 7.1.** We have setup multiple platforms where our employees, including our vendors and service providers, contract employees, clients, consultants, trainees, and interns can raise any grievance or complaint across various categories like sexual harassment, discrimination, health & safety, unfair employment practices, among others. Birlasoft supports the protection and elevation of human rights in accordance with the fundamental principles of human rights governed by the United Nations Universal Declaration of Human Rights together with applicable Human Rights laws of the countries where it operates.