



Indian Renewable Energy Development Agency Limited
(A Mini Ratna Category-I PSU)

IREDA's
DIVERSITY, EQUITY &
INCLUSION POLICY

HR DEPARTMENT

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IREDA's DIVERSITY, EQUITY & INCLUSION POLICY

1. INTRODUCTION:

IREDA, a Non-Banking Financial Company hereinafter referred to as "Company" recognises the importance of diversity, equity and inclusion in its areas of operation. The company is committed to provide workplace free from discrimination towards its employees and stakeholders. The Company aims to create an inclusive workplace where all gets equal opportunity for sustainable growth.

2. OBJECTIVE:

The objective of this policy is to ensure that the Company continues to be an employer/partner for all diversity groups without any discrimination on the grounds of gender identity, specially abled, caste, creed, colour, religion, national origin, marital status, age, sexual orientation and expression, medical condition including HIV, language and any other aspects protected under any law, ordinance or regulations as applicable. Also, the policy intends to create and foster an open culture of inclusion for all its stakeholders and create an environment which has zero tolerance for discrimination.

3. SCOPE:

This policy applies to all stakeholders. 'Stakeholders' for the purposes of this policy shall include Directors, regular employees, personnel engaged on temporary/ contract basis, trainees, apprentices, interns, any other person associated with the Company including vendors, suppliers, contractors, consultants, service providers or any outside agency(ies), or such other persons, including those acting for or on behalf of the company.

4. DIVERSITY, EQUITY AND INCLUSION (DE&I) PHILOSOPHY:

- a. IREDA believes in embracing varied cultures and backgrounds. The Company's tagline "Once IREDA Always IREDA" aims to ultimately create a committed and everlasting workplace culture where stakeholders of mixed gender, ethnicity, regional affiliations, physical ability, age and orientation are representative of a variety of perspectives and experiences.
- b. The Company is committed to provide equal opportunities to all individuals and is intolerant towards discrimination and/or harassment based on race, sex, nationality, ethnicity, origin, language, religion, age, disability, sexual orientation, gender identification and expression (including transgender identity), marital status, political opinion, medical condition including HIV etc.
- c. The Company 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.

- d. In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, the Company ensures that the work environment is free from any discrimination against persons with disabilities; and also ensures that all employees enjoy the right to equality, life with dignity, and respect for their integrity equally with others.
- e. The basis for recruitment, development, training, compensation and advancement of employees at IREDA 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 the Government directives, extant rules of the Company and philosophy set out herein.
- f. Discrimination on the basis of gender is strictly prohibited. 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.
- g. IREDA has zero tolerance for disrespectful or inappropriate behaviour, unfair treatment or retaliation of any kind. Sexual Harassment (physical, verbal or psychological harassment) is not tolerated in the workplace and in any work-related circumstances outside of work.
- h. Any employee/ personnel who violates this policy will be subject to appropriate disciplinary/ legal action. Based upon the seriousness of the offense, disciplinary action against an employee will be regulated in terms of IREDA's Conduct, Discipline and Appeal (CDA) Rules.
- i. 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 concerns through proper channel, with HR department at the earliest.

5. GOVERNANCE:-

a. Management's Responsibility:

- The Management of the Company has overall responsibility for the effective operation of this policy, and for ensuring compliance with the relevant statutory framework prohibiting discrimination in each of its areas of operation.
- Ensure no employees is discriminated against or harassed because of the listed discrimination, or otherwise.

b. Human Resource Department's Responsibility:

- To ensure that all HR policies and procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

- Sensitizing employees through regular internal communications, and training of staff and officials on their role in preventing discrimination in the workplace.
- Managing and arranging training and developmental programs on DE&I.
- Ensuring effective procedures and mechanisms are in place to support this policy within the Company through collaboration with internal and external stakeholders.
- Leading and supporting the implementation of this policy for a diverse and inclusive environment, while giving fair and impartial treatment to all.
- Ensure availability of a grievance redressal mechanism for the persons who are reporting issues under the purview of this policy.

c. Employee's Responsibility:

- Department/ Functional/ Group Heads are responsible for setting appropriate standards of behaviour, eliminating discrimination, providing equality of opportunity within their teams and for promoting a culture of tolerance and respect.
- Employees at all levels will be obliged to adhere to this policy in their day-to-day activities to the best of their abilities.
- Employees to promote a work environment where an individual can feel valued and realise his/her potential and encourage others to do so.

6. NODAL OFFICER:

Head of HR Department or his/her nominated representative shall be the **NODAL OFFICER** for the purpose of this policy, who may be contacted for any complaints and suggestions at his/her office in the Company.

7. GENERAL:

The Chairman & Managing Director of the Company reserves the right to vary and/or amend the terms of this policy from time to time.