

Havells Diversity Policy

Purpose

Havells is committed to promote diversity and equality and create a culture that recognizes and values people from different backgrounds and experiences. Havells is an organization, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves. Through this policy, Havells specifically refers to measures it has in place to provide equality of opportunity and the facilities that it can provide to its diverse workforce and job applicants.

Havells aims to pro-actively tackle discrimination and aims to ensure that no individual or group is directly or indirectly discriminated against for any reason with regard to employment or accessing its services.

The Definition of Diversity

Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this diversity everyone can feel valued for their contributions which is beneficial not only for the individual but for Havells also.

Scope

This policy applies to all direct employees of Havells, workers (engaged through a contractor and supplied to Havells on a temporary basis), and all job applicants regarding recruitment.

Where Havells's services are provided by external contractors or third parties on the basis of a specification set by Havells, these contractors or third parties are also responsible for adhering to Havells's Diversity Policy while providing services on behalf of Havells.

The policy also applies to the Board of Directors and management positions of Havells because diversity is important to ensure that the profiles of directors and members of management provide the necessary range of perspectives, experience and expertise required to achieve effective stewardship and management.

Accordingly, Havells has adopted a diversity policy which outlines its approach to achieving and maintaining diversity on its Board of Directors and in management positions, and in addition to gender, Havells will continue to strive for the appropriate balance of skills, experience, independence and knowledge of Havells and the industry as a whole.

Policy statement

“ Havells is committed to ensuring that existing employees, job applicants and workers are treated fairly in an environment which is free from any form of discrimination and this covers the following characteristics : age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (includes color, nationality and ethnic origins), religion and or belief, sex, sexual orientation, handicapped and on the basis of any illness” .

1. all employment-related policies, practices and procedures are applied impartially and objectively;
2. equality of opportunity to all and to provide employees with the opportunity to develop and realize their full potential;
3. that Havells works towards achieving a diverse workforce at all levels;
4. that employees of Havells can work in an atmosphere of dignity and respect;

Havells will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception indirect discrimination including harassment. Havells recognizes the importance of monitoring, reviewing and reporting on its diversity policy and practice and to measure progress in meeting our policy statement.

Practical support for a diverse workforce

As an employer committed to diversity, Havells recognizes that it's success depends on creating a working environment which supports the diverse make-up of its employees with supporting policies and procedures to create a framework which promotes this policy..

Havells Policies

All Havells policies such as the Recruitment Policy, Training and Development, Restructuring, Redeployment, the Performance Management process, Remuneration and growth opportunities, hours of work, are designed to promote equal opportunity and protection against discrimination for all employees.

Review and monitoring

1. Havells undertakes monitoring that not only meets statutory requirements but also aims for best practice. This is used to inform and improve our employment practices. If through monitoring any discrimination is identified then immediate corrective action is taken.
2. The monitoring of Havells's workforce is done across all areas of employment practice and is discussed at the Diversity Working Group composed of Management, HR Heads and the Manufacturing Heads.

3. Such monitoring will be carried out using appropriate statistical analysis, and would normally deal with areas such as race, disability, gender, and age and ensure compliance. Any resultant statistics and analysis will be kept by the Human Resources Department.
4. In addition, the Employee Survey is conducted regularly in order to gain the views of all employees and includes a section on diversity and the working environment. Havells uses the information from the Employee Survey to measure its record on meeting our diversity policy aims.

Training

Havells is committed to ensuring its employees and managers are trained in diversity so that they are able to practice this policy. Diversity forms an integral part of Havells employee induction and managers are to ensure that all new entrants are made aware of our Diversity Policy.

Communication

The Diversity policy is available on the intranet and Havells's external website. Please contact HR Administration if you require a copy in an alternative format. The details of this policy will be proactively communicated and promoted to all current employees and new starters.

Complaints of Discrimination

Havells takes all claims of discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavorably because of a protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. This covers all behavior including remarks and insinuation, both verbal and non-verbal, which cause offence.

Any employee who is subject to harassment, bullying or discrimination is encouraged to report the harassment to their seniors or post the complaint anonymously through 'Satark'.

If a worker (engaged through an employment agency or contractor) considers they have been discriminated against, then they should raise their complaint directly with their employer.

Responsibility

All Havells employees have a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Thus employees at all levels must ensure that there is no discrimination in any of their decisions or behavior. This includes the provision that all employees must:

- report any suspected discriminatory acts or practices,
- not induce or attempt to induce others to practice unlawful discrimination,
- co-operate with any measures introduced to ensure equality of opportunity,
- not victimize anyone as a result of them having complained about, reported or provided evidence of discrimination,

However, while all employees have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities with

The Board, Chief Executive and the Executive Team also are responsible for:

- Providing leadership on the equality and diversity strategy and policy, acting as overall champions to ensure the policy is implemented.
- Communicating the strategy and policy, internally and externally.

Managers at all levels are responsible for:

- Implementing the policy as part of their day-to-day management of employees and in applying employment policies and practices in a fair and equitable way
- Ensuring diversity issues are addressed in performance.
- Ensuring all employees act in accordance with the diversity policy providing necessary support and direction.
- Effectively manage and deal promptly when investigating issues relating to potential discrimination, including those matters concerning members of the general public who visit Havells.

Each employee is responsible for:

- Implementing the policy in their day-to-day work and their dealings with colleagues and visitors.
- Ensuring their behaviour is appropriate to the policy and that they treat people with respect and dignity.
- Notifying their line manager of any concerns with regard to the conduct of other employees.

Human Resources are responsible for:

- Developing employment policy and strategy on equality and diversity.
- Providing guidance to line managers and employees.
- Supporting managers in investigating issues relating to potential discrimination, including those matters concerning members of the general public who visit Havells.
- Monitoring employment policies and practices.
- Championing the issues, internally and externally.

Non- Compliance with Policy - Havells will not tolerate any behavior from employees which breaches our diversity policy. Any such breaches will be regarded as misconduct except for serious offences such as discrimination on protected grounds; serious offences including harassment, bullying, or victimization will be treated as gross misconduct and may lead to disciplinary action including dismissal from employment without notice.

Policy Responsibility

Human Resources Department has the responsibility for ensuring the maintenance, regular review and updating of this policy.