



# **DIVERSITY, EQUALITY AND INCLUSION POLICY**

**Rev. No. 00**

**Date: 01.12.2023**

# DIVERSITY, EQUALITY AND INCLUSION POLICY

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# DIVERSITY, EQUALITY AND INCLUSION POLICY

## 1. INTRODUCTION:

At Apexon, we are dedicated to fostering an environment of diversity, equality, and inclusion (DEI) where all employees feel respected, valued, and empowered to contribute their unique perspectives and talents. This policy outlines our commitment to promoting diversity, ensuring equality, and fostering inclusion across all aspects of our organization.

## 2. SCOPE:

This policy is applicable to all operational sites that Apexon operates, located in India, the United Kingdom, the United States of America, and Mexico.

## 3. PRINCIPLES

- **Diversity:** Apexon believe that a diverse workforce enhances creativity, innovation, and problem-solving, driving our company's success.
- **Equality:** Apexon is committed to providing equal opportunities for all employees, ensuring fair treatment and access to resources, regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, or any other characteristic. Discrimination and harassment of any form are strictly prohibited.
- **Inclusion:** We strive to create an inclusive culture where every employee feels a sense of belonging and is empowered to contribute fully. We promote open communication, collaboration, and mutual respect, fostering an environment where diverse perspectives are valued and embraced.

## 4. GOALS:

- **Enhancing Diverse Recruitment:** Apexon aims to strengthen its recruitment strategies to attract and retain a diverse workforce, ensuring our employee demographics reflect the communities we serve.
- **Promoting Inclusive Leadership:** We aim to develop inclusive leadership skills among managers and supervisors, empowering them to foster diverse and inclusive teams.

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- Empowering Underrepresented Groups: Apexon prioritizes providing targeted support and resources to foster the professional development and advancement of employees from underrepresented groups.
- Cultivating a Zero-Tolerance Culture: We strive to cultivate a workplace culture where harassment and discrimination are not tolerated, and all employees feel safe and respected.

### 5. TARGETS:

- Increase the representation of underrepresented groups in organization by 20% by FY 24-25 from the baseline FY 2023.
- Aim for a 75% employee participation rate in DEI (Diversity, Equity, and Inclusion) training programs by FY 2024-2025, up from the baseline of FY 2023.

### 6. RESPONSIBILITIES:

- Leadership: Apexon's leadership team is responsible for championing DEI initiatives, integrating these principles into strategic decision-making, and fostering a culture of inclusion throughout the organization.
- Managers and Supervisors: Managers and supervisors are accountable for promoting diversity and inclusion within their teams, addressing instances of bias or discrimination promptly and effectively, and providing support to employees who may face barriers to inclusion.
- Employees: All employees are expected to uphold Apexon's commitment to DEI by treating others with respect, embracing diversity, and actively contributing to an inclusive workplace culture.

### 7. RECRUITMENT AND HIRING

- We are committed to recruiting and hiring a diverse workforce that reflects the communities we serve and the customers we support.

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- Apexon will implement inclusive recruitment practices to attract candidates from diverse backgrounds and ensure that our hiring processes are fair, transparent, and free from bias.
- We will provide training and resources to hiring managers to mitigate unconscious biases and promote diversity in the recruitment and selection process.

### 8. TRAINING AND DEVELOPMENT

- Apexon will provide training and development opportunities to enhance employees' understanding of diversity, equality, and inclusion and equip them with the skills needed to foster an inclusive workplace.
- We will offer specialized training on topics such as unconscious bias, cultural competency, and inclusive leadership to support employees in embracing diversity and promoting inclusion.
- Apexon will provide support and resources to employees from underrepresented groups to facilitate their professional growth and advancement within the organization.

### 9. HARASSMENT AND DISCRIMINATION

- Apexon has a zero-tolerance policy towards harassment or discrimination of any kind and will take swift and appropriate action to address and resolve complaints or concerns.
- We provide multiple channels for employees to report incidents of harassment or discrimination, ensuring confidentiality and impartial investigation of all reports.
- Apexon provide support and resources to employees who experience harassment or discrimination, including access to counselling services and assistance in navigating the resolution process.

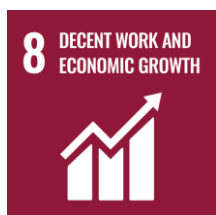
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### 10. MONITORING AND EVALUATION

- We will regularly monitor and evaluate our progress towards achieving diversity, equality, and inclusion goals and objectives.
- Apexon will collect and analyse data on employee demographics, representation, and engagement to identify areas for improvement and inform DEI initiatives.
- We will seek feedback from employees through surveys, focus groups, and other mechanisms to assess the effectiveness of our DEI efforts and make adjustments as necessary.

### 11. SUSTAINABLE DEVELOPMENT GOALS:

This Policy contributes to the following Sustainable Development Goals:



### 12. REVIEW MECHANISM:

This policy will be reviewed annually to ensure its effectiveness and relevance. Any updates or revisions will be communicated to employees in a timely manner.

LAST REVIEW DATE: 01.12.2023

NEXT REVIEW DATE: 01.12.2024

APPROVED BY:

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### 13. INDEX OF ACRONYMS

Series Number	Acronym	Explanation
1	Rev	Revision
2	No	Number
3	Doc	Document
4	APX	Apexon
5	POL	Policy
6	IT	Information Technology
7	DEI	Diversity, Equality, and Inclusion
8	FY	Fiscal Year
9	SDGs	Sustainable Development Goals