



## IDFC FIRST Bank Limited

### Equal Opportunity and Diversity Guidelines Policy

Version : 1.9

Approval Date : January 20, 2024

**Status:**

Revision History			
Version	Addendum Date	Revised by	Revision Description
1.0	25-08-2015	HR	Adoption of Policy
1.1	26-07-2016	HR	Review of Policy
1.2	27-07-2017	HR	Review of Policy
1.3	24-10-2018	HR	Review of Policy
1.4	08-01-2019	HR	Review of Policy
1.5	29-01-2020	HR	Review of Policy
1.6	30-01-2021	HR	Review of Policy
1.7	29-01-2022	HR	Review of Policy
1.8	21-01-2023	HR	Review of Policy
1.9	20-01-2024	HR	Review of Policy

## EQUAL OPPORTUNITY AND DIVERSITY GUIDELINES POLICY

### Contents

1.	Objective .....	4
2.	Applicability.....	4
3.	Key Features.....	4
4.	Procedure.....	5
5.	Document Owner/ Administration .....	6

## Equal Opportunity and Diversity Guidelines Policy

<b>1. Objective</b>	<p>IDFC FIRST Bank has always demonstrated commitment to people and to fair employment practices. IDFC FIRST Bank believes that the diverse workforce helps the Company realize its full potential to innovate and win in the marketplace. Recognizing and developing the talents of each individual brings new ideas. The Company benefits from the creativity and innovation that results when people who have different experiences, perspectives and cultures work together. This is what drives high performance at IDFC FIRST Bank.</p> <p>IDFC FIRST Bank is committed to the principles of equal opportunity in all areas of the employee lifecycle. The Company strives to create an innovative and integrated work environment where employees can develop to their full potential, irrespective of disability, race, gender, marital status, sexual orientation, political opinion, religion, belief ethnic or national origin. This is inclusive of Protected Person as per the HIV Act unless in case of instances/ situations/ documentations as mentioned in the HIV Act.</p> <p>All activities of the Bank are administered on a non-discriminatory basis, consistent with maintaining an environment that is based on merit and inclusiveness.</p>
<b>2. Applicability</b>	<p><b>2.1 Eligibility</b></p> <p>This policy applies to all employees including employees deputed at client sites, vendors, outsourced business associates or any other person engaged in the Bank's business.</p> <p><b>2.2 Scope</b></p> <p>The policy applies to all personnel actions such as recruiting, hiring, transferring, promoting, training, compensation and benefits, benefit administration, disciplinary actions and terminations of employment</p>
<b>3. Key Features</b>	<ol style="list-style-type: none"> <li>i. The Bank endeavours to provide its employees a working environment that is free of harassment, intimidation or retaliation on any unlawful basis.</li> <li>ii. Employees are advised not to entertain clients or other employees at public or private facilities that discriminate against or present a hostile and uncomfortable environment.</li> <li>iii. The organization does not permit retaliation against employees who report violations in any way. Also the Whistleblower Policy is in place that protects the interest of employees.</li> <li>iv. Internal Committee (IC) has been constituted as per 'The Sexual Harassment of Women at Workplace Act 2013' to address any complaints related to harassment against women. The organization also undertakes various initiatives to educate and sensitise employees on this matter.</li> <li>v. There is a Disciplinary Policy in place to take appropriate action against the</li> </ol>

employees who breach the Code of Conduct or carry out any action which is in violation to the prescribed guidelines. Any discrimination or intimidation also falls under the purview of the Disciplinary Guidelines.

## 4. Procedure

### 4.1 Inclusivity and Equal Opportunity in Business activities and processes

- The Bank strives to conduct business activities such as hiring, training, compensation, promotions, transfers, terminations and sponsored activities without discrimination of any kind.
- The design and administration of IDFC FIRST Bank Benefit Plans, comply with all applicable laws
- Employees are encouraged to participate in all Company sponsored educational, training and social activities.
- Managers are considered to be the culture bearers of the organization hence they are sensitized to ensure that the work environment is free of all forms of discrimination and harassment.

### 4.2 Employee Responsibilities

**Employees are responsible for adhering to this policy and are expected to act as under:**

- Contact the appropriate authority which includes their Reporting Manager, Business Head, Management or HR, if they believe a violation of this policy has occurred, or if they are aware that someone has alleged that a violation has occurred.
- Support programs and practices that are designed to develop understanding and acceptances of, commitment to and compliance with this policy.

### 4.3 Process for investigation and action

- The Bank's procedure for responding to discrimination complaints is guided by the principles and regulations of equal employment opportunity.
- The Bank will conduct a prompt investigation into such complaints, and if discrimination, harassment, retaliation, or other inappropriate behaviour is substantiated, appropriate disciplinary action will be taken, upto and including termination of employment. Please refer to the Disciplinary Action Guidelines for more details.
- No employee will be subjected to any retaliation for filing a complaint of discrimination or harassment, or for participating in any investigation into such a complaint.
- Because of the serious nature of these matters any employee who deliberately makes false statements of fact during an investigation, or fails to fully cooperate with an investigation, is subject to disciplinary action, upto and including termination of employment.

**5. Document  
Owner/  
Administration**

Document is owned by Human Resources.  
Changes or additions can be approved by the Executive Committee.