

Title: APAR Diversity, Equity and Inclusion Policy
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Diversity, Equity and Inclusion Policy

1. Objective :

This policy lays down the guidelines to be followed for fostering diversity, equity and inclusion in APAR. We aim to create economic opportunity to reduce inequalities and enable inclusive growth.

2. Scope :

This policy applies across all businesses/Divisions. It covers all permanent employees of APAR across locations.

3. Guidelines :

- APAR is committed to employee diversity, ensuring equitable treatment for all, fostering and advancing a culture of inclusion without compromising on APAR's culture of meritocracy.
- We shall provide equal opportunity to all with a focus on providing opportunities to the disadvantaged sections of the society. We aim to invest in human capital in the same way we invest in physical capital, in order to enhance workforce diversity and reskill and upskill people so that they can thrive.
- APAR's culture fosters unity in diversity - ethnicity, religion, caste, region, linguistic and other plurality in an environment where everyone feels valued and works together to achieve greater outcomes.
- We believe that diversity and inclusivity will enhance our ability to attract and retain talent, make high quality decisions, and drive innovation.
- Our Values outline our responsibility to create an inclusive environment and respect the dignity of the individual. It guides us on how to engage with one another and inspires us to take purposeful action to support the customers, employees and communities we operate with. This makes diversity, equity and inclusion (DEI) every employee's responsibility.
- Our DEI approach is based on four strategic pillars designed to accelerate how we bring innovative Tomorrow's solutions today to an increasingly diverse world – a) foster our culture of inclusion and belongingness, b) build an employee force that reflects the diverse communities we operate, c) infuse DEI into all areas of our business to drive innovation and growth, and d) transform talent and business systems to achieve equitable access and outcomes for all.

- Each and every communication in the company, by way of town halls, events, policies, processes shall reinforce the absence of discrimination in any form.

4. Roles and Responsibilities:

- **Employee Responsibilities:**

DEI is everyone's responsibility at APAR. It requires purposeful action every day. Every employee is responsible for:

- Respecting the dignity and diversity of all people.
- Creating an inclusive environment that is free from discrimination, harassment and bullying.
- Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another, including a) Prejudice: being against someone/something without any logical reason and b) Predilection: being in favor of someone/something without any logical reason.
- Focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity and belongingness.
- Committing to an individual goal as part of annual goals and objectives-setting to help APAR meet our DEI responsibilities.

- **Leaders' Responsibilities:**

Leaders are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include but are not limited to:

- Setting individual DEI goals to foster diverse representation and an inclusive environment within their teams.
- Engaging in conscious inclusion and other behaviors that promote equity.
- Mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring).
- Providing reasonable accommodations for qualified individuals with a disability
- Creating an inclusive and safe work environment that supports DEI and behaviors that reinforce Our Values.
- Ensuring a work environment that is free from discrimination, harassment and bullying.
- Encouraging employees to collaborate, make suggestions, and respect and listen to diverse opinions.

- Cultivating a culture that inspires respect for all employees, customers, vendors, contractors and others in the work environment.

- Appropriately addressing any other behavior not consistent with this or other policies, or with applicable laws relating to equal opportunity, diversity, equity or inclusion.

- HR:

- Ensuring a consistent employee experience through execution of the DEI strategy.
- Following appropriate internal procedures and policies for DEI communications and programs.
- Assisting in communicating and championing the importance of DEI and the DEI strategy.

5. Discrimination, Harassment and Bullying:

The Company will not tolerate harassment, bullying or conduct that could lead or contribute to harassment of employees by managers, supervisors or co-workers. It will also seek to protect employees actively from harassment or bullying by non-employees – Vendors, Contractors, and Customers – and of non-employees in the workplace.

Similarly, APAR will not tolerate harassment or bullying by its employees of non-employees with whom our employees have a business, service, or professional relationship. This also extends to conduct that takes place off Company premises (including on social media) that could reasonably impact employees or others within our workplace.

6. Reporting, Prohibition, Consequences and Consideration:

Reporting Inappropriate Conduct:

If an employee believes that he/she or another individual has been subjected to treatment prohibited by this Policy, the employee is expected to report the relevant facts promptly. An employee may report either orally or in writing to Location HR.

Prohibition of Retaliation:

Threats or acts of retaliation of any kind against any individuals will not be tolerated.

Consequences:

Employees who do not comply with this Policy and are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment.

Considerations:

Consistent APAR Values and Code of Conduct, the company complies with the laws of land. It is the responsibility of HR and the employees to understand and comply with the local equal opportunity laws and regulations which govern the business activities that they engage in.

Process Owner: HR



Kushal N Desai
Chairman & Managing Director

