



DIVERSITY, EQUITY AND INCLUSION POLICY

**HPCL-Mittal Energy Limited
& its' Subsidiary**

Version	Modification Date	Section	Amendment / Modification / Deletion	Brief Description of Change
1.0	September 2023			Launch

1. Introduction

HMEL's Diversity, Equity, and Inclusion (DEI) policy promotes a diverse, harassment and discrimination free workplace. All associated stakeholders (internal and external), regardless of their role in the business operations, should feel equally involved and supported. We make every effort to treat our employees and value chain of all races, religions, genders, colors, ages, national origins, and sexual orientations equally. HMEL has zero-tolerance towards discrimination, harassment, intimidation and other unsafe or disruptive conditions across our operations and value chain.

2. Scope and Applicability

This policy is applicable to all employees and the Board of Directors of HMEL and its subsidiaries. HMEL's commitment to diversity and inclusion extends to all areas of our business. The policy encompasses harassment of employees which may occur on business trips, or work-related events.

The policy adheres to the following labour laws:

- Contract Labour (Regulation & Abolition) Act, 1970
- The Minimum Wages Act, 1948
- The Equal Remunerations Act, 1976
- The Maternity Benefit Act, 1961
- Prevention of Sexual Harassment Act, 2013
- Sexual Harassment of Women in the Workplace (Prevention, Prohibition and Redressal) Act, 2013

HMEL is aligned to the United Nations Sustainable Development Goals directly associated with Diversity, Equity, and Inclusion:

- SDG 5 – Gender Equality: The focus primarily is on achieving gender equality and women empowerment.
- SDG 10 – Reduce Inequalities: HMEL is aligned and prohibits any form of discrimination based on race, color, religion, gender, nationality, age and ensures equal opportunities to all.

3. Board Diversity

HMEL understands the importance of a diverse board in harnessing the unique individual skills and experiences of members which collectively benefits the organization and the board effectiveness. A diverse board will leverage differences in thought, perspective, industry experience, culture, age, ethnicity, race, gender, knowledge, skills, and national backgrounds which can directly influence the objectives of the company.

4. Diversity, Equity, and Inclusion Guidelines (DEI)

HMEL is committed to fostering a culture of diversity, equity, and inclusion for all stakeholders through the following practices:

- **Equal Employment Opportunity:** DEI principles are central to the hiring and recruitment process. Our recruitment process identifies candidates with the most suitable knowledge, qualifications, skills, experience, and personal values. The candidates are assessed through a structured process such as testing and independent evaluations to promote equitable, transparent, unbiased selection and recruitment.
- **Promotion and Transfer:** Available opportunities for promotions and internal transfers is shared with the employees. Annual performance reviews and appraisal processes provide an opportunity for employees to reflect on their performance and engage with their line managers in a transparent and unbiased manner.
- **Compensation:** The compensation structure is based on the job role and scale. HMEL is committed to fair remuneration and working conditions basis the national and state laws and regulations.
- **Professional Development and Advancement:** Our employees are our utmost priority and therefore, we ensure to training and development for employees at all levels, for their upskilling and reskilling to address skill gaps and further enhance their capabilities.

5. Governance of this policy

All the employees are responsible and must respect and comply with this policy and the applicable laws and regulations. The Line Managers are responsible to resolve complaints/ concerns that are brought to their attention and must maintain confidentiality. Line Managers are responsible to support and adhere to this policy, leading by example, and create a high standard of conduct in the workplace. Human Resources will provide counselling, training, and address grievances regarding any form of discrimination with employees.

6. Violation and reporting

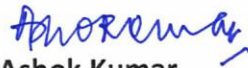
Any employee found to be violating this policy or exhibiting inappropriate conduct will be subject to disciplinary action. Employees who believe to have been subjected to any kind of discrimination that conflict with this policy and initiatives should seek assistance from their line manager or an HR representative.

HMEL has zero-tolerance towards discrimination, harassment, intimidation and other unsafe or disruptive conditions across our operations and value chain and will result in

disciplinary action up to termination of the business relationship. All stakeholders are expected to be alert to any DEI violations in our direct or indirect operations and report them promptly.

7. Review

We will regularly monitor and report on the performance of our DEI indicators. The content and implementation of this policy will be periodically reviewed.



Ashok Kumar

VP - Human Leadership



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MD & CEO

September 30, 2023

