

Human Rights Policy

Contents

1.	Revision History	1
2.	Scope	1
3.	Policy Statement	Error! Bookmark not defined.
4.	Process	1
5.	Annexure	4
6.	FAQ	Error! Bookmark not defined.
7.	Glossary	Error! Bookmark not defined.
8.	Disclaimer	5
9.	Keywords.....	5

1. Revision History

Version No.	From	To	Reason for creation/updation	Author	Approvedby
1	1 Apr, 2024	19 Nov, 2024	Launch in new Policies Hub	Priya Singh(Geo HR Serv - Trans - Trans - Offshore)	Srinivasan Govindan(Ent HR-I&C-I&C-Policy-Policy)
2	20 Nov, 2024		Policy has been revised	Ruchi Smita Khandai(Ent HR-I&C-I&C-Policy-Policy)	Srinivasan Govindan(Ent HR-I&C-I&C-Policy-Policy)

2. Scope

The Human Rights Policy applies to all Employees, including full-time, part-time, fixed-term, expat, temporary, and on-contract staff (direct & indirect employees), clients, consultants, apprentices/trainees, associates, and visitors.

3. Policy Statement

At HCLTech, we are steadfast in our commitment to upholding the principles of dignity and respect for all. We value diversity and are dedicated to fostering a workplace free from discrimination and harassment.

We proactively identify, prevent, and mitigate any human rights violations that may arise from our business operations, employing comprehensive due diligence and effective mitigation strategies. Furthermore, we are committed to promptly investigating and addressing concerns raised by our employees, ensuring appropriate corrective actions are taken in response to any violations uncovered.

Guiding Principles

- **Respectful Conduct:** We operate with respect for the rights and dignity of all individuals, and we adhere to all legal requirements.
- **International Human Rights Standards:** We uphold globally recognized human rights, as outlined in the *International Bill of Human Rights* and the *International Labor Organization's* declaration on Fundamental Principles and Rights at Work.
- **Fair Treatment:** We ensure fairness for employees, agency staff, and suppliers. Our employees, agency staff and suppliers are entitled to work in an environment and under conditions that respect their rights and dignity.
- **Freedom of Association:** We respect the right of employees to practice their legitimate right of free association. HCLTech will cooperate in good faith with the bodies that its employees collectively choose to represent them within the appropriate legal frameworks.
- **Community Rights:** We aim to identify and address the adverse impacts of our activities on human rights and ensure timely remediation.

Policy Framework for an Inclusive and Respectful Workplace

→ This Policy focuses on fostering an open and inclusive workplace that upholds all human rights and includes the following components:



Respect for Human Rights



Valuing Diversity



Safe & Healthy Workplace



Workplace Security



Equal Opportunity Employer



Other Policies

1. Respect Human Rights

- **Right to Safety:** Ensuring a secure environment for all.
- **Right to Be Heard:** Valuing the voices and opinions of our employees.
- **Right to Be Informed:** Keeping our team well-informed on relevant matters.
- **Right to Be Redressed:** Addressing grievances promptly and effectively.

2. Valuing Diversity

- We prohibit disrespectful behavior, unfair treatment, or retaliation based on personal characteristics.
- Harassment in any work-related situation is unacceptable.
- We champion equal opportunities and eliminate discrimination in company procedures.
- Recruitment, hiring, and advancement are based on qualifications and performance.

3. Creating a Safe and Healthy Workplace

- We adhere to health and safety regulations and internal standards.
- Aiming to minimize the risk of accidents, injuries, and health hazards.
- Engaging employees in improving health and safety by identifying hazards and addressing issues.

4. Ensuring Workplace Security

- We maintain a workplace free from violence, harassment, intimidation, and other unsafe or disruptive conditions.
- We provide necessary security measures while respecting the privacy and dignity of employees.

5. Being an Equal Opportunity Employer

- We treat all candidates and employees equally regardless of race, religion, sex, color, age, national origin, marital status, sexual orientation, medical condition, or disability.
- We are committed to provide equal opportunities at all stages of employee life cycle (talent attraction, recruitment, onboarding, engagement & development, compensation, retention, separation and so on.)

6. Respecting Other Relevant Policies

- **Child Labor/Bonded/Forced Labor:** We prohibit child labor, bonded or forced labor, human slavery, or human trafficking in accordance with legal standards.
- **Prevention & Redressal of Sexual Harassment:** We foster a work environment that promotes respect and upholds dignity of all. Harassment of any form is strictly prohibited. This term and act of "harassment" includes but is not restricted to unwelcome behavior whether through visual displays, verbal, non-verbal, physical or other conduct making a person submit to requests, favors, threats or demands that alter or threaten to alter the terms of employment and interfere with work conditions.
- **Anti-bribery and Anti-corruption:** We ensure the prevention, detection, and reporting of bribery and corruption. Employees must avoid any activity that might lead to or suggest a breach of this Policy since it may lead to instances violating the Human rights aspect. Kindly refer Glossary section for what constitutes bribes and corruption.

4. Process

HCLTech responsibility if Child Labor reported:

If any instance of child labor reported to us, HCLTech will:

1. Verify the child's age against official records/documentation.
2. Take immediate action:

Quickly and appropriately remove the child worker from their work area to ensure their safety. Record their names, ages, and contact details. Explain working age restrictions and legal requirements clearly and carry out an age verification check Consult child-focused organizations/NGOs and inform local authorities as applicable.

3. Terminate the employment.
4. Conduct a thorough investigation to prevent recurrence.

HCLTech handles each case individually, prioritizing the child's best interests in a remediation plan.

Raising concerns

Employees are encouraged to raise concerns by following below mechanisms:

- **Report Child Labor**

We are dedicated to addressing and resolving any cases of child labor. Any instance of child labor can be reported to the Global Ethics Helpline.

Path: MyHCLTech >>Top Ribbon (Main Menu)>> Ethics Helpline

Employees in Germany/Netherlands shall continue using the Smart Service Desk for HEAR complaints or write to hear@hcltech.com.

- **Report Sexual Harassment at the Workplace**

If you experience harassment at work – during work, office events, social functions, or even through phone calls and emails outside of office hours – you have the right to file a complaint.

Please report all forms of harassment, including sexual harassment, to maintain a safe work environment at Global Ethics Helpline. We are with you!

Path: MyHCLTech >>Top Ribbon (Main Menu)>> Ethics Helpline

Please refer to the *Sexual Harassment at Workplace Policy* for details on filing complaints.

Employees in Germany/Netherlands need to use the Smart Service Desk for SECURE complaints or write to secure@hcltech.com.

- **Report Malpractice**

Unsure about whether an action constitutes bribery, corruption, or related issues? Please discuss your concerns with your Reporting Manager or contact the Global Ethics Helpline. **We recommend submitting a written complaint with details and evidence.** The Company prioritizes confidentiality but may need to investigate reported violations.

➔ For details of other policies that cover various aspects of this Policy, please follow these steps:



Log in to [MyHCLTech](#)



Go to the [Policy Studio](#)



Select the [desired policy](#) from the list:

- ➔ Policy for Prevention and Redressal of Sexual Harassment at Workplace (Secure)
- ➔ Whistleblower Policy
- ➔ Code of Business Ethics and Conduct
- ➔ Anti-Bribery and Anti-Corruption Policy
- ➔ Disciplinary Policy
- ➔ Equal Opportunity Employment Policy

Employees in Germany/Netherlands must send an email to whistleblower@hcltech.com for grievances.

5. Consequences

Any non-adherence to this policy will attract consequences subject to appropriate investigation and corrective actions as per the disciplinary policy and local law.

6. Annexure

Revision History:

Version	From	To	Description	Author	Approved By
1	15 May 2018	04 Feb 2020	First Copy	HR Policy & Compliance CoE	HR Policy & Compliance CoE Head
2	05 Feb 2020	14 Nov 2021	Revision	HR Policy & Compliance CoE	HR Policy & Compliance CoE Head
3	15 Nov 2021	14 Jun 2023	Revision	HR Policy & Compliance CoE	HR Policy & Compliance CoE Head
4	15 Jun 2023	-	Revision	HR Policy & Compliance CoE	HR Policy & Compliance CoE Head

7. Glossary

The following definitions shall apply to these terms unless stated otherwise:

Term	Definition
Policy	HCL Human Rights Policy
HCLTech/Company	HCL Technologies Ltd. and its subsidiaries in India
Employee(s)	Individuals employed by HCLTech, including permanent, fixed-term, part-time, and expatriate employees, as applicable
Bribe	Money, gifts, inside information, favors, hospitality, offering employment to relatives, reimbursing travel expenses, charitable donations, or abusing power through a third party.
Corruption	Illegitimate or unethical actions by authorities or those in power and often involves bribery and patronage.

8. Disclaimer

The company reserves the right to alter, append or withdraw this policy either in part or in full based on management's discretion along with Unions or Work Council approval/discussions (as applicable). All procedures as per the law of land to be adhered to prior to policy launch.

9. Keywords

Human Rights Policy, Equal Opportunity Employer, Child Labour, Sexual Harassment, Bribery, Policy, Human Rights Policy India, Corporate Governance

HCLTech | Supercharging
Progress™

hcltech.com