

Policy on Prevention and Redressal of Harassment at Infosys

Infosys and its group companies (“the group”) are committed to providing an environment free of unlawful harassment. The policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national Origin or ancestry, physical or mental disability, medical condition, marital status, age, Sexual orientation, or other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.*

This policy applies to all persons involved in the operation of the Group and prohibits the unlawful harassment from/to any employee of Companies towards from/to other employees including supervisors, vendors and clients. It also prohibits unlawful harassment based on perception that anyone has any of the above mentioned or displayed such prohibited behavior or is associated with a person who has or is perceived as having displayed any of those behavior.

What is expected of from every employee is:

If you believe that you have been unlawfully harassed, submit a complaint to your immediate supervisor or any other supervisor, or Human Resource Manager of the Company as soon as possible after the incident. You may also report your complaint to the committee responsible for addressing grievances against harassment called HEAR (Hear Employee and Resolve) at HEAR.com. We encourage you to report all facts of the incident/s. It is imperative that you bring the matter to Company’s attention promptly so that any concern of discrimination, retaliation or harassment can be investigated and addressed promptly and appropriately.

In cases of sexual harassment, you can lodge your complaint to the Grievance Redressal Body at GRB@infosys.com. The Company has constituted Internal Complaints Committee (“ICC”) in all the development centers of the Company across India to consider and redress all complaints of sexual harassment. The ICC shall be governed by the rules of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Ministry of Women and Child Development Notification dated 19th December 2013 or any other legislation, rules or notifications as may be enacted later on.

You may also report your complaint as per the Group’s Whistleblower Policy. If you notice or happen to receive good faith information on harassment to a third party, then you need to report this to your supervisor or the Human Resource Manager.

If the Company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the applicable Company Policy and applicable laws. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by manager, employees or co-workers.

Please ensure that you read and acquaint yourself with the policy.

If you have any queries with regard to what constitutes discrimination or harassment, or if you have any other queries or concerns pertaining to discrimination or harassment, please do not hesitate to contact Human Resources.

Important Links

Policy on sexual harassment at the workplace –

<http://sparsh-hrd/departments/myUnit/HRD/SexualHarasFAQ.htm>

Procedure for handling complaints of sexual harassment

http://sparsh/V1/myInfy/Policy_Portal/html/Docs/ASHI_flowchart/index.htm

