



## Diversity, Equity and Inclusion Policy

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## Diversity, Equity and Inclusion Policy

### INTRODUCTION

Vivriti recognizes and celebrates the value and contribution everyone brings to our workplace and appreciates the value of attracting and retaining employees from different backgrounds. Vivriti is committed to creating an environment that is fair and flexible; promotes personal and professional growth and benefits from the capabilities of its diverse workforce. This commitment matched with a drive to open doors to talent from all corners is the underlying key to our success and thus extremely crucial to the way we think and operate.

Our aim is to ensure that our business policies, procedures, and behaviors promote diversity, equity and inclusion and create an environment where individual differences are valued.

### OBJECTIVE

At Vivriti, we are committed to:

- Providing a workplace that is free from discrimination, harassment, bullying, victimization, and vilification
- Avoiding terminology, mannerisms or any behaviors that directly or indirectly imply stereotypes and eventually lead to biases and discrimination
- Treating our employees, vendors, contract workers and all other stakeholders fairly and with respect
- A workplace culture that is inclusive and embraces individual differences
- Equal employment opportunities based on ability, performance, and potential
- Awareness in all employees of their rights and responsibilities with regards to fairness, equity, and respect for all aspects of diversity
- Flexible and inclusive work practices and policies to support employees, vendors, contract workers and other stakeholders and their changing needs
- Attraction, retention, and development of a diverse range of talented people
- Deploying equitable frameworks and policies, processes and practices that limit potential unconscious bias

### SCOPE

This policy applies to the Board and all full-time employees of Vivriti Capital Pvt. Ltd. and Vivriti Asset Management Pvt. Ltd.

Our efforts across Diversity, Equity and Inclusion are planned, implemented, and measured further across different segmentations of our employees as below:

Individual Level	Group Level
<ul style="list-style-type: none"><li>○ Across functional roles</li><li>○ Across seniority levels (Associates, AVP/DVP, VP and above)</li><li>○ Across specific age groups</li><li>○ Across specific years of experience</li></ul>	<ul style="list-style-type: none"><li>○ Across VCPL and VAM</li><li>○ Across specific teams</li><li>○ Across office locations</li></ul>

### OWNERSHIP

Role of the Board

To consider and acknowledge the objectives and criteria stated for diversity, equity and inclusion in this policy and take decisions related to the business objectives and strategy of the organization in accordance with the same.

The Founder and Functional Heads at Vivriti are responsible for:

- Leading and supporting Vivriti in creating an inclusive and diverse environment
- Ensuring effective policies, processes and practices are in place to support Vivriti fulfilling its diversity, equity and inclusiveness vision
- Providing advice, support, and guidance for the implementation of this policy
- Presiding over all DE&I matters requiring mediation or resolution

The employees at Vivriti are responsible for:

- Upholding and implementing the aims of this policy
- Contributing to a safe and inclusive environment that celebrates diversity

Employees who believe they have been subjected to any kind of discrimination that conflicts with Vivriti's diversity, equity and inclusion policy should seek assistance from their direct manager or an HR representative.

### **OUR DIVERSITY, EQUITY & INCLUSION STRATEGY**

Diversity, Equity and Inclusion has come a long way at Vivriti in the way we operate as well as our sensitivity towards matters that need focus and attention. We appreciate and respect the fact that the talent that will help us achieve our objectives comes from different walks of life and strata of the society. Nurturing this talent to do its best is a crucial input for our success and should be indifferent to biases of any kind based on segregations such as age, gender, marital status, orientation, and income-group among others. As a result, Vivriti holds unmatched importance to the cause of Diversity, Equity and Inclusion at our workplace.

Vivriti's DEI strategy can be summarized to state the following outcomes that are being targeted as a cumulative result of the metrics being tracked and the initiatives at practice in order of priority:

1. A truly diverse workplace tracked by metrics such as the number of women among our employees, in the leadership team and as part of the board.
2. An equal opportunities employer tracked by metrics such as the number of employees from underrepresented groups (LGBTQ, Low-income, etc.)
3. A truly inclusive workplace tracked by metrics such as number of initiatives launched to provide an accessible workplace to employees with physical disabilities.

### **DE&I METRICS FOR SUCCESS AT VIVRITI**

To continuously map our progress towards becoming a truly equal and inclusive employer, Vivriti actively tracks and works on development areas under a multitude of metrics that are explained below.

#### **Metrics focused on the employee lifecycle**

- **Hiring**

*What we measure – No. of applications towards job postings from diverse candidate groups*

Our focus on diversity largely stems at the hiring stages for new employees with a particular focus on the diversity of the applicant pool for each new job posting advertised. We ensure that our job postings attract candidates from diverse backgrounds, races, gender identities, religious backgrounds and more.

- **Advancement**

*What we measure – No. of women promoted in the organization*

Vivriti maintains a strong stance on developing and growing talent irrespective of the group and/or background that the individual represents. This metric is tracked by keeping a close look on the number of leadership positions being filled by individuals from diverse backgrounds. For example, the women in the leadership team have doubled in the past two years.

#### **Metrics focused on the employee experience**

- **Job satisfaction and engagement**

*What we measure – Average number of positive responses to specific questions on inclusiveness*

A steady determinant of our employee satisfaction scores is our annual Employee Satisfaction survey which aims at providing us with key inputs on employee engagement via NPS scores and qualitative feedback. Certain questions in these surveys focus on the inclusiveness and belonging that the employee feels with the organization in terms of multiple factors such as decision making, alignment of values, and work ethic among others. Results to these responses aid in tracking metrics on inclusiveness linked to job satisfaction and engagement.

- **Accessibility**

*What we measure – No. of initiatives launched by organization for physically abled employees*

To complete the inclusivity part of our commitment towards DEI, Vivriti aims at cultivating a workplace and culture where every employee feels welcome. This is measured both by the number of initiatives that we put in place as well as our response and action on key areas that come to our notice from everyday examples.

- **Work Life Balance**

*What we measure – No. of policies launched to offer work life balance to all employees*

We include a range of flexible working initiatives to make our employees feel included no matter what their personal situation might be. For example, in addition to providing our female employees with maternity leave, we also offer our male employees paternity leaves of 14 days in a year to welcome and enjoy fatherhood.

#### **EFFECTIVE DATE**

This policy is effective from 1<sup>st</sup> February 2022 and supersedes all prior guidelines on the subject matter.