



# Diversity & Inclusion Policy

## 1. Objective

This policy affirms SUPL's commitment to promoting a diverse, equitable, and inclusive work environment where individuals of all backgrounds, identities, and abilities are respected, empowered, and given equal opportunities to thrive.

## 2. Scope

This policy applies to:

- All employees (full-time, part-time, contractual)
- Interns, trainees, consultants, and visitors
- All business units, project sites, and partner relationships

## 3. Policy Statement

SUPL embraces the uniqueness of every individual and actively fosters a culture that:

- Celebrates diversity in gender, age, ethnicity, language, religion, caste, physical ability, socio-economic background, and sexual orientation
- Encourages inclusion through non-discriminatory practices in hiring, promotions, and daily operations
- Builds equitable systems that support merit-based advancement and access to opportunities

## 4. Key Commitments

SUPL is committed to:

### 4.1. Equal Opportunity

- Recruit, retain, and promote employees solely based on merit and capability
- Prohibit discrimination at any stage of employment
- Apply affirmative action to support underrepresented communities when merit-based criteria are met

### 4.2. Inclusive Workplace Culture

- Ensure respectful communication, inclusive language, and workplace behaviors
- Provide a psychologically safe environment where all voices are heard
- Celebrate cultural events, awareness days, and inclusive milestones

### 4.3. Accessibility

- Promote physical and digital accessibility for persons with disabilities
- Offer reasonable accommodations to enable participation and performance

### 4.4. Gender Diversity

- Encourage participation of women in operational, technical, and leadership roles
- Promote policies that support work-life balance, such as maternity benefits and safety provisions

### 4.5. LGBTQ+ Inclusion

- Foster a non-judgmental, bias-free environment for employees regardless of gender identity or sexual orientation
- Train teams on respect, inclusion, and sensitivity

## 5. Roles and Responsibilities

Role	Responsibility
HR Department	Drive D&I programs, monitor policy effectiveness, and conduct awareness sessions
Managers	Ensure inclusive behavior in teams, support D&I goals, report concerns
Employees	Respect diversity, avoid bias or discrimination, and promote a positive work culture
Leadership	Champion D&I initiatives, lead by example, and allocate necessary resources

## 6. Grievance Redressal

Any employee who feels they have been subject to discrimination or exclusion may report their concern to:

✉ [supl@shraddhagroups.com](mailto:supl@shraddhagroups.com)

Such matters will be investigated confidentially and resolved fairly without retaliation.

## **7. Training and Awareness**

- Regular workshops and sensitization sessions on unconscious bias, inclusive leadership, and equitable practices
- Induction modules to introduce new hires to SUPL's D&I philosophy

## **8. Monitoring and Review**

- D&I metrics (e.g., gender ratio, inclusivity scores) will be tracked periodically
- This policy will be reviewed annually to ensure relevance and effectiveness