



PHOTON®

HUMAN RIGHTS POLICY



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1. Purpose

The objective of this policy is to protect and respect human rights in every aspect of our business.



2. Scope

This policy is applicable to all on-roll and contract employees working with Photon Global locations (Hereafter referred to as Photon).



3. Policy

Photon's position on human rights and all its community programs are guided by the Photon's Code of Conduct and Equal Opportunity Policy. Several company-level policies addressing occupational health and safety, sustainable and safe workplace, privacy, and Corporate Social Responsibility guide our processes and operations. We align with international laws, principles, and norms, including those in the Universal Declaration of Human Rights, ILO Declaration on Fundamental Principles and Rights at Work, and United Nations Guiding Principles on Business and Human Rights.

Photon will not discriminate in favor of or unfavorably towards any gender or social or economic status. Justice and Fairness shall be the guiding principles for all policy decisions.

3.1 Guiding principles

- A. Establish a safe and healthy workplace.
- B. Ensure Fair and merit-based employment decisions.
- C. Treat everyone with dignity and respect.
- D. Equal Opportunity & Non-discrimination.
- E. Harassment-Free Workplace.

A. Establish a safe and healthy workplace.

Photon strives to institutionalize health and safety processes and regulations within all office facilities with a special focus on aspects such as women's safety, motherhood and associated special care and assistance, assistance to persons with disabilities, emergency response, and preventive health and safety measures. Employees are encouraged to highlight concerns or immediately report any potential health/security hazards to the management.

B. Ensure Fair and merit-based employment decisions.

Photon employees are entitled to fair treatment with respect to all aspects of their employment, including compensation and working conditions, consistent with local laws. Photon does not tolerate discrimination against a person's legally protected characteristics, such as race, color, religion, gender identity, age, national origin, sexual orientation, marital status, disability status, or veteran status when making employment decisions.

C. Treat everyone with dignity and respect.

Photon always treats all employees with respect and dignity, expects all employees to interact with each other with professional courtesy, and never engages in any discriminatory conduct, abuse of authority, or disrespect of any kind.

D. Equal opportunity & Non-discrimination.

Photon is committed to building a culture in which all employees, including potential candidates, can compete in a fair, open, and transparent environment. Merit in qualification, performance, and capability form the sole criteria for selection. It is Photon's constant endeavor to ensure there is no discrimination with respect to employment and occupation. Wages, hours of work, and social benefits are based on local laws and regulations as well as prevailing market standards and practices.

E. Harassment-Free Workplace.

Photon treats all employees with respect and provides a work environment free from all forms of harassment, whether physical, verbal, or psychological. This includes behavior/action directed towards third parties during Photon's business operations. Employees have the right to freedom of opinion and expression and are free to openly communicate and share ideas and concerns with management without fear of discrimination, reprisal, or intimidation.

3.2 Legal Framework

We will comply with all applicable international and national laws, regulations, and treaties related to human rights. This includes, but is not limited to, the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, and the International Covenant on Economic, Social, and Cultural Rights.

4. Grievance Mechanism

Photon implements the above standards by incorporating them in related policies, processes, and guidelines across all our business operations. Photon conducts training to strengthen in-house awareness and education on the practice of human rights.

The following grievance mechanism provides all employees, vendors, suppliers, and customers secure and 24x7 access to raise grievances and to report confidentially and anonymously without fear of retaliation any breach of policies and procedures in Photon:

1. Provision to report an incident on discrimination care@photon.com
2. Prevention of Sexual Harassment Committees
3. Mandatory DEI & Anti-Discrimination Awareness training in Photon University

Additionally, through forums like mailers, enterprise social networks, and team and individual meetings with business and HR leaders, we continuously engage with employees to create awareness, understand, and address grievances.



5. Administrative Information

Photon treats all employees with respect and provides a work environment free from all forms of harassment, whether physical, verbal, or psychological. This includes behavior/action directed towards third parties during Photon's business operations. Employees have the right to freedom of opinion and expression and are free to openly communicate and share ideas and concerns with management without fear of discrimination, reprisal, or intimidation.

