



GENDER SENSITISATION POLICY

Current Version	Version 1.0	Drafted by	Tarun Agarwal
Effective Date	1 July 2025	Reviewed by	Tarun Agarwal
Next Review Date	1 July 2026	Final Approval by	Samuel John

Introduction

mistEO Private Limited is committed to fostering a workplace culture built on mutual respect, dignity, inclusion, and professionalism.

The purpose of this policy is to create awareness regarding gender sensitivity and to promote a workplace where all individuals are treated fairly and respectfully, irrespective of gender, gender identity, gender expression, marital status, or personal background.

This policy complements the Company's Equal Employment Opportunity Policy, Code of Conduct Policy, Employee Grievance Redressal Policy, and POSH Policy and should be read in conjunction with those policies.

The provisions of this policy shall be interpreted in accordance with applicable laws and prevailing regulations. Any amendments to applicable laws or government guidelines shall be deemed to be incorporated into this policy to the extent required.

1. Objective

The objectives of this policy are to:

- Promote awareness and understanding of gender sensitivity in the workplace.
- Encourage respectful and professional workplace interactions.

- Eliminate gender-based stereotypes and unconscious biases.
- Foster an inclusive and collaborative work environment.
- Promote equal participation and respect for all employees.

2. Scope

This policy applies to:

- All employees of mistEO Private Limited, including permanent, probationary, temporary, and fixed-term employees.
- Interns, trainees, apprentices, consultants, and individuals representing the Company in any official capacity.
- All workplace interactions occurring at office premises, client locations, company-sponsored events, business travel, virtual meetings, training programs, and other work-related environments.

3. Guiding Principles

mistEO believes that:

- Every individual deserves to be treated with dignity and respect.
- Workplace interactions should be free from prejudice, stereotypes, and bias.
- Diversity of perspectives strengthens innovation, collaboration, and organizational success.
- Professional conduct and mutual respect are essential to a healthy work environment.
- Every employee shares responsibility for creating an inclusive workplace.

4. Gender Sensitivity in the Workplace

Employees are expected to:

- Respect the views, experiences, and perspectives of all individuals.
- Interact with colleagues in a professional and courteous manner.
- Avoid assumptions regarding an individual's capabilities, interests, responsibilities, or career aspirations based on gender.
- Respect personal boundaries and individual choices.
- Encourage participation and contribution from all team members.

5. Gender Stereotyping and Bias

Employees should avoid:

- Assigning roles or responsibilities based on gender stereotypes.
- Making assumptions regarding leadership capability, technical competence, career commitment, or family responsibilities based on gender.
- Making remarks regarding appearance, marital status, family planning decisions, caregiving responsibilities, or personal lifestyle choices.
- Treating employees differently based on traditional gender expectations.
- Engaging in conduct that may undermine an individual's confidence, participation, or professional growth.

6. Respectful and Inclusive Communication

Employees are expected to:

- Use respectful, professional, and inclusive language.
- Listen actively and encourage diverse viewpoints.
- Avoid jokes, comments, gestures, or language that may demean, embarrass, exclude, or offend individuals based on gender.
- Communicate disagreements respectfully and professionally.
- Promote constructive and inclusive discussions during meetings and workplace interactions.

7. Workplace Behaviour

The following behaviours are inconsistent with this policy:

- Gender-based insults, jokes, ridicule, or mockery.
- Repeated comments that reinforce gender stereotypes.
- Excluding individuals from discussions, meetings, projects, or opportunities based on gender.
- Intimidating, humiliating, or belittling behaviour directed at an individual because of gender.
- Any conduct that creates discomfort, hostility, or exclusion on the basis of gender.

8. Awareness and Sensitisation

mistEO shall:

- Conduct periodic awareness and sensitisation initiatives.
- Include gender sensitisation topics during employee onboarding programs.
- Encourage open discussions on workplace respect, inclusion, and diversity.
- Promote awareness regarding unconscious bias and inclusive workplace practices.

9. Reporting Concerns

Employees who experience or observe behaviour inconsistent with this policy are encouraged to report the matter to their reporting manager, Human Resources, or through the Employee Grievance Redressal mechanism.

Complaints relating to sexual harassment shall be addressed under the Company's POSH Policy and applicable legal provisions.

10. Roles and Responsibilities

Employees must:

- Demonstrate respectful and inclusive behaviour.
- Avoid conduct that may cause discomfort or exclusion.
- Support the principles of dignity, fairness, and inclusion.

Managers must:

- Lead by example in promoting respectful workplace behaviour.
- Foster an inclusive team culture.
- Address inappropriate conduct promptly and responsibly.

Human Resources must:

- Promote awareness of this policy.
- Support sensitisation and training initiatives.
- Facilitate resolution of concerns raised under this policy.

11. Non-Retaliation

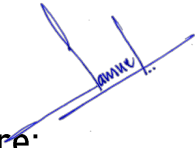
mistEO prohibits retaliation against any employee who raises a concern, participates in an investigation, or supports the implementation of this policy in good faith.

Any act of retaliation shall be treated as misconduct and may result in disciplinary action.

12. Review and Amendment

This policy will be reviewed annually or as required for legal compliance and organizational effectiveness.

Amendments will be approved by management and communicated to all employees.



Signature:

Name: Samuel John

Employee ID: 001

Date: **1 July 2026**

