

<b>HR Dept.</b>	<b>KALYANI TECHNOFORGE LTD</b>	<b>Revision 00</b>
		Prepared Date- 01-11-2024
		Next Revision - 01-04-2026

# Diversity Policy



## 1. PURPOSE

To ensure that all sections of the society are given fair opportunity to enrol in the delivery of the performance of the job and rewards. All decisions relating to employment in the company are purely based on merit and to create an encouraging, supportive and inclusive culture amongst the workforce.

## 2. APPLICABILITY

All Entities of Kalyani Technoforge and Group Companies

## 3. POLICY

- I. The Company is committed to provide fairness to all employees in the Company's employment and not provide less favorable facilities or treatment on the grounds of age, gender, gender reassignment, sexual orientation, pregnancy, potential pregnancy, marital/domestic status, disability, race, color, nationality, national origin, social origin, politics, religion or belief, ethnicity and nationality, racial classification, profession, trade and occupation.
- II. The Company is opposed to all forms of unlawful and unfair discrimination.
- III. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.
- IV. All HR policies of the Company including employment, promotion, training, or any other benefit, will be on the basis of their aptitude, competence and merit.
- V. The Company's commitments:
  - a. To create an environment in which individual differences and the contributions of all team members are recognized and valued.
  - b. To create a working environment that promotes dignity and respect for every employee.
  - c. To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this Policy.
  - d. To make training, development, and progression opportunities available to all its employees.
  - e. To promote diversity at the workplace.
  - f. To encourage anyone who feels that he/ she has been subject to discrimination to raise their concerns so that the Company can apply corrective measures.
  - g. To encourage employees to treat everyone with dignity and respect.
  - h. To regularly review all the Company's employment practices and procedures so that fairness is maintained at all times.

- VI. Dissemination and Implementation of Policy- The Human Resource Department of the Company will be responsible for the dissemination of this Policy, for overall compliance and will maintain personnel records in compliance with applicable laws and regulations. This Policy will be available to all employees via normal communication vehicles within the Company
  - a. This Policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants. Suitable material will be included in Company publications, management conferences, induction and supervisory training courses
- VII. Procedure - Employees who believe that they are being treated unfairly as a result of discrimination should promptly notify to their Manager or the Business HR Leaders. Should a complaint of discrimination or harassment be made, it will be investigated in a confidential and procedurally fair manner. The complaint of minor nature will be addressed in 2 days' time and major complaint will be addressed in around two weeks' time. If proven, the person responsible will be liable for appropriate disciplinary action.
- VIII. This Policy will be monitored and reviewed annually to ensure that diversity is continually promoted at the workplace.