

Human Rights Policy

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REVISION HISTORY

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11-12-2023	1.1	Vishnu Kumar Prasad A	Rajashree Laad	Nita Nambiar (Chief People Officer)	Updated the StationH reference links

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Human Rights Policy

1.0 Introduction

This document specifies “Human Rights Policy” of Hexaware technologies limited and its subsidiaries. Hexaware’s Human Rights Policy provides a clear framework so that we, as a company and through each of our employees, continue to protect and uphold human rights. Signatory to the United Nations Global Compact (UNGC), we are committed to protecting & preserving human rights as per UN Guiding Principles & the International Labour Organization’s Declaration on Fundamental Principles & Rights at Work.

2.0 Scope

This policy is applicable to covered person defined below

- i. all Hexaware employees (permanent, contract and retainer roles) and is in addition to their legal and contractual obligations with Hexaware (which expression shall mean and include all its affiliates, subsidiaries, parent companies, successors & assignees)
- ii. executive & non-executive directors of the company
- iii. subcontracted staff working on our premises
- iv. suppliers, vendors, subsidiaries, distributors, business contacts, agents, advisors, current and potential clients, customers and others acting on the company’s behalf

3.0 Building a great Hexaware

We strive to protect & promote the human rights of covered person (as defined in 2.0 above). We nurture sustainable long-term relationships across the ecosystem in which we operate.

3.1 Diversity equity & inclusion (DEI)

- Hexaware Technologies Limited is an equal opportunity & equal remuneration employer and supports a diverse workforce across all levels. We believe that Diversity, Equity & Inclusion (DE&I) is associated with our core values, and it is instrumental in our growth journey. We are committed to providing a workplace that is free from all forms of harassment. Employees are assured a workplace free of harassment irrespective of their gender, race, social class, caste, creed, and religion, place of origin, sexual orientation, disability, or economic status with a zero-tolerance policy to any kind of workplace harassment.
- The basis for recruitment, hiring, placement, development, training, compensation, and advancement at the company is solely based on qualifications, performance, skills and experience.

3.2 Modern slavery

- Hexaware’s culture & philosophy is based on promoting human rights & as part of it we are committed to prohibiting modern slavery & human trafficking.

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- We are signatory to the United Nations Global Compact (UNGC) & are committed to protecting & preserving human rights as per UN Guiding Principles & the International Labour Organization's Declaration on Fundamental Principles & Rights at Work.
- We are committed to exhibit zero tolerance towards all facets of modern slavery, as elaborated under the Modern Slavery Act 2015 UK (designed to tackle slavery, servitude and forced or compulsory labor and human trafficking, including provisions for the protection of victims), the UN Declaration of Human Rights and the conventions of the International Labour Organizations specific to forced or compulsory labour.
- For more details, please refer to the Slavery & Human Trafficking statement available on StationH.
- Due diligence process for modern slavery & human trafficking

Given the sectors we operate in with highly skilled and educated suppliers of services to our business, we are confident, based on our regular reviews of salary and benefits provided to and by our suppliers, that the risks of slavery and trafficking are minimal. Nevertheless, we do not take these risks lightly and we are committed, as part of our initiative to identify and mitigate risk we adopt systems to:

- Identify and assess potential risk areas in our supply chains including selecting suppliers of services with a proven track record and an internal interview process.
- Where possible we build long standing relationships with local suppliers and customers and make clear our expectations of business behavior to be of the highest ethical standards.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains as well as part of our provision of services.
- Appoint a point of contact across different countries of operations for national and international supply chains.
- We have in place systems to encourage the reporting of concerns and the protection of whistle blowers.

3.3 Child labour

- Hexaware is committed to strict prohibition of child laborers.
- Hexaware does not employ any person below the permissible age in the country where it is operating. We comply with all the relevant and applicable laws and regulations pertaining to Child Labor in the countries of our presence.

3.4 Anti-bullying & prevention of sexual harassment (POSH)

- Hexaware forbids and does not expect employees, suppliers, vendors & business partners to tolerate harassment or bullying in their employment. If an employee has a complaint of bullying, discrimination, sexual or harassment of any nature, or other forms of offensive conduct he/she is expected to report it to any Human Resources representative or a senior manager or the Head of the business unit, or in accordance with specific reporting practices as per the policy.
- Complaints of offensive or improper conduct are taken seriously and investigated thoroughly, without retaliation.

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- Employees are expected to familiarize themselves with Hexaware's Prevention of Sexual Harassment policy & Hexaware's Anti-harassment policy, which can be viewed on the Hexaware Portal.
- It is mandatory for all employees to complete all training & assessments as outlined in the location specific guidelines.

India -> Path: StationH – Resources – Documents – HR Policies & Processes – India - My Onboarding - Prevention of Sexual Harassment at Workplace.

Path: StationH – Resources – Documents – HR Policies & Processes - Global Policies - My Onboarding – Anti-harassment Policy

3.5 Abuse of managerial authority

- Hexaware expects its managers to perform their managerial duties diligently & not misuse their managerial authority. They should conduct themselves professionally, which will protect the employee's dignity. Some examples of managerial abuse include-
 - i. Making demands that are unreasonable and/or outside of the associate's role; or
 - ii. Demanding to perform an action that is in breach of the principles of any policy of Hexaware
 - iii. Excessively, destructively, or inappropriately criticizing or reprimanding employees/fellow workers, or excessively scrutinizing their work, or
 - iv. Humiliating or undermining the reporting person

3.6 Healthy & safe environment

- Hexaware is committed to providing a safe, healthy and hygienic environment to its workforce. Hexaware seeks to minimize the adverse environmental impact by conducting its operations in a safe manner. It strives to prevent all possible accidents, incidents, injuries and occupational illness.

3.7 Abuse free workplace

- All Hexaware premises across the globe are No Smoking zones. Possession or use of alcohol at Hexaware premises is strictly prohibited. The illegal possession, use, sale, manufacture or distribution of illegal drugs at company premises or while on company business activities is strictly prohibited. If any employee found involved in any of these activities will be dismissed from the services immediately and will be notified to the law enforcement authorities for further actions.

3.8 Freedom to express & social dialogue

- We are committed to making Hexaware a great place to work with the help of our passionate and engaged workforce. In this process, we have equipped the workforce with their right to express & to foster a culture of open dialogue. We promote open dialogue by encouraging employees and contract workers to express their views, opinions & thoughts openly without any fear in all forums with various stakeholders.

3.9 Freedom of association & collective bargaining

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- We recognize the employees' right to assemble, communicate and join association of their choice in matters related to their employment / working conditions within the purview of the policies and procedures of the Company. We respect the rights of our employees to associate or not associate through internal employee resource groups / trade unions and seek representation, to bargain or not bargain collectively in accordance with local & national laws.

3.10 Right to learning, reskilling & upskilling

- We encourage & support continuous learning for all our employees because we believe that learning plays a vital role in the development of our team members. We have created learning paths fitted to the needs of our employees not only for the assigned work, but also to enable them to be future-ready.
- Hexavarsity, the training arm of Hexaware, offers a plethora of different training courses, empowering employees to fully customize and optimize their individual learning journey.
- We embed learning in our culture and our daily work and strive to ensure that the learning experience provided is unique including technical, management and soft skills.

3.11 Rights of external stakeholders

- Stakeholders refer collectively to all parties that are affected by our business activities. Stakeholders include both internal & external such as employees, customers, shareholders, investors, distributors, suppliers and local communities at large.
- Hexaware aims to be transparent and actively seeks harmonious balance of interests with the local communities through close communication. It contributes to the local communities as a valued corporate citizen. We are committed to upholding the interests & rights of all our stakeholders. We ensure that grievances reported by any external stakeholder will be addressed & appropriate action will be taken.

4.0 Human rights risk assessment

- Risks to human rights might arise not just from direct operations but also from indirect business activities carried out by other stakeholders such as clients, vendors, contractors, or joint ventures. So, we regularly evaluate, monitor and review potential Human Rights risks across our value chain and ensure they are mitigated.

5.0 Goals/Quantitative targets

We have set internal quantitative targets

- ✓ To ensure sustainability efforts support overarching business objectives
- ✓ To track progress in human rights areas
- ✓ To strengthening trust through transparent reporting based on quantitative targets

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We have defined the following internal Goals/Quantitative targets-

Ensuring none of our operations employ child/forced/compulsory labor
Ensuring no human rights violations taking place in organization
Ensuring Human rights risk assessment is conducted annually for the global scope.
Ensure 100% of the eligible employees receive regular performance & career development reviews annually

6.0 Roles & responsibilities

We have defined roles and responsibilities to ensure commitment, oversight, and support.

Roles	Responsibilities
Chief People Officer & Head Diversity, Equity & Inclusion	<ul style="list-style-type: none"> Oversee and review the company’s obligation towards meeting human rights towards all stakeholders. Ensuring no human rights are violated across the value chain Conducting of Human rights risk assessment & ensuring mitigation of the risks
Tower leaders of HR team	Presenting monthly status of HR parameters to senior management for review & guidance
Internal Quality Audit team	Conducting audits on human rights parameters
Quality Management Group	Process improvements based on inputs from various stakeholders

7.0 Review of policy

The policy has been reviewed and approved by the Executive Management of Hexaware. This policy will be reviewed at a minimum annually or as and when required.