



# DIVERSITY, EQUITY & INCLUSION (DEI) POLICY

<b>Company Name:</b>	Uni Trittech Private Limited
<b>Document No.:</b>	UTPL-DEI-01
<b>Version:</b>	1.0
<b>Effective Date:</b>	01/04/2024
<b>Next Review Date:</b>	01/04/2026
<b>Prepared By:</b>	Ms. Prabhleen Khotra
<b>Reviewed By:</b>	Ms. Supreet Sarosh
<b>Approved By:</b>	Mr. Madhu Shivangi

# 1. Policy Statement

Uni-Tritech Pvt Ltd is committed to fostering a diverse, equitable, and inclusive workplace where all individuals are treated with dignity, fairness, and respect. We believe that diversity of backgrounds, perspectives, experiences, and skills strengthens innovation, decision-making, employee engagement, and long-term organizational success.

The Company strives to create an inclusive environment free from discrimination, bias, harassment, or exclusion, and to ensure equitable access to employment, development, and advancement opportunities for all employees and workers.

## 2. Purpose

The purpose of this policy is to establish the Company's commitment and framework for promoting diversity, equity, and inclusion across its operations and value chain. This policy defines principles and expectations related to equal opportunity, inclusive practices, fair treatment, and respect for individual differences.

## 3. Scope

This policy applies to all employees, including permanent, temporary, contractual, part-time employees, apprentices, trainees, and interns, as well as to contractors, suppliers, and service providers engaged with the Company. It covers all stages of employment, including recruitment, onboarding, training, performance management, career development, compensation, promotion, and separation.

## 4. Applicable Laws, Regulations & Guiding Frameworks

### 4.1 National Laws & Regulations

The Company complies with all applicable laws related to equality, non-discrimination, and fair employment practices, including but not limited to:

- Constitution of India (Articles related to equality and non-discrimination)
- Equal Remuneration Act
- Sexual Harassment of Women at Workplace Act
- Rights of Persons with Disabilities Act
- Maternity Benefit Act
- Transgender Persons (Protection of Rights) Act
- Applicable labour and employment legislation

### 4.2 International Standards & Principles

- Universal Declaration of Human Rights
- UN Guiding Principles on Business and Human Rights
- International Labour Organization (ILO) conventions on equality and non-discrimination

### **4.3 Voluntary & Industry Standards**

- ISO 26000 – Social Responsibility
- SA8000 – Social Accountability
- UN Global Compact Principles

## **5. Alignment With UN Sustainable Development Goals (SDGs)**

This policy supports the following SDGs:

- SDG 5 – Gender Equality
- SDG 8 – Decent Work and Economic Growth
- SDG 10 – Reduced Inequalities

## **6. Objectives and Targets**

### **6.1 Qualitative Objectives**

The Company aims to:

- Promote a workplace culture that values diversity and inclusion.
- Ensure equal opportunity and fair treatment in all employment practices.
- Eliminate discrimination, bias, harassment, and exclusion.
- Support participation and advancement of underrepresented or vulnerable groups.
- Foster inclusive leadership and respectful workplace behaviors.
- Extend DEI principles across the supply chain where relevant.

### **6.2 Quantitative Targets**

The Company will work towards:

- Zero tolerance for discrimination, harassment, or exclusionary practices.
- 100% compliance with applicable equality and non-discrimination laws.
- 100% access to grievance mechanisms for DEI-related concerns.
- 100% awareness coverage for employees on DEI principles and respectful workplace behavior.
- Regular monitoring of workforce diversity indicators, where applicable.

## **7. Equal Opportunity & Fair Employment Practices**

The Company ensures that all employment-related decisions, including recruitment, hiring, compensation, training, performance evaluation, promotion, and termination, are based on merit, skills, experience, and business needs. No discrimination is tolerated on the basis of gender, age, caste, religion, ethnicity, disability, marital status, sexual orientation, gender identity, or any other status protected by law.

## **8. Inclusion & Respectful Workplace**

The Company is committed to cultivating an inclusive and respectful workplace where all employees feel valued, supported, and empowered to contribute fully. Inclusion is embedded in daily interactions, leadership behaviors, and organizational practices to ensure that diverse perspectives are welcomed and respected.

Harassment, bullying, intimidation, exclusion, or any form of inappropriate conduct is strictly prohibited. The Company promotes a culture of dignity, mutual respect, and psychological safety, where individuals can express ideas and concerns without fear. Reasonable accommodations may be provided to support employees with disabilities or specific needs, in line with applicable laws and business requirements.

## **9. Recruitment, Career Development & Advancement**

The Company seeks to attract, develop, and retain a diverse workforce by ensuring equity and fairness throughout the employee lifecycle. Recruitment practices are designed to provide equal opportunity to all candidates and to minimize bias in selection, evaluation, and hiring decisions.

Career development, training, performance evaluation, and promotion processes are implemented transparently and are based on merit, skills, performance, and organizational needs. The Company encourages participation of underrepresented groups in learning, leadership development, and advancement opportunities and strives to remove barriers that may limit equitable career progression.

## **10. Employee Engagement, Participation & Social Dialogue**

The Company encourages open communication, participation, and constructive dialogue to strengthen inclusion and equity in the workplace. Employees are encouraged to share feedback, ideas, and concerns related to workplace culture, fairness, and inclusion through formal and informal communication channels.

Social dialogue mechanisms are supported to enable engagement between employees and management on matters affecting the work environment. The Company values employee voice and considers feedback as an important input for improving workplace practices, policies, and decision-making.

## **11. Grievance Redressal & Non-Retaliation**

The Company provides accessible, confidential, and impartial grievance mechanisms for employees and workers to raise concerns related to discrimination, harassment, bias, exclusion, or unfair treatment. Grievance mechanisms are designed to ensure fairness, transparency, and respect for all parties involved.

All concerns are reviewed and addressed in a timely manner, and appropriate corrective actions are taken where required. The Company strictly prohibits retaliation against any individual who raises a concern or participates in a grievance process in good faith. This commitment supports trust, accountability, and a culture of openness within the organization.

### **Grievance Channels**

Stakeholders may report concerns through the following dedicated channels:

- **Mobile** :+91 7987416595
- **Email**: prabhleen.khotra@unitritechindia.com

Complaints may be submitted in writing or verbally. Anonymous complaints are also accepted and will be reviewed with equal seriousness.

## **12. Training, Awareness & Capacity Building**

The Company promotes DEI awareness through induction programs, periodic training, leadership development initiatives, and internal communication. Training aims to build understanding of unconscious bias, respectful behavior, inclusive leadership, and equal opportunity principles.

DEI awareness may be included during induction and periodically thereafter.

## **13. Supply Chain & Third-Party Expectations**

The Company expects suppliers, contractors, and service providers to respect diversity, equity, and inclusion principles consistent with this policy. DEI expectations may be communicated through supplier codes of conduct, contractual clauses, and engagement processes.

## 14. Roles and Responsibilities

Role	Responsibilities
<b>Top Management</b>	Approve the DEI policy, provide oversight, and promote inclusive leadership.
<b>Human Resources (HR)</b>	Implement fair employment practices, manage DEI initiatives, and address grievances. Monitor alignment with human rights commitments and support assessments and reporting.
<b>Department Heads / Line Managers</b>	Foster inclusive teams, support fair treatment, and address concerns.
<b>Employees &amp; Workers</b>	Respect diversity, uphold inclusive behaviors, and report concerns.
<b>Suppliers &amp; Contractors</b>	Adhere to DEI expectations and applicable laws.

## 15. Monitoring, Review & Continuous Improvement

The Company monitors implementation of this policy through internal reviews, grievance analysis, employee feedback, and management oversight. The policy is reviewed periodically to ensure effectiveness, legal compliance, and alignment with evolving workforce and societal expectations.

## 16. Document Control & Approval

This document is controlled and becomes effective only after formal preparation, review, and approval. Any revisions must follow the established document control process. Only the latest approved version shall be used for operational purposes.

 <p><b>Approved By:</b> Mr. Madhu Shivangi Chief Operating Officer 25<sup>th</sup> March 2024</p>	 <p><b>Reviewed By:</b> Ms. Supreet Sarosh Vice President – Human Resources, 22<sup>nd</sup> March 2024</p>	 <p><b>Prepared By:</b> Ms. Prabhleen Khotra Assistant Manager – Human Resources 20<sup>th</sup> March 2024</p>
--	--	--