



Gender Equity and Inclusion Policy
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Version	Approval Date	Created By	Reviewed By	Approving Authority
V1	27 <sup>th</sup> March 2023	HR Team	Vice President - HR	Board of Directors

## Gender Equity and Inclusion Policy

### PURPOSE

This policy aims to operationalize and convey our commitment to the promotion of gender equity and inclusion for all of our employees, at all levels, by establishing a clear vision, direction, common language, and consistent message.

The expression of gender exclusion varies from place to place, and we come across various kinds of exclusion based on various factors, gender stereotypes, and an unequal distribution of power between women, men, and other genders. Race, class, ethnicity, ability, language, sexual orientation, and gender identification are just a few examples of the identities that make up these variables.

We think that by looking at the intersections between these identities and using what we learn to guide programmes and influence policy, our efforts to combat gender inequity can be reinforced. Exclusion is distinct and frequently worse for women as it intensifies the negative effects of all other types of exclusion. Women's rights and gender equity continue to be top priorities for our work because they frequently experience the most significant obstacles to exercising their rights among excluded groups. Our organization's main goals are to achieve gender equity, promote gender justice, realise women's rights, and promote an inclusive community. The Human Rights Framework and other universally acknowledged ideals, like non-discrimination, serve as inspiration for our dedication.

We acknowledge that many people categorise themselves as male or female. We also recognise that gender is not binary and encompasses a myriad of possibilities. This policy uses the pronouns women and men throughout to make it easier to comprehend. This in no way lessens our dedication to and involvement in working with people who identify as having a different gender.

### POLICY STATEMENT

"We, at Vivriti, promote an organisational culture that upholds and exemplifies our dedication to gender equity and inclusion while assisting our employees in embracing best practises and uplifting attitudes, to achieve the same."

### OBJECTIVE

In our effort to promote gender equity and inclusion we ensure the following

- Create, put into action, assess, and oversee impactful development and humanitarian initiatives that are inclusive of all genders.
- Our management practises, leadership style, and method of operation should all incorporate gender equity and inclusion measures that are consistent with and enhance our Values. We do not accept behaviour that leads to gender-based exclusion, discrimination, or inequity based on gender or other forms of identification.
- Forge partnerships that support female equity, diversity, and inclusion by strengthening them. Engage partners in collaborative efforts to advance gender equity and inclusion.
- Strengthen and scale up our efforts to influence decision makers at all levels to embrace gender equity and inclusion.
- Aligning with and fulfilling our commitments to gender equity and inclusion, by mobilising and devoting the required human, technical, and financial resources
- To enhance the effectiveness by monitoring and evaluating all of our work from the perspectives of achieving gender equity and inclusion.

## **SCOPE**

This policy applies to all employees of Vivriti Capital Pvt. Ltd. and Vivriti Asset Management Pvt. Ltd.

Our efforts across Gender 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>

The implementation of the requirements set forth in this policy is the responsibility of all our efforts, regardless of function or location. These standards are represented in the hiring procedures, job descriptions, and performance evaluations of employees at all levels, as well as in the way we hold one another accountable.

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

In line with the above parameters considered for implementing this policy, we at Vivriti have always benchmarked any initiative/ benefits with the best in the industry. We have a list of various benefits which we believe can help in upholding our core value of gender equity and inclusion

## **GENDER EQUITY AND INCLUSIVITY BENEFITS AT VIVRITI**

### **Menstrual Benefit**

- One Optional Menstrual Leave per month
- Availability of Sanitary pads at Office

### **Maternity Leave-Pregnancy**

- 26 weeks of maternity leave provided. Must request for the same 10 weeks in advance
- The expenses incurred as part of hospitalization will be covered as part of the insurance

### **Maternity Leave- Adoption**

- 26 weeks of maternity leave provided if the child is less than or equal to 6 months old
- 12 weeks of maternity leave provided if the child is more than 6 months old

### **Maternity Leave- Surrogacy**

- 26 weeks of maternity leave provided

### **Paternity/Secondary partner Benefits**

- 15 days leave (can be taken across 3 blocks in a year)

**Post Maternity Leave Benefits (Either of the following benefits can be availed after exhaustion of Maternity Leave benefit)**

- Extended Maternity Leave
  - On request, additional leave of maximum 26 weeks maternity leave can be availed, with 25% pay for the additional duration
- Work from home for 60 Days (On request)

After availing the above additional / extended benefits, if required

- you can take Leave without Pay for upto 90 Days.

**Benefits on joining post-maternity**

- Post maternity onboarding program- for seamless transition
- Counselling support with certified doctors for new mothers/ mothers dealing with post-partum depression
- Availability of feeding and pumping rooms in office

**Egg-Freezing**

- 3 Days leave for surgery.
- Upto INR 1 Lac. Coverage on actuals

**Miscarriage support**

- 8 Weeks paid leave for female employees
- 1 Week paid leave for male employees, whose wife has had miscarriage
- Counselling support with certified doctors

**Creche Facility**

- Availability of Creche facility in Chennai office (Child age (max. 10 years))

**Reproductive Health Benefits**

- 6 Days leave for surgery for Tubectomy/Vasectomy
- Upto INR 1 Lac. Coverage on actuals

**Ergonomic furniture**

- Special furniture in office for pregnant employees to be comfortable while working

**EFFECTIVE DATE**

This policy is effective from 08<sup>th</sup> March 2023.