

# DIVERSITY, EQUITY, INCLUSION AND BELONGING (DEIB) POLICY

## Introduction:

The purpose of the Diversity, Equity, Inclusion and Belonging (“DEIB”) policy is to improve the way diversity and inclusion considerations are integrated within Adamjee Life Assurance Co. Ltd. (“the Company”).

The Company’s approach to diversity and inclusion is grounded in:

- Our Culture that encourages respect for each other, embracing diversity and creating the right environment for employees to thrive
- Our commitment to the basic human rights of our employees
- Our Code of Conduct which outline the underlying principles on how we conduct business with our stakeholders’ and applies to all our employees.

The Company ensures that everyone is treated fairly and with dignity without any discretion; encouraging them to voice themselves without any feel of harm or prejudice. A workplace where everyone has equal access to opportunities and decision-making that effects their personal and work lives.

## 1 Applicability

The Company’s diversity and inclusion initiatives are applicable—but not limited—to our practices and policies on:

- recruitment and selection;
- compensation and benefits;
- professional development and training;
- promotions; transfers;
- social and recreational programs;
- layoffs; terminations;

## 2 Defining Diversity, Equity, Inclusion, and Belonging

For the purposes of this policy, this is how our Company defines diversity, equity, inclusion, and belonging.

- Diversity: Acknowledging and embracing differences in race, ethnicity, gender, age, religion, abilities, and more.
  - Equity: Ensuring fair treatment, access, opportunity, and advancement for all individuals.
  - Inclusion: Creating an environment where every individual feels welcomed, respected, and valued.
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- Belonging: Fostering an environment where everyone feels a sense of connection and acceptance within the workplace.

### 3 Our Commitment

At the Company, we are committed to cultivating a workplace that celebrates and values diversity, promotes equity, ensures inclusion, and fosters a deep sense of belonging for all employees. Our commitment to DEIB is foundational to our culture, guiding our actions, policies, and practices. We believe that a diverse and inclusive environment drives innovation, enhances employee engagement, and fuels our collective success.

**Embracing Diversity:** We acknowledge and celebrate the diversity of our workforce, which includes differences in race, ethnicity, gender, age, religion, ability, background, and more. We recognize that each individual brings unique perspectives and experiences that contribute to our Company's success.

**Ensuring Equity:** We are dedicated to creating an equitable workplace where fairness and justice prevail. We strive to eliminate barriers to advancement and ensure equal opportunities for growth, development, and success for all employees.

**Promoting Inclusion:** We are committed to fostering an inclusive environment where every employee feels welcomed, respected, and valued. We encourage open dialogue, actively listen to diverse viewpoints, and create spaces where everyone can contribute and thrive.

**Cultivating Belonging:** We aim to create a workplace culture where every individual feels a sense of belonging, where they can bring their authentic selves to work without fear of discrimination or bias. We prioritize creating a supportive and nurturing environment for all.

At the Company, we recognize that our commitment to DEIB is an ongoing journey that requires continuous learning, reflection, and action. We encourage every employee to actively participate, champion inclusive behaviors, and contribute to creating a workplace where diversity is celebrated, equity is upheld, inclusion is practiced, and belonging is felt by all.

We stand together, united in our commitment to DEIB, as it is integral to who we are and what we aspire to become.

### 4 Scope

**Company Roles and Responsibilities:** HR will oversee the implementation and monitoring of DEIB initiatives. Leadership and managers are accountable for modeling inclusive behaviors and fostering an inclusive work environment.

**Employee Participation:** All employees are expected to actively contribute to an inclusive workplace culture.

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## 5 Reporting Procedures and Assurance of Non-Retaliation

At the Company, we take reports of discrimination, harassment, or violations of our DEIB policy seriously. We have zero tolerance for employees who discriminate against other team members, create an unwelcoming or unsafe environment, or perpetuate inequities against others.

The Company will not tolerate discrimination based on demographics such as race, ethnicity, gender, national origin, marital status, age, or socioeconomic status. This applies to conduct toward employees, customers, contractors, partners, or online audiences while acting as an employee of the Company. We encourage all employees, contractors, and stakeholders to report any concerns or incidents they experience or witness that go against our DEIB principles. We provide multiple channels for reporting to ensure accessibility and confidentiality:

### 5.1 Reporting Channels:

Employees shall be encouraged in order to highlight significant issues at the right time, to prevent the company from possible financial and non-financial losses and to ensure that no employee shall be able to misuse his/her authority. Hence, all employees will be provided unrestricted access to the email address: **[whistleblow.adamjeelife@gmail.com]**, to facilitate the whistle blowing process. For those stakeholders who are not able to blow whistle through email, access to Head of Human Resources (HoHR) through extension (947), or by post shall also be made available, as a secondary source.

*In circumstances when whistle needs to be blown against HoHR, such whistles shall be blown directly to the Chairman of HR Committee Board of Directors of Adamjee Life at [whistleblow.hrc@gmail.com] of the Chairman for the purpose.*

Through Management or Leadership: Employees have the option to report incidents to their immediate supervisor, manager, or any member of the leadership team.

### 5.2 Reporting Procedure:

Individuals should provide detailed information regarding the incident, including date, time, location, description of the behavior or action, and names of individuals involved or witnesses.

HR or designated investigators will conduct a prompt and impartial investigation into all reported concerns or incidents.

### 5.3 Assurance of Protection against Retaliation:

The Company strictly prohibits retaliation against any individual who reports concerns in good faith or participates in an investigation related to DEIB policy violations. Retaliation against employees for reporting concerns or assisting in investigations is a violation of Company policy and will result in disciplinary action, up to and including termination.

Employees who report concerns, participate in investigations, or support others in doing so, will not face any adverse actions or consequences as a result of their involvement.

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Confidentiality will be maintained to the extent possible during investigations, and information will only be disclosed on a need-to-know basis.

## 6 Compliance with Laws and Regulations

At the Company, our DEIB policy is developed and maintained in strict adherence to all applicable laws, regulations, and industry standards pertaining to diversity, equity, inclusion, and non-discrimination in the workplace and such applicable laws are incorporated herein by reference and shall be deemed to form an integral and inclusive part of this DEIB policy.

We are committed to upholding the highest legal and ethical standards in fostering a workplace environment that embraces diversity, ensures equity, promotes inclusion, and fosters a sense of belonging for all employees. Our DEIB policy is designed to align with, and often exceed, the requirements set forth by local, national, and international laws and regulations governing equal employment opportunities, anti-discrimination, and harassment prevention.

We regularly review and update our DEIB policy to ensure compliance with evolving legal frameworks, industry best practices, and societal changes. Furthermore, we engage legal counsel and subject matter experts to ensure our policy remains current, robust, and in accordance with the latest legal requirements.

By adhering to these laws, regulations, and industry standards, we affirm our commitment to creating a workplace environment that values diversity, promotes fairness and inclusion, and prohibits all forms of discrimination and harassment. We remain dedicated to continuously improving our DEIB practices and maintaining a workplace that respects the rights, dignity, and contributions of every individual.

## 7 Conclusion

The Company's DEIB policy is a commitment to creating a workplace that celebrates diversity, promotes equity, ensures inclusion, and fosters belonging. By upholding these principles, we aim to build a more robust, innovative, and inclusive environment for all our employees.

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