

# **Digispice Technologies Limited**

## **Employee Wellbeing Policy** (Effective from 01.09.2021)

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## **1. Introduction and Regulatory Framework**

- 1.1 The Company's equity shares are listed on the BSE Limited (BSE), National Stock Exchange of India Limited (NSE) and the company is under obligation to comply with the continuous disclosure and other obligations imposed by the SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015 (hereinafter referred to as "the Listing Regulations"). The Securities and Exchange Board of India ("SEBI") vide its Circular dated 13th August, 2012 mandated top 100 Listed Companies, based on their capitalization, to disclose the Business Responsibility Report (BRR). In the Year 2019, SEBI extended their coverage to the Top 1000 Listed Entities, based on market capitalization and mandated to publish BRR as a part of Company's Annual Report.
- 1.2 DiGiSPICE Technologies Limited (DTL), based on the market capitalization, became one of the Top 1,000 Listed Entities as on 31st March, 2021. Section D (2)(a)(1) of Annexure 1 of SEBI circular no. CIR/CFD/CMD/10/2015 dated November 04, 2015 on BRR states that the Company is required to formulate policies against each of nine principles of BRR. Principle 3 of BRR states "Businesses should promote the wellbeing of all employees". It is in this context that the Employee Wellbeing Policy ("Policy") is being framed and implemented.

## **2. Objective**

- 2.1 DTL represents a diverse workforce which doesn't accept discrimination of any kind. The company ensure that all employees are treated with respect and dignity and that a common set of principles apply to our business practices to ensure that we do not condone human rights violations or abuses. Through this policy company aims at fostering a culture that embraces differences and celebrates unique ideas, perspectives and experiences.

## **3. Definitions:**

- 3.1 "Company" means Digispice Technologies Limited, incorporated under the provisions of the Companies Act, 1956
- 3.2 "Policy" means Employee Wellbeing Policy
- 3.3 All the word and expressions used but not defined in this policy, shall have the same meaning as defined in the SEBI Listing regulation and if not defined therein, then as per the Companies Act 2013 or Securities Contracts (Regulation) Act 1956 or Depository Act, 1966 and laws for the time being in force and/ or rules and regulation made thereunder, or any statutory modification or re-enactment thereto, as the case may be.

## **4. Policy**

### **4.1 Freedom of Expression & Association**

The company recognize and respect the employees' right to assemble, interact, participate and form association of their choice in matters related to their employment within the purview of the policies and procedures of the Company. We respect the rights of our employees to seek representation, to bargain and exercising their right to approach to appropriate grievance redressal mechanism.

### **4.2 Equal opportunity**

The company has created an environment of equal opportunity at workplace free of discrimination and harassment. We do not discriminate or allow harassment based on race, colour, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age etc. Company has created a HR policy and employee code of conduct to emphasis and govern on providing equal opportunity for all employees.

### **4.3 No to Practise of Child and forced labour**

The company is completely against the practise of exploitation of child labour (any person below the age of 18 years) and forced labour. The company has zero tolerance for use of physical punishment or threats of violence or other forms of physical, sexual, psychological or verbal abuse as a method of discipline or control in the company.

### **4.4 Work Life balance**

The company take cognizance of importance of Work life balance of employee. Maintaining a healthy work-life balance is not only important for health and relationships, but it can also improve employee's productivity, and ultimately performance.

### **4.5 Adequate and Timely Wage**

The company ensure that all employees are paid timely and adequately to maintain a standard of living. At all times Company ensures it pays employees equivalent or higher than the minimum wages prescribed by governments, in the various locations/ countries it operates.

### **4.6 Hygienic and safe Workplace Environment**

The company is committed to provide a safe and healthy workplace. The company ensures it has various policies, practises, advisories and training session in place to make employee aware of safety measures.

#### **4.7 Learning and Skill Development**

The company recognises that employee development is vital to organization's continuing growth, productivity and ability to retain employees. The company ensures it conduct various training session for continuous skill development and upgradation of employee without any discrimination on the basis of race, colour, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age etc.

#### **4.8 Harassment free work space**

The company is committed to providing a work environment free from harassment. Company policy prohibits sexual harassment and harassment based on race, religious creed, colour, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other type of harassment protected by federal, state, or local law or ordinance or regulation.

### **5. Review & Amendment**

- 5.1 This Policy may be reviewed and amended periodically as and when required by the Board to ensure that it meets the objectives of the relevant legislation and needs of the Company and remains effective. The Board has the right to change/ amend the policy as may be expedient taking into account the law for the time being in force.
- 5.2 In the event of any amendment(s), clarification(s), circular(s), provision(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then the same shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly.

### **6. Disclosure of the policy**

This policy will be uploaded on the website of the Company.