



**Eco Sourcing Hub**  
REDUCE COSTS, EMISSIONS & RISKS

# Equal Opportunities Policy

**FM030**



At Eco Sourcing Hub, we uphold a firm commitment to fostering equality in employment practices. We guarantee equal treatment for all individuals, including job applicants, irrespective of age, disability, gender reassignment, marital status, pregnancy or maternity, race, nationality, religion, or sexual orientation.

### **Overview of Policy**

This policy outlines our stance on promoting equal opportunities and preventing discrimination within the workplace. It encompasses various facets of employment, including recruitment, remuneration, training, performance evaluations, promotions, workplace conduct, disciplinary actions, and termination procedures.

The Managing Director oversees the implementation of this policy and any necessary training initiatives. It's important to note that this policy is not legally binding as part of an employment contract, and we reserve the right to modify it as necessary.

### **Prohibition of Discrimination**

Employees are prohibited from engaging in unlawful discrimination or harassment against any individual, whether they are current or former employees, job applicants, clients, customers, suppliers, or visitors. This prohibition extends to all work-related settings and activities, including social events. Forms of discrimination addressed in this policy include direct discrimination, indirect discrimination, harassment, victimization, and disability discrimination. We also highlight the importance of making reasonable adjustments to accommodate individuals with disabilities.

### **Recruitment and Selection Procedures**

Our recruitment and selection processes are merit-based and free from discriminatory practices. We strive to advertise vacancies widely and avoid language or practices that may discourage diverse applicants. Additionally, we refrain from asking discriminatory questions during interviews.

### **Treatment of Disabilities**

Employees are encouraged to disclose any disabilities so that we can explore appropriate accommodations or support measures.

### **Part-Time and Fixed-Term Employees**

Part-time and fixed-term employees are entitled to the same treatment and benefits as their full-time or permanent counterparts, unless justified otherwise.

### **Policy Enforcement and Reporting**

Breaches of this policy are taken seriously and will be addressed according to our disciplinary procedures. Employees who believe they have experienced discrimination can raise concerns through our grievance or anti-harassment policies. Retaliation against individuals for reporting discrimination is strictly prohibited.