

Version Number	1.0
Current Policy Effective Date	03-January-2022
Process Owner	Head- Office of Inclusion & Diversity
Applicability	Applicable to Mphasis Limited and its subsidiaries including all officers, directors, employees, and contract employees of Mphasis. For countries where Anti-discrimination policy is already applicable, the respective region's policy will supersede this policy

Objective:

Mphasis recognizes that its employees are its greatest strength and aims to attract, nurture, and retain employees with diverse skills, experiences, and backgrounds to deliver high quality solutions and services to a wide range of customers across the globe.

The organization respects each of its employees as individuals and values their differences. Mphasis is committed to ensuring equal opportunities to all its employees and creating an environment that is fair and flexible, promotes learning and growth and reflects the diversity of the world.

Scope:

The Policy is applicable to Mphasis Limited and its subsidiaries and is being implemented as an addition to other Mphasis policies as set forth in the [relevant] Mphasis handbook [applicable to each employees basis their respective location] which address discrimination in the workplace and provide steps for reporting inappropriate behavior. The Policy applies to all officers, directors, employees, and contract employees in Mphasis. The Policy aims to supplement Mphasis' current policies and to continue Mphasis' commitment to ensure:

- Employees or potential employees at Mphasis do not suffer discrimination in the workplace.
- Employees are encouraged to take positive action towards promoting equal opportunity throughout the organization.
- All corporate functions including but not limited to, recruitment, hiring, placement, promotion, compensation, benefits, training, education, and relocation are governed fairly, impartially, and objectively.
- Each employee at Mphasis works in an environment where equitable access to employment, professional development and workforce participation opportunities are given.
- All Mphasis facilities are equitably accessible and available to all employees and reasonable accommodation is made for eligible employees.

- The workplace is free from all forms of discrimination (direct or associative), harassment (including harassment by a third party), victimization or bullying through prejudice, ignorance, thoughtlessness, or stereotyping.
- Any complaints of inappropriate conduct or attitude are redressed quickly and decisively.

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Policy Description:

What is an anti-discrimination policy?

Our anti-discrimination policy coupled with Mphasis' existing policies and procedures explains how we prevent discrimination and protect our employees from discriminatory behavior which are offensive and harmful. This Policy supports our overall commitment to create a safe and happy workplace for everyone.

What is workplace discrimination?

Discrimination occurs when someone is treated unfavorably because of an attribute protected by the law. Discrimination may involve some or all the following:

- Conduct that can be considered harassing, coercive, or disruptive, including sexual harassment
- Making offensive 'jokes' about another worker's clan, ethnic background, color, sex, religion or disability
- Expressing negative stereotypes about groups/community
- Judging someone on their political, social, or religious beliefs rather than their work performance.
- Using selection processes based on irrelevant attributes such as ethnic or clan group, age, sex, religion, or disability rather than on knowledge, skills, and merit.

Aspects of Discrimination:

Employees shall strive to create a workplace that is free from discrimination in their employment practices against any potential or existing employees, and shall not discriminate on a person's age or other circumstances, color, cultural or social beliefs such as religion, educational background, race, ethnicity or nationality, spiritual, traditional or customary beliefs, political opinion, physical features/appearances, gender identity and expression, marital status, judging the impacts of potential pregnancy on decisions, sexual orientation, physical disability or impairment.

Redressal of Complaints:

Individuals who believe they have been the victims of conduct prohibited by this Policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, HRBP or write to I&D office at inclusion.diversity@mphasis.com.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have another relevant knowledge.

Mphasis will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this Policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

In case of non-compliances by employees, it can lead to termination of services / penalties extend to monetary fines/ imprisonment (where permitted by law).

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Conclusion:

The organization is committed to the effective implementation of the Anti-Discrimination Policy and to a plan of action to ensure that the Policy continues to be pertinent to the changing needs of the business environment.

The ultimate responsibility for achieving the Policy’s objectives and ensuring compliance with the laws of different regions lies with Mphasis. However, all employees are required to understand and comply with the Policy and act in accordance with its objectives to achieve the highest standards of Inclusion and Diversity in the organization.

Policy Revision History

Serial No.	Version No.	Date of Change	LT2 Approver	Sections Affected	Changes in Brief
1	1.0	3 Jan 2022	Dnyan Shah	Initial Draft	Initial Draft