

Policy No.	Process Owner	Effective Date
SEPL/HR/006	FH - HR	17/06/2024

Purpose	To ensure equal employment opportunity without discrimination or harassment on the basis of race, religion, age, color, sex, ethnicity, national origin, place of birth, descent, sexual orientation, gender identity or expression, genetic information, physical or mental disability, marital status, citizenship, political affiliation, union membership, medical status of chronic illness or otherwise as may be prohibited by the Law.
Scope	Company premises at Shaily Engineering Plastics Ltd.

Equal Employment Opportunity / Gender pay Gaps.

Shaily Engineering Plastics Ltd. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, religion, age, color, sex, ethnicity, national origin, place of birth, descent, sexual orientation, gender identity or expression, genetic information, physical or mental disability, marital status, citizenship, political affiliation, union membership, medical status of chronic illness or otherwise as may be prohibited by the Law. Any employee, board member, volunteer or client who believes that she or any other affiliate of *Shaily Engineering Plastics Ltd.* has been discriminated against is strongly encouraged to report this concern promptly to the Human Resources Department.

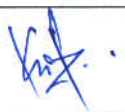

Shaily is committed to **promote diversity, equity, and inclusion in the workplace through different ways:**

1. Create a culture of fairness and inclusion, Identify, and prevent unconscious biases by providing training and education to all staff and workers to make sure everyone knows their rights and responsibilities to support equality, diversity, and inclusion. Develop a strategic training program. Educate Managers on the Benefits of Diversity in the Workplace. Create Mentorship Programs.
2. Diversity and equality in the recruitment process
3. Offer Meaningful Opportunities for Employee Engagement.
4. Regularly monitoring organizational systems
5. Providing an effective and fair complaints procedure.
6. Always promoting appropriate standards of conduct.

Gender pay gaps based on work that justify differences in pay, including quality, productivity, seniority, and absence, and not related to the gender of the employees.

The pay differential is based upon one or more of the following factors:

(i) a seniority system; (ii) a merit system; (iii) a system that measures earnings by quantity or quality of production; or (iv) a bona fide factor other than sex (such as

Prepared By			Approved By		Revision Date
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education, training, or experience) that is not based on or derived from a sex-based differential in compensation.

Actions are taken that are likely to improve recruitment and progression of women and eliminate the gender pay gap. Gender specific and general measures are taken to promote more equal, transparent environments and equal remuneration for men and women for work of equal value.

Discriminatory Harassment

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul, or threatening language or behavior.

Shaily Engineering Plastics Ltd. is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers, or agency clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Human Resources Department or immediate supervisor and prompt action will be taken.

Procedure, Responsibility & Actions

Any employee, prospective employee or stake holder/supply chain that believes that they are discriminated against or harassed in the workplace may raise a dispute.

It is the responsibility of all employees to identify concerns about discrimination to perform their job and take appropriate steps.

Documentation relating to allegations of discrimination or harassment will be treated with the utmost confidentiality.

If any discrimination reported, following steps would be initiated:

-Investigation based on disciplinary procedure

-If found guilty during investigation, initiate disciplinary action based on severity of issue.

e.g. Warning / Suspension / Termination etc.

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Revision History:


R00: New Release

R01: Release in new Format for Policy

R02: "Gender pay gaps" section added; procedure added.

R03: "Diversity, Equality and inclusion" section added.

R04: "Chronic illness, Union membership" etc. criteria added.

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