



Symphony Limited

Equal Opportunity, Diversity and Inclusion Policy

I. PURPOSE

Symphony Limited (the “Company”) is committed to creating and maintaining a work environment that is diverse, inclusive, equitable, respectful, and free from discrimination. The Company values the diverse talents, perspectives, skills, backgrounds, and experiences that employees bring to the workplace.

This policy outlines the Company’s commitment to equal opportunity, diversity, equity, and inclusion, regardless of race, colour, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin, age, disability, any other characteristics protected by applicable law. It applies across employment practices, including recruitment, selection, compensation, benefits, learning and development, performance management, promotions, transfers, career progression, workplace conduct, and separation.

The Company seeks to foster an inclusive culture where all individuals are treated with dignity and respect, and where employees have a fair opportunity to contribute, grow, and realise their potential.

II. SCOPE

This policy applies to all employees and contractual workers of the Company.

III. RESPONSIBILITY

The Company’s Chairman & Managing Director and Head - HR are responsible for implementation of this policy and its monitoring.

IV. POLICY STATEMENT

The Company prohibits all forms of discrimination and harassment in the workplace, including in all aspects of employment such as recruitment, promotions and transfers, training and development, compensation and benefits, job assignments, discipline, and termination. The Company is committed to building a workplace where diversity is respected, inclusion is encouraged, and all employees are provided fair access to opportunities, resources, learning, development, and career progression.

V. COMPANY RESPONSIBILITIES

The Company shall endeavour to foster an inclusive, fair, and respectful workplace across employees, departments, and levels of the organisation. The Company shall promote merit-based and non-discriminatory employment practices, including recruitment, selection, promotion, compensation, learning and development, career progression, and separation.

The Company recognises the importance of diversity, including gender, age, experience, skill set, background, and perspectives, and may support diversity and inclusion through initiatives such as outreach to diverse talent pools, gender inclusion, training and guidance, mentoring, employee engagement forums, affinity groups, networking groups, or diversity councils, wherever appropriate. The Company shall provide appropriate channels to report discrimination, harassment, exclusion,

retaliation, or unfair treatment and address such concerns in a fair, timely, and confidential manner, to the extent reasonably possible.

VI. EMPLOYEE RESPONSIBILITIES

Employees are expected to treat colleagues, workers, applicants, customers, vendors, and business partners with respect, fairness, and dignity. Employees shall refrain from discriminatory, harassing, exclusionary, retaliatory, or disrespectful behaviour and support an inclusive workplace culture.

Employees are encouraged to participate in relevant awareness, training, mentoring, or inclusion-related initiatives, wherever applicable, and report concerns relating to discrimination, harassment, exclusion, retaliation, or violation of this policy through appropriate channels.

VII. ENFORCEMENT

Violation of this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment or contract, subject to applicable law and internal policies. The Company is committed to providing a safe, inclusive, and respectful work environment for all.

VII. COMPLAINT PROCEDURES

Employees who believe they have been discriminated against or harassed are encouraged to report the incident immediately. There are several ways to report a concern directly to a supervisor or manager, to the Human Resource Department, and/or through an anonymous reporting system. All complaints will be investigated promptly and confidentially. Employees will not be retaliated against for a reporting a concern in good faith.

IX. COMMUNICATION AND TRAINING

This policy will be communicated to employees through appropriate channels. The Company may provide training and guidance to employees and managers on equal opportunity, diversity, inclusion, respectful workplace behaviour, prevention of discrimination and harassment, and unbiased decision-making. The Company may also support mentoring, employee engagement, networking, or inclusion-related initiatives to foster a diverse, equitable, and inclusive work environment where employees feel valued, respected, and empowered to reach their potential.

X. REVIEW OF THIS POLICY

The Company will regularly review and update this policy as needed to ensure it remains consistent with applicable laws and best practices.
