

GENDER PAY GAP REPORT 2018



FOREWORD



Gender diversity is a strategic focus and an executive mandate for ITC Infotech. We will continue to build on our initiatives to increase representation of women – across departments and functions, as well as in senior roles.

In today's digital age, our success will be driven by an empowered workforce.

At ITC Infotech, we are heavily invested in skilling and reskilling of our employees, to create a future-ready workforce and to ensure our employees are at the cutting edge of technology. Continuous and tailored learning programs provides the base for enriching careers at ITC Infotech, offering employees opportunities for development and career advancement beyond barriers.

Sudip Singh

Managing Director & CEO - ITC Infotech

EXECUTIVE SUMMARY



ITC Infotech is committed to creating a diverse workforce by providing a fulfilling working environment to each employee.

We have instituted a programmatic approach, with targeted initiatives and outcome based programs. Workplace enablement is another key focus for us, where we are introducing programs to specifically address areas which impact the career growth of women during critical life junctures.

As a part of the US\$10 billion ITC Ltd, one of India's foremost multi-business enterprises, we at ITC Infotech are driven by the core values aimed at developing a customer-focused, high-performance organisation. An important pillar of our core values is 'Respect for People,' which is defined as an acknowledgement that 'every individual brings different perspectives and capabilities to the team and that a strong team is founded on a variety of perspectives.'

ITC Infotech is an 'Equal Opportunity Employer'. Our strong culture of empowerment and inclusion will continue to lead our recruitment and retention initiatives, to fast-track our diversity goals.

Anand Talwar

Chief Human Resources Officer
ITC Infotech

INTRODUCTION – ITC INFOTECH LIMITED, UK



ITC Infotech Limited, UK is a fully owned subsidiary of ITC Infotech, and oversees the company's operations across Europe.

ITC Infotech's European business contributes significantly to the overall business of the company. Europe has historically been a strong focus for ITC Infotech, and overtime, the company has expanded its presence in the region, consolidating its position in the market.

ITC Infotech is a specialized global full service technology solutions provider, led by Business and Technology Consulting. ITC Infotech's Digitaligence@work infuses technology with domain, data, design, and differentiated delivery to significantly enhance experience and efficiency, enabling our clients to differentiate and disrupt their business.

ITC Infotech is a fully-owned subsidiary of ITC Ltd, one of India's foremost private sector companies with a market capitalisation of US \$ 50 billion and Gross Sales Value of US \$ 10 billion. ITC has a diversified presence in FMCG, Hotels, Packaging, Paperboards & Specialty Papers, Agri-Business and Information Technology. ITC's aspiration to be an exemplar in sustainability practices is manifest in its status as the only company in the world, of its size and diversity, to be carbon, water and solid waste recycling positive. In addition, ITC's businesses and value chains create sustainable livelihoods for more than 6 million people, a majority of whom represent the poorest in rural India. ITC has been ranked as India's most admired company by a survey conducted by Fortune India, in association with Hay Group.

GENDER PAY GAP – REPORT

ITC Infotech Limited, UK's 2018 pay gap is 4.6%, which is substantially lower than the 2018 UK pay gap of 17.9%.*

Males make up a significant majority of the workforce with just 15.4% of our workforce being females.

Our analysis shows that the proportion of females to males decreases in the upper pay quartiles as there are lesser female employees in the senior sales roles and the proportion is comparatively higher in functional support or technical roles. The majority of senior management roles are held by males, in turn these are higher paying roles attracting higher levels of participation in bonus and incentive plans.

This under-representation of women in sales roles is a key to the bonus pay gap of 52.4%.

Commissions paid to sales employees are paid out in two components – one linked as a percentage of the salary and the other based on the financial performance of the client account. This commission has a higher pay-out when compared to the annual performance linked bonus. The performance bonus pay-out, which is applicable to employees on non-sales roles, is a fixed amount linked to the individual, team and company performance, which is relatively lower than sales/client performance.

As with pay, the application of bonuses and commissions are free from gender bias and we are committed to continue paying employees in line with equal pay requirements.

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Mean	Median
Gender pay gap	
12.2%	4.6%
Gender bonus gap	
19%	52.4%

Proportion of males and females who got bonus payments



Male

63.9%

Female

45.8%

GENDER PAY GAP QUARTILE FIGURES

Upper Quartile



Male
89.5%

Female
10.5%

Upper Middle Quartile



Male
89.5%

Female
10.5%

Lower Middle Quartile



Male
88.2%

Female
11.8%

Lower Quartile



Male
76.3%

Female
23.7%

NARROWING THE GAP

ITC Infotech is committed to building an innovation-friendly people culture, and empowering each employee to be its brand ambassador. ITC Infotech offers global careers, global exposure and a diversity of opportunities to create business and technology leaders of tomorrow. The company is committed to building an innovation-friendly people culture, and aims to provide each employee a wholesome and challenging job that effectively aligns individual aspirations to organizational needs. ITC Infotech continues to be guided by its values of

CREATE:

C: Customer focus

R: Respect for people

E: Excellence

A: Abounding Innovation

T: Trusteeship

E: Ethical Corporate Citizenship

As a specialized global full service technology solutions provider, ITC Infotech values the diversity of the markets in which we operate. Diversity, hence, is an integral part of our talent management strategies.

ITC Infotech is an equal opportunity employer. Accordingly, we do not unlawfully discriminate on the basis of race, color, religion, sex, (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, medical condition, physical disability, mental disability, family care status, veteran status, marital status, sexual orientation, gender identity, genetic information, or any other basis prohibited by law.

We support gender diversity and provide a work environment which nurtures talent. Our initiatives to promote diversity at the workplace is reflected in the growing number of women employees at ITC Infotech, which is now over 20% of our workforce. Another manifestation of our commitment to diversity at the workplace is our practice of 'recruit locally, deploy globally'. We regularly recruit people from different nationalities, and ITC Infotech's Graduate Business Program South Africa is one such example. This program has been running



NARROWING THE GAP



successfully for over 6 years, where we recruit and train locals before deploying them on our global engagements.

At ITC Infotech, we have created a robust infrastructure to facilitate smooth functioning for our differently-abled employees and reasonable efforts are invested in accommodating any special needs. We endeavor to create facilities which complement our ethos of empowering our employees to help them realize their potential.

The company aims to provide each employee a wholesome and challenging job profile that effectively aligns individual aspirations to organizational needs. ITC Infotech offers global careers, global exposure and a diversity of opportunities to create business and technology leaders of tomorrow. The company helps its employees actualize their true potential through numerous training and development programs.

Creating a culture of innovation has been a key focus area for ITC Infotech. And, being true to this spirit of innovation, the organization has devised multiple opportunities for employees to

think laterally while also providing multiple avenues for employees to pursue their passions.

ITC Infotech is a professionally managed company, which empowers employees to take decisions and implement new ideas at the workplace. We believe in facilitating a work-life balance by encouraging our employees to excel in all fields, be it work or otherwise. We recognize employee potential and award full ownership of responsibility, thereby providing employee with the opportunity to learn, allowing for growth and personal development.

ITC Infotech's philosophy of wellness is epitomized by the program HEAL (Healthy Employee and Lifestyle). As part of this program, we look at employee health from a 360 degree perspective. All initiatives have their origins in this philosophy of holistic wellness – Healthy Mind, Healthy Body for Healthy Living. This philosophy of our wellness initiatives is supported by the company's conviction that allowing employees to find their own comfort zone in wellness activities evokes their passion.

NARROWING THE GAP

HEAL is an employee-centric program that has been contextualized for the workplace, keeping the employee's long term wellness in mind. HEAL is a comprehensive approach towards the overall wellbeing of individuals. The underlying principle behind the strategy is that for any wellness program to work at a scale of over thousands of employees, it must engage employees in ways that are meaningful to them at a personal level. The key objectives of ITC Infotech's HEAL program are:

- To create a culture of Wellness
- To promote Health & Wellbeing
- To enhance employee connectedness, by creating communities of interest
- To reduce individual health-related issues
- To enable physical and emotional wellbeing
- To increasing workplace productivity
- To promoting healthy life habits
- To focusing on health, nutrition, safety, awareness and regular health checks

ITC Infotech champions the cause of employee wellness through preventative measures and awareness building wellness sessions. The organization has initiated various campaigns centered around life aspects such as drinking adequate water, eating fruits and leafy green vegetables and reducing dependence on fast foods.

Mental Health & Wellbeing: ITC Infotech values its human capital, and substantial efforts are put on an ongoing basis to ensure a happy, healthy and energized workforce. The company focusses on mental and emotional health and wellness of employees and has organized specific initiatives towards this.

Alarming statistics point towards increasing stress levels in the industry. ITC Infotech has taken up the mandate to:

- Ensure employees are provided with a stress free work environment
- Empowered with knowledge to manage stress
- Enable employees recognize the onset of stress related symptoms

- Involve families and encourage participation from family members to ensure an overall harmonious environment where individuals can thrive & flourish.

STATUTORY DECLARATION

“ I confirm that the data and information on gender pay gap presented in this report is accurate and meets the requirements of the UK Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. ”



Hardeep Singh Garewal
President – Europe, ITC Infotech Limited

