



# Visionet Global Diversity, Equity & Inclusion Policy & Procedure

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## Document Overview

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**Description – Visionet Global Diversity, Equity & Inclusion Policy and Procedure**

## Distribution List – Internal Use Only

Prepared By	Role	Approved by	Role	Version
Anna Chandi	Director, Legal	Suvarna Nikam	Global HR Head	1.0
Aditi Jain Maheen Noor	Director, HR			

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## 1. About this Policy

Visionet Systems Inc., including its affiliates and subsidiaries (together “Visionet”) is an Equal Employment Opportunity (EEO) Employer & provider, with an aim to encourage and support diversity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace.

Additionally, Visionet is committed to promoting diversity and inclusion at all levels of the company. This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

Visionet encourages all employees to join us in creating a work environment that is inclusive and respectful of all individuals.

## 2. Purpose and Scope

The purpose of this global policy is to promote equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity, respect and fairness. This document outlines our commitment to achieve diversity, equity & inclusion.

As part of Visionet’s zero-tolerance approach to discrimination in any form, any current / former employee or job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics), in line with any applicable Legislations.

Visionet is also committed to providing equitable treatment to all those we deal with as an organisation, including customers and suppliers.

### i. Who does this policy apply to?

This policy applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers of Visionet & its affiliates.

### ii. What is Diversity?

Simply put, diversity is the presence of difference.

Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc. It is not one person, but a group of unique people from different backgrounds – AKA the presence of difference within a given setting.

Workplace diversity is the term used for the workplace composed of employees with varying characteristics, such as different sex, gender, race, ethnicity, sexual orientation, etc.

The term workplace diversity encompasses many different characteristics, such as:

- Race.
- Ethnicity.
- Gender.
- Age.
- Sexual orientation.
- Physical abilities and disabilities.
- Gender Identity
- Religion.
- Political beliefs.
- Education.
- Socioeconomic background.
- Geographical orientation.
- Language.
- Culture.
- Military service.

We believe that diversity brings different perspectives, experiences, and ideas, leading to enhanced creativity, innovation, and overall organizational success and this policy outlines our commitment on same.

### iii. What is Equity?

Equity ensures fairness regardless of who you are.

Equity refers to fair and just practices and policies that ensure all people can thrive. Equity is different from equality in that equality implies treating everyone as if their experiences are exactly the same. Equity ensures everyone has access to the same treatment, opportunities, and advancement and aims to identify and eliminate barriers that prevent the full participation of people or groups.

As part of the policy, we are committed to provide equal opportunities for all employees, based on their abilities, qualifications, and job performance; and will ensure fair and unbiased practices in all aspects of employment, including recruitment, hiring, promotion, training, compensation, and benefits.

### iv. What is Inclusion?

Inclusion is all about acceptance and belonging. Inclusion is a company-wide effort and practice in which different groups or individuals with varying social and cultural backgrounds are socially accepted, welcomed, respected, and treated equally. These differences could be self-evident, such as national origin, age, race and ethnicity, religion/belief, gender, marital status, and socioeconomic status, or they could be more inherent, such as educational background, training, work experience, tenure, even personality, such as introverts and extroverts.

This entails fostering a culture of open communication, collaboration, and teamwork, where different perspectives are encouraged and heard. Visionet is committed to establish mechanisms for employees to express concerns, provide feedback, or report any incidents of discrimination, harassment, or bias, ensuring confidentiality and non-retaliation.

## 3. What is Discrimination?

Discrimination is defined as:

Behaviours on the basis of protected characteristics age, gender identity or expression, marital / pregnancy status, disabilities, sexual orientation, religion, nationality, race, and ethnicity.

And including, but not limited to:

- Denial of benefits, appropriate compensation, or growth / promotion.
- Job refusal or exclusion from employment.
- Termination of employment.
- Denial of use of company facilities or property.
- Preferential treatment.
- Exclusion or isolation by co-workers.
- Hostile work environment.
- Failure to understand and provide necessary accommodations due to disability (physical or mental).

One must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

Any form of discrimination (including below but not limited to) enlisted below is prohibited under this policy and is termed unlawful:

**Direct discrimination:** treating someone less favourably because of a.) Protected Characteristic that an employee possesses, otherwise known as ordinary direct discrimination e.g., rejecting a job applicant because of their religious views or sexual orientation b.) Associated discrimination due to their association with an individual with a Protected Characteristic c.) Perception Discrimination for mistaken belief that they possess protected characteristics.

**Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified.

**Harassment:** includes any unwanted conduct related to a Protected Characteristic as well as sexual harassment based on someone's sex or gender including any unwelcome sexual advances or requests for sexual favours or any other conduct of a sexual nature, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. [Harassment is dealt with further in any other geo-specific policy on the matter, if applicable].

**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so. The policy prohibits retaliation against any individual who reports or participates in an investigation of discrimination or harassment complaint.

**Disability discrimination:** this includes any direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## 4. Who is Accountable for this Policy?

The HR Department has overall accountability for the effective operation of this policy. Questions about the policy or suggestions for change should be referred to the Geo HR Head.

The Senior leadership will champion diversity, equity, and inclusion initiatives and embed these values in all aspects of organizational decision-making.

All managers must set an appropriate standard of behaviour, lead by example and will be accountable for promoting and implementing this policy within their respective teams and ensure compliance to promote our aims and objectives with regards to diversity, equity and inclusion.

All employees are responsible for upholding this policy and fostering an inclusive workplace culture.

This policy will be reviewed annually to ensure its effectiveness, relevance, and alignment with evolving best practices and legal requirements. Any necessary updates or revisions will be made to enhance our commitment to diversity, equity, and inclusion.

## 5. Diversity and Inclusion Training

Training needs will be identified across verticals and the identified individuals will be given appropriate training as required on recognising and avoiding discrimination, harassment, victimisation, unconscious bias, etc. and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. Geo-HR Head has overall responsibility for equality training for staff and managers, as appropriate.

## 6. Recruitment and Selection

Recruitment, promotion, and any other talent identification exercise will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, Visionet will aim to take steps to improve the diversity of its workforce and provide equality of opportunity. The recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

There are limited exceptions which should only be used with reasonable sensitivity by personnel involved in the recruitment process. For example:





- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit people with protected characteristics.
- Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Where necessary, job offers can be made conditional on a satisfactory medical check.

Any data collected during the process of recruitment or any other talent identification exercise will be kept strictly confidential and for internal use only.

## 7. Training, Promotion and Conditions of Service

An objective performance evaluation system will be maintained that recognizes and rewards employees based on their contributions and achievements. All promotion decisions will be made on the basis of merit.

Where appropriate, steps will be taken to identify and address any systemic / structural unjustified barriers that may contribute to inequities, or to meet the specific needs of disadvantaged or underrepresented groups. Visionet conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all who should have access to them and that there are no unlawful obstacles to accessing them.

During the course of employment if any employee is transitioning they can reach out to their respective HR spoc through an email intimating them of the change in their preferred/protected characteristic. They can work with the HR to mutually agree on the support they require for this transition process to be successful.

## 8. Termination of employment

Visionet will ensure that criteria and procedures for all employee exits and/or furlough are fair and objective and are not directly or indirectly discriminatory, and that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## 9. Disabilities

Any employee with disabilities is encouraged to disclose their condition to Visionet, so that appropriate support can be provided.

In case of any difficulties experienced by any employee at work because of their disability, such employees can contact their line manager or the HR Department to discuss any reasonable adjustments that would help overcome or minimise the difficulty. If needed, the line manager or the HR Department may wish to consult with such employees and their medical adviser about possible adjustments. Visionet will consider the matter carefully and try to accommodate the needs within reason.

Visionet will strive to ensure that its physical facilities, digital platforms, communication channels, and information technology are accessible to individuals with disabilities, to the extent reasonably achievable.

## 10. Policy Violation:

Visionet will take a strict approach to breaches of this policy, which will be dealt with in accordance with our Visionet Global Workplace Conduct Investigation Policy. Serious cases of deliberate discrimination and victimisation may amount to gross misconduct resulting in dismissal.

Visionet encourages the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. However, making a false allegation in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under Visionet Global Workplace Conduct Investigation Policy.

**For reporting any incidents of actual or potential discrimination, you can reach out to us at**

For any clarification, update, or feedback pertaining to this policy and procedure you can reach out to the HR team at [hr@visionet.com](mailto:hr@visionet.com)





# About Visionet

Visionet is an engineering-led company driven by innovation. In our journey of 27+ years, we've helped hundreds of clients across various industries to innovate faster, remain relevant, and build better products and services. With more than 8,000 people worldwide, across our 14 locations, Visionet provides transformational consulting, technology, and outsourcing services and solutions for a broad range of industries.

## Contact Us

### Headquarters

4 Cedarbrook Drive, Bldg. B,  
Cranbury, NJ 08512  
609-452-0700

### United Kingdom

Visionet EMEA Limited,  
The Smith, 145 London Rd,  
Kingston upon Thames  
KT2 6SR

### Germany

Visionet Deutschland GmbH,  
Unter den Linden 28-30,  
Design Offices, 10117  
Berlin

Serving our clients with  
more than **14 locations**  
across the globe.

[sales@visionet.com](mailto:sales@visionet.com)  
[visionet.com](http://visionet.com)

