

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Equal Employment Opportunity has been and shall continue to be a fundamental principle in the organisation, where employment is based on personal capabilities and qualifications without any discrimination on the basis of race, colour, religion, gender, age, national origin, disability, or any other protected characteristic as established by law.

Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The Human Resources Department has overall responsibility to ensure that there is no violation of the objectives of this policy. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee wilfully violating this policy.

The organisation is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The organisation expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and/or harassment.



**Senior Vice President
Human Resources & Administration**
1st January 2020