



KEY ELEMENTS OF DE&I AND ANTIHARASSMENT POLICY

1. Responsibilities To One Another

1.1 Diversity & Equal Opportunity

- Foster a respectful, inclusive, and professional workplace.
- Provide equal employment opportunities to all employees.
- Prohibit discrimination or harassment based on race, color, religion, gender, nationality, or any other legally protected characteristic.
- Value and respect the diverse backgrounds, experiences, and contributions of all stakeholders.

1.2 Anti-Discrimination & Harassment

- Treat every individual with dignity, fairness, and respect.
- Base employment decisions on qualifications, skills, and performance.
- Respect cultural, religious, and ethical diversity.
- Prohibit hate speech, discriminatory material, harassment, violence, or any unlawful conduct.

1.3 Privacy

- Respect the privacy and personal boundaries of all individuals.
- Safeguard personal information against unauthorized access, copying, surveillance, or misuse.
- Any breach of privacy may result in disciplinary and legal action.

1.4 Health, Safety & Hazard-Free Workplace

- Maintain a safe and healthy work environment.
- Comply with health and safety procedures.
- Report unsafe conditions, hazards, or incidents immediately.
- Participate in safety training and emergency procedures.

2. Anti-Discrimination, Harassment & Violence Reporting Mechanism

2.1 Reporting of Complaints

- Report incidents to the Immediate Supervisor/Head of Department, HR Department, or Ethics & Grievance Committee.

2.2 Investigation & Disciplinary Action

- Complaints will be handled confidentially.
- Prompt and impartial investigations will be conducted.
- The Ethics & Grievance Committee oversees serious complaints.
- Sexual harassment complaints will be investigated by a legally constituted inquiry panel.
- Confirmed violations may result in disciplinary action, including termination.



2.3 Good Faith Reporting

- Employees should report concerns honestly and in good faith.
- Unsubstantiated complaints made in good faith will not attract disciplinary action.
- False or malicious complaints constitute misconduct.

2.4 Workplace Violence

- The Company has zero tolerance for workplace violence, threats, intimidation, or aggressive behavior.
- Violations may result in summary dismissal.