



# **Diversity and Inclusion Policy**

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**Human Resources**

**Argus Consulting**

**Jan 2023**



## **Diversity and Inclusion Policy**

### **Foreword**

Argus Consulting OPC Private Limited is determined to create a culture of diversity and inclusion in the workplace. We are committed to making a safe working environment where all individuals are treated with equal respect and dignity under this organization.

Argus Consulting OPC Private Limited embraces diversity among its employees in terms of colour, ethnicity, family status, age, gender identity, national origin, language, sexual orientation, race, religion, economic status, political affiliation, and other characteristics.

These diversity and inclusion commitments are applicable in all spheres of business including compensation and benefits, hiring and recruitment, promotions, termination, lay-offs, transfers, development and training, recreational programs, etc.

### **Aim**

- To attract and retain candidates from diverse backgrounds and to encourage an inclusive workplace.
- To create a workplace that is free of any discrimination, harassment, or bullying.
- To encourage all employees to act responsibly and ethically.
- To foster a healthy, supportive, and productive working environment.
- To educate all employees under Argus Consulting OPC Private Limited about Diversity and Inclusion in the workplace.

### **Definitions**

All individuals having any association with Argus Consulting OPC Private Limited are assets to the company. Therefore, we treat diversity and inclusion as a priority in the workplace so that no employee has to undergo any unlawful discrimination.

Our policy encourages and supports the following practices:

- Respectful cooperation and communication among all individuals (employees, interns, volunteers, candidates, stakeholders, customers, vendors, etc) connected to Argus Consulting OPC Private Limited.
- Teamwork and participation of all employees in various activities in the workplace.



- Contributing to the community for the promotion of diversity and inclusion practices, respect for all individuals.

The company promises to provide equal opportunities to all employees to promote equality in the workplace. The presence of a diverse workforce in the workplace gives rise to new ideas ensuring that the company is working on its full potential.

### **Guidelines and Regulations**

All individuals working under Argus Consulting OPC Private Limited will be responsible for treating everyone with respect dignity at all times. They are expected to reflect inclusion measures during work, work-related activities (on or off the workplace), and in all company-related events. Employees are also required to actively participate in diversity and inclusion training activities annually.

Any employee/intern/volunteer/candidate who may feel like a victim of any discrimination that is against the diversity and inclusion policy of Argus Consulting OPC Private Limited may report to HR or the manager immediately. The identification of individual reporting will be kept confidential.

Any employee against whom there is a complaint will have to go through disciplinary measures. If he or she does not agree with the same, his or her employment may be terminated.

The investigation process after a complaint is drafted will be moved forward by the HR department. The identity of all individuals involved in the investigation will be kept confidential. In case of any unconscious discrimination or bias, the employee has to undergo diversity and inclusion counselling and training procedures.