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1. Purpose

The purpose of this Diversity, Equity, and Inclusion (DEI) Policy is to foster an inclusive workplace where all employees, regardless of their background, are respected, valued, and provided with equal opportunities. This policy reflects Saksoft's commitment to creating a diverse workforce, promoting equity, and ensuring a safe, harassment-free environment.

2. Scope

This policy is applicable to all employees, contractors, and third-party stakeholders associated with Saksoft. It covers various stages of employment, from recruitment to professional development, and applies to the work environment in all Saksoft offices globally.

3. References

- Saksoft Code of Conduct

- Local Employment and Labor Laws

4. Definitions

Diversity: Representation of different genders, ethnicities, ages, abilities, and backgrounds.

Equity: Fair treatment, opportunities, and advancement for all, addressing any imbalances.

Inclusion: Practices that create a welcoming environment for all employees, where everyone feels valued and supported.

Affinity Groups: Employee-led groups aimed at promoting diversity and support within the workplace.

5. Roles and Responsibilities

Senior Leadership: Oversee DEI initiatives, approve policies, and promote an inclusive workplace culture.

Human Resources (HR): Implement recruitment, training, and development programs with a DEI focus. Monitor and audit pay practices to ensure equity.

Managers: Encourage diversity within teams, prevent discrimination, and support career progression based on merit.

Employees: Participate in DEI training, respect diversity, and contribute to a welcoming and inclusive environment.

6. Policy Provisions

6.1 Non-Discrimination and Harassment-Free Workplace

Saksoft is dedicated to fostering a safe, respectful, and inclusive environment where all employees are treated with dignity and respect. We are committed to preventing any form of discrimination, harassment, or abuse based on race, gender, age, religion, sexual orientation, disability, nationality, or any other characteristic. Saksoft maintains a zero-tolerance policy toward behaviours that contribute to an unsafe or hostile work environment, including but not limited to physical, psychological, or verbal abuse.

All employees are encouraged to speak up if they witness or experience any form of inappropriate behaviour, with the assurance that reports will be handled confidentially and without fear of retaliation.

6.2 Equal Opportunities in Recruitment and Development

Saksoft is committed to a fair, transparent, and inclusive approach in all aspects of recruitment, promotion, and professional development. Our recruitment processes are designed to be open and merit-based, ensuring that every candidate regardless of background, gender, age, race, religion, disability, or any other personal characteristic has an equal opportunity to compete for roles within the company. By prioritizing qualifications, experience, and skills in our hiring decisions, Saksoft aims to eliminate any bias and uphold the principles of fairness and inclusivity.

In addition to fair recruitment practices, Saksoft's promotion and career development frameworks are built to provide equitable growth opportunities for all employees. We believe in rewarding talent, hard work, and dedication, and we encourage all employees to pursue their career goals through continuous learning and advancement. Development programs, including training, mentorship, and skills-building initiatives, are designed to be accessible to all employees, fostering a workplace where everyone can thrive and reach their full potential. This commitment to equal opportunities reflects our dedication to creating a diverse, dynamic, and empowering work environment.

6.3 Support for Minority and Vulnerable Groups

Saksoft is dedicated to fostering an inclusive workplace where employees from all backgrounds feel respected, valued, and supported. To address the unique needs of diverse employee groups, we encourage the formation of affinity groups, offering a platform for community, support, and shared experiences. These groups provide a sense of belonging and are open to various identities and life stages, including working parents, individuals from diverse gender identities, and employees from varied cultural backgrounds. In line with our commitment to inclusivity, we provide facilities such as gender-neutral washrooms, lactation rooms, and safe transport options, ensuring a respectful and supportive environment for everyone.

6.4 Monitoring Remuneration and Addressing Pay Gaps

Saksoft is committed to fair and equitable pay practices, with regular reviews conducted to review our remuneration structures. We proactively assess pay data to identify any gaps or disparities that may exist across roles, genders, or other groups. Through detailed analysis, we seek to understand the factors contributing to these gaps and implement corrective actions to eliminate pay discrepancies. By addressing potential inequalities, Saksoft aims to ensure that all employees are compensated fairly, based on their skills, experience, and contributions, supporting a culture of equity and respect throughout the organization.

6.5 Promoting Inclusivity and Accessibility

At Saksoft, we are committed to creating a workplace where everyone feels valued and included. To support this, we actively promote the use of inclusive language that respects diverse backgrounds and identities. Our facilities are designed to be accessible to employees with disabilities. Additionally, Saksoft hosts events and activities that celebrate diversity and encourage a culture of inclusivity. These efforts reflect our commitment to making the workplace welcoming and accessible for all employees, regardless of their background or identity.

6.6 Development Opportunities for Women and Other Vulnerable Groups

Saksoft believes in empowering all employees to achieve their full potential, with special emphasis on supporting women and underrepresented groups. We offer targeted development programs, including mentorship, leadership training, and sponsorship, specifically designed to support their career growth. These programs provide guidance, build essential skills, and open up opportunities for professional advancement, ensuring that women and other vulnerable groups are equipped to succeed and lead within the organization. By investing in these initiatives, Saksoft fosters a culture of growth and equality.

6.7 Awareness Training

To promote a respectful and inclusive workplace culture, Saksoft provides regular training on diversity, discrimination, and harassment policy. These awareness programs are designed to educate employees on the importance of respecting differences and understanding the impact of their behaviour on others. By fostering awareness and encouraging open dialogue, these training sessions help to build a more inclusive and supportive work environment, where all employees feel safe, valued, and empowered to contribute fully.

7. Monitoring and Evaluation

Saksoft's HR team will regularly monitor the effectiveness of DEI initiatives and policies, ensuring compliance with internal standards and legal requirements. The DEI policy will be reviewed annually to ensure its relevance and effectiveness.

8. KPIs for Monitoring Policy Implementation

KPI	Description	Target	Frequency	Responsible Team
Diversity in Hiring	Percentage of women employed in the whole organization	30%	Annually	HR
Pay Equity Compliance	Average unadjusted gender pay gap	50%	Annually	HR, Compliance
Grievances	Number of grievance cases of discrimination or harassment incidents	25%	Quarterly	DEI Committee, HR
DEI Training Completion Rate	Percentage of employees completing DEI awareness and sensitivity training	100%	Annually	HR
Performance Review Fairness	Employee satisfaction with the fairness of performance evaluations (from surveys)	85%	Annually	HR, Department Managers

9. Documentation and Record Keeping

All records related to DEI initiatives, audits, training attendance, and performance evaluations will be maintained by HR and stored in Saksoft's secure record-keeping system. Access to these records will be restricted to authorized personnel.

10. Distribution List

This policy will be distributed to:

- All Saksoft employees

- Contractors and third-party vendors

- New hires during the onboarding process