

NaBFID

**National Bank for Financing
Infrastructure & Development**

**NATIONAL BANK FOR FINANCING
INFRASTRUCTURE AND DEVELOPMENT
Policy on Fundamental Principles and Rights at Work**

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POLICY ON FUNDAMENTAL PRINCIPLES AND RIGHTS AT WORK

1 Preamble

The Institution is committed to promoting and respecting human rights and aims to provide a work environment that respects and upholds individual dignity. The Institution believes in the corporate responsibility in promoting and safeguarding internationally proclaimed human rights. This policy has been formulated with the purpose of formalizing our commitment to respecting, protecting, and promoting human rights.

'Human Rights' means rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more.

2 Approach

Policy on Fundamental Principles and Rights at Work of the Institution is aligned to the fundamentals of the Universal Declaration of Human Rights and United Nations Guiding Principles on Business and Human Rights (UNGPs) and International Labor Organization's Declaration on Fundamental Principles and Rights at Work and National Guidelines on Responsible Business Conduct (NGRBC) issued by the Ministry of Corporate Affairs, Government of India, in 2019.

3 Purpose

The purpose of this policy is:

1. To strengthen respect for human rights and fundamental rights,
2. To ensure diversity, equity and inclusion within our organization,
3. To value human dignity and develop respect for self and others,
4. To develop attitudes and behaviors that will lead to respect for the rights of others,
5. To promote respect, understanding and appreciation of diversity,
6. To empower people towards more active citizenship,
7. To ensure fair implementation of all statutory & non-statutory obligations to ensure a safe and conducive work environment for all employees.

4 Applicability

The Policy on Fundamental Principles and Rights at Work shall be applicable and binding on all employees.

5 Commitment to Human Rights

This policy intends to succinctly express our commitment to do business with ethical values and embrace practices that supports human rights, and labour laws. This Institution, in full respect of the human rights of every individual, commits to the following principles:

5.1 Equal Opportunity in Employment

To provide equal opportunities in all aspects of employment for both employees and applicants, ensuring that employment decisions are based on merit, qualifications, and business needs.

5.2 Non-Discrimination

To maintain a workplace free from any form of discrimination. This includes but is not limited to discrimination based on race, religion, creed, colour, national origin, ancestry, physical or mental disability, marital status, age, sexual orientation, or any other characteristic protected by law.

5.3 Professional and Respectful Work Environment

To strive to foster a harmonious and congenial work environment built on professionalism, honesty, and integrity. Our aim is to create a workplace where people feel comfortable, respected, and valued, regardless of individual differences, talents, or personal characteristics.

5.4 Zero Tolerance for Sexual Harassment

To maintain a workplace free from any form of sexual harassment, the Institution is committed to taking prompt and effective actions to prevent, address, and resolve any inappropriate behaviour or violations of this policy.

6 Key Objectives

6.1 Diversity, Equity and Inclusion

The Institution recognizes the importance of diversity, equity & inclusion and is committed to a culture that is rich in diversity, is equitable with respect to every individual's life journey, and where every individual can thrive in an environment that fosters inclusion. The Institution is committed to embedding equity and inclusion in all its practices. The Institution aims to establish an inclusive culture that celebrates diversity and is free from any form of discrimination. By fostering an environment where all individuals are respected, valued, and empowered, it ensures that everyone has equal opportunities to succeed and contribute to the Institution's mission.

6.2 Non-Discrimination and Equal Opportunity

The Institution is committed to ensuring that our workplace is free of discrimination and prejudice. It is committed to promote equal opportunities for all its employees and provide an inclusive and harmonious work culture free of any form of discrimination. Also ensures that none of its stakeholders are subject to discrimination based on race, ethnicity, caste, religion, culture, colour, age, gender identity or expression, disability, socio-economic status of an individual, etc.

6.3 Safe and Healthy Workplace

The Institution is dedicated to providing a conducive working environment that is healthy, safe, and fully compliant with all applicable safety and health laws and regulations. It is committed to ensuring a secure work environment by strictly adhering to relevant laws and guidelines. Additionally, it pledges to foster a workplace free from violence, harassment,

intimidation, and any other unsafe or disruptive conditions, ensuring that every employee feels respected and protected.

6.4 Safe and Harassment Free Workplace

The Institution recognizes the importance of a harassment-free workplace and is committed to respecting the rights of all employees. It strives to provide a work environment that prohibits any form of discrimination or harassment based on an individual's sex, age, caste, religion, linguistic background, physical abilities, gender orientation, or any other personal characteristic.

Harassment may refer to any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually repeated. Any behaviour that has the purpose or effect of violating an associate's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment, and in the perception of the recipient of the conduct, it should reasonably be considered as having that purpose or effect.

6.5 Human Dignity

The Institution strives to foster a congenial and harmonious work environment built on professionalism, honesty, dignity, and integrity, as well as high moral and ethical standards. It is committed to creating a workplace where people feel comfortable and respected, regardless of individual differences, talents, or personal characteristics.

6.6 Modern Slavery

The Institution believes in respecting and promoting human rights and, as part of this commitment, is dedicated to addressing modern slavery and human trafficking within its business operations. It upholds a policy of zero tolerance towards all forms of modern slavery, as outlined in the UN Declaration of Human Rights, the relevant International Labour Organization conventions on forced or compulsory labour, **and applicable Indian laws and guidelines issued by the Government of India.**

6.7 Sexual Harassment

The Institution is committed to creating a healthy and safe work environment that enables employees to work free from unwelcome, offensive and discriminatory behaviour. The aim is to enable them to deliver their best at work without fear of prejudice, gender bias and sexual harassment.

Sexual harassment at the workplace is a form of discrimination. Protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions. Therefore, in order to deal with sexual harassment at workplace the Institution has set out Policy on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)

The said policy on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) aims to prevent/prohibit, redress any incident of sexual harassment and to enforce strong disciplinary action in face of any such occurrence. It defines sexual harassment and provides a framework to deal with complaints of sexual harassment at the workplace or related to the workplace.

6.8 Free from Child and Forced Labour

The Institution has Zero tolerance towards any form of child or forced form of labour and strongly ensures that no such instances of child or forced labour occur in any of its operations.

6.9 Freedom of Expression

The Institution recognizes that its employees come from diverse backgrounds, each with unique thoughts and beliefs, and encourages them to express their opinions in a responsible manner. It strives to create an environment where employees can actively contribute and express themselves within a supportive framework.

6.10 Right to Privacy

The Institution ensures that every individual's personal information, communications, and personal space are protected from unauthorized access or interference. It is committed to safeguarding employees' privacy in accordance with legal and regulatory standards. Any violation of this right is strictly prohibited.

7 Responsibilities

The EVP & Head – HR shall be responsible for implementation of this Policy. The Institution considers it to be the duty of every employee to abide by the Policy and contribute towards a harmonious working ecosystem.

8 Grievance Mechanism

Any complaints related to the violation of Human Rights shall be addressed to the Vice President -Human Resources for proper handling and resolution.

The Vice President -Human Resources shall act as a Competent Authority as per Sec 7.3(a) (iv) of National Bank for Financing Infrastructure and Development (Conduct, Discipline and Appeal) Procedure, 2024.

9 Governance and Review of Policy

This Policy shall come into effect upon approval by the Board and shall be reviewed or amended annually, or earlier if required. Any Guidelines on Human Rights issued by international Labor Organization / Government of India from time to time will automatically be part of this Policy.

10 Communication of Policy

This policy shall be made available on the Institution's website.
