Diversity, Equity and Inclusion Policy

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1 PURPOSE

Hexaware is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. This policy is intended to assist Hexaware to put this commitment into practice. Compliance with this policy should also ensure that Employees do not commit unlawful acts of discrimination. Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

2 DEFINITIONS

(i) "Hexaware" shall mean and include Hexaware Technologies Limited and all its subsidiaries globally

(ii) "Employees" shall mean and include people employed by Hexaware

(iii) "Employer" shall mean and include Hexaware and all its subsidiaries

3 SCOPE

This policy applies to all Hexaware Employees.

3.1 Purpose of the Policy

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
    - age
    - disability
    - gender reassignment
    - marriage or civil partnership
    - pregnancy and maternity
    - race (including colour, nationality, and ethnic or national origin) • religion or belief • sex
    - sexual orientation

3. Oppose and avoid all forms of unlawful discrimination.
It is unlawful for an employer to fail to make reasonable adjustments to its requirements, working practices or the physical features of the workplace where these put a job applicant with disability or Employee at a substantial disadvantage. It is also unlawful discrimination where a Employee with disability is at a substantial disadvantage due to the employee's unreasonable failure to provide an auxiliary aid or service to the Employee with disability.

Employees should not discriminate against or harass a member of the public in the provision of services, goods or facilities. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for people with disability to make use of services. In addition, service providers have an obligation to think ahead and make reasonable adjustments to address any barriers that may impede people with disability from accessing a service.

Our commitments

Hexaware commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all Employee are recognized and valued.

This commitment includes training managers and all other Employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include Employees conducting themselves to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination.

All Employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow Employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow Employees, customers, suppliers, visitors, the public and any others in the course of the organization's work activities.

Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary

procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

4. Make opportunities for training, development and progress available to all Employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.

5. Make decisions concerning Employee being based on merit

6. Review employment practices and procedures, when necessary, to ensure fairness, and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

3.2 Types of unlawful discrimination

Direct discrimination is where a person is treated less favorably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
For example, a job advertisement states that all applicants must have a driving license. This puts some people with disability at a disadvantage because they may not have a license , because, for example, they have epilepsy. If the advertisement is for a bus driver job, the requirement will be justified. If it is for a teacher to work across two schools, it will be more difficult to justify and could be indirect discrimination.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity which are covered by direct discrimination provisions in the Equality Act 2010) that has the purpose or effect of violating a person's dignity; or is reasonably considered by that person to create an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and (according to guidance from the Government and ACAS) pregnancy and maternity).

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that the person has a particular protected characteristic when the person does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity). Victimization occurs where an Employee is subjected to a detriment, such as being denied a training opportunity or a promotion because the person made or supported a complaint or raised a grievance under the Equality Act 2010, or because the person is suspected of doing so. However, an Employee is not protected from victimization if the person acted maliciously or made or supported an untrue complaint in bad faith. There is no need for a complainant to compare the person's treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a Employee with visual impairment raises a grievance that the employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings, such behavior could amount to victimization. Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a person with disability at a substantial disadvantage compared with someone who does not have that disability and the employer has failed to make reasonable adjustments to enable the person with disability to overcome the disadvantage.

4 EQUAL OPPORTUNITIES IN EMPLOYMENT

Hexaware will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Hexaware will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if Hexaware considers it has good reasons, unrelated to any protected characteristic, for doing so. Hexaware will comply with its obligations in relation to statutory requests for contract variations. Hexaware will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Hexaware will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of monitoring the process.

5 ANTI HARASSMENT POLICY

Hexaware has a separate Anti-Harassment policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

6 CUSTOMERS, SUPPLIERS AND OTHER PEOPLE NOT EMPLOYED BY HEXAWARE

Hexaware will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the organization. Employees should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

7 TRAINING

Hexaware will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise. Hexaware will provide training to all existing and new Employees and others engaged to work at Hexaware to help them understand their rights and responsibilities under [No Harassmentpolicy] and what they can do to help create a working environment free of bullying and harassment. Hexaware will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

8 EMPLOYEES' RESPONSIBILITIES

Every Employee is required to assist Hexaware to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, Hexaware for any act of unlawful discrimination.

Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimization against Employees or customers are disciplinary offences and will be dealt with under Hexaware disciplinary procedure.

Discrimination, harassment, bullying or victimization may constitute gross misconduct and could lead to dismissal without notice.

9 GRIEVANCES

If an Employee considers to may have been unlawfully discriminated against, the person may use Hexaware's grievance procedure to make a complaint. If the Employee's complaint involves bullying or harassment, the grievance procedure is modified as set out in the No Harassment policy. Hexaware will take any complaint seriously and will seek to resolve any grievance that it upholds. The Employee will not be penalized for raising a grievance, even if the grievance is not upheld, unless the complaint is both untrue and made in bad faith.

Use of Hexaware's grievance procedure does not affect the Employee's right to make a complaint to an employment tribunal. Complaints to an employment tribunal are preferably requested to be made within 3 [three] months beginning with the act of discrimination complained about.

10 MONITORING AND REVIEW

This policy will be monitored periodically by Hexaware to judge its effectiveness and will be updated in accordance with changes in the law. In particular, Hexaware will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups. The Company will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, they will be implemented.

Hexaware treats personal data collected for reviewing equality of opportunity in recruitment and selection. Information about how data is used and the basis for processing is provided in [Company job applicant privacy notice].

11 ASSOCIATED DOCUMENTS

Hex 5885 - SOP for Diversity