



Human Capital Development Policy



1. Preamble

Wipro operates as a purpose-driven company with an unwavering commitment to our customers and communities. 67% percent of Wipro's economic interest is pledged to philanthropy, and we are proudly committed to achieving net-zero emissions by 2040. The "Spirit of Wipro" is at the core of everything at Wipro. It is the compass for guiding actions of Wipro associates across the globe to create a lasting, positive global impact.

2. Scope of the Policy

Primary Stakeholders: This policy applies to all employees, directors and Board of Directors of Wipro across all levels and departments.

Secondary Stakeholders: This policy also applies to the Contract Workforce. Wipro employs a substantial number of contract workers who receive the same training as employees. All contract employees go through internal mandatory training such as the Code of Business Conduct, Information Security Awareness, etc.

Geographies: Global

3. Statement of Wipro's vision and key goals

With a global workforce, aligned to unlock our clients' boldest ambitions, we aim to create a future where our employees are empowered, our communities thrive, and our business practices set the standard for ethical and responsible conduct. Our commitment to human capital development is embedded in our ESG Goal 3 "Good Health and Well-being at all ages", ESG Goal 4 "Empower employees through continuous learning opportunities" and ESG Goal 5 "Achieving Gender Equality and empower all women".

Our three-pronged approach to Human Capital Development rests on three broad pillars.

- Creating the right work environment for our employees
- Building an inclusive workplace
- Building a culture of continuous learning

4. Approach: The three-pronged approach to Human Capital Development

4.1 Creating the right work environment

At Wipro, our people are our greatest asset. We believe that our associates should be able to bring the best version of themselves to work every day, to create a lasting change on the society. **For human capital to flourish, it is vital that they operate in an environment conducive for their safety, well-being and productivity.** Our policies, systems and infrastructure are designed keeping in mind the needs of all our associates.

- **Safe & healthy Workplace:** Wipro treats all employees with respect and provides a work environment free from all forms of harassment, whether physical, verbal or psychological. Wipro has a tiered approach for handling any type of grievances –associates can reach out to their manager or HR representative to voice out their grievances or concerns. There are also structured mechanisms like Ombuds, Prevention of Sexual Harassment Committee to report any form of harassment or wrongdoing.

All associates are regularly oriented on our policies around **Code of Business Conduct (COBC), Anti-corruption, Data Privacy & Prevention of Sexual harassment**. This ensures that our employees have clear guidelines for ethical behaviour, fostering an inclusive workplace by addressing issues such as harassment, discrimination, and conflicts of interest.

In addition, Wipro provides creche facilities to employees with young children to ensure convenience and quality care with trained caregivers. In the spirit of promoting a safe workplace, Wipro's infrastructure is designed to be accessible, with features such as ramps, elevators, and accessible restrooms. We also provide assistive technologies and tools to support employees with disabilities, ensuring they can perform their tasks effectively.

Our associates are also equipped with the resources to highlight concerns or share feedback on any health/security hazards to the management.

- **Employee Well-being:** Wellbeing is a pillar of our culture framework. We are advocates of wellbeing and focus on the holistic wellbeing and good health of our people. Beyond providing for professional growth, we believe every individual must invest in personal fulfilment and fun. We have adopted a data-driven approach to healthcare that made it sustainable, scalable, and unique. This also includes a holistic wellbeing platform with offerings for health and wellness across geographies aligned to the **three-point plan** towards employees' wellbeing, connecting **mind, body, and community**.

Wipro recognizes the need to destigmatize conversations around mental well-being. There are structured interventions to build and maintain a **positive mindset** for all associates, and a 24x7 anonymous **Employee Assistance Program**, to help cope with major setbacks.

The organization is also deeply focused on financial wellbeing and enables associates to make the right financial decisions based on their life stages.

A leader sponsor has also been identified to drive employee well-being, whose aim is to normalize wellbeing conversations and socialize wellbeing interventions.

Our **hybrid work model** offers the flexibility of remote work combined with the collaboration and advantages of working together in the office. We have launched initiatives to promote in-person connections, networking, collaboration, learning, celebration, and growth. Our employee engagement activities aim to cultivate a positive work culture, uplift morale, and boost productivity.

- **Contribution towards building a Sustainable Society:** Wipro believes that it is imperative to contribute to creating a more just, equitable, humane and sustainable society. In this regard, our associates are regularly sensitized and given opportunities to contribute to the society. Wipro is actively engaged with the CSR entity of Wipro (Wipro Foundation). Our associates are urged to be a part of round-the-year volunteering initiatives across the domains of education, primary healthcare, ecology and disaster response under the ambit of Wipro Foundation.

4.2 Building an Inclusive Workplace

- Inclusion is a way of life at Wipro. We are committed to fostering a workplace where individuals, regardless of their gender, sexual orientation, disabilities, racial or ethnic background, and generations, are valued not in silos but as unique intersections of multifaceted identities. Through this approach, we aim to promote equity, respect, and a sense of belonging for all. We ensure all our associates are regularly re-orientated towards recognizing and minimizing unconscious biases at work.
- To promote the inclusion and empowerment of women, we have designed a unique WoW (Women of Wipro) framework, rooted in different life-stages of a woman. We have flagship capability-building programs for early to mid-career women, and "Begin Again" program to encourage women to restart their careers after long-breaks, often due to parenthood, senior care or other reasons. We recognize the reduced representation of women at higher grades across industries, hence we lay intensive focus on increased representation of women in senior leadership positions. Further, Wipro works on strengthening women leadership pipeline by recognizing high-potential women leaders and aligning executive sponsors to help them along their career journey.

- Wipro also has employee resource groups (ERG) that aim to create a safe workplace for diverse associates. The “Wipro Pride” ERG helps associates share important information and best practices, network with other LGBTQ+ colleagues and allies, start conversations, and more. The Black Alliance ERG strives to promote a diverse and inclusive work environment, with a focus on Black and African - American employees.

4.3 Building a Culture of Continuous Learning

- Wipro is committed to promoting on-going learning for all associates to ensure they have an opportunity to upskill and reskill themselves. Our endeavour is to enable associates with the right frameworks so they can take charge of their careers. We begin the journey early, by engaging with students for their skill development along with their academic curriculum.
- Further, there are specialized orientations for different career grades to familiarize them with their roles through a combination of instructor led/self-paced learning modules & on-the-job trainings, once they begin their career with Wipro.
- Wipro offers curated, on-demand learning interventions to cater to the ambitions of young associates to senior leaders in the organisation. Associates are encouraged to upskill in latest technical skills in-line within their domain through internal learning platforms. Wipro is working with its ai360 ecosystem of partners, such as AWS, Google, IBM, Microsoft, and Nvidia, to provide associates with ongoing specialized learning pathways on Generative AI.
- Wipro is associated with globally recognized educational institutions & e-learning platforms to offer differentiated learning offerings to associates- starting with work integrated learning programs for early careers to access to certified coaches and highly specialized management courses for industry-facing CXOs. Wipro’s internal rotation and promotion policies are also grounded on building a culture of learning & high-performance.

5. Outcomes and Impacts

The implementation of our Human Capital Development initiatives will result in:

- Enhanced employee engagement, satisfaction, and retention.
- Increased productivity, efficiency, and quality of work.
- A highly skilled and adaptable workforce capable of driving innovation and achieving business objectives.
- A positive organizational culture that promotes learning, growth, and excellence.

6. Governance

Cadence: Wipro is dedicated to conducting annual reviews of its human capital development policy to ensure its relevance, effectiveness, and adherence within the organization and to international standards and best practices. The outcomes of these reviews will be documented, and any essential amendments or enhancements to the policy will be promptly implemented.

Catalyst: Group Executive Council and the Board of Directors. These individuals are responsible for creating awareness, understanding, and compliance with the policy throughout the organization.

7. References Policies

#	Wipro's Policies	External/ Internal	Link
1	Wipro's Data Protection and Privacy Policy	External	https://www.wipro.com/investors/corporate-governance/policies-and-guidelines/
2	Wipro's Information Security Policy		
3	Code of Business Conduct		
4	Wipro Wellbeing Framework		
5	Global Human Rights Policy		
6	Global Disciplinary Handbook		
7	Global Reasonable Accommodation Policy		
8	Global Prevention of LGBTQ Discrimination		
9	Global Hybrid Work Policy		
10	Global Diversity Equity Inclusion Policy		

8. Revision History

Version	Revision Date	Reason for Change	Drafted/ Reviewed By	Approved By	Date Approved
1.0	-	First Version	Human Resources	Sandeep Olkar	06.08.2024



About Wipro Limited

Wipro Limited (NYSE: WIT, BSE: 507685, NSE: WIPRO) is a leading technology services and consulting company focused on building innovative solutions that address clients' most complex digital transformation needs. Leveraging our holistic portfolio of capabilities in consulting, design, engineering, and operations, we help clients realize their boldest ambitions and build future-ready, sustainable businesses. With 250,000 employees and business partners across more than 60 countries, we deliver on the promise of helping our clients, colleagues, and communities thrive in an ever-changing world.

