

DIVERSITY, EQUITY & INCLUSION (DEI) POLICY-2024

Policy Statement:

OGDCL is committed to creating a diverse, equitable and inclusive workplace where every employee feels valued, respected, and given equal opportunities for personal and professional growth. We believe that embracing and celebrating our differences can contribute to our core values of integrity, innovation, team work, dedication and safety.

Purpose:

The purpose of this policy is to take the broadest possible view of principles of diversity, inclusion and equity in order to provide fair treatment and opportunity for advancement irrespective of gender, special abilities, ethnicity and religion. The policy aims to make workplace an inclusive environment built on mutual trust, respect and dignity.

This policy should be read in conjunction with other OGDCL policies, procedures and documents that define and support other OGDCL commitment to a diverse and inclusive workplace and the expected behavior and conduct of its management and employees.

Definition:

For the sake of this policy, the terms will be defined as:

- ***Diversity:*** The representation of people from diverse backgrounds, beliefs and perspectives encompassing gender, disability, family or marital status, socio-economic status, experiences, skills, political affiliations, religion, ethnicity and other characteristics that make any employee unique.
- ***Equity:*** Treating employees fairly considering their differences or circumstances.
- ***Inclusion:*** Creating a conducive, supportive and participatory workplace. It is about making a work environment where everyone experiences a sense of belonging, feels safe to be their authentic selves, is heard when they speak and brings forward their perspectives and ideas.

Roles & Responsibilities:

Board of Directors:

The Board of Directors endorses the diversity, equity, and inclusion policies.

Managers' Responsibilities:

- i. Make fair decisions free from bias and stereotypes
- ii. Offer reasonable support for individuals with disabilities and special requirements.
- iii. Foster an inclusive atmosphere that celebrates diversity and respects everyone's background.
- iv. Proactively tackle discrimination or bias.
- v. Lead with a strong commitment to diversity, equity, and inclusion in leadership.

- vi. Communicating with respect and inclusivity, fostering an environment where diverse voices are heard.
- vii. Ensure DEI policy is implemented in line with other organizational and functional policies

Every Employee Responsibilities:

- i. Demonstrate regard for the diversity of each individual, appreciating their distinct perspectives and backgrounds.
- ii. Cultivate an atmosphere that denounces discrimination, harassment, and bullying, ensuring it is secure and inviting.
- iii. Being responsible and represent DEI in public appearances and Social Media platform.
- iv. Enhance awareness of potential unconscious biases that may hinder our progression towards inclusiveness and collaboration.
- v. Embrace deliberate actions and mindful inclusion to foster diversity, equity and a sense of belonging.
- vi. Actively engage in endeavors that advocate for diversity, equity, and inclusion within our organization and the broader community.
- vii. Work collaboratively across teams to nurture a culture of diversity, equity, and belonging, integrating our values in every decision and action taken.

Commitment to Diversity, Equity, and Inclusion:

Our commitment to diversity and inclusion aligns with our core values and is sponsored at the highest levels in the organization. It shall remain the hallmark of business, demonstrated through policies and actions including but not limited to the following:

- Creating a workplace culture free from discrimination, harassment, and gossip; and one that embraces individual differences.
- Attracting, retaining and developing a diverse range of talented, energetic and committed people.
- Seeing diversity, equity and inclusion as connected to our values and critical to ensure the well-being of our staff and the communities we serve.
- Acknowledge and addressing any inequities within our policies, systems, programs and services, and continually update and report organization progress.
- Leading with respect and tolerance. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices.

Applicability

a. Talent Acquisition

OGDCL believes that when companies focus on DEI in their recruitment practices, they are able to create a more diverse and inclusive workforce that better represents the community around them. This may not only eliminate bias and discrimination in the workplace, but also lead to a more productive and innovative company culture.

This policy will contribute and support to provide inclusivity in the Talent Acquisition process by promoting diversity at various stages including but not limited to screening and suitability of candidates, evaluation and selection. The efforts will include:

- i. Providing expanded access to ethnic minorities in efforts to reflect the ethnic composition of the community
- ii. Outreach programs and drive to bring equal representation in leadership positions and equitable pay practices
- iii. Implementing bias-free resume screening, diverse interview panels and transparent promotion pathways
- iv. Collecting and analyzing data on recruitment outcomes, including applicant demographics, interviews rate
- v. Crafting job descriptions and advertisements using inclusive language that appeals to a wide range of candidates

b. Employee development & growth

To build inclusion at OGDCL, training sessions will be conducted to focus on understanding inclusion and how certain biases sometimes hinder inclusive behaviors at work. Training and promotion policies and procedures shall be complied with the principles of diversity, equity and providing growth opportunities to everyone to contribute at workplace.

Development opportunities will include and highlight relevant gender and diversity-sensitive approaches and learning opportunities available to all employees, encouraging capacity building at all levels.

Focused and specific programs will be undertaken to promote and proliferate open-minded attitudes towards diversity.

c. Compensation & Benefits

Company shall adhere to the principles of equal pay under which for an employee is entitled to receive remuneration, benefits and other perks and as applicable to the cadre and grade and no one shall be discriminated on the basis of gender, disabilities and ethnicity etc.

In addition to the initiatives already mentioned, the company is actively developing a work environment that prioritizes gender and diversity equity by integrating inclusive practices and promoting opportunities for all employees.

Advocacy

Management shall take necessary measures for the promotion and understanding of principles and practices enshrined in the policy. Advocating for awareness campaigns, partnerships, training with our vendors or external business partners and events addressing diversity, equity, and inclusion benefiting employees, stakeholders, and society will be arranged.

It shall be the duty of every employee to uphold the objectives of this policy and the management shall provide a mechanism for redressal of a complaint of any reported violation of this policy.

Redressal of Complaints

All complaints related to any violation to the DEI policy shall be addressed to General Manager (HR) who shall be responsible to take necessary measures for ascertaining the facts or redressal of the complaint. Complaints will be treated seriously and will be dealt with in a confidential, expeditious manner in as far as reasonably practicable. Employees who make complaints will not be victimized for doing so.

An employee found to have been involved in willful disregard of this policy resulting in discrimination shall be liable to be proceeded against in accordance with E & D rules.

Employees should be aware that making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under Company E & D Rules.

Reporting

Management shall furnish report to the HR&NC of the Board regarding the state of DEI principles within the Company. Management shall furnish an annual update on the measures taken for the promotion of DEI practices within the Company.

Compliance

This policy is subject to all applicable laws and regulations. In the event of any conflict between this policy and any applicable law or regulation, the applicable law or regulation shall prevail.

Review

The policy shall be reviewed after every 02 years.