

SATYA MicroCapital Limited

Diversity, Equity & Inclusion Policy

Version 1.0

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Diversity, Equity, and Inclusion Policy

Policy Statement

SATYA MicroCapital Limited (SATYA or the Company) believes that Diversity, Equity, and Inclusivity (DE&I) at the workplace goes a long way to foster productivity and engage talent. We operate in a diverse society, and we understand that our borrowers as well as human capital have diverse characteristics and different experiences, needs, and aspirations. Hence, we value and celebrate the uniqueness of every individual by fostering an environment of inclusion and empowerment. Towards this, we also ensure that all our policies and practices are compliant and aligned to all applicable laws and regulations specific to Diversity, Equity, and Inclusion.

We are dedicated to creating a fair and transparent work environment with mutual respect for all. We strive to maintain workplaces that are free from discrimination or harassment based on sex, marital or family status, age, disabilities, ethnicity, nationality, geography, socio-economic background, cultural background, or any other status protected by applicable law. The sole basis for recruitment, hiring, placement, development, training, compensation, and advancement at the Company is qualifications, performance, skills, and experience.

Purpose of the Document

The purpose of this document is:

- to support & facilitate an inclusive and equitable environment that embraces diversity of all kinds at SATYA.
- To ensure effective policies and processes are in place to support SATYA fulfilling its equity and diversity vision.

These differences can include sex, marital or family status, age, disabilities, ethnicity, nationality, geography, socio-economic background, cultural background, perspectives & other areas of potential difference. This document will be a reference and guiding factor for driving DE&I effectively.

Scope

The policy applies to all employees, interns, probationers, consultants, trainees, and those contracted to work at, or for SATYA.

Policy Application

SATYA is committed to providing an 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 and selection
- Terms and conditions of employment
- Career progression

- Working environment
- Training and development
- Redundancy and re-deployment

Inclusion Practices at SATYA

Recruitment and selection - For talent acquisition, SATYA has a very disciplined procedure based on merit. The process is performed in a systematic, fair, unbiased, and uniform manner to ensure that the Company attracts the best talent.

Performance Management System (PMS) – We assess our employees based on their potential and performance. Accordingly, based on merit the employees are promoted as per the policy and deserving employees are elevated without any discrimination.

Engagement – SATYA believes in “Happiness at work” culture. We celebrate all festivals in our offices, through which we try and create an inclusive work environment. Also, we drive various engagement activities including monthly celebration of employees’ birthdays to increase spirit of camaraderie among each other. Employees are also timely appreciated for their performance at annual events such as Foundation Day, Vihangam and various other forums.

SATYA Samvad and various participatory communication channels – Through SATYA Samvad and other communication channels, we provide an open platform to our employees where they can have a two-way dialogue with leaders and get clear line of sight towards SATYA’s progress. This helps us in creating transparent communication and belongingness irrespective of the hierarchy and levels.

Grievance Redressal Mechanism –At SATYA, we have dedicated Employee and Client Grievance Redressal Mechanisms that are clear and transparent frameworks for addressing grievances and same are handled with high sensitivity and without any biasness, following the laid down policies.

Whistle Blower Mechanism – We work in a transparent & healthy work environment where we encourage employees irrespective of grade to raise a red flag or speak up against any wrongful doing at the Company.

Customer Focus- We put our borrowers first in everything we do. We do not differentiate any borrowers and support them timely with their financial needs & services.

Leave policy – A range of leave options is available to SATYA employees to ensure they have appropriate options for time off work. This includes Casual Leave, Sick Leave, Earn leave, Parental leave (for both male and female employees), Marriage Leave, which is over and above the public holidays. SATYA also gives Birthday and Anniversary leave to its employees to enjoy their special day with family and friends.

Code of Conduct – SATYA is committed to not only complying with its regulatory obligations, but also acting ethically and responsibly. Our Code of Conduct sets out the minimum standards of behavior and conduct expected of all employees.

Responsibilities of Human Resource Department

- Leading and supporting the implementation of this policy for a diverse and inclusive environment, while giving fair and impartial treatment to all.
- Providing advice, guidance, and support for the implementation of this policy

Review

The policy document shall be reviewed periodically on a need basis and any amendments made therein shall be approved by the Board.