

Inclusion & Diversity Policy

Version	1.2
Current Policy Effective Date	1-Aug-21
Process Owner	Head- Office of Inclusion & Diversity
Applicability	Applicable to Mphasis Limited and its subsidiary, affiliate and/ or group companies. The Policy applies to all officers, directors, employees, visitors and contract employees of Mphasis.

Objective:

Mphasis recognizes that its employees are its greatest strength and aims to attract, nurture and retain employees with diverse skills, experiences and backgrounds to deliver high quality solutions and services to a wide range of customers across the globe.

The organization respects each of its employees as individuals and values their differences. Mphasis is committed to ensuring equal opportunities to all its employees and creating an environment that is fair and flexible, promotes learning and growth and reflects the diversity of the world.

Mphasis is committed to ensuring a workplace free from any form of discrimination or harassment based on gender, age, race, religion, disability or sexual orientation. The organization will redress complaints of discrimination or harassment in a timely and effective manner without threat of reprisals in any form.

The Inclusion & Diversity policy guides the development and implementation of relevant programs and practices that recognize and promote an inclusive organizational culture across levels, locations and functions.

Scope:

The Policy is applicable to Mphasis Limited and its subsidiary, affiliate and or group companies. The Policy applies to all officers, directors, employees, visitors and contract employees in Mphasis. The policy aims to ensure:

- All corporate functions including recruitment, hiring, placement, promotion, compensation, benefits, training, education and relocation are governed fairly, impartially and objectively.
- Each employee is given equitable access to employment, professional development and workforce participation opportunities.

- All Mphasis facilities are equitably accessible and available to all employees and reasonable accommodation is made for eligible employees.
- The workplace is free from all forms of discrimination (direct or associative), harassment (including harassment by a third party), victimization or bullying through prejudice, ignorance, thoughtlessness or stereotyping.
- Any complaints of inappropriate conduct or attitude are redressed quickly and decisively by an independent and objective body.

Effective Date: 27th February 2014

Current Focus:

Mphasis for the next 3 years has decided to focus on the below 2 areas from an I&D stand point, being

- Gender- Male, Female & others
- Disability

While gender and disability would be the areas of focus to plan initiatives and programs, we will continue to promote other areas of diversity and inclusion as well. The primary focus areas would be reviewed periodically and necessary modifications would be done as required.

Policy Description:

Diversity incorporates every dimension that can be used to differentiate one individual from another. These dimensions include gender, age, nationality, marital status, family responsibilities, socio-economic background, religious beliefs, cultural practices, disability, and sexual orientation.

The organization recognizes workforce diversity as a source of strength and encourages each of its employees to embrace diversity. Aside from being a moral and social imperative a inclusive and diverse organizational culture provides strategic advantage.

At Mphasis we celebrate the unique and diverse background that each individual brings to the Mphasis family and we strive to create an inclusive workplace where employees are appreciated for their individuality and therefore comfortable being their authentic self. It not only adds to the plethora of point of views and experiences, individuals are valued for their strengths, heard and empowered, making us a stronger team.

Our Guiding Philosophy: Diversity is the mix; Inclusion is making the mix work - Andres Tapia

Our True North : A inclusive and diverse workplace that attracts, develops and retains the best talent in an environment that fosters high performance.

Our ideology of embracing differences and ensuring that we respect and treat all with dignity, that has resulted in Mphasis being an equal opportunity employer.

The 3 Tenets of Inclusion and Diversity @ Mphasis are



Recruitment:

All vacancy advertisements will include an appropriate statement on equal opportunity and reach underrepresented groups internally as well as externally.

The selection criteria will be constantly reviewed to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

More than one person will be involved in the selection, interview and recruitment process to ensure fairness.

All employees involved in the recruitment process will be made familiar with the equal opportunity policy.

They are also taken through sensitization programs to understand the nuances of being appropriate recruiters to diverse candidates from different backgrounds. And reasons for selection or rejection of applicants will be recorded for audit purposes.

Accessibility and Reasonable Accommodation:

The organization will take steps to ensure that:

- The list of most important and most used applications is identified and made compliant with WCAG (**Web Content Accessibility Guidelines**) 2.0 guidelines <http://www.w3.org/WAI/WCAG20/glance/> in a phased manner.
Laptop and telecom policy is modified to include necessary assistive technology for employees with visual impairment.
- All future information technology tools including intranets, software, applications, tools, training programs and databases are developed in compliance with WCAG
- Mphasis.com and Career Site are revamped to make them WCAG 2.0 compliant in a phased manner
- Select developers in the organization are trained on WCAG 2.0

- All internal Communication is made available in accessible formats to all employees with disabilities.

All reasonable measures will be undertaken in a phased manner to eliminate physical and technological workplace barriers and to ensure that persons with disability like everyone else are able to participate in meetings, conferences workshops, seminars and other events.

Reasonable Accommodation will be provided to eligible persons with disability whenever such accommodations are directly related to performing the essential functions of the job or to enjoy equal benefits of the employment.

Redressal of Complaints

The **Mphasis Code of Business Conduct** underlines appropriate behavior and attitudes and does not tolerate conduct that is disrespectful, hostile, violent, intimidating, threatening, insulting or demeaning in any manner towards any individual.

There is zero tolerance for discrimination (direct or associative), harassment (including harassment by a third party), victimization or bullying through prejudice, ignorance, thoughtlessness or stereotyping. Any individual who observes or experiences any such behavior is obligated to report it to the HR partner or POSH or Whistleblower for quick and decisive redressal.

The Whistleblower office looks into any complaints arising from the employees against discrimination and harassment which are non- sexual in nature.

POSH deals with complaints of sexual harassment and functions as an independent body that does not follow the hierarchy of reporting to maintain confidentiality and ensure that complaints can be made without fear of reprisal.

Depending on the severity of the misconduct actions can range from verbal reprimand to termination and/or legal action being taken against the party at fault.

Conclusion

The organization is committed to the effective implementation of the Inclusion and Diversity policy and to a plan of action to ensure that the policy continues to be pertinent to the changing needs of the business environment.

The ultimate responsibility for achieving the policy's objectives and ensuring compliance with the laws of different regions lies with Mphasis. However all employees are required to understand and comply with the policy and act in accordance with its objectives to achieve the highest standards of Inclusion and Diversity in the organization.

The Mphasis **Office of Diversity** provides a shared vision, common understanding and collective responsibility for diversity goals.

Annexure to the Policy

Policy Revision History

Serial No.	Version No.	Date of Change	LT2 Approver	Sections Affected	Changes in Brief
1	1.0	27 Feb 2014	-----	Initial Draft	Initial Draft
2	1.1	6-Oct-2016	-----	Footer	Mphasis name changed in the footer
2	1.2	1-Aug-21	Dnyan Shah		The policy has been refreshed overall.