

Related Policies and Processes

- [Code of Ethics](#)
- [Cognizant Values](#)
- [Human Rights Policy](#)
- [Global Harassment, Discrimination, & Workplace Bullying Prevention Policy](#)
- [Global D&I page](#)

Objective

At Cognizant, diversity and inclusion are at the heart of our ability to deliver sustained and improved results for our teams, clients and community successfully and consistently over the long term.

The [Cognizant Values](#) serve as the foundation for this policy. We recognize that an inclusive workplace provides a place of belonging where all employees can thrive, work as one, feel valued and engaged, and have opportunities to grow and succeed.

Scope

The Global Diversity and Inclusion Policy applies to all employees of Cognizant entities, subsidiaries, and joint ventures over which Cognizant has operational control (collectively “Associates”). Cognizant expects the same standards from its suppliers, and business partners.

Defining Diversity and Inclusion

Diversity recognizes that while people are similar in many ways, they may differ in others, including, but not limited to race, color, religion, gender identity, age, national origin, sexual orientation, marital status, disability status, and veteran status.

Inclusion is about creating a culture in which everyone, regardless of their history, identity, or circumstances feel like they belong without having to conform; that their contribution matters, and that they can achieve their full potential.

When these two terms - **Diversity and Inclusion (D&I)** – are joined together, they take on a new dimension. Together, it is about appreciating an individual's uniqueness through conscious practices that maintain an atmosphere which recognizes and respects people for their talents, skills, and abilities to improve the workplace's collective culture.

Guiding Principles

This Policy should be read in conjunction with Cognizant's Diversity and Inclusion commitments which have been endorsed and are upheld by the Executive Committee.

Cognizant promotes diverse experiences, views and perspectives arising from differences in age, race, color, religion or belief, gender identity, national origin, sexual orientation, marital status, disability status, and veteran status. Cognizant empowers its Associates to shape and drive global, regional and local councils and Affinity Groups. Affinity Groups and Councils are Associate-led networks through which Associates can share their experiences, viewpoints, seek advice, and advocate for change, based on various diversity dimensions. This helps create a culture of understanding, belonging, and

support. Cognizant's Affinity Groups are focused on disability, gender, LGBTQ+, multicultural interests, veterans, and working families.

D&I practices are embedded across all stages of Associate lifecycle to ensure that Associates feel valued for their skills and ideas that they offer. We set goals, share our workforce demographics publicly and constantly strive to improve and hold ourselves and our leaders accountable on D&I commitments. Cognizant is committed to:

- Promoting diversity in the candidate pool for each role by establishing neutral job descriptions void of bias, enabling a diverse interview panel and ensuring that applicants' personal information has no bearing in the hiring process.
- Creating an inclusive and welcoming onboarding experience that fosters a sense of belonging and acceptance from day one, enabling all Associates to thrive at work.
- Conducting trainings and providing guidelines that raise Associates' understanding of unconscious bias in the workplace, as well as tips to overcome it.
- Helping our Women Associates thrive at Cognizant through mentoring, sponsorship programs, specialized training, and networking support.
- Offering inclusive benefits that accommodate diverse needs of our Associates.
- Aligning our Reward programs with Pay-for-performance model
- Offering reasonable accommodation for any known disability of an Associate, provided the requested accommodation does not create an undue hardship for Cognizant, and does not pose a direct threat to the health or safety of others in the workplace or the Associate.

Cognizant collaborates with its clients toward creating a diverse and innovative workforce which enables it to stay relevant to its clients and their evolving needs. As a good community partner, Cognizant also reaches out to underrepresented and marginalised groups to better help communities across the world.

Expectations

Diversity and Inclusion are valued at all levels of the organization. Every Associate and manager are expected to play an active part in creating and fostering a diverse and inclusive workplace.

Associate is expected to:

- Treat everyone with respect and dignity.
- Be an ally, participate in D&I initiatives, complete all assigned trainings, and consider becoming a member of Affinity Groups and Councils.
- Be a champion of the principles of this policy and Cognizant's [values](#) every day.
- Be aware of potential unconscious bias and not let it affect decisions or behaviours.
- Create an inclusive workplace free of discrimination, harassment, and bullying.
- Go beyond mere acceptance of diversity and be consciously inclusive through deliberate actions that drive a sense of connectedness and belonging.

Manager is expected to:

- Lead by example by being an active advocate.
- Encourage Associates to become part of Affinity Groups and Councils, participate in D&I initiatives and complete all assigned trainings.
- Ensure all employment-related decisions are free of discrimination and bias.
- Contribute to the achievement of enterprise-wide Diversity and Inclusion goals.

As stated in the [Code of Ethics](#) and [Global Harassment, Discrimination & Workplace Bullying Prevention Policy](#), Cognizant never discriminates against a person's legally protected characteristics when making

employment decisions such as recruiting, hiring, training, promotion, separation, or providing other terms and conditions of employment, and we believe that diverse backgrounds and perspectives help us work better together.

Policy Modifications

Cognizant reserves the right to amend its policies as necessary. Any changes to the Global Diversity and Inclusion Policy will be approved by the Global Head of Diversity and Inclusion.

Version History

Revision Date	Description of Change
DEC-21-2021	Initial Release

Policy Control Information

Policy Name: Global Diversity and Inclusion Policy Department: Human Resources
Revision Date: DEC-21-2021 Effective Date: DEC-21-2021
Policy Owner: Shameka Young, Global Head - Diversity and Inclusion