



# **HUMAN RIGHTS POLICY STATEMENT**



## OUR COMMITMENT

Mastek is committed to meet its responsibility to respect internationally recognized human rights standards which includes rights set out in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. All employees are entitled to a working environment where they are treated with respect and dignity and have equal opportunity to fully contribute. All individuals are required to conduct

themselves in a professional manner on company premises or while performing work and refrain from violation of basic human rights.

Policies and practices are updated to take account of new issues raised and growing awareness and familiarity within the business of the human rights impacts of our decisions. Policies are refreshed to keep them alive and topical and ensure they are communicated regularly.

## COVERAGE OF THE POLICY

This Human Rights policy applies to the Mastek Limited, its subsidiaries, branches and affiliates worldwide including all its executive leadership members, managers, and all full-time, part-time, casual, contract, permanent or temporary employees, contractors, and to job applicants of Mastek group (“Mastek”). It applies to all aspects of employment including, but not limited to, recruitment, promotions, transfers, working

arrangements, compensation and benefits and termination of employment.

We seek to establish relationships with entities that share the same principles and values as Mastek and this policy also applies, as far as is reasonably achievable, to our upstream and downstream supply chain through partners, suppliers and third-party contractors.

## IMPLEMENTATION MECHANISM

The Board of Mastek is responsible for ensuring adherence to these commitments and our senior management has responsibility for overseeing their implementation and ensuring that any breaches of this Human Rights Policy are investigated.

**Human Rights Due Diligence:** Recognizing the United Nations Guiding Principles of Business and Human Rights, we are striving to conduct human rights due diligence. Considering the impacts human rights violation can cause, we will prioritize appropriate actions to identify, prevent or mitigate those impacts in our value chains. Mastek has available grievance mechanisms, including our global whistleblower policy which can be used by anyone to report concerns safely on any human rights issues related to Mastek. We also expect that our suppliers commit to providing remedy

where they have caused or contributed to adverse human rights impacts. We ensure to regularly review and update the progress on our efforts and communicate the results through our CSR report or other communication tools. Where we identify that we have caused or directly contributed to adverse human rights impacts, we would engage in appropriate remediation processes by ourselves or in cooperation with other stakeholders. We are committed to provide for or cooperate in, their fair and equitable remediation if any violations are caused by Mastek’s business activities, or through our relationships with third parties.

Mastek adheres to national law and regulation in each market in which it operates. Where Mastek faces conflicts between internationally recognized human rights and national laws, the company will

follow processes that seek ways to honor the principles of international human rights.

If any employee believes that someone is violating the Human Rights Policy or the law,

they are asked to report it immediately to their manager, Human Resources, or Company legal counsel.

## PROVISIONS ON HUMAN RIGHTS FOR STAFF

- 1. Child labor-** There is no recruitment of child labor at Mastek. We are against the exploitation of children (any person below the age of 18 years) through any form of work that deprives them of their childhood, interferes with their ability to attend regular school, and is mentally, physically, socially or morally harmful.
- 2. Employment relationship-** Mastek recognizes the importance of secure employment for both the individual and for society through a preference for permanent, open ended and direct employment. Mastek and all subcontractors shall take full responsibility for all work being performed under the appropriate legal framework and shall not seek to avoid obligations of the employer.
- 3. Fair wages-** Mastek recognizes that every employee has a right to compensation for a regular week that is sufficient to meet the employee's basic needs and provide some discretionary income. We ensure to pay our workers, at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract.
- 4. Forced labor-** We have zero tolerance for modern slavery, forced labor and human trafficking, and will ensure our operations are free from these practices. We will work with our business partners and suppliers to influence the elimination of modern slavery, forced labor and human trafficking. We are proactively and progressively engaging with our supply chain on each of these issues.
- 5. Freedom of association/collective bargaining-** Mastek reaffirm their support for the fundamental human rights in the workplace, in particular freedom of association and the right to collective bargaining. In that regard, the company is committed to complying with the ILO Conventions concerning freedom of association and trade union rights and to recognizing the right to organize and the right of unions to represent and negotiate on behalf of the workers, without prejudice to existing local legislation. Mastek respects the rights of all workers to form and join unions of their own choice and to bargain collectively.
- 6. Health and safety-** We are committed to eliminating the risk of serious harm from all our activities, and to keeping our people

healthy. Our commitment is set forth in the Health, Safety and Environmental Commitment/handbook published on July 28, 2021.

7. **Maternity protection-** We, at Mastek, recognize and support all the maternity protection laws and rights of our employees. Mastek has ensured that all its policies are in compliance with local laws for such protection. Mastek further strives to encourage and provide sufficient flexibility/arrangements to all female employees to resume their job-role after their maternity break.

8. **No harsh or degrading treatment/harassment-** We at Mastek, is dedicated to eliminating unfair and illegal forms of discrimination from our business operations, our services, and our commitment to equality of opportunity. Employees of Mastek shall be treated with dignity and in accordance with its COBCE (Code of Business Conduct and Ethics) and DEIB (Diversity, Equality, Inclusion and Belonging) policy of maintaining a work

environment, free of all forms of harassment, whether physical, verbal or psychological.

9. **Non-discrimination-** All employees of Mastek have the right to a workplace free from discrimination and harassment based upon characteristics protected in Universal Declaration of Human Rights (UDHR) on Human Rights and UN Guiding Principles on Business and Human Rights, including race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status and disability.

10. **Working conditions** - All employees and workers will have a written contract of employment, with agreed terms and conditions, including notice periods on both sides. All staff are entitled to reasonable rest breaks, access to toilets, rest facilities and portable water at their place of work, and holiday leave in accordance with the legislation of the country where they work.

## TRACKING PERFORMANCE AND REMEDIATION

Any violation of this policy or its related procedures may be grounds for disciplinary action, up to and including termination of employment, in accordance with Mastek's disciplinary policies. We have established a whistleblower policy and mechanism for all such complaints to be reported and

addressed without any prejudice to the aggrieved person(s). We also maintain the complaints received under our COBCE (Code of Business Conduct and Ethics) policy and ensure timely resolution.

No reprisal or penalty will be taken against a person for bringing forward a complaint of unlawful discrimination in good faith. Any employee/worker who makes a complaint in bad faith, maliciously or without a reasonable and probable basis, or engages in a reprisal against an employee for filing a discrimination complaint will be subject to discipline, in accordance with Mastek's disciplinary policies.

We communicate extensively across the organization on existing grievance mechanisms and processes, to empower our employees, suppliers and clients to raise concerns or queries about unethical conduct. We protect all who report in good faith, so concerns can be raised without fear of retaliation. We ensure that all necessary confidentiality measures are taken.

## REVIEW AND ACCOUNTABILITY

We regularly review our approach, with the aim of continuously improving our workplace policies. This Human Rights Policy is reviewed and updated whenever there is a change that affects its effectiveness in preventing unlawful discrimination. Mastek Group expressly reserves the right to change, modify or delete the provisions of this Human Rights Policy without notice.

The ultimate accountability for Mastek's human rights policy commitment lies with

the Group CEO, under the monitoring of the Risk and Compliance Committee and its Board of Directors. The responsibility of implementing the policy lies with operational and functional leaders across the organization. Human Resources in consultation with the Legal department is responsible for the administration of this policy. If employees have questions regarding this policy, they may contact HR or in-house legal team.

**Date: 25<sup>th</sup> December 2023**



---

**Arvind J**

**Chief Human Resource Officer**