

## Diversity, Equity, and Inclusion Policy



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| Release date | 5 October 2022             |
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| Distribution | All Employees and Partners |
| Reviewed by  | Ashley Menezes             |

### Amendment Sheet

| Sr. No. | Date           | Revision Status | Reason for Amendment |
|---------|----------------|-----------------|----------------------|
| 1.      | 5 October 2022 | Initial Release | NA                   |

## I. Purpose of the Policy

This document aims to lay out the objectives, scope, and philosophy of ChrysCapital's Diversity, Equity, and Inclusion Policy (the "Policy").

The objective of this Policy is to:

1. Foster an inclusive workplace that is appreciative of the ideas, values, and perspectives contributed by a diverse set of partners, employees, and advisors;
2. Create a working environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees are acknowledged and valued;
3. Acknowledge and adapt, where appropriate and needed, our workplace environment to ensure the success of all;
4. To ensure that all employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination and provide training and progression, where possible, to enable this so their talents and resources can be fully utilized to maximize the efficiency of the Group;
5. Take complaints of bullying, harassment, victimization and unlawful discrimination by employees, clients, suppliers, visitors, and any others encountered in the course of the businesses work activities very seriously and we encourage employees to discuss and report any concerns they have through their Manager or directly to HR.
6. Ensure ChrysCapital continues to provide equal opportunity employment to candidates irrespective of their gender identity, physical abilities, caste, creed, ethnicity, religion, marital status, age, sexual orientation and expression, medical condition, geographical origin, dialect, etc.;
7. Ensure that employees, potential, current and previous, are treated fairly and with respect at all stages of their relationship with CC. In line with this, we are committed to reviewing our policies, training and processes to ensure they are in line with our obligations under this Policy;
8. To train managers and all other employees about their rights and responsibilities under this Policy.

Responsibilities include staff conducting themselves to help the business provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination;

9. To ensure that decisions concerning staff will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under legislation);
10. Involve, accept, and value all people in the workplace regardless of their differences and social identity;
11. Foster, cultivate, and preserve a culture of diversity, equity, and inclusion for all its stakeholders; and
12. Create zero-tolerance for discrimination of any kind; and
13. To ensure that Employment practices and procedures are reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law in all countries where we have a presence and/or where we have staff.

## II. Scope

ChrysCapital has adopted this Policy with effect from the date of the latest revision of this policy ("Policy Date").

This Policy is applicable to ChrysCapital and key service providers, including any investment advisor. It also applies to directors, employees, consultants, contractual staff, seconded staff trainees and apprentices. This policy is intended to be read along with ChrysCapital's Code of Conduct.

## III. Diversity, Equity, and Inclusion Philosophy

1. ChrysCapital believes its human capital is its most valuable asset, and understands that a diverse group of employees can add value to ChrysCapital through the collective sum of their individual perspectives, life experiences, knowledge, creativity, innovation, self-expression, unique talents, etc.
2. ChrysCapital believes in embracing and encouraging its employees' differences in their varied forms, be it:
  - a) Age
  - b) Ethnicity
  - c) Family or marital status
  - d) Gender identity or Expression, Sexual orientation
  - e) Disability, medical condition
  - f) Socio-economic status
  - g) Language, dialect, race, caste, creed, religion, and state or nation of origin
  - h) Gender identity, sexual orientation and expression
  - i) Political affiliation
  - j) Any other characteristics that make each person unique.

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3. All employees of ChrysCapital have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work and in any work-related occasions outside of the workplace and/or regular work hours.
  4. This Policy aims to govern, but is not limited to, practices and policies on:
    - a) Recruitment, selection and retention,
    - b) Compensation and benefits,
    - c) Professional development and training,
    - d) Promotions and transfers,
    - e) Assignment of roles,
    - f) Travel,
    - g) Social and recreational programs, and
    - h) The ongoing development of a work environment built on the foundation of equity and inclusion.
  5. This Policy seeks to encourage:
    - a) Respectful communication and cooperation between all employees, with dignity,
    - b) Teamwork and employee participation, permitting the representation of all groups and employee perspectives, and
    - c) A greater understanding and respect of the importance of diversity, equity, and inclusion in our professional ecosystem
  6. ChrysCapital will periodically review employment policies and practices to promote fairness and address biases and underlying barriers which prevent the achievement of balance within the organization.
  7. ChrysCapital will strive to build leadership capability by providing equal opportunities for training and development of staff, as required, to harness their full potential.
  8. ChrysCapital provides equal opportunity for all employees with respect of career progression.
  9. Selection/appointment of, and 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 this Policy. There shall be no other extraneous criteria of differentiation.
  10. The privacy of every individual shall be respected, and utmost confidentiality shall be maintained for any information provided by them, including in relation to the matters listed in paragraph 2 above, or any other personal information. If any disclosure on the above are mandated under law, then any such disclosure will be handled with utmost confidentiality and in accordance with applicable laws. ChrysCapital places great importance on the privacy of every individual and the confidentiality of personal information shared with it by them.

## IV. Redressal

1. ChrysCapital 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.
2. Any employee found to have exhibited any inappropriate conduct against others or behaviour not in line with the Policy stated above, may be subject to disciplinary action in line with applicable laws and/or internal policy.
3. Any person who believes they have been subject to a situation (e.g., work environment, work culture, personal behaviour, systemic practices) that conflicts with this Policy should seek assistance from a supervisor or the human resources representative or any other superior.
4. Any employee who believes a conflict arises between this Policy and the laws, customs and practices of the workplace, 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 human resources representatives or a superior at the earliest.
5. No reprisal or retaliatory action will be taken against any individual for raising concerns regarding this Policy. However, any such reporting by an employee if found to be in bad faith or in a false or frivolous manner, may result in the employee being subject to disciplinary action.
6. Appropriate action (legal or disciplinary) will be taken against any personnel who violates the 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 or other recourse that is appropriate.
7. Failure to adhere to this Policy will be dealt with as misconduct under our grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal.

# CHRYSCAPITAL

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