



UTI ASSET MANAGEMENT COMPANY
LIMITED

DIVERSITY & INCLUSION POLICY

(Updated up to 19th August, 2022)

Introduction

UTI AMC is committed to create an inclusive environment which embraces difference and fosters inclusion. UTI aims to create an inclusive workplace and leverage the power of diversity for sustainable competitive advantage, economic growth and societal progress; where employees from different backgrounds may function without any barriers and with equal opportunity to participate, develop and contribute freely and equitably.

This policy is forward looking and sets a vision for diversity and inclusion for businesses across UTI AMC.

UTI Diversity & Inclusion Philosophy

- UTI believes in embracing varied cultures and backgrounds. The aim of UTI has always been to create a diversified workplace culture where teams of mixed gender, ethnicity, regional affiliations, physical ability, age and orientation are representative of a variety of perspectives and experiences.
- Our diversity philosophy celebrates the common values that bring joy, happiness, energy and enthusiasm to the community and focuses on bridging differences by enhancing commonalities among the diverse work pool.
- UTI is committed to providing equal opportunities to all individuals and is intolerant towards discrimination and / or harassment based on race, sex, nationality, ethnicity, origin, religion, age, disability, sexual orientation, gender identification and expression (including transgender identity), medical condition, language as protected by applicable laws
- Any medical condition of an existing employee will not be the cause for that employee to be treated differently than other employees with respect to application of UTI's policies, health benefits and performance standards
- UTI respects the privacy of every individual and ensures utmost secrecy and confidentiality of information / concerns in relation to disability/ sexuality/ gender identity or any other personal information shared with it by its employees (or potential candidates).
 - However, if any disclosure is mandated under law, then any such disclosure will be handled with utmost confidentiality and in accordance with applicable laws.
- Selection of qualified applicants is based on merit, considering the job requirements, individual's suitability, ability, competence and trainability to execute the role, and will not be subject to the gender identity of an individual.
- The basis for recruitment, development, training, compensation and advancement of employees at UTI shall solely be on the basis of qualifications, performance, skills, experience, expertise, potential and discipline. There shall be no other extraneous criteria of differentiation.

- Selection/ appointment/ engagement with any other stakeholders including vendors and outsourced staff shall be carried out in an objective, fair, and ethical manner, and in accordance with philosophy set out herein.
- UTI follows the principle of equal pay and terms of employment (including benefits, training, promotions, performance reviews, transfers, exits, etc.) without any bias.
- All employees and stakeholders of UTI shall be always treated with dignity and respect. UTI inculcates awareness amongst its employees through educational sessions and forming internal groups to promote diversity amongst employees.
- UTI has zero tolerance for disrespectful or inappropriate behaviour, unfair treatment or retaliation of any kind. Harassment (physical, verbal or mental harassment) is not tolerated in the workplace and in any work-related circumstances outside of work
- Any employee who believes a conflict arises between this policy and the laws, customs and practices of the place at which he/ she works, or has questions about this policy, or wants to report a violation can raise such concerns with Head HR
- Appropriate disciplinary/ legal action will be taken against any employee / personnel who violates this policy. Based upon the seriousness of the offense, disciplinary action against an employee may include verbal or written reprimand, warning, suspension or termination of employment
- No reprisal or retaliatory action will be taken against any individual for raising concerns as regards this policy. However, any such reporting by an employee if found to be in bad faith or in a false or frivolous manner, will be considered a violation of the code of conduct, and such employee may be subject to disciplinary action

Scope

- This Diversity and Inclusion Policy applies to all UTI AMC employees when they act on behalf of us.
- It covers all aspects of employment including, but not limited to, recruitment, hiring, job assignment, promotion, employee benefits, and conditions of employment, remuneration, transfer, discipline, training, work environment, and termination of employment.

Objectives

UTI strives to create and foster a supportive and understanding environment in which all individuals realise their maximum potential regardless of their differences; and where everyone can feel a sense of belonging. This includes:

- Every level of the organization holds responsibility since diversity is recognized as a business interest.
- To ensure UTI continues to be an employer for all diversity groups- gender identity, disability, caste, creed, colour, religion, marital status, age, sexual orientation and expression, medical condition, language and any other aspects as applicable.
- An environment where employees feel that their background and lifestyle do not affect perceptions of them as a professional, or affect their opportunities for development and promotion.
- Promote flexible working practices whenever required/appropriate.
- UTI envisages an inclusive infrastructure, ecosystem to promote and support diversity at workplace.
- To create and foster an open culture of inclusion for all its stakeholders.
- To create an environment which has zero tolerance for discrimination.
- To promote gender diversity in leadership positions (Head of Department, C-Suite exec, etc.)

Responsibilities

- Implementing this Policy is manager's responsibility as part of their day-to-day management of employees and in applying policies and practices in a fair and equitable way.
- Recognizing unacceptable behaviour and taking immediate appropriate action is also the manager responsibility.
- The employees are equally responsible in implementing this policy in their day-to-day work and their dealings with colleagues and customers. Notifying their senior management of any concerns with regard to the conduct of other employees.

Policies on workplace conduct, benefits, work life and flexibility

Workplace policies play an important role in reinforcing a culture on founding principles of diversity and inclusion. These policies ensure that we adhere to highest standards of professionalism and conduct at workplace. Our policies around work-life integration are best in class and are framed after extensive deliberations with impacted groups. Some of our policies are: -

1. Equal Employment Opportunity Policy

We have policies and practices in place that enable capable and diverse employees' access to all opportunities available with the organization, in a fair and equitable manner. Equal opportunity extends to all aspects of the

employment relationship, including but not limited to hiring, promotions, training and development, working conditions, compensation and benefits.

2. Code of Conduct Policy:

We are committed to maintain a workplace where all staff can work without fear of unacceptable workplace conduct impacting them. Every year employees have to give a personal undertaking in terms of having read and signed the Code of Conduct policy. Every employee of the company has to undertake mandatory Prevention of Sexual Harassment (POSH) training.

3. Statement of Professional Practice:

We have high standards for personal integrity and conduct, which requires absolute honesty. These guidelines are reflected in Group's core values of honesty, integrity and trust.

4. Company's Occupational Health and Safety:

The health and safety of our employees, investors, visitors, contractors and customers are essential. We are committed to providing a healthy and safe workplace.

5. Leave policies:

A range of leave options are available to employees. We have the best practices in respect of maternity, paternity and adoption related leave and compensation policies, parental leave to fulfil the needs of diverse employees in our organization.

6. Job design, classification and compensation

The organization systematically reviews job requirements, classifications, and compensation. The organization designs jobs to accommodate as much as possible, individual needs as well as organizational needs. Remuneration is based on merit, performance and market data.