




Diversity, Equity & Inclusion Policy

Enriching Lives, Empowering Livelihoods

Lupin Human Welfare & Research Foundation
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Document Control

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At Lupin Human Welfare & Research Foundation (LHWRF), we believe that advancing diversity, equity and inclusion (DEI) is not only a moral responsibility but also a strategic imperative that strengthens our ability to serve communities effectively. A diverse workforce brings together different perspectives and lived experiences, enabling the foundation to design and deliver more responsive and impactful programs. Equity ensures that opportunities, resources and support are distributed fairly, addressing systemic barriers that may affect individuals differently. Inclusion is about creating a culture where every person—regardless of role, background or identity—feels welcomed, valued and empowered to contribute fully. Through this DEI Policy, LHWRF reaffirms its commitment to building an organization that reflects the communities it serves and upholds dignity, fairness and respect for all.

Table of Contents

1. PURPOSE	5
2. SCOPE	5
3. GUIDING PRINCIPLES	5
4. IMPLEMENTATION	5
5. FEEDBACK AND COMPLAINTS	6
6. MONITORING & REPORTING	7
7. OVERSIGHT & REPORTING.....	7
8. REVIEW AND UPDATES.....	7
ANNEXURE 1 : DEFINITIONS	9
ANNEXURE 2: COMPLAINT FORM.....	9
ANNEXURE 3: DEI FEEDBACK FORM.....	10
ANNEXURE 4: COMPLAINT & FEEDBACK REGISTER.....	10
ANNEXURE 5: PWD ACCOMMODATION LOG	11

1. Purpose

The purpose of this policy is to foster and sustain an inclusive, respectful and equitable environment where diversity is recognized and valued as a source of strength. The Foundation is committed to preventing discrimination, bias and harassment, and to ensuring that all individuals including employees, associates, volunteers, partners and stakeholders are treated fairly, with dignity and without prejudice, regardless of their differences. By actively promoting diversity, equity and inclusion across all policies, practices and organizational culture, LHWRP aims to ensure that every person feels valued, empowered and able to contribute their full potential toward achieving the Foundation's shared mission.

2. Scope

This policy applies to:

- All employees on the roles of LHWRP and third party employees.
- All individuals applying for any role or engagement with LHWRP, who shall be treated and are expected to act in accordance with the principles of Diversity, Equity, and Inclusion (DEI).
- Senior management, who shall uphold DEI principles in their leadership and oversight roles and shall be subject to this policy with respect to their conduct within LHWRP.
- Consultants, vendors and partner organizations, who shall be expected to align with DEI principles through contractual obligations or partnership agreements; however, they shall not fall under the internal redressal mechanism of this policy.
- All programs, operations and organizational interactions, whether internal or external, where LHWRP represents or acts in its official capacity.

All individuals shall uphold the principles of diversity, equity and inclusion in their conduct and decision-making, regardless of their role or level of engagement.

3. Guiding Principles

The following principles form the foundation of LHWRP's commitment to diversity, equity and inclusion;

- **Diversity:** Recognizing, respecting and valuing the unique differences of individuals including, but not limited to, gender, age, caste, religion, ethnicity, disability, sexual orientation, socio-economic background and life experiences.
- **Equity:** Providing fair access to opportunities, resources and support, addressing barriers that may limit full participation.
- **Inclusion:** Creating an environment where everyone feels welcomed, respected and empowered to contribute meaningfully.

Kindly refer Annexure 1 for detailed definition of each of the above principles

4. Implementation

The following measures outline how LHWRP shall integrate diversity, equity and inclusion into its core organizational practices and culture.

- **Recruitment and Hiring:** LHWRP is committed to a fair and inclusive hiring process. The recruitment and hiring practices shall be designed to attract a diverse pool of candidates, and all applicants shall be considered based on their qualifications and experience. Recruitment, promotions, compensation and benefits shall be determined solely on the

basis of merit, skills and qualifications, without any discrimination based on race, ethnicity, gender identity, gender expression, sexual orientation, age, disability, religion, or any other characteristic protected by law.

- **Equitable Human Resource Development:** LHWRF shall provide all employees with equal opportunities for professional development and advancement. All employees shall have access to the resources, training and support needed to reach their full potential.
- **Capacity Building:** LHWRF shall conduct regular awareness programs, sensitization workshops and training to build understanding and embed DEI principles in organizational culture. A key focus shall be on inclusive leadership training to equip managers and leaders with the tools needed to foster a culture of psychological safety, where employees feel they can speak up with ideas or concerns without fear of reprisal or judgment.
- **Accessible Workplace:** LHWRF shall provide reasonable accommodations for employees with disabilities and shall ensure accessibility in physical infrastructure, workplace facilities and digital tools. **Refer Annexure 5 for more details.**
- **Safe Environment:** LHWRF is committed to a workplace free from harassment, bullying, intimidation and discrimination, supported by our POSH and Whistleblower policies. All employees shall treat one another with respect and dignity, and any behaviour that creates a hostile or intimidating work environment shall not be tolerated.

Employee Resource Groups (ERGs) LHWRF shall support the formation of Employee Resource Groups (ERGs), which shall be voluntary, employee-led networks that provide a support system, opportunities for professional development and a platform for dialogue on DEI issues. ERGs shall play a key role in advocating for DEI policies and providing valuable insights into employee experience.

The establishment, scope and continuation of any ERG **shall be subject to review and approval by the DEI Panel, whose decision shall be final and binding.**

5. Feedback and Complaints

LHWRF encourages all employees to provide feedback and voice any concerns about diversity, equity and inclusion. While Employee Resource Groups can serve as a valuable platform for community and informal support, formal complaints shall be submitted through the channels outlined below to ensure proper investigation and legal compliance.

Step 1: Raising Concerns

Any employee who experiences or witnesses’ discrimination, exclusion, harassment or bias shall raise the concern with their immediate Supervisor/manager

Step 2: Formal submission to HR

If unresolved, the concern shall be submitted in writing through the prescribed *Complaint Form* (Annexure 1) to the HR Department. The form shall be accessible through the HR portal and/or shared communication channels. In cases where the form is not accessible, a written **email submission** shall also be accepted. HR shall acknowledge receipt within **3 working days**.

Step 3: HR Review

HR shall review the complaint, consult relevant parties and attempt mediation within **15 working days**.

Step 4: DEI Review Panel

If unresolved, the complaint shall be referred to the DEI Review panel, comprising:

- CSR Head
- Head of HR / HR Manager
- Respective Functional Head/AGM
- Service provider designated personnel (if required - in cases involving third party employees)

The panel shall hear both sides, review facts and issue a written recommendation within **30 working days**.

In cases of discrimination against persons with disabilities or transgender individuals, the review process shall be carried out in a manner consistent with the legal mandates of the Rights of Persons with Disabilities Act, 2016 (RPD Act), and the Transgender Persons (Protection of Rights) Act, 2019 (TPPR Act), respectively.

The decision of the DEI Review Panel shall be **final and binding**

All complaints shall be addressed promptly, confidentially and without fear of retaliation. LHWRF does not tolerate any retaliation or reprisals of any form against an employee who reports a concern in good faith or provide relevant information when required. All concerns shall be taken very seriously, thoroughly investigated and appropriate action shall be taken to address the issue.

Kindly refer Annexure 2,3 & 4 for Complaint form, Feedback form and Complaint & Feedback Register format.

6. Monitoring & Reporting

LHWRF shall set annual DEI goals and track progress through internal reporting mechanisms.

- Aggregate data on diversity representation and inclusion initiatives may be shared with stakeholders in the Annual Report.
- Regular feedback shall be gathered from employees to identify areas for improvement.

7. Oversight & Reporting

- The HR Department shall maintain a **confidential DEI Complaints Register** documenting cases, actions taken, and outcomes.
- The Senior management shall review systemic issues, policy compliance and recommend improvements to strengthen inclusiveness.

8. Review and Updates

This policy shall be reviewed annually, or earlier in case of significant incidents or legal updates, to ensure it remains aligned with LHWRF's commitment to diversity, equity and inclusion, as well as with evolving best practices and legal requirements.

Progress shall be monitored through:

- Annual Employee Surveys to gather feedback on inclusivity, workplace culture and any barriers faced.
- Periodic Stakeholder Consultations with management and partners to incorporate diverse perspectives.

- Updates to the policy shall be communicated to all employees and training sessions shall be conducted as necessary to ensure awareness and compliance.

LHWRF shall regularly review and update this policy to ensure that it reflects its commitment to diversity, equity and inclusion and to ensure that its practices align with best practices in the field.

Annexure 1 : Definitions

Diversity at workplace: Diversity at the workplace refers to the variety of differences among employees in an organization. This includes, but is not limited to, differences in race, ethnicity, gender, age, sexual orientation, disability, religion, cultural background, education, and other characteristics. In a diverse workplace, employees bring their unique perspectives, experiences, and talents, which can enhance creativity, innovation, and problem-solving. A diverse workforce also promotes a culture of inclusion, where individuals feel valued, respected and supported, leading to better decision-making, increased productivity and improved morale. Embracing diversity at the workplace is important to ensure fair and equal opportunities for all employees and to create a positive and inclusive work environment.

Equity at workplace: Equity at the workplace refers to the fair treatment of all employees regardless of their differences, with the goal of achieving equal outcomes. Equity recognizes that individuals may start from different points and face different barriers or challenges, and therefore require different resources and support to succeed. Equity involves identifying and addressing systemic barriers and biases that may prevent certain groups from accessing opportunities and resources. This may include addressing issues such as pay equity, promotion opportunities and access to training and development programs. By promoting equity, the organization ensures that all employees have equal access to opportunities, are treated fairly and have the support they need to succeed. This in turn contributes to a more diverse, inclusive and productive workplace culture.

Inclusive workplace: An inclusive workplace is a work environment that values and respects diversity, and where all employees feel valued, supported and included. An inclusive workplace recognizes and celebrates the unique perspectives, experiences and identities that individuals bring and actively seeks to create an environment where everyone feels welcome, regardless of their differences. Inclusion involves implementing policies and practices that promote equity and diversity, providing training and education on inclusion and bias, and fostering a culture of respect, empathy and open communication. In an inclusive workplace, employees feel empowered to share their ideas and perspectives, contribute to the organization's success in meaningful ways. An inclusive workplace is not only the right thing to do, but it also offers numerous benefits, such as increased innovation, employee satisfaction and improved organizational performance.

Annexure 2: Complaint form

Section	Details to be Filled
Name (Optional, if anonymous)	
Department / Location	
Nature of Concern (Tick)	<input type="checkbox"/> Discrimination <input type="checkbox"/> Bias <input type="checkbox"/> Harassment <input type="checkbox"/> Accessibility <input type="checkbox"/> Other
Date/Period of Incident	
Description of Concern (What happened, when, where, who was involved)	
Impact Experienced	
Any Witnesses (if applicable)	
Previous Action Taken (if any)	
Preferred Resolution (if any)	

Submitted to (Manager / HRBP / HR Head/ DEI Officer)	
Date of Submission	
Signature (if not anonymous)	

Action Taken (for official use)

Reviewed By	Designation	Date	Remarks / Action Taken

Annexure 3: DEI Feedback form

Section	Details to be Filled
Name (Optional, if you wish to remain anonymous)	
Department / Location	
How inclusive do you find the workplace environment? (1–5 scale)	
Do you feel all employees are treated fairly regardless of gender, caste, disability, or background? (Yes/No, comments)	
Do you have equal access to organizational facilities, communication and digital platforms (e.g., HR portal, MIS, emails, online trainings, communication tools)?	
Have you participated in any DEI awareness or training sessions? If yes, were they helpful?	
Do you feel safe and respected in the workplace? (Yes/No, comments)	
Suggestions to strengthen diversity, equity, and inclusion at LHWRP	

For Office use

Reviewed By	Designation	Date	Remarks / Action Taken

Annexure 4: Complaint & Feedback Register

(Internal Use only - maintained in Excel/Google Sheet or HR portal)

Sr. No.	Date Received	Name/ID (if not anonymous)	Department /Location	Category (Discrimination/Harassment/Exclusion/Accessibility/Other)	Reported To (Supervisor/HRBP/HR)	Description (summary)	Action Taken	Escalation level reached	Status (Open/Closed/Appealed)	Closure Date	Remarks
1											
2											
3											
4											

Key Columns/notes explained:

- Category of concern includes – Discrimination, Harassment, Exclusion, Accessibility
- Escalation level reached – Immediate supervisor/HR head/ Review Panel
- This register shall be maintained by the HR in digital or physical format.
- Status updates shall be regularly reviewed by the DEI Review Panel/ HR Head.

Annexure 5: PwD Accommodation log

(confidential)

Employee Name & ID	Date of Request	Type of Disability	Accommodation Requested	Accommodation Provided	Date of Implementation	Cost (if any)