



**IDBI Bank Ltd.**

**Human Right Policy**

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## **IDBI Bank Ltd. - Human Rights Policy**

It is the endeavour of the Bank to support the internationally established principles on Human Rights enumerated under United Nations Universal Declaration of Human Rights and International Labour Organisation's Declaration on Fundamental Principles and Rights at Work. IDBI Bank recognizes the valuable role that business can play in the long-term protection of human rights for a better future. Our support for these fundamental principles reflects in our policies and actions towards our Stakeholders viz. employees, suppliers, customers, communities and the places/territories where Bank operates and do business.

### **1. Objective & Applicability:**

1.1 The Policy is applicable to all stakeholders including employees and business partners. The Policy Covers the following issues:

- a. Safe and Healthy Workplace
- b. Workforce Diversity
- c. Prohibition of Child Labour & Forced Labour
- d. Harassment-Free Workplace
- e. Human Dignity
- f. Minimum wages and benefits
- g. Employee Feedback and Grievances
- h. Ethical Business Conduct

### **2. Bank's Approach:**

2.1 IDBI Bank is committed to maintaining high standards of ethical and professional conduct in all its corporate activities. IDBI Bank's Code of Conduct, which is available on official website, reflects our long-standing commitment to Equal Rights, Ethical Standards and Health & Safety. IDBI Bank strives to provide equal opportunities to all its employees. The Bank maintains harmonious industrial relations with the employee Associations/ Unions. Employee policies and practices are administered on a non-discriminatory basis in all matters. The Bank's Human Rights Policy exhibits commitment in promoting and supporting rights of employees, stakeholders and business partners based on following principles.

**a. Safe & Healthy Workplace**

IDBI Bank shall strive to provide a safe and healthy working environment at its work places and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territories it operates in.

**b. Workforce Diversity**

IDBI Bank is committed to a culture that is rich in diversity and is equitable with respect to every individual with zero tolerance for discrimination. Bank operates in diverse society and is committed to embedding equity and inclusion in all practices. Bank is constantly working to ensure that our facilities are inclusive and accessible for our customers and other stakeholders. Bank supports and encourages diversity and inclusion in our organization and shall continue to provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, sex, age, nationality, disability etc. Bank's Policy on Equal Opportunity and Diversity pledges our commitment on preserving diversity and inclusion in our organisation.

**c. Prohibition of Child Labour & Forced Labour**

IDBI Bank will not accept engagement or support of child labour in any form. IDBI Bank Strictly prohibits Child or Forced Labour. IDBI Bank will not allow the use of forced labour and has zero tolerance towards any form of child or forced form of labour.

**d. Harassment-Free Workplace**

IDBI Bank recognizes that a harassment free workplace is essential for conducive work environment. Bank's Policies and systems are designed to prevent such instances and address them suitably. Bank is committed to respecting the rights of all employees and strives to maintain a work environment free of harassment, whether physical, verbal or psychological.

With an objective to provide a safe and friendly environment and ensure prevention of sexual harassment at workplace to all, Bank has formed two Internal Committees, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

With the aim to provide quick assistance and provide the much desired immediate support to the aggrieved woman at the occurrence of an untoward incident, an email based Grievance Mechanism is also available to lodge complaint of sexual harassment faced by a woman at the Bank's work place.

**e. Human Dignity**

IDBI Bank Ltd. believes in treating people with dignity and affirm that Bank shall value individual dignity, pride and self-respect. Bank strives to nurture fairness, trust and transparency in all respect.

**f. Minimum wages and benefits**

IDBI Bank believes in fair and transparent payment of remuneration to all its employees and value chain partners for the services rendered by them. Bank strictly abides by all relevant wage regulations required by law.

**g. Employee Feedback and Grievances**

IDBI Bank is committed to effectively identify and respond to human rights issues thereby maintaining confidentiality. The Bank implements the above standards by incorporating it in related policies, processes and guidelines. Bank's employees can share their concerns as per mechanism available through Bank's grievance redressal portal and any other matters may be reported to the Human Resources Team.

**h. Ethical Business Conduct**

As per Bank's Code of Conduct, IDBI Bank is committed to conduct business with all honesty, integrity, zero tolerance to corruption, in compliance with all applicable laws and regulations. A Director / Officer / Employee of IDBI Bank Ltd. shall conduct all the dealings on behalf of IDBI Bank Ltd. with professionalism, honesty, integrity and high moral and ethical standards. All employees governed by Staff Rules shall conform to and abide by these Rules in order to build a strong and value oriented culture.

The Bank shall ensure that grievances are examined in a non-discriminatory manner and shall provide adequate safeguards against victimisation of the individuals who use such mechanisms.

### **3. Breach of the provisions of policy**

Breach of the provisions of the policy including but not limited to discriminatory behaviour or harassment shall be liable for corrective/ disciplinary action as deemed fit by the Bank in terms of applicable rules.

### **4. Human rights Due diligence**

The bank shall endeavour to undertake a bank-wide due diligence exercise and also conduct human right assessment/ set up mitigation and remediation plans, as warranted from time to time.

### **5. Communication of the Policy**

This policy shall be easily accessible to all on Bank's website and intranet.

### **6. Validity**

The policy would be reviewed every three years for any modifications/improvements in the light of any statutory requirements. However, the Bank reserves the right to review/modify/amend the policy whenever deemed necessary.

### **7. References**

- i. IDBI Officers' (Conduct) Rules, 2006
- ii. Industrial Development Bank of India Staff Rules, 2004
- iii. General Code of Conduct and Ethics
- iv. Equal Opportunity Policy
- v. Relevant Circulars on i- HRIDAYO and GRC.
- vi. Policy on Vigil Mechanism

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