

EQUAL OPPORTUNITIES POLICY & PROCEDURES

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- POLICY STATEMENT

Our organization is dedicated to ensuring equal opportunities across all aspects of employment practices, policies, and procedures. We are committed to fostering fair treatment for all current and potential employees, regardless of age, color, creed, disability, ethnic origins, gender, gender reassignment, marital status, nationality, race, religion, sexual orientation, or Trade Union membership. This commitment aligns with Equal Opportunities legislation and Codes of Practice. Matters concerning bullying and harassment are addressed in the Dignity at Work Policy & Procedure.

- SCOPE

This policy applies to all employees, temporary employees, and job applicants.

- RESPONSIBILITY

All individuals falling within the scope of this policy must adhere to its terms and conditions.

Individual managers are accountable for ensuring the application of this policy within their respective areas. Any queries regarding policy application or interpretation should be discussed with the HR Department prior to taking any action.

The HR Department is responsible for the upkeep, review, and updating of this policy.

- ADVERTISEMENTS, RECRUITMENT, TRANSFERS, AND PROMOTIONS

All advertisements require approval from the HR Department following consultation with the hiring manager. Vacancies are typically internally advertised, and efforts are made to ensure that applications and workforce representation align with the local community. Prior to the start of the selection process, managers review all selection criteria to ensure they are relevant to the job and not unlawfully discriminatory. All candidates are assessed for interviews based on agreed-upon selection criteria. Appointments are solely based on merit, irrespective of age, color, creed, disability, ethnic origins,

gender, gender reassignment, marital status, nationality, race, religion, sexual orientation, or Trade Union membership.

All individuals involved in recruitment will receive equal opportunities training.

- **TRAINING AND DEVELOPMENT**

Selection for training opportunities is based on merits, abilities, business needs, and the availability of suitable work-related courses. Training endeavors to be inclusive of all employee categories, such as part-timers, whenever feasible. All employees undergo appraisal, and there is proactive encouragement to discuss suitable development and training possibilities.

- **REDUNDANCY AND REDEPLOYMENT**

Redundancy and/or redeployment selection adhere to the Redundancy Selection Criteria, avoiding direct or indirect discrimination.

- **OTHER POLICIES**

All other company policies are designed to uphold equal potential for every employee.

- **ADHERENCE TO POLICY**

Managers/supervisors are responsible for upholding the minimum standards established in this policy within their areas of responsibility

All employees, regardless of level, must: i. Cooperate with measures introduced for equal opportunity assurance; ii. Report any suspected discriminatory acts or practices in writing to their line manager. In case the alleged perpetrator is the employee's line manager, the employee should file a formal complaint with the line manager's superior. iii. Not encourage or attempt to induce unlawful discrimination in others; iv. Not victimize anyone for reporting or providing evidence of discrimination; v. Not harass, abuse, or intimidate others based on their race, gender, etc.; vi. Not dissuade job applicants from applying or taking up a position.

Breaches of the Equal Opportunities Policy will be addressed through the disciplinary procedure.

- **GRIEVANCES**

Any employee with concerns about policy application can use the Company's grievance procedure. (For concerns about bullying or harassment, the specific procedure in the Dignity at Work Policy & Procedure should be followed).

Prospective employees can request a copy of this policy and submit any written grievances related to any alleged incidents to the HR Department within 14 days. An investigation will follow, and the individual will receive a written report on the outcome