



## Diversity Equity and Inclusion Policy

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# Policy for Diversity Equity and Inclusion

## Purpose:

The objective of this policy is to provide a framework to ensure that Sasken is committed to providing a work environment that is Inclusive, Equitable and Diverse for all employees, vendors, contractors, trainees, suppliers, and consultants.

The company firmly believes that every employee has equal rights to opportunities regardless of their background, characteristics, or identities. The policy is designed to promote positive and inclusive workplace culture where all employees feel respected and valued regardless of their race, ethnicity, gender, age, sexual orientation, disability, religion, or other characteristics.

## Scope:

The policy covers all employees of Sasken Technologies Limited across global locations including its subsidiaries, regardless of the nature of employment, and includes, contractors, consultants, trainers employed/ engaged by Sasken and all clients, service providers, vendors, and business visitors or any other third parties with whom the company has business dealings.

## Policy Statements:

1. Sasken will not discriminate in favor of or unfavorably towards any gender, caste, creed, or religion. Justice and fairness will be the guiding principles governing every decision related to all policies and Process in the organization. All employees are responsible to uphold the spirit of the policy, embrace commitment to Sasken values and act to ensure compliance and avoid violations.

### Definition of DEI:

- a. Diversity refers to an act of environment in which all individuals are welcomed, respected, and valued but not limited to race, ethnicity, gender, age, sexual orientation, physical abilities, religious beliefs, socioeconomic background, and more.
- b. Equity refers to ensuring that all individuals are getting equal opportunity and advancement regardless of race, ethnicity, gender, age, sexual orientation, physical abilities, religious beliefs, socioeconomic background, and more.
- c. Inclusion refers to the practice of creating an environment where all employees or individuals are valued, respected, and given equal opportunities to contribute, regardless of their race, ethnicity, gender, age, sexual orientation, physical abilities, religious beliefs, socioeconomic background, and more.

## 2. Inclusivity and Diversity

- Sasken has a presence across the globe, with employee presence in India, Finland, Germany, USA and Japan, featuring a diverse workforce inclusive of employees of all gender, age, and nationalities.
- We value country specific regulations and culture, respect all genders and contributions are acknowledged irrespective of gender.



- We value and advance the diversity and inclusion of the people with whom we work and are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion.
- Our human capital is the most valuable asset we have. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.
- We aim to create an inclusive workplace and leverage the power of diversity for sustainable competitive advantage, where employees from different backgrounds can have the opportunity to participate, develop and contribute freely and equitably.

### **3. Sasken Ethics & Values**

- Sasken believes that a diverse workforce, which respects and values individuals from all backgrounds, leads to increased employee morale, productivity, and retention. At Sasken, we have a firm belief and conviction that, amidst the relentless change, what keeps Sasken grounded and successful are the values.

### **4. Equal opportunity Employer**

- Sasken is committed to providing equal opportunities to all employees regardless of the nature of employment to express their opinion and ideas irrespective of their diversity.
- Sasken ensures to avoid biases in recruitment process and make sure to provide unbiased process solely depending on the skills, competencies, experience, and performance of the candidates.

### **5. Harassment free workplace**

- We are committed to providing a work environment free from harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, colour, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other type of harassment protected by federal, state, or local law or ordinance or regulation.

### **6. Compensation, Welfare & Benefits**

- Sasken ensures equity in pay to individuals depending on their skills, competencies, experience, performance, and role regardless of their diversity. Health, wellness and safety of its employees are of paramount importance to Sasken. The welfare measures and benefits are rolled out to employees globally irrespective of their race, ethnicity, gender, age, sexual orientation, physical abilities, religious beliefs, socioeconomic background, and more.

### **7. Performance and Career Growth**

- Sasken ensures that promotions to higher levels are merit based wherein an employee is assessed on their performance, competencies, potential and commitment to take on enlarged roles and responsibilities, which require significant differentiating competencies regardless of their diversity.
- Sasken has a robust Performance Management System that helps in delivering high levels of performance. The system enables an individual to set SMART goals through well-defined KRAs and KPIs and be assessed in a fair and transparent manner.
- Sasken provides all its employees with a Performance Improvement Plan/ Personal Development Plan aimed at enabling employees to acquire and develop the skills and competencies required to perform at the desired level or become role ready for the next level.



## **8. Learning & Development**

- Irrespective of an employee's band, role, experience, performance, or any other characteristics, Sasken provides equal opportunities to enroll in developmental programs relating to role, behavioral competency, functional expertise etc that are required to perform their current and future roles more efficiently.

## **9. Supporting people with disabilities**

- Sasken ensures to provide employment opportunities to people of determination. Sasken also makes sure to provide infrastructure to support those with disabilities.

## **10. Project Placement**

- Sasken ensures employees are given the opportunity to work on projects depending upon their technical competencies and proficiency required in a particular job context. Employees are periodically assessed on the same as per as standard process where employees go through three levels of assessment.

## **11. Assignments and Transfers**

- Employees have an equal opportunity to be assigned or transferred across global locations based on the business requirements.

## **12. Facilities & Infrastructure**

- Equal facilities, infrastructure and policies of hybrid working extended to all Sasians and adequate support provided ensuring business continuity across global locations during normal and exigent situations. Sasken is committed to ensuring accessibility for all individuals, including the specially abled, such as ramp access and accessible washrooms to accommodate the needs.

## **13. Recognition**

- Sasken ensures that the right or expected behaviors and values are recognized across the organization thereby maintaining the organizational culture, performance, and business.

## **14. Celebrations**

- Sasken celebrates different cultural festivals in all Sasken locations and encourages all employees to share their cultural traditions and actively participate in organizing and celebrating festivals.

## **15. Disciplinary Policy of Sasken**

- If a Sasken employee, regardless of the nature of employment are involved in any misconduct/act of indiscipline, then Sasken will act as per its Disciplinary policy irrespective of race, ethnicity, gender, age, sexual orientation, disability, religion, or other characteristics.

## **16. Communication Platforms**

- Sasken has various communication and connection platforms open for all employees to participate in which gives opportunities for employees to express themselves as well as get oriented / obtain information on any key updates of the organization. Sasken management is open and transparent with their workforce and ensures that all employees are kept well informed of all the changes, announcements, or updates irrespective of the positive or negative connotations linked to it.



### 17. Grievance Redressal

All grievances pertaining to Diversity Equity and Inclusion would be evaluated and resolved by HR. However, depending on the gravity of the issue, the grievance may be referred to the Disciplinary Action Committee (DAC) as part of the Disciplinary Policy of the company, which dedicated to creating a more diverse and inclusive environment, addressing issues related to discrimination, and promoting equal opportunities for all individuals, regardless of their background. All grievances pertaining to Harassment would be evaluated as per the “Addressing Sexual Harassment at Workplace” policy of Sasken.

### 18. Audits, Measurements and reporting

Audits shall be conducted annually to evaluate the effectiveness of DEI policy and the related interventions and ensure they are being implemented correctly. Through interviews, surveys, benchmarking, industry trends, data analysis, stakeholder feedback data shall be collected to evaluate the effectiveness of the interventions. DEI outcomes shall be measured adequately to ensure continuous improvement and adherence to legal requirements with metrics such as diversity hiring rates, employee retention rates, 100% participation in applicable training, metrics related to employee engagement, job satisfaction, and career progression, tracking timely execution of planned interventions, timely trainings, various DEI related matrices are tracked and reported annually.

### Administrative Information:

1. The Company reserves the right to amend, abrogate, modify and / or rescind the policy or any part thereof at any time.
2. The Policy will be reviewed once in 2 years or subject to any change due to a business context or change in legislation/judgment whichever is earlier.
3. For any exigent scenarios, an exception to the policy can be raised in Iken -> MyApps -> Exception Portal
4. For conflicts in interpretation of the policy, the decision of the HR head would be final.

### Approved By:

Global Head-HR

Recipients of Change Notification	
Target Audience	E-mail ID (or the means of notification)
All employees of Sasken Technologies Limited, its branches, and subsidiaries globally	<a href="mailto:allusers@sasken.com">allusers@sasken.com</a>

Revision History				
Version	Approval Date	Amendment Description	Author(s)	Change ref. (Process Change Request No.)
1.0	15-Mar-24	New policy created	Ayesha Younus, Susan Thomas	PCR 5727
1.1	1 Aug 24	A section on measures and reporting added	Susan Thomas	PCR

