

Diversity, Equity and Inclusion Policy

Trustea Sustainable Tea Foundation

For feedback, further information, and suggestions please write under the tab "Trustea code related" in the link <https://www.trusteacms.in/feedback>



tSTF DEI01

Diversity, Equity and Inclusion Policy

trustea Sustainable Tea Foundation

1. Purpose

trustea Sustainable Tea Foundation is committed to fostering a respectful, inclusive, equitable, and diverse working environment across all its operations, programs, partnerships, and stakeholder engagements. The Foundation recognizes that diversity and inclusion are essential for responsible governance, credible sustainability systems, and meaningful social impact within the tea sector.

This Policy establishes *trustea's* commitment to ensuring that all individuals associated with the organization are treated with dignity, fairness, and respect, irrespective of gender, age, caste, religion, ethnicity, disability, marital status, sexual orientation, socio-economic background, political opinion, or any other status protected under applicable law.

The Policy supports *trustea's* mission of promoting ethical, sustainable, and responsible practices in the tea sector and aligns with the principles outlined in the *trustea* Code of Conduct.

2. Scope

This Policy applies to all *trustea* employees, management, management consultants, contractual staff, auditors, council members, service providers, and any individual or organization acting on behalf of *trustea*.

The principles of this Policy are also encouraged among *trustea* partners, certification bodies, suppliers, and stakeholders engaged in *trustea*-related activities.

Diversity, Equity and Inclusion Policy

Trustea Sustainable Tea Foundation

For feedback, further information, and suggestions please write under the tab "Trustea code related" in the link <https://www.trusteacms.in/feedback>



3. Policy Statement

trustea believes that every individual has the right to work and engage in an environment that is safe, respectful, inclusive, and free from discrimination, harassment, intimidation, or exclusion.

The Foundation is committed to promoting equal opportunity in recruitment, employment, professional development, training, compensation, and participation in organizational activities. Decisions relating to employment or engagement shall be based on merit, competence, experience, and organizational requirements.

trustea does not tolerate discrimination, bullying, harassment, victimization, or any form of unfair treatment in the workplace or during any *trustea*-related engagement.

The organization further recognizes the importance of encouraging participation and representation from marginalized and underrepresented groups within the tea sector and associated communities.

4. Respectful Workplace and Inclusive Conduct

All individuals associated with *trustea* are expected to maintain professional and respectful behavior in all interactions.

Everyone shall:

- treat others with dignity and courtesy;
- value different perspectives and backgrounds;
- avoid language or behavior that may be offensive, discriminatory, or exclusionary;
- support a collaborative and inclusive work culture; and
- contribute to a safe and respectful working environment.

Any form of harassment, including verbal, physical, psychological, sexual, or online harassment, shall be considered a violation of this Policy.

Diversity, Equity and Inclusion Policy

Trustea Sustainable Tea Foundation

For feedback, further information, and suggestions please write under the tab "Trustea code related" in the link <https://www.trusteacms.in/feedback>



5. Equal Opportunity

trustea is committed to providing equal opportunity in all employment-related decisions and organizational processes.

The Foundation shall strive to ensure fairness and transparency in:

- recruitment and selection processes;
- performance evaluation;
- promotions and career development;
- access to training and learning opportunities; and
- engagement with stakeholders and external partners.

Reasonable efforts shall be made to accommodate the needs of individuals wherever practical and appropriate.

6. Roles and Responsibilities

All individuals covered under this Policy are responsible for upholding its principles and contributing to an inclusive and respectful environment.

Management shall promote awareness of this Policy and ensure that concerns related to discrimination, exclusion, or harassment are addressed promptly, fairly, and confidentially.

Any person witnessing or experiencing conduct inconsistent with this Policy is encouraged to report the matter through appropriate organizational channels.

7. Reporting and Non-Retaliation

trustea encourages individuals to report concerns relating to discrimination, harassment, exclusion, or unfair treatment.

All concerns raised under this Policy shall be handled with sensitivity, confidentiality, and fairness.

Diversity, Equity and Inclusion Policy

Trustea Sustainable Tea Foundation

For feedback, further information, and suggestions please write under the tab
"Trustea code related" in the link <https://www.trusteacms.in/feedback>



Retaliation against any person who raises a concern in good faith, participates in an inquiry, or supports another individual in reporting a concern shall not be tolerated.

Any retaliatory action shall be treated as a serious violation of this Policy.

8. Implementation and Review

trustea shall periodically review this Policy to ensure its continued relevance, effectiveness, and alignment with legal requirements, stakeholder expectations, and organizational values.

Awareness and capacity-building initiatives may be conducted to support the implementation of this Policy across *trustea* operations and engagements.

| | |
|----------------|-------------------------------------|
| REVIEW RESULT: | REVIEWED BY: Anandita Ray Mukherjee |
| Revise Date: | ISSUE DATE: 01.07.2025 |
| | APPROVED BY: Rajesh Bhuyan |
| | REVISION NO.: 0 |