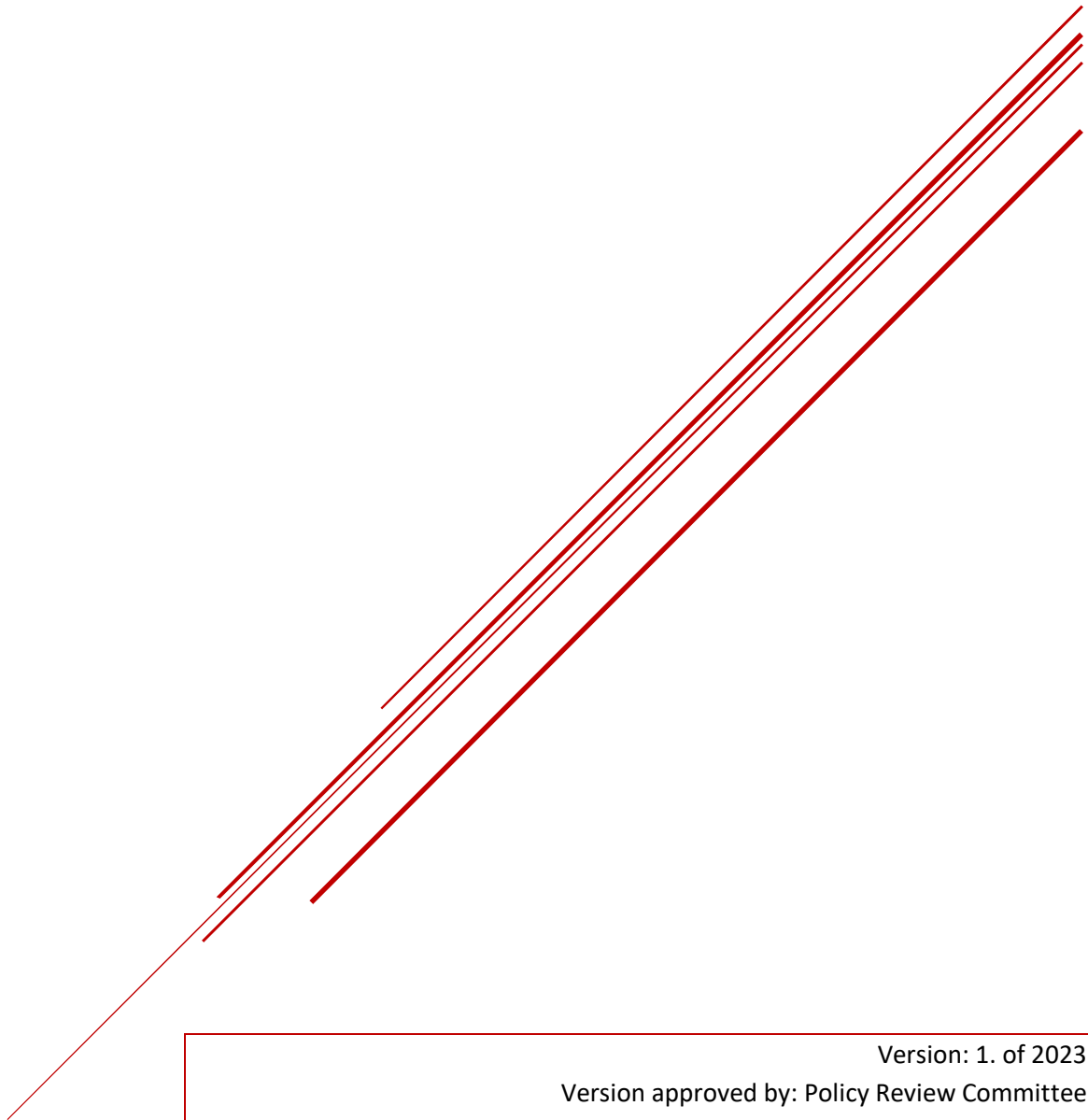


# HUMAN RIGHTS POLICY

Muthoot Finance Limited



Version: 1. of 2023

Version approved by: Policy Review Committee  
of Muthoot Finance Limited

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Department: HR

**H**uman rights are universal, and every individual in the world deserves to be treated with dignity and equality. The Muthoot Finance recognizes its legal and moral responsibility to respect human rights of all its stakeholders. We take pride in our strong foundation which is deeply rooted by our founding principles that is Ethics, Values, Reliability, Dependability, Trustworthiness, Integrity, and Goodwill.

#### ❖ **Purpose**

Muthoot Finance is committed in its compliance with the requirements of all applicable employment, labour and human rights laws. This policy defines the commitment of Muthoot Finance to uphold Human Rights, shows its conscious commitment and ensures protection of Human Rights. Muthoot Finance considers this commitment as sound business practice and thus the same have been embodied in this Human Rights Policy (“the Policy”).

#### ❖ **Applicability**

The policy applies to every employee and value chain partners of Muthoot Finance Ltd and covers all operational offices/ branches under Muthoot Finance Ltd.

#### ❖ **Approach and principles adopted.**

- Muthoot Finance ensures it does not cause any human rights violations as a result of its operations or relationships.
- Muthoot Finance has zero tolerance towards and prohibits all forms of slavery, coerced labour, child labour, human trafficking, violence or physical, sexual, psychological, or verbal abuse. As a matter of policy, Muthoot Finance does not hire any employee or engage with any agent, vendor, etc against their free-will.
- Muthoot Finance does not discriminate in terms of recruitment, progression, terms and conditions of work and representation, based on personal characteristics unrelated to inherent job requirements, including gender, race, colour, caste, disability, political opinion, sexual orientation, age, religion, social or ethnic origin or marital status. The basis of recruitment, placement, development, training, compensation and advancement in the organisation is qualification, performance , skill and experience
- Muthoot Finance will ensure adherence to all applicable local laws on human rights across its value chain, the Company will assess its value chain partners on the aspects of discrimination at workplace, sexual harassment, Child labour, forced labour and minimum wages.

#### ❖ **Muthoot Honour Code**

Muthoot Finance believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behaviour. Towards this end, the Muthoot Finance has formulated the Muthoot Code of Conduct (“Honour Code”), which lays down the principles and standards that should govern the actions of Muthoot Finance and their employees.

#### ❖ **Safe and Healthy Workplace**

- **7-layer security system:** The security system established based on the organization’s seven-layer security transformation plan detects anomalies swiftly and responds instantly, thus ensuring that the security imperatives of a pan-India NBFC like us is carried out seamlessly
- There is a well-structured **POSH** committee that addresses the grievance or complaints reported by the Women employees. The committee come with proposals and policies to safeguard the interest of employees.

- **Disciplinary Action Committee (DAC)** – The purpose of the disciplinary policy and procedure is to set and maintain standards of conduct within the organization, and in doing so, ensure that all employees are treated fairly and consistently. It is designed to help and encourage all employees to achieve and maintain satisfactory standards of conduct.
- **Workplace Experience-** Muthoot Finance offers best-in-class working conditions to its employees. Almost all our branches are air-conditioned, thereby consistently ensuring employees and customers have a pleasant office experience. We also enable Gym and Cafeteria facility in our controlling offices.

#### ❖ **Promoting skill upgradation and career development**

Employee learning and development programmes fall under the following broad categories – management development, supervisory skills, basic skills, professional skills, and technical skills.

The training function designs, develops, and delivers the full stack of training programmes to employees covering all the necessary topics, to ensure a risk-managed, compliant, and performance-driven working atmosphere.

#### ❖ **Equal Opportunity for Women Employees**

Muthoot Finance's hiring philosophy (**Son of the soil of recruitment**) of recruiting employees from the branches' catchment areas bodes well for women employees. They are spared of tiresome commutes and attend to both office and personal responsibilities comfortably. We offer considerate transfers for women employees who get married so that they are placed at branches close to their new place of domicile.

It is our operational intention that every branch should have at least one female employee.

#### ❖ **Promoting ISR (Individual Social Responsibility)**

Apart from the Landmark Contributions of the Organisation in the field of Corporate Social Responsibility our employees are also in the forefront for Promoting Individual Social Responsibility hence building an atmosphere of compassion and care in the society.