



## Policy on Grievance Mechanism to Address Discrimination and Diversity

### Purpose:

This policy establishes a clear and confidential grievance mechanism to address any complaints related to discrimination, harassment, and issues affecting diversity and inclusion in the workplace. Our company is committed to fostering an inclusive environment where all employees are treated with dignity, respect, and fairness.

### Scope:



This policy applies to all employees, contractors, interns, and third parties associated with the company, across all locations and departments.

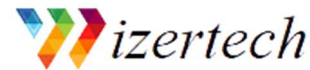
### Policy Statement:

- The company strictly prohibits discrimination or harassment based on race, gender, age, ethnicity, religion, disability, sexual orientation, nationality, or any other protected characteristic.
- All grievances related to discrimination or diversity issues will be taken seriously and addressed promptly, fairly, and confidentially.
- Appropriate disciplinary action will be taken against anyone who engages in retaliation against the complainant or individuals involved in conducting the investigation.

### Grievance Mechanism:

- **Reporting:** Employees can report grievances through multiple channels:
  - Direct supervisor or manager
  - Human Resources department @ [hr-dept@wizertech.in](mailto:hr-dept@wizertech.in)
  - Dedicated grievance officer or committee (POSH Committee) @ [employee\\_care@wizertech.com](mailto:employee_care@wizertech.com)
- **Submission:** Grievances can be submitted verbally or in writing. The employee should provide as much detail as possible about the incident(s).

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- **Acknowledgment:** All grievances will be acknowledged within 1 business days of the receipt.
- **Investigation:** The Company will conduct a thorough, impartial, and timely investigation while maintaining confidentiality.
- **Resolution:** After investigation, appropriate action will be taken, which may include counselling, mediation, disciplinary action, or other remedies.
- **Communication:** The complainant will be informed of the outcome, respecting privacy and legal constraints.

### Confidentiality:

All reports and investigations will be handled with strict confidentiality. Information will only be shared with individuals involved in the investigation and resolution process.

### Training and Awareness:



The company will provide regular training and awareness programs on diversity, inclusion, anti-discrimination laws, and the grievance mechanism to ensure all employees understand their rights and responsibilities.

### Responsibilities:

- **Employees** are encouraged to report grievances and cooperate during investigations.
- **Managers and Supervisors** must facilitate the grievance process and take immediate steps if they observe or receive reports of discrimination.
- **Human Resources** is responsible for managing the grievance mechanism, conducting investigations, and ensuring policy compliance.
- **Senior Leadership** must promote a culture of respect and inclusion and ensure resources are available to support this policy.

### Review:

This policy will be reviewed annually to ensure its effectiveness and compliance with applicable laws and best practices.

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