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Document Update Summary

Version No.	Revision Date	Nature of Change	To be Reviewed before
V 1.1	5-Mar-19	Logo update	1-Apr-20
V 1.2	1-Jul-19	Responsibility areas updated	1-Apr-20

1. Objective

The policy aims to facilitate creation of a workplace culture that maximizes organization performance by taking all reasonable steps to prevent or guard against discrimination. It reflects our commitment to ensure equality and promote diversity in workplace.

2. Scope

This policy is applicable to all current employees of Delhivery and candidates seeking employment, subject to the applicable regulations, qualifications and merit of the individual. It is consistently employed throughout the period of employment of the individual right from the recruitment process till separation.

3. Key Definitions

- Discrimination** - It occurs if a person treats, or proposes to treat, a person with an attribute unfavorably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.
- Equal Employment Opportunity** – Objective is to ensure that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

- **Victimization** means subjecting, or threatening to subject, a person to any detriment because they have:
 - Asserted their rights under equal opportunity law
 - Made a complaint
 - Helped someone else make a complaint
 - Refused to do something because it would be discrimination, sexual harassment or victimization

4. Policy Guidelines

Delhivery is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every individual will be given a fair and equitable chance to compete for appointment, promotion or transfers, compensation, training and development opportunities and to pursue their career as effectively as others.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence only.

Consistent with this, Delhivery does not condone any form of unlawful discrimination or vilification due to:

- Gender
- Pregnancy
- Potential pregnancy
- Marital status
- Disability
- Race, color, national extraction, social origin, descent, ethnic, ethno-religious or national origin
- Age
- Family responsibilities, family status, status as a parent
- HIV/AIDS status
- Religious belief or activity
- Political belief or activity
- Physical features
- Transsexuality
- Transgender
- Sexual orientation

5. Responsibility

- The Company shall comply with all the clauses as mentioned under the Rights of Persons with Disabilities Rules, 2017 and shall act in spirit of the rules. This policy will be displayed on the company website.

- The Company (Recruitment Team) will from time to time, identify list of positions for persons with disabilities and fix a recruitment process for such positions.
- Wherever required and as possible, the Company will provide amenities at the Delhivery facilities for persons with disabilities to enable them effectively discharge their duties.
- The company will appoint a Liaison Officer, based at the Company headquarter to look after the recruitment of persons with disabilities across various locations and facilities.
- All line managers are responsible to educate themselves about this policy and enforce equal opportunity practices at workplace. Everyone should comply with our policy by treating others with respect.
- Any employee who violates this policy shall be dealt with under the Code of Conduct policy.

6. Grievance procedure

In case if employees feel that there is any violation / non-adherence, they can raise their concerns at complaints@delhivery.com.

6. Communication of the Policy Grievance procedure

- This Policy will be available to all employees via the company intranet (Darwinbox).
- All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.