

Policy No. Policy/HR/ Diversity, Equity & Inclusion Policy	
Issuing Authority: Head of People & Culture	Version No. 1.0
Approving Authority: Directors - Consocia Advisory	Release Date: July 1,2025

Version History		
Version No	Effective Date of the Change	Description of Changes/Revision
1.0	1-July 2025	Base lined

1. OBJECTIVE

At Consocia Advisory, we believe that a diverse, inclusive, and equitable workplace is essential to driving innovation, collaboration, and meaningful advocacy. This policy outlines our commitment to fostering an environment where everyone—irrespective of gender, age, caste, religion, disability, sexual orientation, gender identity, socio-economic background, or marital status—is treated with dignity, respect, and fairness.

2. SCOPE

All employees /Full time consultants/Interns of Consocia Advisory are covered under this policy. It provides guidelines for behavior and practices that support inclusion at all levels, inside and outside our organization.

3. CONTEXT /POLICY DESCRIPTION

India's diverse society, evolving workforce, and progressive legal framework underscore the importance of a DEI policy that goes beyond compliance—it must be culturally rooted and forward-looking. While statutes like the Code of wages act 2019, Rights of Persons with Disabilities Act, 2016, and POSH Act 2013 provide essential safeguards, systemic biases around caste, region, gender, disability, and sexual identity persist.

Consocia's commitment to ethical leadership and integrity naturally extends to fostering equity, respect, and inclusion within its teams. We strive to eliminate barriers to participation and ensure there is access to equal opportunities and career growth for all employees of gender, age, caste, religion, disability, sexual orientation, gender identity, socio-economic background, or marital status. We strive to cultivate an environment where every team member feels empowered to contribute fully and where diversity in all its forms is not only accepted but actively embraced.

4. DEI GLOSSARY

This glossary can be appended to internal documents, shared on the intranet, or used as part of DEI orientation programs.

Diversity -Inclusion of a range of identities across gender, age, caste, religion, disability, sexual orientation, gender identity, socio-economic background, or marital status.

Inclusion- Creating environments where individuals feel respected, valued, and empowered.

Equity- Proactively identifying and removing barriers to ensure fair opportunities for all.

Equality- Treating everyone the same—distinct from equity, which considers context.

Inclusive Language- Terminology that avoids bias and promotes respectful, equitable communication

Equitable opportunities -Ensuring that every person has fair access to growth, development, and success—while recognizing that individuals may start from different circumstances and therefore need different levels of support.

Unconscious Bias (also called **implicit bias**) refers to the automatic, unintentional stereotypes or assumptions that influence how we perceive, evaluate, or interact with others—without our conscious awareness.

5. RESPONSIBILITIES

5.1 Leadership: Leaders at Consocia Advisory through their actions and decisions are committed to being active stewards of a culture where everyone feels respected, empowered, and supported to thrive irrespective of gender, age, caste, religion, disability, sexual orientation, gender identity, socio-economic background, or marital status.

Leaders at Consocia are expected to:

- Champion inclusion by creating safe spaces where every voice is valued, regardless of background or identity.
- Drive equitable practices in recruitment, performance evaluation, and career progression.
- Model inclusive behaviors that set the tone for respect, empathy, and fairness across teams.
- Mentor and sponsor diverse talent enabling them to grow into future leadership roles.
- Continuously educate themselves and their teams on the importance of unconscious bias, inclusive language, and cultural awareness.
- Ensure any conduct inconsistent with DEI principles is reviewed through appropriate internal mechanisms, and necessary corrective or disciplinary action are taken, as per company policy.

5.2 Managers: Managers are expected to implement inclusive practices and ensure that employees of all levels have access to pathways for success and career growth opportunities. They are expected to evaluate performance using unbiased criteria such as skills and proficiencies, as well as ensure promotion pipelines are available to all employees who have the requisite qualifications. Managers are expected to immediately acknowledge and escalate

reports from team members & collaborate with Head of People & Culture to facilitate conduct of timely, unbiased investigations.

5.3 Employees: Engage in inclusive behavior, which means treating colleagues with respect, encouraging the representation of different employee perspectives, and contributing positively to the culture irrespective of their socio-economic, religious background. Employees are encouraged to report any instances of discrimination (based on gender, age, caste, religion, region, disability, sexual orientation, etc.) for self or for any fellow colleague.

6.RECOGNIZING NON-DEI BEHAVIORS: Signs of Exclusion or Bias

1. Interrupting or Excluding Voices

Example: Habitually interrupting or talking over individuals from under-represented groups—silences important perspectives.

2. Assumptions and Stereotyping

Examples: Assigning tasks or roles based on gender or identity reinforces outdated biases. Making judgmental remarks based on accent, appearance, background, caste etc.

3. Use of Exclusive or Stereotyped Language

Example: Using jargon that excludes others, or assuming shared cultural references (e.g., “Where are you *really* from?”) alienates team members.

4. Cliques and Favoritism

Examples: Forming tight-knit groups that exclude others fosters resentment and limits collaboration.

Favoring certain individuals for opportunities or visibility—regardless of merit—undermines fairness.

5. Ignoring Contributions & Taking Credit

Example: Dismissing or overlooking someone’s input erodes trust and motivation.

6. Hostile or Uncaring Environment

Examples: Patterns of condescension, emotional put-downs, Body shaming or bullying, gossip can foster distrust and discomfort.

Ignoring feedback, avoiding tough conversations, or staying silent in the face of exclusion undermines inclusivity.

7. REPORTING MECHANISM:

Consocia Advisory is committed to upholding the highest standards of Diversity, Equity and Inclusion across all levels of the organization. Any behavior, action, or decision that contravenes our DEI principles will be taken seriously and addressed through a transparent and fair process.

DEI Committee at Consocia is constituted to foster a workplace culture that is inclusive, respectful, and reflective of our commitment to equity and diversity. The committee will act as a driving force behind policies, practices, and conversations that promote fairness, representation, and belonging across the organization.

Composition:

Permanent members: Head of People & Culture and the founders.

1-2 functional /Department Heads can be nominated-case to case and for a fixed duration by the permanent members.

a) How to Report

Any violation to the policy can be reported to the Head of People & Culture or any of the designated DEI committee member.

a) Confidentiality & non-reprisal

All complaints will be handled with strict confidentiality, and there will be no retaliation against any individual who reports a concern in good faith.

b) Investigation & Resolution

- All reported incidents will be acknowledged within 3 working days.
- A fair, unbiased internal review will be conducted within 15 working days.
- Corrective action, where required, may include counselling, policy training, written warning, or disciplinary measures depending on the nature of the violation.
- Outcomes and recommendations will be formally communicated to the reporting party and relevant stakeholders.

8. KEY PRINCIPLES

1. Equal Opportunity

We provide equal employment and advancement opportunities regardless of gender, age, caste,

religion, disability, sexual orientation, gender identity, socio-economic background, or marital status.

2. Inclusive Hiring Practices

Our recruitment processes are designed to reduce bias and attract candidates from diverse backgrounds including for women returning from career breaks, individuals from marginalized communities, and persons with disabilities/third gender.

3. Inclusive Culture & Communication

We foster respectful dialogue, inclusive language, and sensitivity across all levels.

4. Zero Tolerance for Discrimination & Harassment

Discrimination, harassment, bullying, or any exclusionary behavior is not tolerated and any such issues will be addressed swiftly under the relevant disciplinary procedures.

9. PRACTICES & INITIATIVES

- **Celebration of Diversity:** We align with days that celebrate DEI principles (eg *International Women's Day*). These celebrations include curated talks, storytelling sessions, and team engagements that help us learn from and about one another. Our aim is to not only acknowledge difference and to celebrate it meaningfully.
- **Welcoming talent from across regions & religions** – We have hired people from metropolitan cities to small towns, from the north to the south, and the east to the west. This intentional approach not only fosters innovation but also helps us stay rooted in the communities we serve and advocate for. We believe that every voice matters, and by embracing regional and religious diversity in our hiring practices, we are shaping a more inclusive, representative, and empathetic workplace.
- **Fair, bias- free hiring for individuals from the third gender-**We recognize and respect their right to equal opportunity, dignity, and meaningful employment.
- **Equitable opportunities and enabling inclusive leadership-**We are proud that our current team reflects a strong gender balance, with women forming a higher ratio of our workforce. More importantly, women are driving impact in decision-making roles, leading teams, shaping strategy, and contributing meaningfully to the company's growth and culture.

10.POLICY REVIEW

This policy will be reviewed annually to ensure its effectiveness and relevance. The founders and people function will make updates as needed to reflect our ongoing commitment to fostering an inclusive work environment and meeting our business objectives.

11. RESPONSIBILITY FOR EXECUTION

People and Culture Department

12. ACCESS TO THE POLICY

All Employees/full & part time consultants of Consocia Advisory.