

## **Diversity, Equity and Inclusion Policy**

At HDFC Life Insurance Company Limited (hereinafter referred as "HDFC Life" or "Company" and for the purposes of this document includes all employees and associates with subsidiaries and affiliate companies), we believe that people are our most important asset. Our vision statement defines our goal clearly – *'to be the most obvious choice for ALL.'*

As described in our Code of Conduct and ingrained deeply in our culture through our values, we strive to provide a safe and healthy work environment to our employees; where all employees have the opportunity to reach their full potential and contribute to HDFC Life's business success.

HDFC Life thus recognizes the importance of diversity, equity, and inclusion. We operate in a diverse society, and we understand that our customers as well as talent pool have diverse characteristics and different experiences, needs, and aspirations.

The purpose of the diversity, equity, and inclusion policy (the 'policy') is to set out HDFC Life's commitment to providing workplace free from discrimination for employees. The policy also sets out HDFC Life's expectations, where each employee has a responsibility to adhere to and uphold the policy.

### **Scope**

The policy applies to all employees, interns, probationers, retainers, consultants, trainees at HDFC Life, and those contracted to work at, or for, HDFC Life or its subsidiaries.

### **Policy Statement**

HDFC Life is committed to embedding equity and inclusion in all practices. It aims to establish an inclusive culture, that celebrates diversity, is free from discrimination and is based on our values framework.

This policy seeks to ensure that all who are subject to HDFC Life's policies, practices and processes are treated fairly and are not treated less favorably on the grounds of age, race, religion, creed, color, national origin or ancestry, physical or mental disability, marital status, gender, gender identity/ expression, sexual orientation, or any other basis protected under any law or ordinance or regulation.

### **Policy Application**

HDFC Life is committed to providing equal and inclusive workplace free from any unfair treatment or unlawful discrimination. This applies to all employee policies and processes including and not limited to

- Recruitment, selection, career progression
- Terms and conditions of employment
- Working environment
- Training and development
- Redundancy and re-deployment

We strive to provide diverse and inclusive workforce where each individual feels valued and empowered. Individuals with different backgrounds, skills, attitudes and experiences bring fresh ideas and perspectives. As a diverse organization, HDFC Life seeks to encourage and harness these differences and make our products and services innovative, relevant and accessible.

A range of policies and processes are in place to ensure that we have a workforce that reflects the society it operates in and our employees are valued and respected. Current examples include:

- i. **Dignity at work:** We strive towards making our policies and processes, to be inclusive of all, irrespective of their gender identity, gender expression and sexual orientation. *e.g., dress code policy, adoption leave policy, paternity leave policy, and support for gender reassignment procedure under the corporate mediclaim program.* We recognize the domestic partner of an employee irrespective of the gender for applicable policies and processes *e.g., mediclaim program.*
- ii. **Work-life balance policies:** These include a range of flexible working initiatives, parental leave, and childcare. While every effort will be made to accommodate requests for flexible/alternative working arrangements, consideration must be given to business priorities.
- iii. **Diversity awareness training:** awareness and sensitization programs are arranged on a regular basis for HDFC Life employees to reinforce our policies around equity and diversity and reminding them about being sensitive to diverse needs of colleagues and customers.
- iv. **Recruitment and selection:** the principles of equity and diversity are central to making sure that the HDFC life attracts the best talent. We ensure that all methods used to attract and select candidates are free from bias.

## **Responsibilities**

**HDFC Life's Executive Committee and Diversity and Inclusion Councils (both national and zonal chapters) are responsible for:**

- Leading and supporting HDFC Life in creating an inclusive and diverse environment
- Ensuring effective policies and processes are in place to support HDFC Life fulfilling its equity and diversity vision
- Providing advice, guidance, and support for the implementation of this policy
- Advising colleagues to address equity related issues at workplace

**Managers are responsible for:**

- Ensuring that the policies and processes relating to employee recruitment, selection, career development, discipline, and grievance are carried out in accordance with the statutory duties to promote equity and eliminate discrimination;
- Ensuring employees are encouraged and enabled to reach their full potential

**Employees are responsible for:**

- Upholding and implementing the aims of this policy
- Contributing to a safe and inclusive environment that celebrates diversity

Refraining from engaging in any kind of conversation, discussion or activity that indicates explicit or implicit bias towards any section of employees **Violation of the Policy**

Violation of this policy will attract consequences as per the Malpractice Matrix.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the HDFC Life's diversity, equity and inclusion policy and initiatives should seek assistance from a L1 manager or an HR representative.

**Reference documents and supporting policies**

1. Code of Conduct
2. Mediclaim Policy
3. Dress Code Policy
4. Adoption Leave Policy
5. Paternity Leave Policy
6. Flexible Work Arrangement Policy
7. Policy on Prevention and Redressal of Sexual Harassment at Workplace
8. Gender Reassignment Policy
9. Malpractice Matrix

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