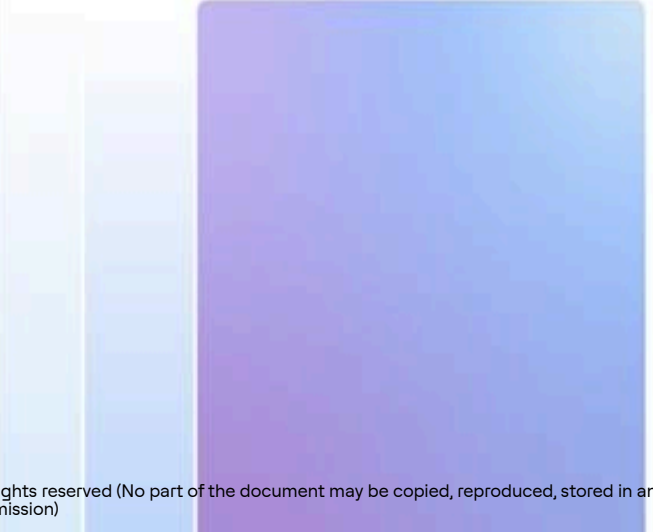
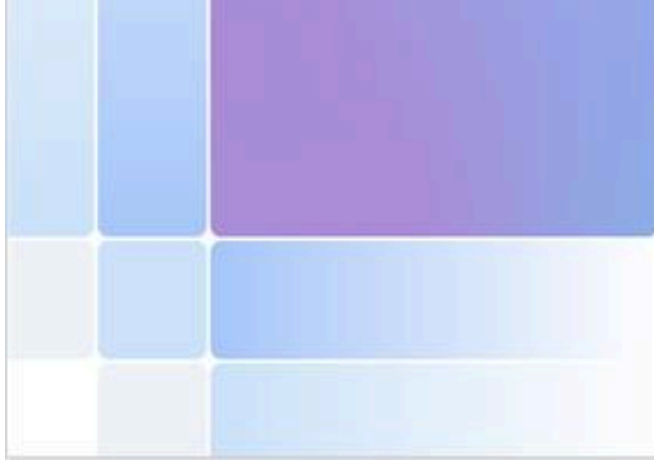


Human Rights Policy

Latest Updated Date: 1 Jun, 2026





Scope

Purpose

Primary purpose of this Human Rights Policy is to promote an open, inclusive, and equitable workplace for all HCLTech employees, grounded in the principles of human rights, dignity, and respect. The Policy aims to foster a work environment free from discrimination, harassment, exploitation, and any form of unethical or unlawful conduct.

This Policy also outlines the organization's guiding principles on human rights, aligned with internationally recognized human rights standards, and establishes a clear framework for maintaining an inclusive and respectful workplace. The Policy further designates the **Global Ethics Helpline** as a key mechanism for reporting concerns related to child labour, sexual harassment, malpractice, or any other violation of human rights.

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.

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.
- **Fair Wages, Leave & Welfare :** The Company is committed to upholding fair and equitable wages and responsible employment practices in alignment with applicable laws, statutory requirements, and internationally recognized labour standards. Wages, benefits, and employment conditions are provided at par with statutory mandates and in full compliance with prevailing legal and regulatory frameworks.
- The Company is committed to fostering continuous learning, skill development, and career progression for its employees, in line with the principles of decent work and responsible employment practices. Employees are provided access to learning and development opportunities aimed at enhancing technical, functional, and behavioral competencies, supporting both professional growth and long-term employability.
- In addition to statutory benefits, the Company provides insurance coverage and other employee well-being benefits designed to support financial security, health, and overall well-being. Employees are entitled to paid annual leave, which may be availed in accordance with individual requirements, applicable laws, and organizational policies. The Company also observes public and statutory holidays in line with regional norms and legal mandates, reinforcing its commitment to employee welfare, rest, and work-life balance.
- **Freedom of Association and Movement :** 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.
- The Company is committed to ensuring that no employee is subjected to **forced, bonded, or involuntary labour**, or any form of restriction that unlawfully limits their freedom of movement. Employees are free to enter, leave, and move within Company premises in accordance with applicable laws, security protocols, and safety requirements, without coercion or undue restraint.
- **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. Equal Opportunity and Remuneration

- 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.

7. Employees’ Responsibilities:

- All employees share the responsibility of upholding this Policy and contributing to a respectful, safe, and ethical workplace. Employees are expected to:
- Respect the rights and dignity of all colleagues and treat everyone with fairness, empathy, and professionalism.
- Complete mandatory training on Human Rights periodically.
- Refrain from any form of discrimination, harassment, hostility, or abusive behaviour, whether verbal, physical, or digital.
- Comply with all organizational policies, codes of conduct, and legal obligations related to human rights, workplace ethics, and fair treatment.

- Promote an inclusive and safe environment by being mindful of cultural, personal, and professional differences.
- Report in good faith any concerns or suspected violations of human rights, discrimination, child labour, sexual harassment, or unethical practices through the Global Ethics Helpline or designated reporting channels.
- Cooperate fully with investigations related to human rights concerns while maintaining confidentiality and integrity throughout the process.
- Support and uphold a retaliation-free environment, ensuring that no employee faces adverse consequences for raising concerns or participating in investigations.

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.

Obligations Across the Value Chain:

HCLTech is committed to embedding human rights principles across its entire value chain. Human rights commitments and obligations are systematically communicated to all suppliers, contractors, and relevant business partners through formal contractual mechanisms and stakeholder engagement processes.

These obligations are operationalized through two key governance instruments:

1. ***Supplier-code-of-conduct*** — *which sets out mandatory standards on labour rights, ethical conduct, anti-discrimination, health & safety, and environmental stewardship applicable to all suppliers and subcontractors; and*

2. **Green-procurement-policy** — which integrates environmental and social sustainability criteria into procurement decisions across the supply chain.

Both instruments are publicly available on HCLTech's official website, ensuring transparency and enabling stakeholder accountability. Compliance is monitored through periodic assessments, and suppliers are expected to cascade these standards to their own sub-tier supply chains, thereby extending the reach of HCLTech's human rights commitments beyond direct operations

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.

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	31 Mar 2024	Revision	HR Policy & Compliance CoE	HR Policy & Compliance CoE Head

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.

Keywords

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

Disclaimers

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.

Policy History

Version No.	From	To	Reason for creation / updatation	Author	Approved by
1	1 Apr, 2024	19 Nov, 2024	Launch in new Policies Hub	Surbhi Kumar(Ent HR-I&C-I&C-Policy-Policy)	Srinivasan Govindan(Ent HR-I&C-I&C-Policy-Policy)
2	20 Nov, 2024	31 May, 2026	Policy has been revised	Surbhi Kumar(Ent HR-I&C-I&C-Policy-Policy)	Srinivasan Govindan(Ent HR-I&C-I&C-Policy-Policy)
3	1 Jun, 2026		Under Policy Statement Fair Wages, Leave and welfare pointer is added.	Surbhi Kumar(Ent HR-I&C-I&C-Policy-Policy)	Srinivasan Govindan(Ent HR-I&C-I&C-Policy-Policy)