
DIVERSITY AND INCLUSION POLICY

PURPOSE

Housing Development Finance Corporation Limited (“HDFC”) aims to create an inclusive workplace and leverage the power of diversity for sustainable competitive advantage, economic growth and societal progress; where employees from different backgrounds may function without any barriers and with all opportunity to participate, develop and contribute freely and equitably. HDFC strives to create and foster a supportive and understanding environment in which all individuals realise their maximum potential regardless of their differences; and where everyone can feel a sense of belonging.

The objective of this policy is to:

- To ensure HDFC continues to be an employer for all diversity groups- gender identity, disability, caste, creed, colour, religion, marital status, age, sexual orientation and expression, medical condition, language and any other aspects as applicable;
- To create and foster an open culture of inclusion for all its stakeholders; and
- To create an environment which has zero tolerance for discrimination.

SCOPE

This policy applies to all stakeholders. ‘Stakeholders’ for the purposes of this policy shall include all employees (whether permanent, fixed term or temporary), business partners, vendors, suppliers, consultants, contractual staff, seconded staff, trainees, apprentices, direct selling agents, and any other person / entity acting for and on behalf of HDFC.

DIVERSITY AND INCLUSION PHILOSOPHY

1. HDFC believes in embracing varied cultures and backgrounds. HDFC’s aim has always been to ultimately create an everlasting workplace culture where teams of mixed gender, ethnicity, regional affiliations, physical ability, age and orientation are representative of a variety of perspectives and experiences. Our diversity philosophy celebrates the common values that bring joy, happiness, energy and enthusiasm to the community and focuses on bridging differences by enhancing commonalities among the diverse work pool.
2. HDFC is committed to providing equal opportunities to all individuals and is intolerant towards discrimination and / or harassment based on race, sex, nationality, ethnicity, origin, religion, age, disability, sexual orientation, gender identification and expression (including transgender identity), political opinion, medical condition, language as protected by applicable laws.
3. Any medical condition of an existing employee will not be the cause for that employee to be treated differently than other employees with respect to application of HDFC’s policies, health benefits and performance standards.
4. HDFC respects the privacy of every individual and ensures utmost secrecy and confidentiality of information / concerns in relation to disability/ sexuality/ gender identity or any other personal information shared with it by its employees (or potential candidates). However, if any disclosure is mandated under law, then any such disclosure will be handled with utmost confidentiality and in accordance with applicable laws.

5. HDFC also ensures equal opportunity in employment for qualified persons with known disabilities.
6. Discrimination against transgender persons is also prohibited. HDFC fosters understanding of gender identity amongst its employees. Selection of qualified applicants is based on merit, considering the job requirements, individual's suitability, ability, competence and trainability to execute the role, and will not be subject to the gender identity of an individual.
7. The basis for recruitment, development, training, compensation and advancement of employees at HDFC shall solely be on the basis of qualifications, performance, skills, experience, expertise, potential and discipline. There shall be no other extraneous criteria of differentiation. Similarly, selection/ appointment/ engagement with any other stakeholders including vendors and outsourced staff shall be carried out in an objective, fair, and ethical manner, and in accordance with HDFC's philosophy set out herein.
8. HDFC follows the principle of equal pay and terms of employment (including benefits, training, promotions, performance reviews, transfers, exits, etc.) without any bias. HDFC believes that all its employees should receive equal pay where they are carrying out similar work, work rated as equivalent or work of equal value.
9. All employees and stakeholders of HDFC shall be always treated with dignity and respect. HDFC inculcates awareness amongst its employees through educational sessions and forming internal groups to promote diversity amongst employees.
10. HDFC has zero tolerance for disrespectful or inappropriate behaviour, unfair treatment or retaliation of any kind. Harassment (physical, verbal or mental harassment) is not tolerated in the workplace and in any work-related circumstances outside of work.
11. Any employee who believes a conflict arises between this policy and the laws, customs and practices of the place at which he/ she works, or has questions about this policy, or would like to confidentially report a breach/ potential violation of this policy, should raise those questions and concerns with Mr Rajiv Mittal, Head-Human Resources (rajivm@hdfc.com) at the earliest.
12. Appropriate disciplinary/ legal action will be taken against any employee / personnel who violates this policy. Based upon the seriousness of the offense, disciplinary action against an employee may include verbal or written reprimand, warning, suspension or termination of employment.
13. No reprisal or retaliatory action will be taken against any individual for raising concerns as regards this policy. However, any such reporting by an employee if found to be in bad faith or in a false or frivolous manner, will be considered a violation of the code of conduct, and such employee may be subject to disciplinary action.
