



Human Rights Policy

This document is intended only for the internal use by SBI Life Insurance Co Ltd. The recipient(s) should ensure that this document is not reproduced or circulated to external entities in any form or means including electronic, mechanical, photocopying or otherwise without prior approval of the document owner or the primary recipients of this document. Should there be any conflict between the policy and the regulatory notifications, the latter shall prevail

Internal

Table of Contents:

1. Introduction	3
1.1 Background	3
1.2 Objective	3
1.3 Applicability	3
1.4 Review and approval of the Policy	3
2. Policy Statement and requirements	4
3. Disclosures	6
4. Reporting of Violations	6
5. Appendices	6
5.1 Definitions	6

1. Introduction

1.1 Background

SBI Life Insurance Company Limited “SBI Life/ the Company” provides a broad framework to ensure that all employees are treated with respect and dignity; and that a common set of principles apply to our business practices to ensure that we do not condone human rights violations or abuses.

SBI Life Insurance Company Limited is guided by fundamental principles of human rights, such as those enumerated in the United Nations Guiding Principles on Business and Human Rights, United Nations Universal Declaration of Human Rights, United Nations Global Compact and International Labour Organization’s Conventions. SBI Life will endeavour to promote the recognition of basic human rights as defined in the United Nations Global Compact.

1.2 Objective

The goal of our human rights policy is to encourage and facilitate behaviour consistent with our values, standards, and expectations on the part of all employees.

This policy must be adhered by all employees, and they must uphold its strict requirements at all times.

The objectives of human right policy are given below:

- To strengthen respect for human rights and fundamental rights,
- To value human dignity and develop respect for self and others,
- To develop attitudes and behaviours that will lead to respect for the rights of others,
- To promote respect, understanding and appreciation of diversity,
- To empower people towards more active citizenship,
- To ensure fair implementation of all statutory & non-statutory obligations for ensuring a safe and conducive work environment for all employees

1.3 Applicability

Human Rights Policy shall be applicable to all employees.

1.4 Review and approval of the policy

The policy will be reviewed by Nomination and Remuneration Committee and approved by the Board of Directors at least annually or as and when required.

Any exception to this policy can be made with the approval of the Board on the recommendation of the Nomination and Remuneration Committee.

2. Policy Statement and Requirements

The Company's Human Right Policy is adopted to foster an inclusive environment, free from harassment and discrimination while respecting one another. We do not tolerate harassment or discrimination based on factors such as race, colour, religion, disability, gender, origin, sexual orientation, gender identity, or gender expression.

The Senior management of the Company and those in Authority have a duty to ensure, encourage and guide other stakeholders in terms of the Human Rights. It is the responsibility of all businesses, functions and departments within the Company to actively support and foster human rights among all stakeholders.

SBI Life is dedicated to creating an environment where all employees, including potential applicants, may compete in an honest, open and transparent setting. The only considerations for selection are merit in terms of qualification, performance and capability. We always work to eliminate discrimination in regards to job and occupation. Remuneration, working hours and social benefits are all governed by local laws and regulations as well as customary business norms.

All employees of SBI Life have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site and at all other company sponsored and participative events.

Health, Workplace Safety and Environment

We are committed to providing a safe and healthy workplace and upholding a high standard of environmental preservation.

Abolition of Child Labour

Child labour enslaves children to a life of hunger and poverty and robs them of their childhood, dreams and fundamental rights. We oppose the use of children for any sort of labour.

No person below the age of 18 years should be engaged by us and any of our stakeholders at any point and in the event of discovery of such a case, liabilities for suitable remediation and ensuring wellbeing of the child would accrue to the defaulting party.

Abolition of Forced Labour

We are against any form of coerced or forced labour, use of physical punishment or threats of violence or other forms of physical, sexual, psychological or verbal abuse as a method of discipline or control. The Company will never engage in any kind of forced, slave or mandatory labour.

The Company will refrain from retaining the original personal papers / documents of its employees (For eg. - passport, Aadhar card, educational certificates, etc.)

We need to make our employees and other stakeholders with whom we have a substantial involvement aware of the standards, which we expect from them.

Prevention of Sexual Harassment

SBI Life, has zero tolerance for sexual harassment. We have a charter on prevention, prohibition and redressal of sexual harassment, aligned with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Company has a laid down policy on sexual harassment of women at workplace (prevention, prohibition and redressal) and periodical awareness program and training is given to the employees. We have an internal complaints committee to investigate and inquire into sexual harassment complaints.

The Company commits to protect the employees from sexual harassment and ensures compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Company recognizes that protection of women against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions.

Employee skill & Career Development

Learning & Development designs appropriate training to all employees and segments based on the identified needs. Training is imparted through classroom modules led by an instructor; web-based e-learning and mobile app.

With an intention to encourage employees to acquire higher functional qualifications/certifications, the Company has a defined policy to incentivize its employees for acquiring higher functional/technical qualifications.

We have an Internal Job Posting system that encourages job rotation and multi-skilling. We offer all colleagues the opportunity to take on challenging roles across a variety of functions and geographies and thereby, facilitate their career growth and success.

Diversity, Equity and Inclusion

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

Our Diversity, Equity and Inclusion Policy embrace and encourage our employees' differences in cultural background, age, colour, disability, ethnicity, family or marital status, gender identity or expression, language, origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. Based on our values framework, we want to create an inclusive culture that values diversity and is devoid of prejudice.

3. Disclosures

The Human Rights Policy is available on the website of the Company i.e. at www.sbilife.co.in.

4. Reporting of Violations

The Company has a grievance redressal mechanism for dealing with the grievances related to these policies. The feedback and grievances reported by the employees shall be confidential and secure. The following policies provides all stakeholders a secure and 24x7 access to raise grievances and to report any breach of policies and procedures in the Company:

- a) Whistle Blower Policy.
- b) Policy on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal). Besides this, the employees can also raise their issues on employee portal.

The Disciplinary Committee / Audit Committee of the Company shall be responsible to deal with the grievances related to the breach of these policies.

5. Appendices

5.1 Definitions

“**Board**” shall mean Board of Directors of the Company.

“**Human rights**” are the basic rights and freedoms that belong to every person in the world, from birth until death. They apply regardless of where you are from, what you believe or how you choose to live your life.

“**Policy**” means Human Rights Policy.