

KEYSTONE REALTORS LIMITED

DIVERSITY AND INCLUSION POLICY

INTRODUCTION

KEYSTONE REALTORS LIMITED (KRL / Company / Rustomjee) is committed to become a truly diverse and inclusive company. We embrace and encourage different perspectives and believe we are made stronger by our unique combination of culture, race, ethnicity, age, gender, sexual orientation, physical or mental ability, and work-life situations. We consistently drive diversity and inclusion across our organization. Rustomjee's culture is based on mutual respect and admiration between peers. We believe in valuing our employees for who they are and thus, create high-performing teams that value colleagues from different backgrounds and with different perspectives to build a sustainable business.

We value diversity and thus take initiatives for equal employment opportunity at our workplace. These initiatives are completely aligned with the sustainable development goals pertaining to diversity and inclusion.

OBJECTIVE

The objective of this policy is:

- To ensure Company continues to be an employer for all diversity groups- gender identity, differently abled, caste, creed, color, religion, marital status, age, sexual orientation and expression, language and any other aspects as applicable;
- To create and foster an open culture of inclusion for all its stakeholders; and
- To create an environment which has no tolerance for discrimination.

SCOPE

This policy covers our relationship with our employees, business partners, vendors, contractors, suppliers, consultants, contractual staff, trainees, apprentices, direct selling agents, and any other person / entity of Company and its Subsidiaries.

DIVERSITY AND INCLUSION PHILOSOPHY

1. Our diversity philosophy celebrates the common values that bring joy, happiness, energy and enthusiasm to the community and focuses on bridging differences by enhancing commonalities among the diverse work pool.
2. Rustomjee is committed to providing equal opportunities to all individuals and is intolerant towards discrimination and / or harassment based on race, sex, nationality, ethnicity, origin, religion, age, disability, sexual orientation, gender identification and expression (including transgender identity), political opinion, medical condition, language as protected by applicable laws.

3. Any medical condition of an existing employee that does not hamper their working ability, will not be the cause for that employee to be treated differently than other employees with respect to application of Rustomjee policies, health benefits and performance standards.
4. Rustomjee respects the privacy of every individual and ensures utmost secrecy and confidentiality of information / concerns in relation to differently abled/ sexuality/ gender identity or any other personal information shared with it by its employees (or potential candidates). However, if any disclosure is mandated under law, then any such disclosure will be handled with utmost confidentiality and in accordance with applicable laws.
5. Rustomjee also ensures equal opportunity in employment for qualified persons with known disabilities.
6. Discrimination against transgender persons is also prohibited. Rustomjee fosters understanding of gender identity amongst its employees. Selection of qualified applicants is based on merit, considering the job requirements, individual's suitability, ability, competence and trainability to execute the role, and will not be subject to the gender identity of an individual.
7. The basis for recruitment, development, training, compensation and advancement of employees at Rustomjee shall be on the basis of qualifications, performance, skills, experience, expertise, potential and discipline. There shall be no other extraneous criteria of differentiation. Similarly, selection/ appointment/ engagement with any other stakeholders including vendors and outsourced staff shall be carried out in an objective, fair and ethical manner in accordance with the Company's philosophy set out herein.
8. Rustomjee follows the principle of equal pay and terms of employment (including benefits, training, promotions, performance reviews, transfers, exits, etc.) without any bias. The Company believes that all its employees should receive equal pay where they are carrying out similar work i.e. work rated as equivalent or work of equal value.
9. All employees and stakeholders of Rustomjee shall be always treated with dignity and respect.
10. Rustomjee has no tolerance for disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind. Harassment (physical, verbal or mental harassment) is not tolerated in the workplace and in any work-related circumstances outside of work.
11. Any employee who believes a conflict arises between this policy and the laws, customs and practices of the place at which he/ she works, or has questions about this policy, or would like to confidentially report a breach/ potential violation of this policy, should raise those questions and concerns with the Audit Committee at the earliest at cs@rustomjee.com.

12. Appropriate action will be taken against any employee / personnel who violates this policy in letter or spirit. Based upon the seriousness of the offense, disciplinary action against an employee may include verbal or written reprimand, warning, suspension or termination of employment.
13. No reprisal or retaliatory action will be taken against any individual for raising concerns as regards this policy. However, any such reporting by an employee if found to be in bad faith or in a false or frivolous manner, will be considered a violation of the code of conduct, and such employee may be subject to disciplinary action.
14. This policy is communicated to internal and external stakeholders of the Rustomjee.
