



# KFIN TECHNOLOGIES LIMITED

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## Transgender Employment Policy

### Document Revision History

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			Name	Date	
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3.0	May 1, 2023	HR Team	CPO	May 01, 2023	Annual review
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### Distribution

This document has been distributed to:

Version No.	Distribution Audience
V3.0	All Employees of KFinTech & Management of KFinTech.

# Transgender Employment Policy

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# Transgender Employment Policy

## 1.0 Definition

Trans' or 'transgender' describes people whose gender identity differs from their sex assigned at birth. They are umbrella terms covering people who are non-binary – that is, they are not solely male or female. They may define themselves as both, neither or something entirely different. They may or not have medical interventions to align their bodies with their non-binary gender identity.

Inclusion and diversity are fundamental to our culture and core values, fostering an innovative, collaborative and high-energy work environment. KFin Technologies Private Limited (“KFinTech” or “Company” or “we”) recognizes that each person has unique strengths. And by embracing those strengths, we all deliver high performance— together. We commit ourselves in creating an effective transgender employment policy (“Policy”) keeping in mind the values and ethos of the Company.

## 2.0 Purpose

The purpose of this Policy is to foster an inclusive workplace culture where the real emphasis is placed on valuing people’s abilities instead of limitations and guidelines to address the needs of transgender and gender non-conforming employees. The goal is to ensure the safety, comfort, and healthy development of transgender or gender non- conforming employees while maximizing the employee’s workplace integration and minimizing stigmatization of the employee.

## 3.0 Privacy Clause

Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private as per their choice.

## 4.0 Gender-Neutral Bathrooms or Bathroom Usage Guidelines

Employees shall have unrestricted access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, shall be provided access to a single-stall restroom, when available. Further the management would appropriately create alternatives as the need arises.

## 5.0 Locker Room Availability

All employees have right to use the locker room that corresponds to their gender identity. Any employee who has a need or desire for increased privacy, regardless of any reason, will be provided with a reasonable alternative changing area such as the use of a private area or using the locker room that corresponds to their gender identity before or after other employees.

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### 6.0 Pronoun

All employees have the right to be addressed by the name and pronoun that correspond to the employee's preferred gender identity, upon request. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's preferred gender identity) can constitute harassment and is a violation of this Policy. If one is unsure what pronoun a transitioning co-worker might prefer, one can politely ask the co-worker how they would like to be addressed.

### 7.0 Gender Neutral Dress Codes

We do not have dress codes that restrict employees' clothing or appearance based on gender. Transgender and gender non-conforming employees have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

### 8.0 Transition

An employee with the intention to transition can approach to their manager or human resources dept to seek assistance on the workplace transition process. They will be assisted with all the required guidelines.

### 9.0 Discrimination/Harassment

We are committed in creating a safe work environment for transgender and gender non-conforming employees. We do not discriminate or deny access to or provision or enjoyment or use of any goods, accommodation, service, facility, benefit, privilege or opportunity dedicated to the use of the general public or customarily available to the public. Further, we do not deny or discontinue or disregard the right of movement of any transgender person. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, but also taking suitable corrective action, and providing employees and staff with appropriate resources.

### 10.0 Health Insurance Benefits

We will work with its insurance carriers or administrators to remove transgender exclusions and provide comprehensive transgender-inclusive insurance coverage as deemed necessary.

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### 11.0 Formation of the Employee Resource Group

We will work with LGBTQ+ organizations for the formation of Employee Resource Groups for protecting the diversity and increasing inclusiveness. KFinTech along with these ensure & arrange the training sessions required for educating the non-transgender employees. This group will also be responsible & working with Senior Management for the crafting various policies required.

### 12.0 Selection, Recruitment and Promotion

We will not ask to disclose or there is no obligation for the candidates to disclose the gender history who have already transitioned. Job applicants and interviewees will not be asked about their gender identity during the recruitment process – it is not a relevant criterion in selection. Neither is there any obligation for a transgender person to disclose this as a condition of employment. If they choose to disclose, this is not in itself a reason for not offering employment, and non-disclosure or subsequent disclosure is not grounds for dismissal/not hiring. Interviewers or HR Team who become aware that an applicant is transgender will maintain full confidentiality in relation to this. There will be no bias due bases on the gender. There will be no discrimination or bias against the transgender employee with promotion and other related issues.

KFinTech follows all the relevant applicable provisions of The Transgender Persons (Protection of Rights) Act, 2019. We treat all employees equitably when it comes to opportunities, benefits, and employee's everyday experiences when they come to work. KFinTech respects every employee as they are without any stigma attached to their gender identity.

Employee can raise their issues, complaints & grievances to the designated complaints officer. The designated complaints officer for KFinTech is

Name: Ms. Kiran Aidhi

Email: [kiran.aidhi@kfintech.com](mailto:kiran.aidhi@kfintech.com)

You may reach our partner Convercent on 000-8001-004-175 / 000-8001-003-428