

# Employment Policy

The purpose of this policy is to ensure that The Company provides equal employment opportunities and promotes diversity and inclusion in the workplace.

This policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

Our organization has a preference for hiring and recruiting local candidates for our operations. While we will consider candidates from outside of the local area, we believe that local managers have a unique understanding of the community, its culture, and its values. We believe that hiring local managers can help us to build stronger relationships with our customers, suppliers, and other stakeholders, and to create a more inclusive and diverse workplace.

## Scope

This policy applies to all employees and departments within The Company and is designed to comply with all applicable laws and regulations related to equal opportunity and diversity employment.

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We don't guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

## Policy elements

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity / Nationality
- Religion
- Disability
- Medical history

This policy is build around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating employees

The Company also want to make sure that equal opportunity applies to other instances. For example, we don't retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

Our HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

## Diversity Improvement Goals

- Improve our gender diversity by increasing the percentage of women in leadership positions by 10% within the next five years.
- Ensure that our recruiting practices are inclusive by ensuring that at least 10% of candidates in the interview pool for any open position come from diverse backgrounds.
- Review the HR policies and practices every 2 years: Gather and review all relevant HR policies, procedures, and practices. This includes job descriptions, employee handbooks, compensation practices, and recruitment and hiring procedures.

## Local Community Inclusion

- The company is dedicated to actively supporting, engaging with, and whenever feasible and consistent with business requirements, hiring at least 90% of our workforce from the local community.

### **Skillset-based Shortlisting**

- During the shortlisting process, emphasis will be placed on evaluating candidates' qualifications, skills, and experience relevant to the positions's requirements.
- Personal information, including photographs, name, will be removed from candidate profiles during the initial stages of shortlisting to ensure an unbiased assessment.

### **Implementation**

We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:

- Use inclusive language in all signs, documents and webpages.
- Modify structures and facilities to accommodate person with disabilities.
- Recruit and select employees on the basis of merit (such as skills, experience or ability to perform the job), regardless of age, race, gender, religion, marital status and family responsibilities or disability.
- train and evaluate employees through job-related criteria.
- Interview questions are job-related and avoid asking questions that are not relevant to job.
- Train employees on communication and diversity.
- Implement open door practices so employees can report discrimination more easily.

### **Grievance Procedure**

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. Everyone should comply with our policy at all times.

Anyone who wanted to report any suspected case of discrimination can refer to The Company's Complain handling policy and Grievance Handling Procedure.

### **Disciplinary Consequences**

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in demotion or termination.

### **Bargain collectively and freedom of association**

The Company believes in and supports the fundamental rights of employee to bargain collectively and exercise freedom of association. We respect their rights to engage in joining a union, to engage in collective bargaining, and to participate in other lawful activities related to their employment without fear of retaliation or discrimination.

### **Review:**

This policy will be reviewed periodically to ensure its effectiveness in achieving its intended purpose. The review will also consider feedback from stakeholders, changes in the business environment, and the organization's evolving needs.