

DIVERSITY AND INCLUSION  
POLICY  
OF  
SIGNATUREGLOBAL (INDIA)  
LIMITED

**(Formerly known as Signatureglobal (India) Private limited)**

(Approved by the ESG Committee on 03.03.2024)

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# Diversity and Inclusion Policy

Updated: 03<sup>rd</sup> March 2025

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## 1. Objective

At Signatureglobal (India) Limited, we believe that a diverse, inclusive, and equitable workplace is essential to sustainable business growth and innovation. This policy sets forth our commitment to creating a workplace where all individuals feel respected, supported, and empowered to thrive—regardless of background, identity, or status.

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## 2. Scope

This policy applies to all employees, contract staff, board members, consultants, suppliers, and job applicants across all locations where Signatureglobal (India) Limited operates.

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## 3. Commitments & Practices

### 3.1 Equal Opportunity Employer

Signatureglobal (India) Limited is an **equal opportunity employer** and does not tolerate discrimination based on:

- Age, gender, marital status, pregnancy or parental status
- Sexual orientation, gender identity or expression
- Disability or medical condition
- Caste, religion, nationality, ethnicity or language
- Political belief or affiliation
- Any other characteristic protected by Indian law or international norms

## 3.2 Inclusive Work Environment

We are committed to:

- Providing a safe, inclusive, and respectful workplace, free of harassment, bullying, or bias
- Promoting a **speak-up culture** where employees can raise concerns without fear of retaliation
- Supporting **reasonable accommodations** for differently-abled employees to ensure full participation

## 3.3 Equal Pay & Fair Remuneration

- Signatureglobal (India) Limited follows a **merit-based hiring and reward system**
- We provide equal pay for equal work, regardless of gender or age
- We conduct periodic **gender pay gap analyses** and review salary structures to ensure fairness
- Our Employment and Remuneration Policy considers:
  - Market benchmarks and internal equity
  - Individual performance and role accountability
  - Cost-efficiency and functional nature of the role

## 3.4 Training & Sensitization

- All employees receive periodic training on:
  - Unconscious bias
  - Inclusive language and workplace etiquette
  - **Prevention of Sexual Harassment of Women at Workplace (Protection, Prohibition and Redressal) Act, 2013**
  - Department heads are trained to recognize and mitigate systemic or structural barriers to inclusion

## 3.5 Mentorship & Support Networks

- Signatureglobal (India) Limited fosters inclusion through:
  - **Mentorship programs** for early-career and underrepresented talent
  - Support for **employee affinity groups**, e.g., women in leadership, LGBTQ+ allies, persons with disabilities
  - Career progression and leadership training initiatives targeted at building diverse talent pipelines

### 3.6 Compliance & International Standards

- We align our practices with national regulations (**including the Equal Remuneration Act, 1976 and PoSH Act, 2013**)
  - We support global best practices, including the **ILO Convention No. 111: Discrimination (Employment and Occupation)**
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## 4. Monitoring and Governance

- Diversity metrics (e.g., gender balance, hiring diversity, attrition patterns) are tracked and reported to the **ESG Steering Committee (also known as the ESG Committee)**
  - Employee surveys and feedback loops are regularly conducted to evaluate workplace inclusivity
  - Non-compliance with this policy may result in disciplinary action
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## 5. Policy Review

This policy will be reviewed periodically in line with:

- Legal and regulatory changes
- Internal diversity targets
- Feedback from employee engagement forums
- Broader ESG and corporate strategy updates