

Diversity, Equity & Inclusion (DEI) Policy

KhudraSoft Products and Services Private Limited

Version: 4.0

Effective Date: 1st January 2026

Approved By: Management, KhudraSoft Products and Services Private Limited

1. Purpose

KhudraSoft is committed to fostering a workplace where every employee is treated with dignity, fairness, and respect. As a technology company serving MSMEs and retail businesses, we recognize that diverse perspectives and inclusive practices strengthen innovation, collaboration, and business outcomes.

This policy establishes our commitment to Diversity, Equity, and Inclusion (DEI) across all aspects of employment.

2. Scope

This policy applies to:

- Full-time employees
- Part-time employees
- Contract workers
- Consultants
- Interns
- Apprentices
- Temporary staff
- Vendors and third parties working with KhudraSoft

3. Our Commitment

KhudraSoft is committed to:

- Providing equal employment opportunities without discrimination.
- Building an inclusive workplace where every individual feels respected and valued.
- Promoting merit-based hiring, promotion, compensation, and career development.
- Encouraging collaboration among people from different backgrounds and experiences.
- Maintaining a workplace free from harassment, bullying, and discrimination.

4. Equal Opportunity

Employment decisions shall be based solely on:

- Qualifications
- Skills

- Experience
- Performance
- Business requirements

No employee or applicant shall be discriminated against on the basis of:

- Gender
- Age
- Disability
- Race
- Colour
- Religion
- Caste
- Ethnicity
- Nationality
- Marital status
- Sexual orientation
- Gender identity
- Veteran status
- Socio-economic background
- Any other characteristic protected under applicable law

5. Inclusive Recruitment

KhudraSoft aims to:

- Advertise opportunities fairly.
- Use objective selection criteria.
- Provide equal interview opportunities.
- Minimize unconscious bias in hiring decisions.
- Encourage applications from underrepresented groups.

6. Workplace Inclusion

The company promotes:

- Respectful communication.
- Equal participation in meetings and projects.
- Fair access to learning and development.

- Collaboration across teams.
- Recognition based on performance and contribution.

7. Accessibility

Where reasonably practicable, KhudraSoft will:

- Provide accessible work environments.
- Make reasonable accommodations for persons with disabilities.
- Support employees requiring workplace adjustments.

8. Zero Tolerance for Discrimination

The following behaviors are prohibited:

- Discrimination
- Harassment
- Bullying
- Offensive jokes or remarks
- Exclusion based on personal characteristics
- Hate speech
- Retaliation against complainants

Violations may result in disciplinary action, including termination.

9. Reporting Concerns

Employees are encouraged to report DEI-related concerns through:

- Reporting Manager
- Human Resources
- Designated Ethics Committee
- Official grievance mechanism

All complaints will be handled confidentially and investigated promptly.

10. Protection Against Retaliation

No employee shall suffer retaliation for:

- Reporting concerns in good faith
- Participating in investigations
- Supporting another employee's complaint

11. Responsibilities

Management

- Demonstrate inclusive leadership.
- Ensure fair decision-making.
- Promote respectful workplace practices.

Managers

- Encourage equal participation.
- Address inappropriate behavior promptly.
- Support diverse teams.

Employees

- Treat colleagues respectfully.
- Follow this policy.
- Report misconduct responsibly.

12. Policy Review

This policy shall be reviewed periodically and updated as required to reflect legal requirements and organizational needs.