



IDFC FIRST Bank Limited

Human Rights Policy	
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HUMAN RIGHTS POLICY

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1.0 Introduction

IDFC FIRST Bank Limited (the “Company”) recognises its role in observing and supporting internationally established principles on Human Rights enumerated under United Nations Universal Declaration of Human Rights and ILO Declaration on Fundamental Principles and Rights at Work.

We also express our commitment to embrace the best practices that support human rights and comply with all applicable laws and regulations in all territories of our operations, which include the national labour regulations as applicable to human rights aspect.

2.0 Scope and Applicability

IDFC FIRST Bank and all its stakeholders / business partners including our employees and associates will uphold the principals and abide by this policy.

3.0 Our approach on Human Rights

Our Human Rights Policy demonstrates our commitment in promoting and supporting rights of our employees, stakeholders and business partners based on following principles:

3.1 Inclusive Workplace

We are committed to fostering, cultivating, and preserving a culture of inclusivity equity and treat our human capital as the most valuable assets. We embrace and encourage our employees’ differences in age, colour, disability, ethnicity, family or marital status, gender identity, language, national origin, physical and mental ability, race, socio-economic status and other characteristics that make our employees unique. Our Policy on Equal Opportunity and Diversity Guidelines pledges our commitment on preserving diversity and inclusion in our organisation.

3.2 Safe and Healthy Workplace

Our Bank is committed to provide and maintain a safe, healthy and productive workplace for all our employees, stakeholders and business partners which are in conformity with applicable laws, regulations and internal policies.

3.3 Policy on Prevention, Prohibition and Redressal of Sexual Harassment at the Workplace

We are committed to create a safe and healthy working environment that enables its employees to work without fear of prejudice, gender bias and Sexual Harassment. The company has put in place Policy on Prevention, Prohibition and Redressal of Sexual Harassment at the Workplace in line with provisions under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 laid down by Government of India which reflects the Company’s zero-tolerance to any form of prejudice.

3.4 Abolition of Forced Labour and Human Trafficking

We are committed in preventing and prohibiting forced labour human trafficking in any form.

3.5 Abolition of Child Labour

We do not engage or condone the unlawful employment or exploitation of child labour.

3.6 Anti-Bribery and Anti-Corruption

Our Code of Conduct sets out our position on bribery and corruption in detail. We have adopted a whistle-blower mechanism for reporting concerns about unethical behaviour, actual or suspected fraud, or violation of our Organisations policies.

3.7 Ethical Business Conduct

As per our bank's code of conduct, we are committed to conduct our business with all honesty and integrity in full compliance with all applicable laws and regulations and expect our employees, stakeholders and business partners to follow suit along the same lines.

4.0 Employee Feedback and Grievances

We place paramount importance on redressal of human rights violations reported through internal grievance mechanisms. We will continue to create awareness and knowledge amongst our employees, stakeholders and business partners on human rights and will encourage them to speak up, without fear of any retribution and raise genuine concerns that they may have on human rights. We are committed to effectively identify human rights issues and sensibly respond to such concerns and maintain confidentiality.

Our employees and related stakeholders can share their concerns as per mechanism documented under our Whistle-blower Policy, Policy on Prevention and Redressal of Sexual Harassment at Workplace and any other matters may be reported to the Human Resource Team.

To ensue, the concerns arising out of Human Rights, the Head of Employee Relations will be designated as a Nodal Officer for Human Rights and will be responsible for overseeing compliance with all Human Rights related matters of our employees and related stakeholders.

If the employee or related stakeholder is not comfortable or does not deem it appropriate to speak to the business managers or reaching out to the location HR Managers, a complaint may be sent via email to the mentioned email id. IHaveaGrievance@idfcfirstbank.com

5.0 Effective date of policy and Document Administration

This policy is effective from 25th July 2022. The changes or additions can be approved by the Executive Committee

6.0 Document Owner

Human Resources