



Godrej | CAPITAL



**CULTURE  
CAPITAL**

*Creating a Workplace  
Where Everyone  
Belongs*

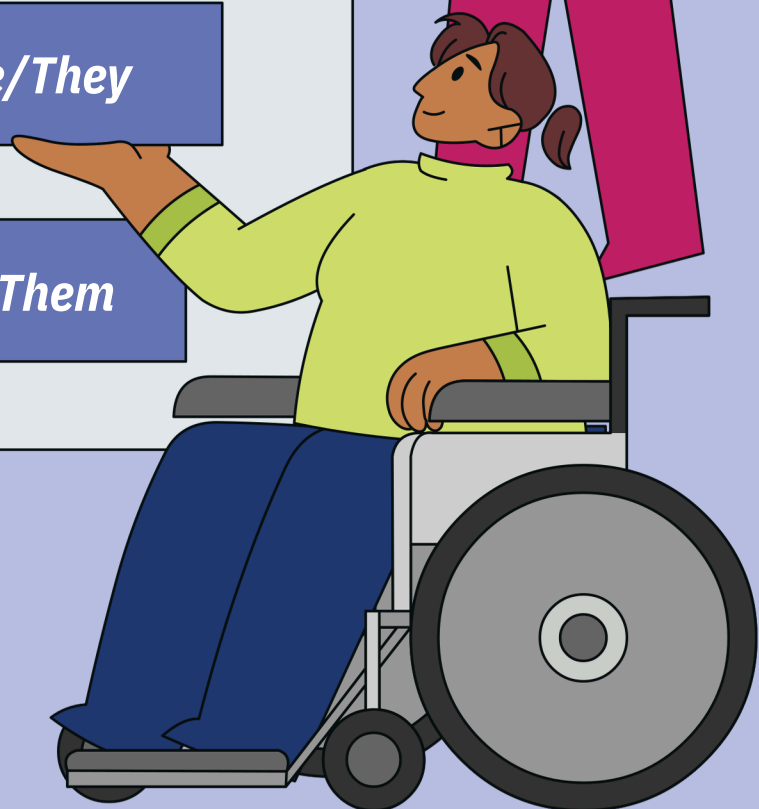
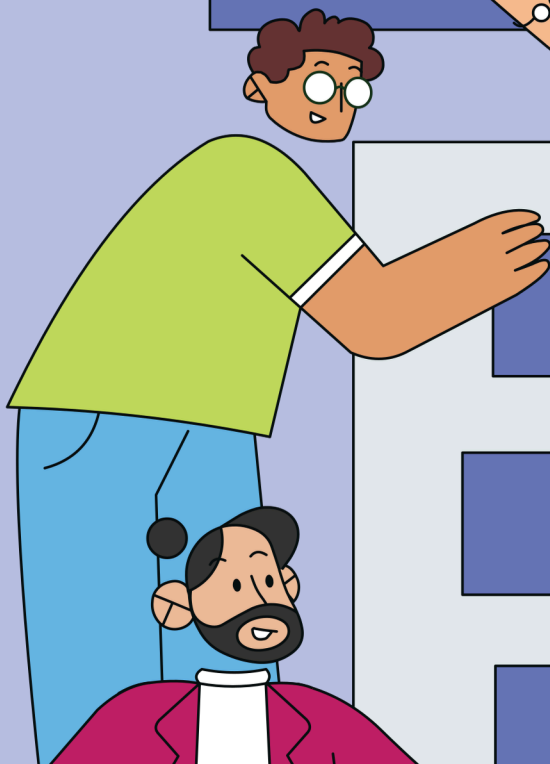


We are committed to fostering an environment where **everyone feels valued, respected, and empowered** to be their authentic selves.

This guide explores some key principles for respectful communication and behaviour, creating a positive and inclusive space for all.



Let's begin by introducing ourselves with our names and pronouns. I'm Shruti, my pronouns are she/her.



*He/Him*

*She/Her*

*She/They*

*They/Them*





Hi everyone, I'm Sandip,  
my pronouns are he/him.

Great to meet you all!  
I'm Ahmed and my  
pronouns are they/them.



**It is important to respect  
others' preferred pronouns,  
even if they differ from  
your own.**

Pronouns are used in place  
of a noun. So instead of  
repeating their names every  
time, we use pronouns like  
she, he, or they.





Sandip, did you start working on the report?

Yes Rahul, I will send it to you by EoD but can you please stand a little farther?

Ah, sorry.

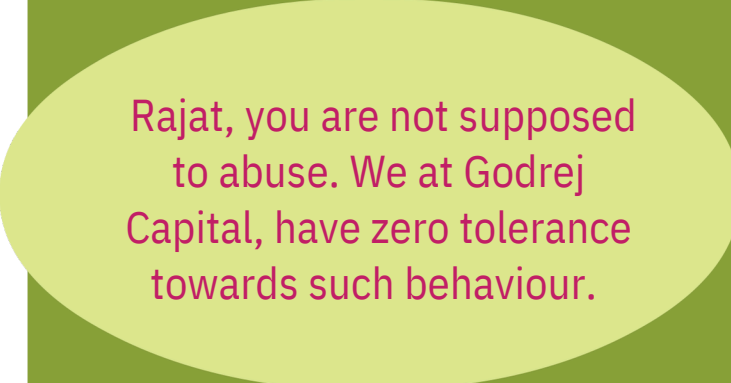


**DON'T Engage in unwanted physical contact or create a physically intimidating environment.**

Be mindful of personal space. Respect boundaries and ask permission before touching someone or using their belongings.




What the #\$\$%& team, how can you perform so bad?



Rajat, you are not supposed to abuse. We at Godrej Capital, have zero tolerance towards such behaviour.



Every employee should be respectful towards their colleague.  
**Godrej Capital has zero tolerance towards abusive, disrespectful behaviour.**



Mr. Pal, I heard you've assigned the new project to Rajat without discussing it with me. May I ask why?

Well, Anita, I thought it might be challenging for you to handle the project given the physical demands and tight deadlines.

Mr. Pal, I appreciate your concern, but making assumptions about my capabilities without consulting me is unfair. I am fully capable of managing this project and would like the opportunity to do so.



Anita is right, Mr. Pal. She has the skills and experience for this project.



You're absolutely right, Anita. I apologize for my oversight. Let's discuss how we can move forward with you leading this project.



By challenging biases and promoting open communication, we can create an inclusive environment where all employees are given equal opportunities to thrive and succeed.

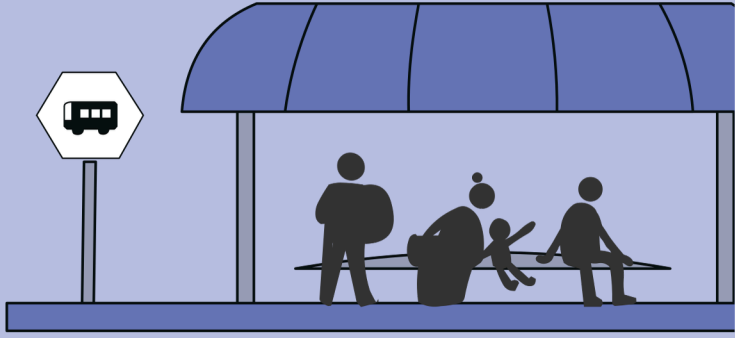
**Always ask, never assume.**

Wow, Rahul, that's a really fresh perspective on the problem statement!  
It's fantastic to see such different viewpoints, especially from new talent joining us from campus.  
Let's explore this further!




**Unconscious Bias:**

We all have unconscious biases. Actively listen to new ideas and avoid interrupting or dismissing them based on assumptions about age or background.



Hey Pranali, that looks like a heavy bag. You heading home? Maybe I can give you a lift?


Oh, thanks Sandip that's really kind of you. But I, uh, live a little far and I am comfortable with bus travel



Ok, have a safe trip



**Respecting Boundaries:** Not everyone is comfortable accepting rides home from colleagues. While offering a lift or help can be a kind gesture, **it's important to be mindful of potential discomfort.** Read the room! If someone seems hesitant or avoids eye contact, a simple “No worries, have a good ride on the bus!” shows you respect their decision.




I can't believe she brought her partner to the office event. I mean, she looks so normal, how would anyone know she's a lesbian?

Uh, Anita, that's really not okay to say...



Anita, what you just said is actually quite hurtful and inappropriate. Everyone deserves to feel accepted and respected, regardless of their sexual orientation.





Oh, I didn't mean anything by it. I just thought...

I understand, but it's important to be mindful of our words. Homophobia can be very damaging, even if it's unintentional. At Godrej Capital, we strive to create an inclusive environment where everyone feels safe to be themselves.



Bias can cause significant harm by perpetuating stereotypes and creating a hostile work environment for LGBTQ+ individuals. To be a good ally, **actively challenge discriminatory remarks, educate yourself about the LGBTQ+ community, and support inclusive practices** to foster a workplace where everyone feels respected and valued.

# ***THE FIRST STEP TO PREVENTION IS RECOGNITION***

Workplace sexual harassment is a behaviour which is

**UNWELCOME SEXUAL** in nature A **SUBJECTIVE** experience **IMPACT** not Intent is what matters Often occurs in a matrix of **POWER**



## **UNWELCOME**

## **WELCOME**

Feels bad

One-sided

Feels powerless

Power-based

Unwanted

Illegal

Invading

Demeaning

Causes anger/sadness

Causes negative

self-esteem

Feels good

Reciprocal

In control

Equality

Wanted

Legal

Open

Appreciative

Happy

Positive self-esteem

# Impact of Inappropriate Behaviour

The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal rights of any individual. Not only does it impact them, it has a direct bearing on the workplace productivity, as well as the development of the society. Below is a list of select examples of such negative impact:

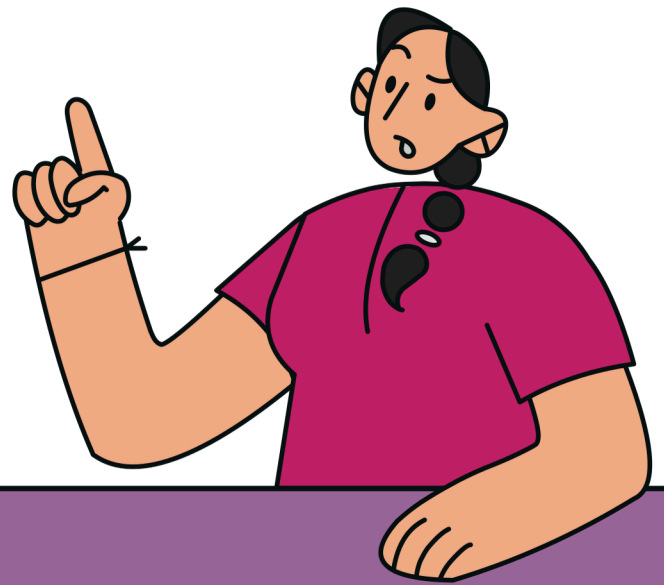
## Personal Impact

01. Depression
02. Anxiety and panic attacks
03. Traumatic stress
04. Sleeplessness
05. Shame, guilt and self blame
06. Difficulty in concentrating
07. Fatigue and loss of motivation
08. Personal difficulties with time
09. Eating disorders (weight loss or gain)
10. Feeling betrayed and/or violated
11. Feeling angry or violent against the respondent
12. Feeling powerless
13. Loss of confidence and self esteem
14. Overall loss of trust in people
15. Problems with intimacy
16. Withdrawal and isolation



## Professional Impact

01. Decreased work performance
02. Increased absenteeism, loss of pay
03. Loss of promotional opportunities
04. Retaliation from the Respondent, or  
colleagues/relatives of the Respondent
05. Subjected to gossip or scrutiny at work
06. Being objectified
07. Being publicly sexualised
08. Defamation
09. Being ostracized
10. Having to relocate
11. Job and career consequences
12. Weakened support network



**“The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of Gender Equality.”**

*- Late Chief Justice J.S.Verma, Supreme Court of India,*

*Visaka v. State of Rajasthan*

# Code of Conduct

The Godrej Code of Conduct is applicable to all employees. It enables us to live up to the commitment to trust, integrity, quality and humility.

It is imperative that we continue to earn and value the trust and respect of our colleagues, customers, suppliers, shareholders and other members of the communities that we are a part of. The Godrej Code of Conduct outlines our Business Principles and how they apply to each of us.

If you have a genuine complaint or concern about any fraud or violation of a law, rule or regulation or unacceptable, improper or unethical practice, you may raise this with the Whistleblowing Officer  
**Mr. V. Swaminathan**

**He can be contacted at:**

***Postal Address:***

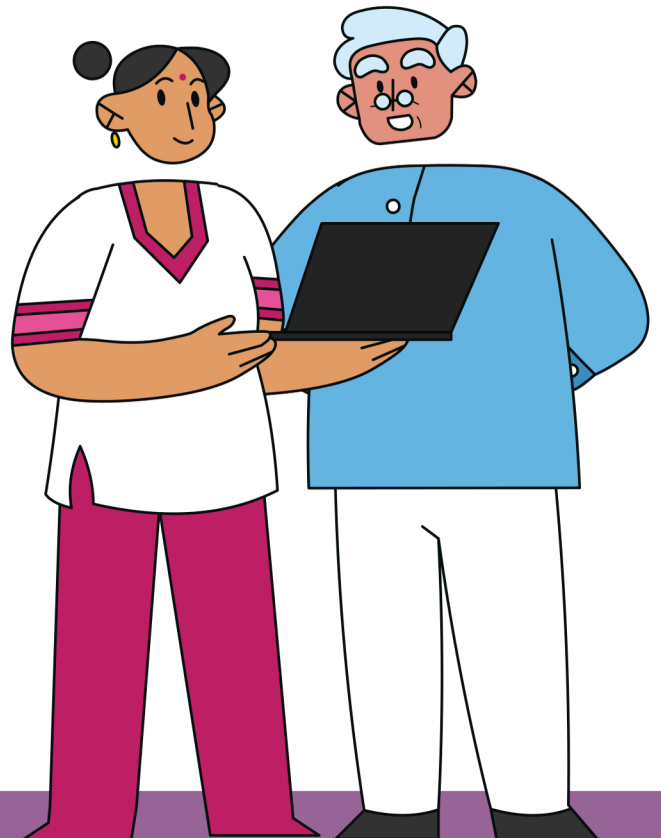
*Pirojshanagar, Eastern Express  
Highway, Vikhroli East,  
Mumbai-400079, Maharashtra, India*

***Telephone Number:***

*91-022-25194403/91-9819825526*

***Email Address:***

*ve.swaminathan@godrejinds.com*



*Culture Capital handbook is designed to inspire and guide you in recognizing and valuing the unique cultural contributions that individuals bring to every interaction.*

*As you explore the ideas in this handbook, remember that the examples provided are indicative and not exhaustive. Cultural capital takes many forms, often shaped by personal experiences, identities, and societal influences. It's a continuous journey of learning, adapting, and creating spaces where everyone feels valued and empowered to contribute.*

*Carry this knowledge forward and use it to build inclusive environments that thrive on diversity, challenge biases, and celebrate the richness of human experiences. Together, we can transform workplaces and communities into spaces of mutual respect and shared growth.*



*Godrej* | CAPITAL

*Godrej Capital ensures that every employee is treated equally irrespective of their gender, caste, class, sexual orientation and ability.*

