

# AJM GROUP

## *Report – Diversity in the Workforce*

### **What is Workplace Diversity?**

In order to outline the policies below, it is essential to first properly define two key terms: diversity and inclusion. Diversity is broadly understood as respect for and appreciation of differences in cultural values, ethnicity, gender, age, nationality, disability, sexual orientation, education, faith, and religion. Inclusion at the workplace is about valuing, supporting, and empowering each individual to work at their full potential.

It is often noted that industries make diversity a priority without paying much attention to inclusion, leading to poor outcomes. The AJM Group is committed to address diversity and inclusion by hiring and nurturing a diverse workforce and creating an inclusive office environment with policies that allow all employees to thrive.

We recognize that a diverse workplace is good for business.

### **How is this different from our anti-discrimination policies?**

Our anti-discrimination and diversity policies need to be read in tandem as they promote and support similar values differently. While anti-discrimination prohibits the selection or promotion of certain employees or discriminatory behavior of individuals of a special protected or legal status, our diversity and inclusion policies are intended to celebrate diversity in the workforce, ensure all employees can succeed in achieving their personal and professional goals, and leverage their diverse talents to arrive at winning business solutions.



## Objectives

We are committed to recruiting, retaining and promoting highly talented individuals to further the AJM Group's strategic goals. We agree to promote the following objectives to further our commitment to inclusion and diversity in the workplace:

1. Ensure employees or potential employees do not suffer unfair discrimination in the workplace. Not discriminating against any individuals on the basis of their gender, age, disability, ethnicity, sexual orientation, family status, religious beliefs and abilities
2. Ensure individuals have equal opportunity based on relevant abilities and merit
3. Take positive action towards promoting equal opportunity throughout the organization
4. Operate in accordance with all relevant legislation in our factories and other areas of operation
5. Ensure fairness and avoid unlawful discrimination in matters including remuneration, employment terms and conditions, promotions, training and development opportunities
6. Deal promptly and fairly with complaints of harassment, bullying, or unlawful discrimination by employees

We will proactively reinforce a culture where everyone feels included and respected, and create an environment where we value differences by providing equal opportunities to one and all.

## Corporate Pledge

*We shall promote and support diversity in the workplace.*

## Indian Context

India is possibly the most diverse country in the world. The variety of religions, faiths, languages and dialects, sartorial variations and geography in different parts of India is staggering. This diversity is deeply historical



and has and has positively affected trading and business cultures. However, it comes with its set of contradictions from the caste system, patriarchy, rural-urban divide, and legal and social discrimination against LGBTQ people. Any attempt to achieve inclusion at workplace has to address these socio-cultural realities.

## Promoting Inclusivity

The AJM Group will promote inclusivity in the following ways:

**Identify a diversity strategy:** identify a strategy based on our business model, social context and employee mix.

**Talent acquisition:** attract, search and hire diverse people and make our selection processes gender neutral

**Talent management and retention:** empower and enable employees to realize the mutual development of their personal and professional goals.

**Office infrastructure and communication system:** follow a communication system that allows a diverse set of people to voice their views

## Company Adherence

The group's commitment to diversity and inclusion extends to all areas of our business. Promoting diversity and inclusion will need a balanced concerted effort across our internal values, processes and policies. Our leadership team is committed to our diversity values. They provide essential thought leadership on workplace systems, processes, practices and measurements to help develop a sustainable and inclusive workplace culture.

**Equal Employment Opportunity Employer:** The AJM Group is committed to merit-based appointment processes. We have policies in place that enable capable and diverse employees to access all opportunities available with the organization, in a fair and equitable manner.

We also adhere to additional legal policies that enable diversity like compulsory maternity leave, sexual harassment and the **Persons with**



**Disabilities Act.** For more information on these policies, see our Anti-discrimination report.

The AJM Group proposes to employ the **Global Diversity and Inclusion Benchmarks Model 2014** to enhance diversity measures at work. We intend to follow this model in the following ways:

#### **Foundational Stage**

- Diversity and Inclusion vision and strategy
- Leadership and accountability

#### **Creation of Internal Processes and Policies**

- Recruitment, development and advancement
- Policies on workplace conduct, benefits and flexibility
- Job design, classification and compensation

#### **External Partnerships**

- Community, government relations and social responsibility
- Industry bodies partnership

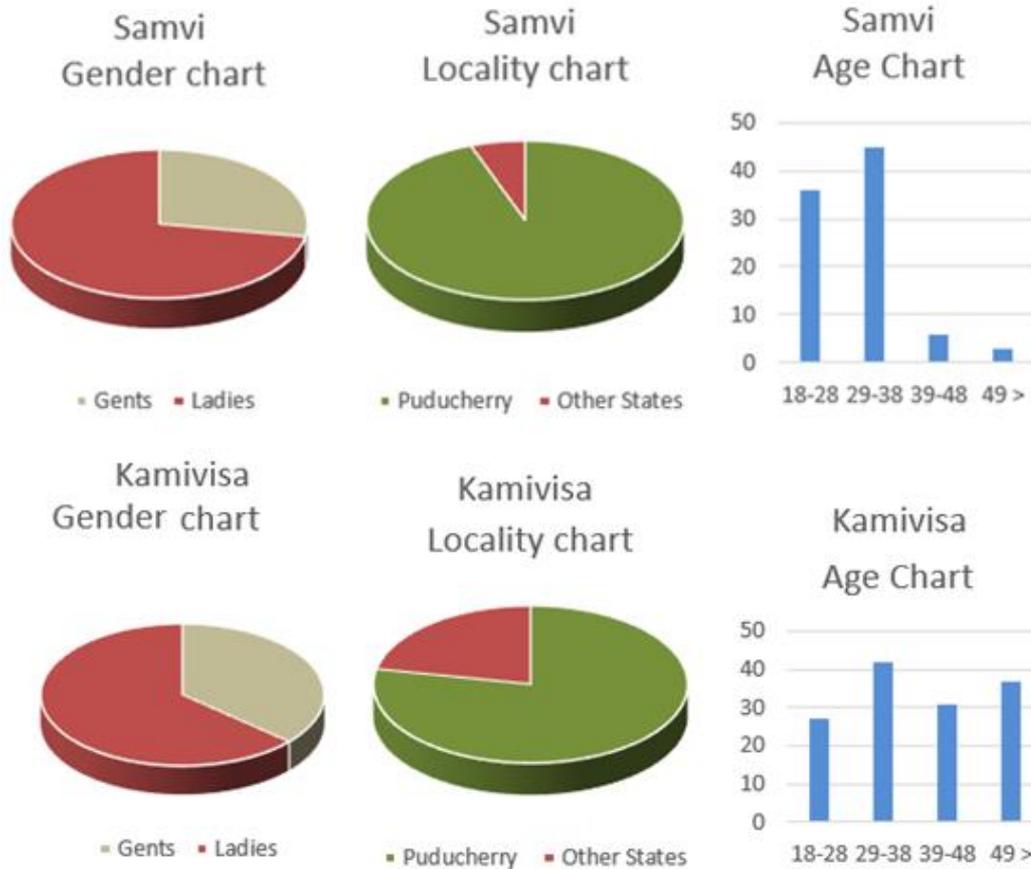
## **Reporting Violations**

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Manager or the Human Resources department. **Employees can voice concerns and submit reports without fear of retaliation.**

For cases of unlawful discrimination please inform the HR Department who is responsible for hearing your claim, investigating the issue and determining outcomes. Serious cases may be taken to the Board of Directors and incite legal action (if the discrimination is against a person from a legally protected class). We will not tolerate any harassment or discrimination in violation of the law.



## AJM Group Diversity Graphs 2018-2019



For 2018-19, Samvi had 65% women and 35% men. Most of the workers were from Puducherry – in fact 93%. We had only 3% who were 49 years and above, 7% who were in the 39-48-age group. 90% of our workforce was 38 years or younger with 50% in the 29-38-year bucket and the remaining 40% were in the 18-28-age-group.

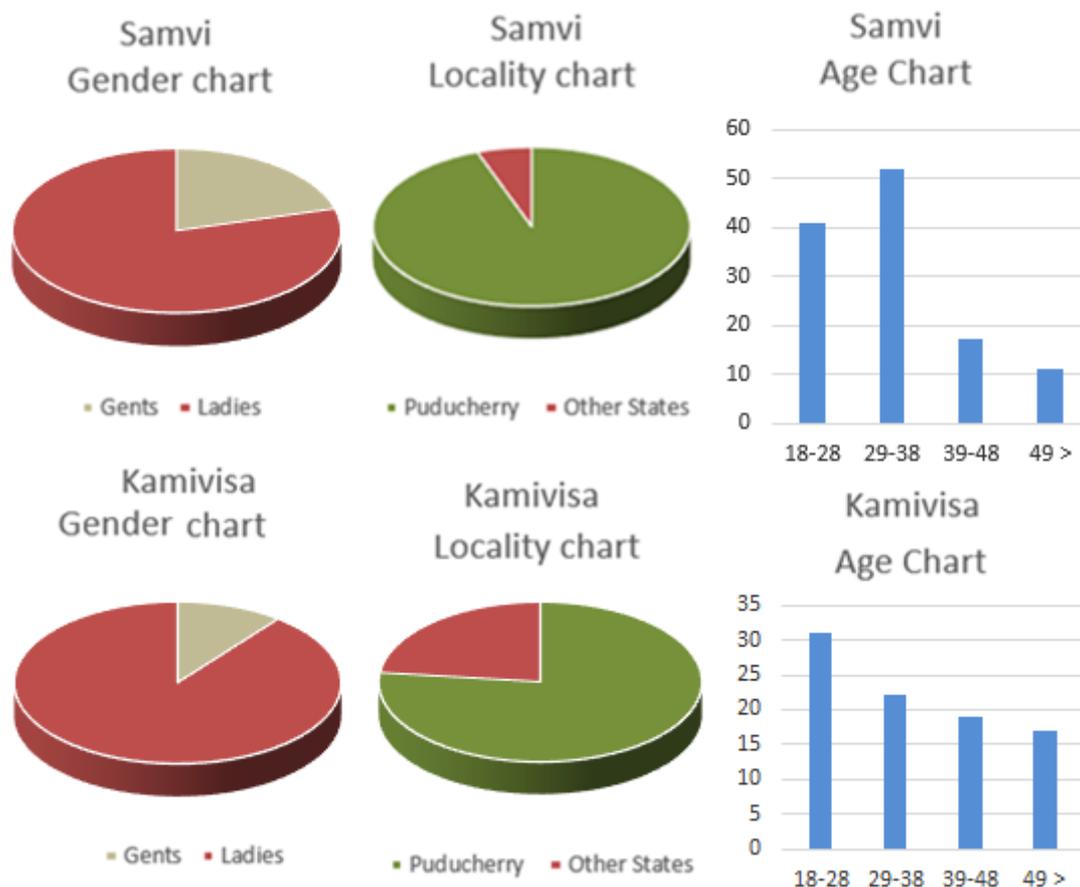
At Kamivisa, like Samvi, 67% of the workers comprised women. Here as well, the majority of the workforce was from Puducherry with 78% from the Union Territory and the remaining 22% from other areas. We had significant percentage of the population that was 49 years and above – 27%. In the 39-48 age-group we had 22%. 31% of our workforce was in the 29-38 age-group – just a little higher than the 29-39 age-group. The 18-28 age-group had the least number workers with just 20% of the workforce.



Most workers are from local areas, in keeping with our policies of hiring local talent. We also employ a significantly higher number of women in both companies.



## AJM Group Diversity Graphs 2019-2020



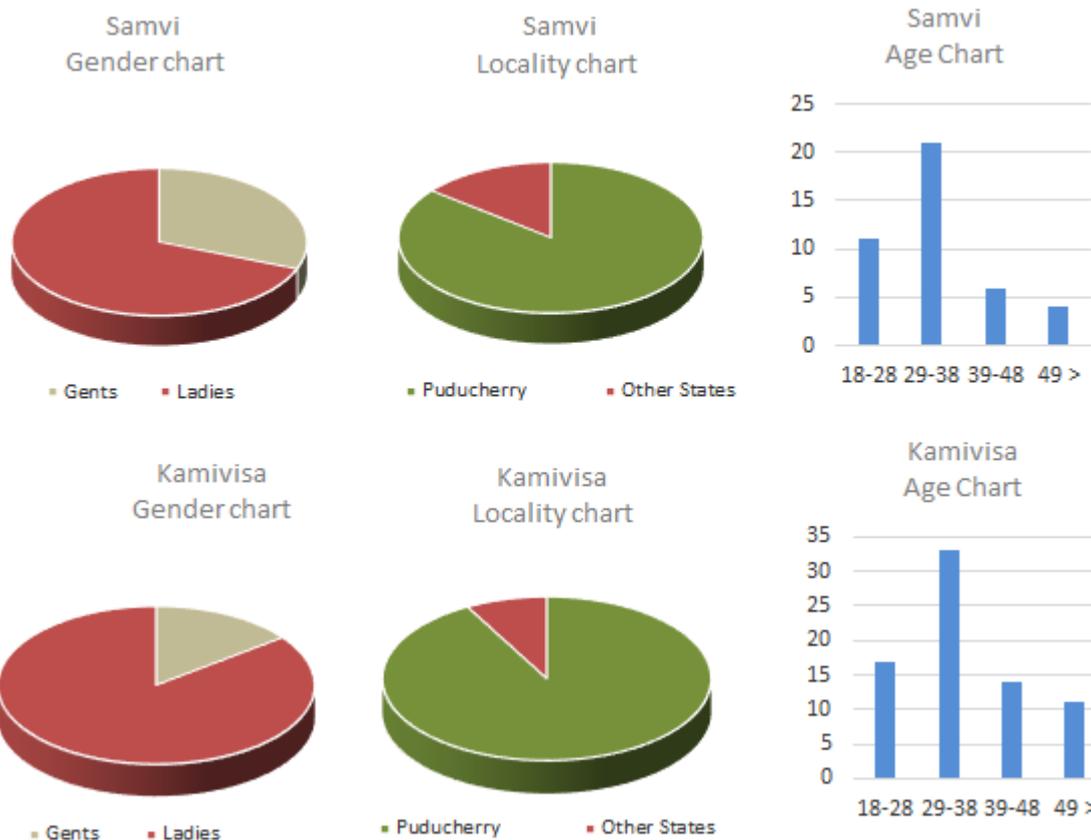
For 2019-2020, Samvi increased the number of women workers from 2018-2019 - they formed 80% of all the workforce. We continued to have a high proportion of workforce from within Puducherry, with only 14% hired from other areas. The number of workers in the older age groups decreased from last year with 14% in the 39-48 range and 9% in the 49 years and older age-group. The younger workers formed the majority of the workforce with 43% in the 29-38 age-group and 34% in the 18-28 age-group.

Kamivisa has 94% women employees, a significant jump from 2018-2019. 77% are from Puducherry and 23% from other states.

Kamivisa saw a significant increase in younger employees, 35% are aged 18-28, but continues to employ workers from all age groups. Specifically, 25% are in the 29-38 age-group, 21% are in the 39-48 age-group and 19% are above 49 years.



## AJM Group Diversity Graphs 2020-2021



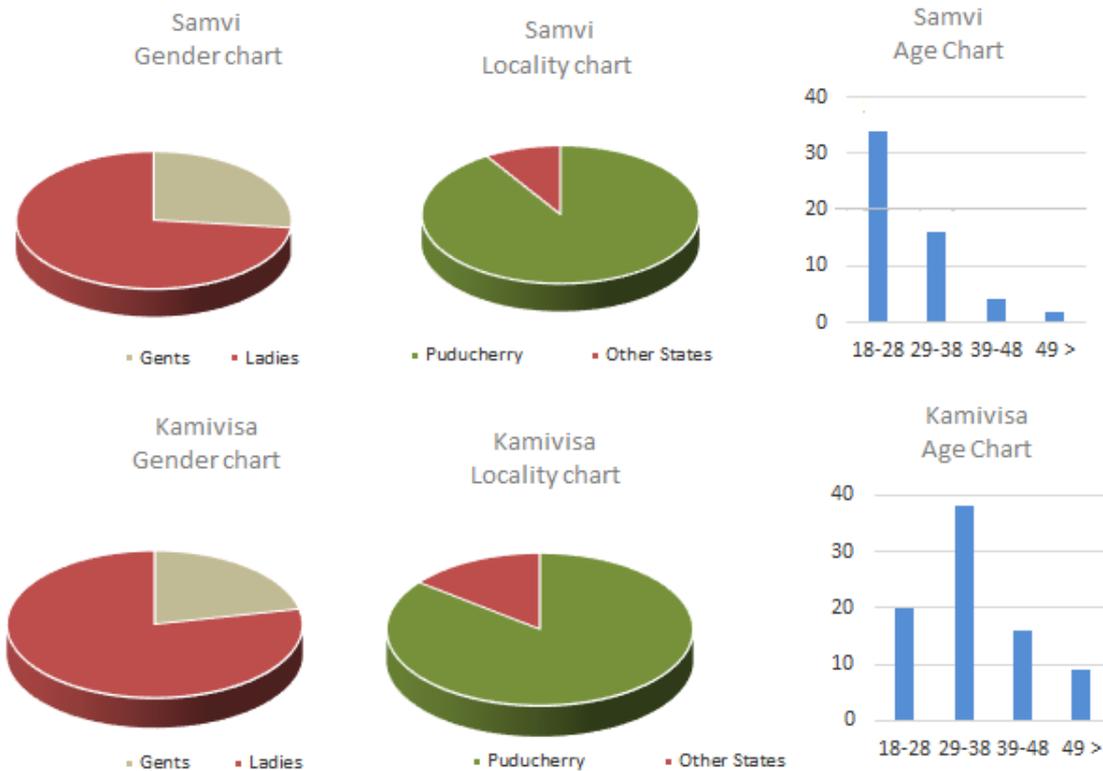
For 2020-2021, Samvi increased the number of men workers from the past 2 years. We continued to have a high proportion of workforce from within Puducherry - especially as migrant workers left post-haste due to the pandemic. The number of workers in the older age groups continued to decrease from last two years. The younger workers formed the majority of the workforce in the 29-38 age-group and 18-28 age-groups.

Kamivisa continues to have a high percentage of women workers. Again, due to COVID-19, most are from Puducherry.

Kamivisa employs younger workers with conscious steps being taken to reduce the older workforce in order to keep them safe.



## AJM Group Diversity Graphs 2021-2022

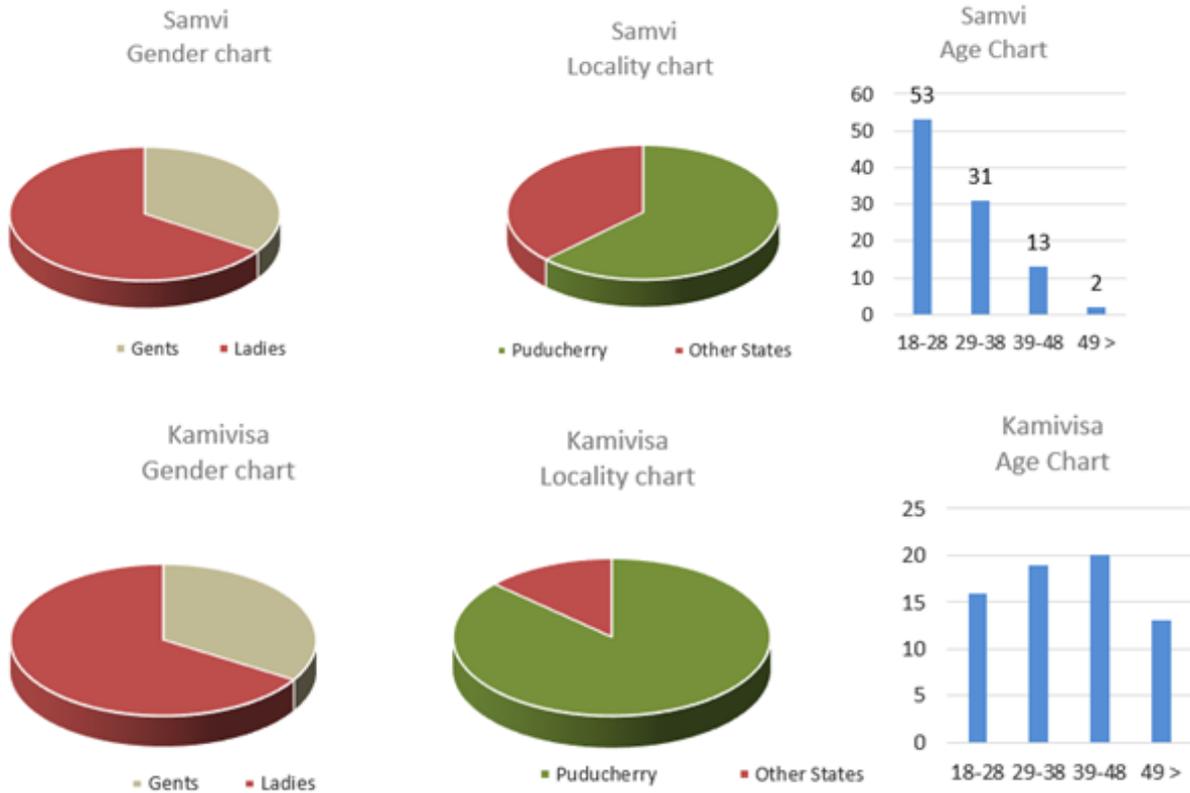


For 2021-2022, Samvi decreased the number of men workers from the past year. We continued to have a high proportion of workforce from within Puducherry. The number of workers between 18-28 age groups grew last year. The younger workers continue to form the majority of the workforce.

The general trends for Kamivisa haven't seen much difference. This year as well, the 29-38 age group was the largest. Kamivisa continues to have a high percentage of women workers – mostly from Pondicherry.



## AJM Group Diversity Graphs 2022-2023



For 2022-2023, Samvi doubled the number of men workers from the past year. We continued to have a high proportion of workforce from within Puducherry. The number of workers between 18-28 age groups grew last year. The younger workers continue to form the majority of the workforce.

The general trends for Kamivisa haven't seen much difference - other than the reduction of the number of ladies. This year, the 39-48 age group was the largest. Kamivisa continues to have a high percentage of women workers - mostly from Pondicherry



## **AJM Group Business Ethics Policy: Section Related to Workplace Diversity**

*We believe in fair employment practices and will therefore not discriminate against our employees based on factors including but not limited to caste, creed, race, gender, marital status, or socio-economic status.*

### **AJM Group Recruitment Policy**

*We regard our employees as assets of our companies. As such, we recognize the importance of selecting the most suitable applicant for all vacant positions.*

*In order to recruit the best and brightest talent, we will source candidates from our own network as well as through third-party recruitment agencies, if required. Our recruitment process consists of an HR interview, a written test, a technical interview, and a final interview.*

*As stated in our Business Ethics Policy and Corporate Pledge, we are committed to providing a work environment that is free from harassment and discrimination. All of our recruitment and selection procedures reflect our commitment to provide an equal opportunity to all candidates by assessing applicants based on skill, knowledge, qualifications, and capabilities. We will not consider factors such as caste, creed, race, gender, marital status, or socio-economic status in the recruitment process.*



## **Key Takeaways**

Diversity and inclusion must go hand-in-hand if all employees are to thrive in the workplace.

The AJM Group follows the Global Diversity and Inclusion benchmark model to ensure employees are given equal opportunities at all stages of their career.

Employees can voice concerns and submit reports without fear of retaliation.

We recognize that a diverse workplace is good for business.

