



DATUM
ADVANCED COMPOSITES

Datum

Anti-Discrimination and Harassment Policy

VERSION 1.0

DATUM COMPANY POLICY

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**DELIVERING ADVANCED COMPOSITE SYSTEMS AND
SPECIALIST ENGINEERING SERVICES WITH PRIDE**



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01

SCOPE AND PURPOSE OF THIS POLICY

TO WHOM DOES THIS POLICY APPLY?

This policy applies to all employees, contractors, consultants, and individuals associated with Datum Advanced Composites, including but not limited to full-time and part-time employees, temporary workers, interns, and volunteers.

PURPOSE OF THIS POLICY

The purpose of this policy is to establish a commitment to maintaining a workplace free from discrimination and harassment, ensuring a respectful and inclusive environment for all individuals affiliated with Datum Advanced Composites.

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POLICY OVERVIEW

Datum is committed to fostering a work environment that is free from discrimination and harassment. Discrimination and harassment based on race, colour, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law will not be tolerated. This policy is designed to maintain a workplace where all employees can thrive and reach their full potential.

KEY PRINCIPALS

Zero Tolerance: We have zero tolerance for discrimination and harassment in any form, including but not limited to race, gender, age, religion, sexual orientation, disability, or any other protected characteristic.

Respect and Dignity: Every individual is entitled to be treated with respect, dignity, and fairness.

Reporting and Accountability: We encourage individuals to report incidents of discrimination or harassment promptly, and we are committed to holding those responsible accountable for their actions.

Prevention: We are committed to preventing discrimination and harassment through education, training, and a proactive approach.

DO

- △ Treat all individuals with respect and fairness.
- △ Report any incidents of discrimination or harassment promptly to the appropriate authority within the organisation.
- △ Cooperate with investigations related to discrimination and harassment.
- △ Promote a culture of inclusion and diversity within the workplace.

DON'T

- △ Engage in any form of discrimination or harassment, including but not limited to verbal, physical, or written actions that are offensive, demeaning, or inappropriate.
- △ Retaliate against anyone for reporting incidents of discrimination or harassment.
- △ Ignore or tolerate incidents of discrimination or harassment.

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DEFINITIONS

DISCRIMINATION

Discrimination refers to any unfavourable treatment or decision based on a person's race, colour, religion, sex, national origin, age, disability, sexual orientation, or any other protected characteristic, which negatively affects their employment or business relationship with Datum.

HARASSMENT

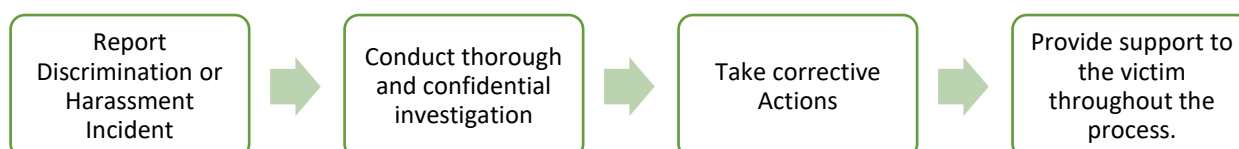
Harassment involves any unwelcome, offensive, or inappropriate conduct or communication, whether verbal, non-verbal, physical, or digital, that creates an intimidating, hostile, or offensive work or business environment, based on a person's protected characteristics.

PROHIBITED CONDUCT

All employees and individuals associated with Datum are prohibited from engaging in any discriminatory or harassing behaviour. This includes but is not limited to verbal abuse, offensive jokes, slurs, offensive comments, gestures, visual materials, physical intimidation, and cyberbullying.

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PROCEDURES



REPORTING AND COMPLAINT PROCEDURE

Any individual who believes they have experienced or witnessed discrimination or harassment within Datum should immediately report the incident to their supervisor, manager, HR, or a designated contact person. We encourage open and prompt reporting, and we will take all reports seriously.

INVESTIGATION AND RESOLUTION

Datum will promptly investigate all reported incidents of discrimination and harassment. Investigations will be conducted confidentially and impartially. Appropriate actions will be taken to address the situation, which may include disciplinary measures against the responsible party.

PROTECTION FROM RETALIATION

Datum prohibits retaliation against any individual who makes a good-faith report of discrimination or harassment. Retaliation is a separate violation of this policy and will be treated with the same seriousness.

TRAINING AND AWARENESS

Datum will provide regular training and awareness programs to educate employees and associates about this policy and the importance of maintaining a discrimination-free and harassment-free environment.

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FREQUENTLY ASKED QUESTIONS

What should I do if I witness an incident of discrimination or harassment in the workplace?

If you witness an incident, report it to the appropriate authority within the organisation so that appropriate action can be taken.

What happens after I report an incident of discrimination or harassment?

After reporting, Datum Advanced Composites will conduct a confidential investigation, and appropriate actions will be taken to address and resolve the issue.

Will there be any retaliation for reporting an incident?

No, Datum Advanced Composites prohibits retaliation against individuals who report incidents of discrimination or harassment. We are committed to protecting those who come forward.

How does Datum Advanced Composites promote a culture of diversity and inclusion?

We promote diversity and inclusion through education, training, and a proactive approach to create a respectful and inclusive workplace.

What actions can be taken against individuals found responsible for discrimination or harassment?

Depending on the severity, disciplinary actions, including but not limited to warnings, suspension, or termination, may be taken against individuals responsible for discrimination or harassment.

Key Reference Documents

- △ Datum Global Code of Conduct
- △ Datum Employee Handbook
- △ Applicable Laws and Regulations
- △ Incident Reporting Form

Key Contacts

- △ Line Manager
- △ Human Resource Executive
- △ Legal Counsel
- △ Speak Up Hotline

DATUM



ADVANCED COMPOSITES

DATUM ADVANCED COMPOSITES PRIVATE LIMITED
117 / H2 / 124, PANDU NAGAR, KANPUR – 208005, UTTAR PRADESH, INDIA

WWW.DATUMLIMITED.COM
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