

Subject: <b>Diversity and Inclusion Policy</b>	Original Issue Date: 03.05.2022	Version No.: 1.0
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**HOME FIRST FINANCE COMPANY INDIA LIMITED  
(‘HomeFirst’)**

**DIVERSITY & INCLUSION POLICY**

### 1. Policy Statement:

Supporting diversity and inclusion at Homefirst helps us to serve our customers better and be more competitive. We are committed to supporting and ensuring an inclusive work environment in which everyone is treated fairly, and with respect and dignity.

The purpose of this policy is to support and facilitate an inclusive environment that embraces all that makes us different, and recognises the benefits that these differences make. These differences can include gender, marital or family status, sexual orientation, gender identity, age, disabilities, ethnicity, nationality, religious beliefs, cultural background, socio- economic backgrounds, perspectives, experiences, and other areas of potential difference.

- a. We aim to achieve the following through our inclusive practices
- b. We are able to attract, retain and engage employees from the widest possible pool of talent;
- c. We foster a culture that reflects our values
- d. We have an inclusive and safe environment that supports wellbeing, and inspires innovation, creativity and critical thinking;
- e. We create a dynamic environment that leads to higher performance and greater employee engagement and satisfaction;

### 2. Who this policy applies to:

This policy covers all employees, contractors and consultants engaged within the organisation

### 3. Defining Diversity and Inclusion:

At Homefirst, we are committed to a culture that embraces and fosters diversity and inclusion. Diversity encompasses differences in backgrounds, qualifications and experiences, and also differences in approach and viewpoints. We ensure that individuals are provided with equal opportunity, while also creating opportunities for those groups that may be disadvantaged.

Inclusion at Homefirst means that employees operate in an environment where difference is respected and actively leveraged to challenge how our business better evolves to meet the needs of our customers.

We have a strong commitment to diversity and inclusion and the fundamental principle that all employees should be able to equally participate in our workforce across. Our leaders are committed to providing opportunities that allow all employees to reach their full potential.

### 4. Supporting policies:

Our approach to diversity is supported by a range of policies, including:

**Code of Conduct:** Homefirst is committed to not only complying with its legal obligations, but also acting ethically and responsibly. Our Code of Conduct sets out the minimum standards of behaviour and conduct expected of all our employees, contractors and consultants.

**Equal Employment Opportunities & Remuneration Policy:** We are committed to maintaining a supportive, healthy and productive work environment, free from unlawful discrimination, harassment, vilification, bullying or victimization. We also ensure that the remuneration for women and men undertaking similar work of equal value (considering position range, performance, qualifications, experience and market considerations) is similar. We will undertake a review of remuneration annually to ensure pay equity.

**Flexible Workplace & Timings:** Homefirst offers an environment that supports a diverse, flexible and adaptive workforce. We appreciate that employees' work preferences, and work needs, can change over time and are influenced by life outside of work. The use of flexible working arrangements, commensurate with the needs of the business, can achieve a "win – win" situation for both employees and Organisation. With flexible working options, our people have the choice in how and where they work, and to meet the changing needs of our customers. Our HR policy enables such flexibility to all employees.

**Leave policies:** A range of leave options are available to our employees to ensure they have appropriate options for time off work. This includes annual leave, personal leave, parental leave, and long service leave.

**Parental Leave Policy and Parental Leave Guide:** Homefirst provides a range of optional support programs and opportunities to employees whilst they are on parental leave and to help them plan their return to work. This includes access to an online parental support program through our wellness partner, Keep in Touch days, access to development programs, and informal groups

**Prevention of Sexual Harassment Policy:** We are committed to creating an environment that is free from bullying, harassment, vilification, discrimination and victimization. Homefirst is committed to supporting and maintaining a healthy and safe workplace which promotes the physical and mental wellbeing of our employees.

**Learning and development opportunities:** To support our employees to reach their full potential, we support employees to develop and review a development plan each year, taking into consideration 'whole-of-self' development. We also offer a range of internal learning and development opportunities and support employees to undertake additional study, relevant to their position. Our Learning and Development programs are a key enabler of organisational objectives including Diversity & Inclusion targets and supporting business continuity through developing a strong and diverse pipeline of talent for succession. planning. Our programs aim to equip talented employees for future roles in management, senior management and beyond.

## 5. Promoting Diversity and Inclusion:

In order to create an inclusive workplace that fosters diversity in all its forms, we are focused on:

**Delivering on gender equality:** Homefirst is committed to ensuring that gender is not a barrier to career opportunities and advancement. We ensure representation of all gender identities throughout all recruitment processes, and are committed to pay equity. We believe that through gender balanced diverse leadership and talent pipelines, we can better represent the needs of our customers.

**Representing the changing demographics of our customers:** As the population becomes more culturally diverse, we are committed to ensuring our workforce is representative of our customers so we can better anticipate their needs. We are committed to local talent sourcing to enable this deep community connect.

These are supported by strong recruitment and selection practices, which ensure bias (real or perceived) is eliminated at all levels of the organisation (including vacancies, restructures and promotion). Recruitment and selection practices are also designed to consider a balance of gender and other forms of diversity in the range of candidates.

This is further supported by talent and development practices which ensure that, where possible, the pool of potential available talent is nurtured and developed effectively. Early identification and development of a diverse pool of talent ensures that there are appropriately qualified and experienced candidates from all backgrounds for consideration when positions become available.

Robust and regular measurement of engagement and employee experience provide the checks in place which allow us to ensure a consistent experience for employees, regardless of their background.

## 6. Implementation and Measurable Objectives:

The organisation believe that this policy contributes to achieving our corporate objectives and embeds the importance and value of diversity and inclusion.

The Senior Management will review and approve measurable objectives for diversity and inclusion, including gender diversity, across, and at various levels of, our organisation.

The **Management Team**, on a regular basis,

- a. make recommendations to the Board regarding the measurable objectives;
- b. annually assess the objectives set by the Board and the progress in achieving them;
- c. review and monitor the effectiveness of this diversity and inclusion policy, publication of this policy and our progress;

- d. annually review the experiences and outcomes of women who are employed by us as a whole
- e. oversee the implementation of initiatives outlined in and arising from this policy.

We will provide information in our annual report regarding:

- a. the key features of Homefirst's D&I policy and/or approach;
- b. the measurable objectives for achieving gender diversity and our progress towards achieving them;
- c. the proportion of women employees in our organisation, in our senior executive positions and on our Board;

#### **7. Review:**

The Board will review this policy from time to time for effectiveness and to check whether any changes are required. This policy may be amended by resolution of the Board of Directors.

This policy will be made available to all directors and employees via our website. It is the responsibility of each such person to comply with this policy.

Breaches of this policy may result in disciplinary action, including termination of employment.