

Diversity and Inclusion Policy

Introduction

Karex 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.

At Karex, we recognize the benefits arising from employee and Board diversity, including a broader pool of high-quality employees, improving employee retention, accessing different perspectives and ideas and benefiting from all available talent. 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.

Definition

“Diversity” refers to any dimension that can be used to differentiate groups and people from one another, such as but not limited to sex, gender, age, ethnic origin, religion, education, sexual orientation, political belief, disability and family status. “Inclusion” refers to a culture of respect and appreciation of these differences.

Scope

We believe in 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. We do ensure that any associates or potential hires are not unlawfully discriminated against, directly or indirectly, as a result of their color, 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.

Building and fostering Diversity of:

- a. Gender - Focused initiatives that help us attract and retain talented women professionals through efforts spanning workplace practices, flex time practices, safe travelling, zero Tolerance on Sexual Harassment, and other support geared to facilitate smooth onboarding / re-absorption of women after career breaks.
- b. Generational- targeted to ensure for associates of multiple generations co-exist and develop as per individual aspirations and expectations.
- c. Differently abled- enable equal opportunities for differently abled professionals (also known as Persons with Disabilities) with initiatives aimed at an inclusive approach and ensuring equal opportunity.
- d. Equal Opportunity- to be given to all employees including foreign workers in terms of employment, promotion, benefits, increment, motivation, training & etc.
- e. Cultural- programs, policies and initiatives to promote cultural acclimatization of associates & inclusion across all countries through localization of talent, policies, learning interventions on cultural integration, cultural sensitivity trainings and other support.
- f. LGBTQ - We are inclusive and supportive to colleagues across the broad spectrum of sexuality and gender identity.
- g. Board of Directors: Board appointments are based on merit that complements and expands the skills, experience, expertise of the Board as a whole, taking into account knowledge, professional experience, qualifications, gender, age, cultural, educational

background, statutory / regulatory requirement and any other factors that might be relevant and applicable from time to time for it to function effectively.

Recruitment and Selection

The Company recognizes the benefits of having a diverse workforce and will take steps to ensure that:

- ✓ It endeavors to recruit from the widest pool of suitably qualified candidates possible
- ✓ Employment opportunities are open and accessible to all including foreign workers, on the basis of their ability, skills, experience, appropriate qualifications and aptitude for the job
- ✓ All recruitment agencies acting for the Company are align with our equality and diversity requirements and their own requirement not to unlawfully discriminate.

Working Conditions and Environment

- ✓ It is the Company's policy to treat its people equally, to create a working environment which is free from unlawful discrimination and which respects, where possible, the diverse backgrounds and beliefs of partners and employees.
- ✓ Working arrangements such as working hours, maternity and other leave arrangements, performance review systems and any other conditions of employment will not unlawfully discriminate against any employee in a way that cannot be justified on the basis of the protected characteristics.
- ✓ Where appropriate, the Company will endeavor to provide appropriate facilities and working arrangements which take into account the specific needs of employees which arise from their having any of, or being associated with, the protected characteristics.

Career Progression and Development

Promotion within the Company is made without reference to any of the protected characteristics and will be based solely on merit.

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unlawful discriminatory impact on any particular group which cannot be justified.

While positive action measures may be taken in accordance with the relevant anti-discrimination legislation to encourage under-represented groups to apply for promotion opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. The Company may take appropriate positive action (as permitted by the anti-discrimination legislation) to provide special training and support for groups which are under-represented in the workforce and encourage them to take up training and career development opportunities.

Appropriate Behavior

It is expected that everyone in the Company will conduct themselves in an appropriate manner, which can be characterized by:

- treating others with dignity, trust and respect
- having an awareness of the effects our behavior may have on others
- working collaboratively to achieve objective

- communicating openly and honestly, clearly stating what we mean and what we expect of others
- giving and receiving constructive feedback as part of normal day-to-day activities, that is evidence based and delivered appropriately
- starting from the assumption that everyone is working to the best of their abilities, taking account of their current stage of their professional development.

Unacceptable behavior (including bullying, harassment and victimization) may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Unacceptable behavior does not have to be face-to-face; any may take many forms such as written, telephone or email communications or through social media.

Forms of Discrimination:

- *Direct discrimination* – occurs where a person is treated less favorably than another person.
- *Indirect discrimination* – occurs when a provision, criterion or practice that applies to everyone but adversely affects people with the protected characteristic more than others and is not justified.
- *Discrimination arising from disability* – occurs where a person is treated unfavorably because of something arising in consequence of their disability and that treatment is not justified.
- *Failure to make reasonable adjustments* – occurs where the Company fails to take such steps (adjustments) as are reasonable to alleviate disadvantages caused by a disability.
- *Harassment* occurs when unwanted conduct related to a relevant protected characteristic takes place with the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures.
- *Victimization* occurs when an employer subjects a person to a detriment because the person has carried out (or the employer believes they have or may have carried out) what is referred to as a 'protected act'.

Complaints of Discrimination

The Company will investigate all complaints of unlawful discrimination made by partners, employees, clients or other third parties in relation to the Company and take action where appropriate. All complaints will be investigated in accordance with the Company's grievance or complaints procedure and the complainant will be informed of the outcome.

There will be no victimization or retaliation against employees who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the Company's disciplinary procedure.

All business leaders and managers are expected to set an appropriate standard of behavior, led by example and ensure that those they manage adhere to the policy and promote our aims and objectives in relation to equal opportunity, diversity and inclusion.

Responsibility and Implementation

The Senior Management of Karex are overall responsibly for the effective implementation and operation of this policy. All employees of the Company are expected to pay due regard to the provisions of this policy and should ensure compliance with it when undertaking their jobs or representing the Company.

Acts of unlawful discrimination by partners, employees or others may result in disciplinary action, which in serious cases could result in summary dismissal. Failure to comply with this policy will be treated in a similar fashion.

Acts of unlawful discrimination by those acting on behalf of the Company will lead to appropriate action, which may include termination of services where appropriate.