	<b>Diversity and Inclusion Guidelines</b>	Document:	HR - DIG
		Issue Date:	01 August 2021
		Effective Date:	01 August 2021
		Version:	1.0
<b>Adani Ports and Special Economic Zone (APSEZ)</b>			

## Context & background

One of the most prominent aspects of creating aspiring workplaces is building, nurturing & leveraging strengths of diversity & inclusion of workforce members in holistic manner. Organization's which are able to inculcate D&I as part of their work culture are able to develop commitment & trust of workforce members more than others. Such entities provide equitable space to every member to use their ingenuities and abilities in best interest of organization.

These guidelines are part of broader framework of Adani Ports & Special Economic Zone Ltd (APSEZ). It reflects organization's zero tolerance for ascribing stigma and / or discrimination of any kind because of differences of any type to any member of society.

## Definitions

Diversity and inclusion are two closely related concepts. **Diversity** entails overall representation or the make-up of an entity. **Inclusion** refers to how well perspectives and contributions of varied groups of people are valued and integrated in an environment.

An organization consists of people coming with varied thoughts, capabilities, personality, and talent which they bring to work. Workplace diversity translates to variety of differences among people in an organization. It is about being aware that individuals are unique in their own way so that every individual feels respected and included. APSEZ welcomes and assimilates people with differences including but not limited to nationality, geography, gender, age, ethnicity, sexual orientation, physical abilities, religious beliefs, family status, perspectives or other ideologies.

## Approach

APSEZ (and its entities) is committed to provide equality of access towards employment, advancement and retention within organization, recognizing that it is in organization's interest to recruit and maintain a diverse and skilled workforce that is representative of diverse nature of society. Organization is committed towards continuously developing a workplace

culture based on fair practices, which safeguards rights of employees so that they are treated with respect and dignity and enjoy equal rights, terms and conditions of employment.



Every member of APSEZ workforce is expected to contribute in creating and sustaining an inclusive workplace culture.

## Scope

APSEZ is an equal opportunity employer and extends right of equal opportunity for differently abled candidates. Organization would continue to provide necessary facilities, amenities and training for enabling them to effectively discharge their duties for which they are employed.

APSEZ is committed to recruiting, retaining and promoting highly talented individuals to further group's strategic goals. APSEZ is committed to provide an environment of equality and respect for all employees and associates.

APSEZ does not discriminate against any individuals on the basis of their gender, age, disability, ethnicity, sexual orientation, family status and religious beliefs.

APSEZ realizes that achieving and sustaining an environment based on D&I principles will need a balanced and concerted effort across the organization.

## Guidelines and Operative Provisions:

1. APSEZ's D&I vision is to create a sustainable workplace culture where teams of mixed ethnicity, regional affiliations, physical ability, age, education and domicile are representative of a variety of perspectives


Document:	HR - DIG
Issue Date:	01 August 2021
Effective Date:	01 August 2021
Version:	1.0

### Adani Ports and Special Economic Zone (APSEZ)

and experiences. Organization has a culture where everyone feels included and respected.

2. *Diversity and Inclusion Council* of APSEZ owns and implements D&I initiatives. The role of council is to place thrust and momentum across the organization to progress the imperatives.
3. Senior leaders support the cause of diversity at various forums, through participation and by leading from front on diversity and inclusion related events.
4. Efforts are made to identify critical and capable employees from amongst differently abled set of resources for mentoring and their career development. Based on demonstrated contribution and potential, employees are provided with opportunities of growth and learning.
5. *Training Need Identification (TNI)* process for employees is carried in consideration of their special requirements & context. Fulfillment of their generic, special or unique needs is through nomination to a program meant to address these requirements.
6. Success of D&I is ensured by leaders so that diverse employees are actively engaged in work environment without any biases. APSEZ continuously works towards fostering an environment where employees of diverse background are nurtured, mentored and coached to develop their potential as future leaders.
7. Sensitization: APSEZ organizes sessions for management cadre to help them leverage the potential of a diverse workplace and employ an inclusive approach in their business dealings.
8. Focused efforts are made towards onboarding & assimilation of employees into the organization in minimum possible time. In depth customized modules are imparted to every new entrant to enable cultural assimilation and eco system acceptability.
9. APSEZ carries out series of sessions on Diversity Intelligence aimed at covering people managers across organization with an objective to improve diversity management capabilities. These sessions reinforce how diversity, personality, and cultural differences play out in the workplace. Increasing awareness, and thereby removing barriers, enables employees to contribute their best and fosters team spirit to value each member's contribution.
10. A conscious effort is made to attract applicants from different diversity dimension groups to achieve and maintain a workforce that reflects diversity across levels and functions. High potential talent from different backgrounds is provided with developmental opportunities.
11. Equal Employment Opportunity: To achieve our business objectives, APSEZ is committed to a merit-based appointment process. APSEZ has guidelines and practices in place which provide access to all opportunities available with the organization to all capable and diverse employees, in a fair and equitable manner. *Careers Within* program of the organization provides information, access and opportunities to internal talent against all vacancies within the organization on equal platform.
12. APSEZ is committed to eliminating all forms of unlawful discrimination, harassment, bullying and victimization of persons at its workplaces. The organization maintains a workplace where all employees and associates work without fear of unacceptable workplace conduct impacting them.



	<b>Diversity and Inclusion Guidelines</b>	Document:	HR - DIG
		Issue Date:	01 August 2021
		Effective Date:	01 August 2021
		Version:	1.0
<b>Adani Ports and Special Economic Zone (APSEZ)</b>			

13. APSEZ is committed to providing a healthy and safe workplace to all its employees and associates.
14. APSEZ takes utmost care in ensuring that job design and classification are unbiased. Organization reviews job requirements, classifications, and compensation systematically. Job requirements and descriptions are clear and don't include non-job-related aspects. Remuneration is as per performance and merit.
15. To inculcate a sense of true equality, pride and self-esteem, no special dispensation is used in Performance Management System (PMS). All efforts are directed to ensure that performance & contributions are measured at par and relativity is as per general norms of the guidelines in this respect.

in employment and return to work. Any deviations from these principles are addressed in line with principles of natural justice.

#### **Protection of Confidentiality of information**

APSEZ respects confidentiality of any information provided by a staff member or job applicant. Utmost care is exercised by concerned officials of the company to ensure that data & information is used for limited purpose of identified objectives and is shared on 'need to know' basis.

#### **Amendments & Overall ownership**

Head of HR of APSEZ is overall owner of deployment. Periodic reviews will be carried by Head – HR, APSEZ to ensure implementation. Any amendment or modification to these guidelines will require approval of CEO-APSEZ.



#### **Equitability in condition of employment**

APSEZ recognizes the importance of protecting rights of employees with differences are at parity with others. This includes

- a. Rights of just and favorable conditions of employment
- b. Healthy and safe working conditions
- c. Protection from harassment
- d. Ensuring redressal of grievances.

Employees are not discriminated against at any point in employment cycle. This concerns all matters related to recruitment, selection, appointment, career guidance and development, performance evaluations, learning opportunities, transfers, promotions, retention