



EMPLOYEE CHARTER - HUMAN RIGHTS

Bajaj Financial Securities Limited - FY 27

Approvals/Sign-off Sheet:

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- Shall be made, only by the policy owner as approved by the Management.
- Shall be incorporated in all the controlled copies and entered in the Document Control Log enclosed in the template.

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1. Purpose

The Employee Charter sets out mutual expectations for the company and its employees. Our employees are the source of our competitive advantage. They play a significant part in delivering quality service to all our stakeholders, internally and externally. This document sets out what our employees can reasonably expect from the company and the responsibilities and qualities that are expected from them while performing their duties.

2. Scope and Applicability

This policy is applicable to all employees including trainees, management trainees, apprentices, interns, and full-time employees of Bajaj Broking.

3. Core Principles

i. Equal Opportunity & Non-Discrimination:

Bajaj Financial Securities Limited ('BFSL', 'Bajaj Broking', 'Company') is committed to provide equal employment opportunities to all eligible individuals without any bias or discrimination on the grounds of age, sex, color, caste, disability, marital status, ethnic origin, race, religion, sexual orientation, disease (viz. HIV/Aids) or any other status of individuals unrelated to the individual's ability to perform work. The Company is committed to meritocracy-based recruitment and career advancement practices by providing level playing field for all employees.

ii. Harassment Free Workplace:

BFSL is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender discrimination and harassment and has zero tolerance towards any non-compliance of these principles. Employees are encouraged to raise any concerns over its whistleblower platform without any fear whatsoever and the details of the complainant are maintained with complete confidentiality. When any such concerns are raised BFSL initiates appropriate steps in accordance with its Policy/Process, that are in accordance with the provisions of Law.

iii. Forced & Child Labor:

BFSL prohibits the use of all forms of forced labor including any form of human trafficking. Also, BFSL strictly does not hire any individual who is under 18 years of age for any position.

iv. Safe and Healthful Workplace:

BFSL is committed to providing a productive workplace by minimizing the risk of accidents, injury, and exposure to health risks. BFSL's policy is to provide a safe and healthy workplace and comply with applicable laws and regulations.

v. Transparency:

One of the founding pillars of BFSL's business conduct is its unflinching faith in building trust & ensuring transparency in all dimensions of business and relationship with employees. BFSL actively encourages a culture which is fair, open and transparent where employees can be honest, straight forward and non-political in presenting their thoughts and views. As a company, BFSL demonstrates transparency through open communication pertaining to its policies and practices

vi. Data Privacy:

Employees' privacy is very important to BFSL. BFSL respects the privacy rights of its permanent employees, former employees, consultants, contractual employees, temporary workforce, interns, and job applicants; and it is committed to handling personal data responsibly and in accordance with applicable law. BFSL collects data from individuals to manage its relationship with them from the point of job application and throughout employment.

vii. Grievance Mechanism:

While BFSL aims not to have a situation that leads to any grievance, should such a situation arise, BFSL has well defined Grievance redressal mechanisms for its employees.

Following formal grievance mechanisms are available to all employees, vendors, and suppliers to report or raise their concerns confidentially and anonymously, and without fear of any retaliation.

viii. Employees & Internal Stakeholders:

- a. Code of Conduct Mailbox - ecomplaints@bajajbroking.in
- b. Whistle Blower / Mind Your Behavior Mailbox - whistleblower@bajajbroking.in

ix. Disciplinary Practices:

BFSL aims to create and adhere to an internal governance framework that defines 'unacceptable' employee actions. It is designed to provide fair methods for dealing with discipline and other matters (conduct, capability, and availability), thereby contributing to a sound relationship between the company and its employees. Any conduct that does not conform to professional norms, established standards and policies/processes of the Company are in violation and appropriate disciplinary action is taken after giving a reasonable opportunity to an employee to present his/her side of the situation. However, in cases involving serious misconduct supported by evidence, the Company may consider taking immediate disciplinary action. If the employee is found to be in breach of Policies/Processes of the Company, appropriate disciplinary action shall be initiated in accordance with the Policy dealing with Behavior/Disciplinary action.

x. Anti-Corruption & Bribery:

The Company places immense emphasis on Integrity and Ethical conduct in its business affairs and conduct of employees. Accordingly, employees are expected to strictly comply with the Company's Code of Conduct Policy. The Company is committed to comply with all relevant anti-corruption legislations such as Prevention of Corruption Act, 1988 read with the "The Prevention of Corruption (Amendment) Act", 2018 and Prevention of Money Laundering Act, 2002 together with its amendments.

xi. Enable, Enhance and Equip:

BFSL is committed to create avenues for training and development of employees through functional, managerial and leadership skill enhancement. This enables employees to upskill and multi-skill themselves to outperform and achieve success in their respective roles. BFSL aims to deliver structured learning programs and mentorship programs for continuous transformation.

4. Employee Rights (What can employees expect from the Company)

i. Fair Treatment:

Employees will be treated fairly and consistently. Employees will be provided with competitive remuneration and benefits and a conducive work environment in exchange for their efforts and contributions.

ii. Communication & Information:

Employees will be provided with regular information on company performance, company policies, their Personal performance, potential growth, work related ideas, views, and avenues to improve skills and Knowledge to develop their position within the company.

iii. Leaves:

Employees have rights to avail leaves to meet varied needs of personal life and utilize them to balance work and life by spending time with family, rejuvenate, travel or vacation, etc.

Employees are entitled for seven types of leaves:

- a. Casual / Sick Leave
- b. Privilege Leave
- c. Maternity/Paternity Leave
- d. Compensatory Leave
- e. Marriage Leave
- f. Relocation Leave
- g. Bereavement Leave

Details are mentioned in the Leave and Attendance Policy

iv. Timely Salary:

BFSL believes that the employees should receive a timely salary at the end of every month. Hence monthly salaries are processed on the second to last working day of the month (example for Dec, the salary will be processed on 30 Dec).

v. Insurance & Maternity benefits:

BFSL provides insurance benefit to employees and their immediate dependents to address medical needs of an employee. Female employees are eligible for paid maternity leave of 26 weeks and male employees can avail paternity leave upto 14 days to support the family.

vi. Gratuity:

Gratuity is a retirement benefit under the Payment of Gratuity Act, 1972 paid to an employee at the time of retirement, termination, resignation, or employee's death. The Company pays eligible gratuity amount to employees who have completed at least 5 years of continuous service. In the unfortunate eventuality of an employee's death, gratuity is paid irrespective of the tenure in the company and amount is calculated from the date of joining till the age of 60.

vii. Provident Fund:

In accordance with the provisions of the Employees' Provident Funds & Miscellaneous Provisions Act,

1952, the company deducts employee's contribution and contributes an equivalent amount in the unique PF account of an employee. The company ensures that this contribution is paid into the account within the stipulated period defined as per the Act.

viii. Notice Period:

Both the company and employee can terminate the employment agreement by giving due notice (as per employee separation policy) or compensation in lieu of, for the same subject to necessary approval.

ix. Protection against sexual Harassment:

BFSL abides by its policy which prohibits sexual harassment at the workplace. The BFSL policy is gender neutral and covers BFSL employees, vendors, suppliers, and any individual visiting the workplace. Any incident of sexual harassment is dealt with high priority and with due confidentiality, protecting the identity of the individual. BFSL has a dedicated committee to deal with any such instances in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

x. Protection of Whistleblowers:

BFSL has a robust whistleblower policy, which empowers an individual to highlight any malpractices, wrongdoings, and non-compliance with its policies. The identity of genuine whistleblowers is always kept confidential. The Company does not take any reprisal or retaliatory action against any employee for raising genuine concerns either through whistleblower mechanism or directly. The Company will address and provide resolution to genuine concerns of employees and will take requisite corrective action in response to any violation. The Company shall also analyze and introduce preventive actions and practices, as deemed appropriate.

5. Employee Responsibilities (What the Company expects in return from its employees)

- i. Demonstrate Company's culture anchors/Group Leadership Mindsets & behaviours which form core DNA of the Company/Group.
- ii. Adherence to all policies and processes in spirit and form
- iii. Treat all stakeholders with dignity, care, respect irrespective of age, gender and background.
- iv. Not indulging in any kind of harassment and take steps to stop any harassment that an employee witnesses.
- v. Report any grievance, wrongdoing, and malpractice through whistleblower or any other platform.
- vi. Display honesty and integrity with all stakeholders.
- vii. Promote positive health and well-being and adhere to safety policies.
- viii. Take initiative to continuously upskill, improve knowledge and capabilities.
- ix. Perform assigned role with sincerity and to the best of abilities.
- x. Respect and adhere to confidentiality requirements in communication.
- xi. Promote and adopt environment friendly practices in consonance with Company's environmental policy.
- xii. Promote and adopt values laid down in Company's Business Responsibility policy

6. Amendments

The policy to be reviewed once a year or as and when there are any material changes. Changes to the policy will require approval from the MD & Board members.