

NTPC DIVERSITY, EQUITY & INCLUSION (DEI) POLICY

1.0 Preamble

NTPC Limited is committed to fostering a workplace that values diversity, ensures equity, and promotes inclusion. Recognizing that a diverse workforce enhances innovation and performance, NTPC aims to create an environment where all individuals, regardless of their background, feel respected, valued, and empowered to contribute to the organization's success.

2.0 Vision

To be a leader in fostering a workplace that celebrates diversity, ensures equity, and nurtures an inclusive culture where all individuals feel respected, valued, and empowered.

3.0 Scope

The coverage of this policy extends to employees and potential hires as well as to stakeholders like vendors and community partners as per the applicability. It encompasses aspects of employment like recruitment, training, promotion, compensation, benefits, working conditions, and community engagement.

4.0 Strategic Pillars of NTPC's DEI Framework

NTPC's DEI Strategy is built on the following 04 pillars and is integrated across all processes:

4.1 Foundation Principles for fostering Equality, Embracing Diversity, and Promoting Inclusion

- 1) Human Rights Policy:** Respect for Human Rights (Right to Equality, Right to Freedom, Rights against Exploitation, Right to Freedom of Religion, Culture and Educational Rights, Right to Constitutional Remedies) is fundamental to the sustainability of any business and communities in which we operate.

NTPC believes that all its employees must live with social and economic dignity and freedom, regardless of nationality, gender, race, economic status or religion. We are accountable to ensure our employees' rights to personal security, a safe, clean and healthy workplace, and freedom from harassment or abuse of any kind. We deal fairly and honestly with our employees regarding wages, benefits and other conditions of employment, and recognize their right to freedom of association.

- 2) Equal Opportunity Policy:** At NTPC, we recognize the value of a diverse workforce. NTPC is committed to provide equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated equally with respect and dignity.

It is the policy of NTPC Limited to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, colour or sex. The Company strives to maintain a work environment that is free from any harassment /discrimination based on above considerations.

- 3) NTPC Policy on HIV-AIDS at Workplace:** NTPC Policy on HIV-AIDS at Workplace has been introduced to ensure a consistent and equitable approach to the prevention of HIV-AIDS, and to the management of the consequences of HIV-AIDS, including suitable care and support of employees living with HIV-AIDS at the workplace.
- 4) WEPOWER (Women in Power Sector Professional Network) Initiative:** As an institutional partner with World Bank in the South Asia Women in Power Sector Professional Network, NTPC actively promotes gender diversity, equity and inclusion among women in the power sector, having action plan with defined goals & timelines in areas like STEM (Science, technology, engineering & mathematics) education, recruitment, development, retention, etc.

4.2 Policies for Supporting Existing Employees

NTPC provides a suite of progressive policies to support the diverse needs of its current workforce:

- 1) Maternity Leave:** Paid maternity leave of 26 weeks in accordance with statutory requirements. Further, paid maternity leave for up to 45 days is also provided in case of miscarriage/abortion.
- 2) Paternity Leave:** Paid paternity leave for male employees for a period of 15 days on delivery of a child.
- 3) Child Care Leave (CCL):** Paid leave for up to 02 years, available in different spells, to support child-rearing responsibilities or to look after their children's needs like education, sickness, etc. This benefit is extended to single male employees as well.
- 4) Support for Adoptive and Surrogate Parents:** Special paid childcare leave for employees who adopt children or become parents through surrogacy.

- 5) **Facility for treatment of Infertility:** IVF treatment procedure is also available under NTPC Medical Attendance & Treatment Rules in cases of infertility.
- 6) **Child Care Facilities:** Establishment of crèche facilities at workplaces to support working parents.
- 7) **Flexible Work Arrangements:** Implementation of flexi-leaves and flexi-timing for female employees to promote work-life balance.
- 8) **Sabbatical Leave:** Opportunities for employees to take sabbatical leave for up to 05 years in order to discharge various familial / social obligations; to support spouse / children in their various personal / official pursuits; to take up entrepreneurial / self-employment / self-development ventures to fulfil their aspirations; or to explore different work-environments / situations by seeking employment elsewhere (full-time / part-time / contract) with the assurance of job security.
- 9) **Facilities & amenities provided to Persons with Disabilities** to enable them to effectively discharge their duties in the establishment like accessible infrastructure, post-recruitment & pre-promotion training as specified in the Equal Opportunity Policy, relaxation in qualifying marks for promotion as specified in the Workman Promotion Policy, preference in transfer & posting, special leaves for participating in conference/seminars/training/workshop on disability & development related programs & for specific requirements relating to disability of employee, travelling allowance in respect of attendant/escort for accompanying employee with disabilities on travel during tour/training, transport allowance, preference in allotment of residential accommodation/ guest house, reimbursement for assistive devices like artificial limbs/appliances/low vision aids/hearing aids for self and dependent family members.
- 10) Reservation in allotment of accommodation is made for the SC/ST employees as per the directives of the Government applicable from time to time.
- 11) Periods of Maternity Leave and Child Care Leave not considered as absence from work for the purpose of fulfilling the eligibility period for promotion.
- 12) **Relief Measures for the families of deceased employees:** Family Economic Rehabilitation, Death Relief Fund, Group Insurance, assistance for customary rituals, waiver of loans, Medical, Accommodation & Education facilities.

4.3 Policies for Promoting Potential/Future Employees and Community Engagement

NTPC is dedicated to fostering diversity & inclusion beyond its current workforce and to creating equitable opportunities for under-represented communities:

- 1) Affirmative Actions:** Initiatives aimed at empowering marginalized and socially, economically & educationally backward communities through targeted recruitment by giving preference/ relaxations/ concessions/ reservations to candidates belonging to scheduled castes/ scheduled tribes/ other backward classes/ persons with disabilities/ economically weaker sections/ ex-servicemen/ project affected persons/ land outsee, etc.
- 2) Diversity Hiring:** Focusing on attracting & hiring individuals from diverse backgrounds, including women, marginalized communities, and persons with disabilities.
- 3) Waiver of Application Fees:** Waiver of recruitment application fees for SC/ST/PwBD/XSM category and female candidates to encourage greater participation.
- 4) Diverse Interview Panels:** For conduct of selection interviews, NTPC Central Selection Board is set up by including SC/ST/OBC representative to safeguard the interest of SC/ST/OBC categories and Minority representative to safeguard the interest of Minority communities.
- 5) Girl Empowerment Mission (GEM):** Community initiative aimed at providing holistic education (including health awareness & self-defence) and empowering girl children in the age group of 10-12 years in the surrounding communities.
- 6) Supplier diversity programs:** Support for women entrepreneurs and micro & small enterprises through various programs and partnerships. Procurement of goods and services through Women MSMEs to promote them.

4.4 Structured Platforms for Awareness, Collaboration and Bias Mitigation

To promote an inclusive culture, NTPC has established several platforms:

- 1) Structured Meetings:** Interactions of Management with female employees, young employees and SC/ST/OBC/PwBD employees to foster inclusivity.
- 2) Gender Sensitization Workshops:** Programs aimed at addressing gender biases and promoting gender-neutral behaviour among employees.

- 3) **Prevention of Sexual Harassment/ Offensive Conduct:** In the event of any case of sexual harassment or any other offensive conduct, there are established suitable processes and mechanisms to address them. Internal Complaints Committees have been constituted across locations to handle such cases. To prevent such incidents from occurring, employees undergo sensitization training and training for building awareness about POSH Act.
- 4) **NTPC Women Leaders Conclave:** An annual event celebrating women leadership and encouraging networking among women leaders from various fields.
- 5) **Young Women Leaders Program:** A leadership development program for young female executives, focusing on problem-solving, decision-making, and creative thinking.
- 6) **Posting of female employees in night shifts** as well, where permissible under the law, thereby providing them equal opportunities.
- 7) **Steps towards Mental & Emotional Wellness:** NTPC integrates and inculcates values sensitive and empathetic to mental and emotional health in all spheres of activities. Leadership and management take upon themselves that workplace is not only productive but also one that embraces and values mental and emotional health and offers solutions to correct deviations. A comprehensive policy AHWAHAN has been introduced, which is a holistic wellness policy and includes physical, mental, social, financial, and spiritual aspects. Awareness sessions and webinars about different aspects of mental & emotional health are regularly organised.
- 8) **Counselling facility:** Promoting and popularizing the use of SNEHAL program (24*7 Employee Assistance Program (EAP) which includes 1 to 1 Counselling facility from trained psychologists for NTPC employees/ex-employees and their family members where they can discuss their personal/professional concerns). Employees are encouraged to undertake self-assessment through SNEHAL.
- 9) **Monitoring:** Regular monitoring by the Government of India regarding provisions for marginalized sections.
- 10) **Surveys:** Conducting dedicated surveys to assess workplace concerns.

5.0 **Governance and Accountability**

- 1) **Grievance Redressal:** To address employee concerns and complaints, a Grievance Redressal Procedure with appropriate systems and mechanisms

has been instituted across NTPC Units and is backed by policies and statutory provisions. Implemented throughout the organization through an on-line portal.

- 2) **Liaison Officers:** Liaison Officers appointed to ensure compliance of guidelines/instructions and to look after reservation matters for SC/ST employees and employees with benchmark disabilities.
- 3) **Training and Sensitization:** Training programs and workshops to sensitize employees about DEI principles & practices and to raise awareness about unconscious bias and promote inclusive behaviour.

6.0 Communication of the Policy & Implementation:

- 1) This policy shall be communicated to all employees through Intranet. Suitable material shall be included in company publications and training courses.
- 2) BUH/HOP at every unit, RED at Region and ED(HR) at CC shall be responsible for giving effect to this policy.

7.0 Review Mechanism

The DEI policy shall be reviewed once in 02 years or as required, considering regulatory changes, organizational needs, and feedback from stakeholders. Director (HR) shall be authorized to make amendments/modifications from time to time.

8.0 Conclusion

NTPC reaffirms its commitment to fostering a diverse, equitable, and inclusive workplace. Through continuous efforts and strategic initiatives, NTPC aims to create an environment where every individual feels valued, respected, and empowered to contribute to the organization's success.
