

Human Rights Policy

Master List Ref HR-P-030	Release Date December 2022	Review Date December 2022	Next Review Date January 2025
Version: 2.0	Process Owner Human Resources	Reviewed by Aditi Gujral	Approved by CHRO

This document is the sole property of Firstsource Solutions Limited. Any use or duplication of this document without express permission of Firstsource Solutions Limited is strictly forbidden and illegal.

Index

1.Objective.....	2
2.Scope.....	2
3. Contents of the Policy.....	2
3.1 Equal Opportunity and Fair Treatment.....	2
3.2 Harassment Free Workplace.....	2
3.3 Protection against child labor, forced labor, and human trafficking.....	2
3.4 Inclusion and Diversity.....	2
3.5 Health, Workplace Safety and Environment.....	3
3.6 Work Hours, Wages and Benefits.....	3
3.7 Sustainability.....	3
4. Governance.....	3
5. References.....	3

1.Objective

Firstsource Solutions Limited (“Firstsource”) respects international human rights principles and is committed to the principles outlined in the United Nations Global Compact and the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work.

2.Scope

This Policy applies to all part time and full-time employees globally, as well as Apprentices, Contractors, Vendors, Clients, Shareholders, and the larger Community associated with Firstsource

3. Contents of the Policy

3.1 Equal opportunity and fair treatment

Firstsource is committed to promoting and upholding a work environment where everyone has the freedom to succeed without being subjected to unfair or excessive pressure or any kind of distinction such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status. Everyone has the opportunity to fully participate in achieving business and personal success and is valued for his or her distinct persona, abilities, and talents.

3.2 Harassment-free workplace

Firstsource treats all employees with respect and provides a work environment free from all forms of harassment, whether physical, verbal, or psychological. We do not use or condone the use of corporal punishment, mental or physical coercion or verbal abuse. We have grievance procedures through which employees can raise personal and work-related issues.

3.3 Protection against child labor, forced labor, and human trafficking

Firstsource does not employ minors or children in any part of its business. We do not use forced, bonded, or compulsory labor, and all its employees are free to terminate their employment at any time. We comply with labor laws in all countries where we are operational and follow the law of the land.

3.4 Inclusion and Diversity

Employing a workforce with diverse cultures, identities and perspectives is a strategic priority for our organization and is anchored around our focus to have our global workforce mirror our diverse communities, clientele, and talent pools where we operate. We are committed to creating a safe, equitable, and intentionally inclusive organization where employees, regardless of their gender, ethnicity, sexual orientation, religious beliefs, age, physical abilities, and other personal and social attributes, can bring their whole selves to work.

3.5 Health, Workplace Safety and Environment

We provide a safe working environment for our employees by minimizing foreseeable risks in the workplace. All employees receive regular health and safety training. We provide proper governance for health and safety.

3.6 Work Hours, Wages and Benefits

At all times Firstsource ensures it pays employees in line with the wages prescribed by governments in which they work.

3.7 Sustainability

Firstsource aims to achieve and maintain the highest standards of Environment and Energy usage, incorporating the principles of sustainable development throughout its worldwide business. Firstsource identifies the protection of the environment where it has its operations as integrated key driver of its business.

4. Governance

The aforementioned criteria are put into practice by Firstsource by including them in pertinent policies, procedures, and guidelines for all company operations. In order to ensure that human rights are respected and fulfilled in accordance with international law and the provisions of this document, we work together to integrate them into our daily activities. We conduct regular review of Policies and practices and have control mechanisms in place via our Grievance Redressal, POSH Committee and Whistle Blower committees.

5. References

Diversity and Equal Opportunities Policy

<https://www.firstsource.com/wp-content/uploads/2023/09/Diversity-Equal-Opportunities-Policy-8.0.pdf>

Anti-Slavery and Human Trafficking Statement

<https://www.firstsource.com/wp-content/uploads/2023/04/Anti-slavery-and-human-trafficking-statement-2023.pdf>

Global Inclusion and Diversity Policy

<https://www.firstsource.com/wp-content/uploads/2023/08/Global-ID-Policy-2.0.pdf>

Global Quality, Health, Safety, Environment & Energy Management Policy

<https://www.firstsource.com/wp-content/uploads/2023/04/Global-Policy-QOHSEE-Management-.pdf>

Global Policy – Physical Security and Safety

<https://www.firstsource.com/wp-content/uploads/2023/04/Global-Policy-Physical-Security-Safety-.pdf>

Whistle Blower Policy

<https://www.firstsource.com/wp-content/uploads/2023/09/WHISTLE-BLOWER-POLICY-6.2.pdf>

Business Conduct and Ethics Policy

<https://www.firstsource.com/wp-content/uploads/2023/09/Business-Conduct-Ethics-Policy-12.0.pdf>

Global Ethics Policy

<https://www.firstsource.com/wp-content/uploads/2023/08/Global-Ethics-Policy-7.1.pdf>

Prevention of Sexual Harassment

<https://www.firstsource.com/wp-content/uploads/2023/09/Anti-Sexual-Harassment-Policy-Philippines-July-2023.pdf>