

Diversity, Equity and Inclusion Policy

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Version	1.0
State whether Policy/Code/ Manual/ Guideline	Policy
Group Level/ Sector Level (Specify which sector)	Vivriti Group
Drafted by	Swagath Ramesh
Reviewed by	Sowjanya V
Approved by	Vineet Sukumar
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Diversity, Equity and Inclusion Policy

PURPOSE

At Vivriti, we firmly believe that our team members are our most valuable assets. This belief is reflected in our values, which include striving to give all, an equitable chance to work in a safe and healthy environment where they can realise their full potential and contribute to our success. We will always be committed to embedding diversity, equity, and inclusion in all our practises.

OBJECTIVE

- To establish an inclusive culture that celebrates diversity, which is free from discrimination and aligned to our value system.
- To ensure that all who are subject to Vivriti's policies, practices and processes are treated fairly and are not treated less favourably on the grounds of various demographics like age, race, religion, creed, color, national origin or ancestry, physical or mental disability, marital status, gender, gender identity/ expression, sexual orientation, or any other basis protected under any law or ordinance or regulation.

SCOPE

This policy applies to all employees of Vivriti Group

GUIDELINES

In our effort to promote Diversity, Equity and Inclusion we ensure the following:

- Promoting, creating, and maintaining a culture of Diversity, Equity & inclusion.
- Ensuring support from all team members to establish and maintain a workplace that is open, diverse, and inclusive.
- Providing equal employment and advancement opportunities, by following a merit-based and Performance based system
- Ensuring no discrimination in our practices based on the basis of race, ethnicity, nationality, gender, age, education, socioeconomic background, family status, marital status, religious and political beliefs, sexual orientation and gender identity, physical and mental disability, veteran status, or any other characteristic protected by law
- Prohibition of harassment relating to protected characteristics and conduct, and retaliation against any individual who has made a good faith report of an actual or perceived violation.
- Making all efforts to identify and eliminate barriers to inclusion.
- The diversity, equity & inclusion initiatives at Vivriti apply to, but are not limited to, our practises and policies on hiring and selection, pay and benefits, professional growth and training, promotions, transfers, social and recreational programmes, layoffs, terminations, and the ongoing creation of a work environment based on diversity equity that promotes and enforces:
 - Respectful communication and cooperation between all employees.
 - Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
 - Work/life balance through flexible work schedules to reasonably accommodate employees' varying needs.
 - Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.
- To continue to be an equal opportunities employer with employees from underrepresented groups (LGBTQ, Low-income, etc.)
- To continue to be truly inclusive and accessible workplace to employees with physical disabilities.
- The Equity in Gender and various benefits associated with same can be found in the Gender, Equity & Inclusion policy
- Employees who believe they have been subjected to any kind of discrimination that conflicts with Vivriti's Diversity, Equity and Inclusion policy should seek assistance from their direct manager or an HR representative.

The implementation of the requirements set forth in this policy is the responsibility of all our efforts, regardless of function or location. These standards are represented in the hiring procedures, job descriptions, and performance evaluations of employees at all levels, as well as in the way we hold one another accountable.

EFFECTIVE DATE

This policy is effective from 05th August 2023.