
AZURE POWER INDIA PVT. LTD.

POLICY

DIVERSITY AND INCLUSION POLICY

DOC. NO: HR-PL-24

Rev. Number: 00

Date: 08-09-2020

Process owner
Manager – HR

Approved By
Head -HR

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HUMAN RESOURCE	POLICY FOR DIVERSITY AND INCLUSION	REV NO: 00 REV DATE: 08-09-2020

Objective:

The company promotes and supports a diverse workforce at all levels of the company. We believe that Diversity and Inclusivity (D&I) at workplace is an instrument for growth and we value and celebrate the uniqueness of every individual by fostering an environment of inclusion and empowerment. Azure is committed to create a diverse, inclusive workplace in which everyone has the opportunity to fully participate and is valued for their distinctive skills, experiences. Towards this we also ensure all our policies and practices are compliant and aligned to all applicable laws and regulations specific to Diversity and Inclusion.

Purpose:

The purpose of this policy is to ensure that no job applicant or employee receives less favorable treatment on any grounds and that no job applicant or employee is unlawfully discriminated against on grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race. This applies to Recruitment and Selection, Training, Promotion, Pay and Benefits, Grievances and Disciplinary procedures and all other Terms and Conditions of employment.

Responsibilities:

Azure is responsible for ensuring the adherence to equal opportunities within the organization. Managers, Supervisors and employees are responsible for ensuring that as an organization we are committed to encouraging and embracing our employees' differences, and fostering diversity is always upheld.

The Company believes that creating a work environment that enables us to attract, retain and fully engage diverse talents leads to enhanced innovation and creativity in our service and a better understanding of our diverse client base. The Company ensures that its associates or potential hires, third-party support staff and suppliers are not unlawfully discriminated against, directly or indirectly, as a result of their colour, creed, race, nationality, ethnic or national origin, connections with a national minority, marital or civil partnership status, pregnancy, age, disability, religion, or similar philosophical belief, sexual orientation, gender or gender reassignment or trade union membership etc. and will never tolerate harassment in any form.

We take a values-driven, broad view of diversity and inclusion. We believe that fostering an internal climate that is supportive and allows people of all backgrounds to flourish lends itself to the highest levels of team and company performance and facilitates attracting and retaining best-in-class talent. We also believe it is inherently the right way to conduct business. We support an innovative, creative culture where people can bring their best and most authentic selves to work. Employees who hold divergent opinions are encouraged to voice their views. Decisions regarding staffing, selection, and promotions are made based on individual qualifications related to the requirements of the position. We endeavor to select qualified individuals from a diverse pool of candidates derived from broad outreach efforts when we are recruiting. We also continue to seek highly qualified women, people of color and underrepresented groups for management and Board-level positions. "

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Recruitment & Selection:

Azure will select potential candidates for employment solely based on merit. Any job advertisements and application forms will be designed to encourage applications from all suitable candidates and will not discriminate intentionally or unintentionally against any applicant on unjustifiable grounds. We aim to target the widest pool of applicants to ensure that all potential candidates have equality of access to all job vacancies.

We will ensure that interviews are carried out in a non-discriminatory way and that all questions are related purely to suitability of candidate's ability to fulfil the requirements of the job.

Selection will be based only on merit. Azure will also ensure that where possible they will accommodate any special-needs candidates to facilitate their participation in the recruitment and selection process.

Career Development, Training and Benefits:

Opportunities for both career development and training will be open to all and will not discriminate in any way. Opportunities for training will be based on the learning needs of the job and career development based on employees' abilities and merit.

All training, facilities and benefits are provided by the Company for the benefit of all its employees. Positive action may be taken from time to time to offer training and encouragement to employees from groups which may be underrepresented in our work force. We are committed to create employee affinity groups, diversity councils and mentorship programmes.

Promotion:

All employees will be encouraged to prepare, plan and consider themselves for promotion. Azure will ensure that promotion opportunities are communicated. Opportunities for promotion will be open to all and will not discriminate either directly or indirectly.

Complaints:

Where there is evidence that an employee has not been treated equally, that employee may raise a complaint and the matter will be dealt via Grievance Redressal Policy appropriate in the circumstances.

Any breach of this policy will be taken seriously and dealt with promptly with appropriate regard for confidentiality. Any employee found to be acting or behaving in a manner contrary to the spirit of this policy will be liable to disciplinary action, which could lead to the termination of his/her employment.

Review and Monitoring:

Azure Power commits to ensure diversity and inclusion in the workplace through its culture building processes. Monitoring can also ensure that every employee has the same access to training, promotion and other opportunities.

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1. Revision History:

RevNo.	Date	Description of Changes	Prepared by	Reviewed by	Approved By
00	08-09-2020	New Release	Manager - HR	AGM - HR	Head - HR