

Human Rights Policy

Version 2.0

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Revision History

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.0	23-Sep-2023	HR	Geo HR HR Head, CPO	The Board	New policy release
1.1	01-July-2024	HR	Geo HR HR Head, CPO	The Board	Policy template standardization
2.0	23-Oct-2024	HR	Geo HR Head, CPO	The Board	Updated with gender-neutral terminologies, modified clauses 1, 3.1, 3.2, 3.4, 3.5, 3.6, 3.7, 3.9, 3.11 & 9. Added clause 4 (compliance standards), clause 5 (responsibilities).

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1. Purpose

Birlasoft values and cherishes protection and elevation of human rights in accordance with the fundamental principles of human rights governed by the United Nations Universal Declaration of Human Rights, United Nations Guiding Principles on Business and Human Rights (“UN Guiding Principles”) and the International Labor Organization’s Declaration on Fundamental Principles and Rights at Work (“ILO Declaration”), together with applicable Human Rights laws of the countries where it operates. This policy offers a comprehensive framework to guarantee that all human resources related to Birlasoft's operations are treated fairly, with dignity, and that we do not support or condone abuses or violations of human rights.

2. Scope

The policy applies globally to:

- (i) All full time and part time employees of Birlasoft.
- (ii) All employees on contract role, whether on direct contract and subcontractors.
- (iii) Suppliers, subsidiaries, distributors, business contacts, advisors, business associates, customers and others acting on behalf of or associated Birlasoft.

3. Policy Statements

3.1. Equal Opportunity and Non-discrimination

Birlasoft does not discriminate nor allow harassment or discrimination based on race, nationality, color, religion, disability, gender, sexual orientation, age, marital status, disease, or any other legally protected status of people. Our commitment to diversity and inclusion germinates from our Code of Business Ethics & Conduct Policy and interwoven in our culture of merit-based business practices. The company affirms equal opportunity of employment to all, irrespective of which section of the society they hail from. The company does not discriminate job applicants or business associates belonging to disadvantaged communities, and what is considered is possession of requisite skill set and qualifications, as mentioned in the job/business requirements published.

In line with Government of India’s ‘Right of Persons with Disabilities Act, 2016 (RPWD Act) and Rules, and federal, state, or local laws of the countries where Birlasoft operates, the company ensures to provide a conducive and inclusive work environment for differently abled individuals to perform their role with ease and excel in the same. Birlasoft strives to continuously upgrade its facilities, amenities, and processes conducive for differently abled employees, business associates and visitors.

3.2. Harassment-free Workplace

Birlasoft is committed to provide a work environment free from all forms of harassment, whether physical, mental, sexual, verbal, or psychological. The Company policies prohibit sexual harassment and harassment

based on race, religion, nationality, colour, age, sexual orientation, or any other type of harassment protected by federal, state or local laws of the countries it operates.

3.3. Freedom of Expression & Association

Birlasoft respects the right of its employees to exercise their lawful right to assemble, communicate through any media and join associations of their choice, within the purview law of the land and policies & procedures of the Company.

3.4. Safe & Healthy Workplace

Birlasoft strives to provide a safe and healthy environment with special focus on women safety, motherhood and associated special care and assistance for any type of disability or special needs. The company tries to maintain a workplace free from violence, harassment, hostility, intimidation, and other unsafe working conditions.

3.5. Diverse, Equitable & Inclusive Workplace

Birlasoft is committed to create a fair and transparent work environment with mutual respect for all and aim to create an inclusive workplace where employees from different backgrounds can have the opportunity to participate, develop and contribute freely and equitably.

The company has special focus to promote diversity, equality, and inclusiveness among the workforce and ensure sustained growth of its employees through various learning and developmental programs.

3.6. Data Privacy

Birlasoft is committed to protect the data privacy of its current and ex-employees, customers and suppliers. It does not share information with third parties without the consent of the stakeholders or as permitted and required under the law. Our data protection and privacy framework include multi-layer password protected authentication systems, tracking mechanism and audit, which are governed by our Information Security and Data Protection Policies.

3.7. Prohibits Child Labor & Forced Labor

Birlasoft prohibits child labor and forced or compulsory labor including bonded labor, slavery of all kind and human trafficking. Birlasoft employs only those individuals who are legally permitted to work in the country where it operates, and identity and eligibility to work of everyone is verified as part of its selection and background screening program.

3.8. Human Dignity

Birlasoft is committed to treating those human resources engaged with the company with dignity and respect and nurture fairness, trust, and transparency through our actions, supported by relevant policies.

3.9. Sustainability and Community Development

As a responsible corporation, we are committed to deliver value to our stakeholders including employees, clients, investors, suppliers, government, and community. Our Corporate Social Responsibility (CSR) Policy clearly lays down company's commitment towards socio-economic development, environmental benefits and sustainability, livelihood creation and opportunity enhancement, particularly for the vulnerable and marginalized communities around its operating regions.

3.10. Minimum Wages

Birlasoft ensures that all employees are paid adequately to maintain required standard of living and pays its employees equal to or higher than the minimum wages prescribed by the local laws in the countries it operates.

3.11. Non-Retaliation

Birlasoft's culture of open, fair and ethical business conduct, encourages people to freely and confidently voice their ideas, opinion and concerns freely and boldly without any fear of retaliation. Any sort of retribution or adverse action against an individual, who expresses an opinion or raises an issue/concern in good faith is not tolerated by the company.

4. Compliance Standards

This policy is based on the following standards and laws related to Human Rights:

- a) The Universal Declaration of Human Rights by the United Nations
- b) The Rights of Persons with Disabilities Act, 2016
- c) Transgender Persons (Protection of Rights) Act, 2019
- d) Child Labour (Prohibition & Regulation) Act, 1986
- e) Modern Slavery Act, 2015

5. Responsibilities

The Chief People Officer is responsible for implementing this policy. The Head of HR of the respective Region will be the authority to create, review, modify and implement the policy in their region and take all appropriate actions and approvals as required, including taking actions on breach of this policy or any applicable law of the land. The final authority to appeal in case of breach of this policy is the Chief People Officer.

6. Communication and Training of the Policy

Birlasoft transparently communicates the policy to all its internal and external stakeholders and expects them to uphold the principles to the highest standards. The company publishes the relevant information, policies, and guidelines on intranet and workplaces, accessible to all employees. The company undertakes regular training and capacity building sessions on various aspects of Human Rights to educate the employees and remove unconscious biasness.

Through this policy, the company encourages its business partners, to whatever extent possible to adopt and adhere to good corporate business practices, in line with human rights laws.

7. Grievance Mechanism

Birlasoft continuously engages with employees to create awareness, understanding and addressing various type of their grievances. The grievance redressal policy and mechanism are made available for employees to raise any grievance related to workplace harassment or unfair treatment.

8. Consequences

Violation of this policy will be viewed very seriously. Appropriate action as per the Disciplinary Actions Policy and/or applicable laws of the land will be taken for any reported/observed violation.

9. Related Policies

- Code of Business Ethics & Conduct (COBEC) Policy
- Background Check Policy
- Information Security and Data Protection Policy
- Secure Workplace Policy
- POSH policy
- Grievance Handling Policy
- Whistleblower Policy
- CSR Policy
- Global Diversity & Inclusion Policy
