

<b>JKSML</b>	<b>JK Sugar Mills (Pvt.) Limited.</b>	DOC# JKSML/Policies/HR/004 Effective Date: June 01, 2021
	<i>Workplace Equality and Diversity Policy</i>	

### **1- Policy Statement:**

The purpose of Workplace Equality and Diversity Policy is to build a diverse workforce and to ensure that job applicants and employees do not receive less favourable treatment at work on the grounds of age, gender, marital or civil partnership status, pregnancy, maternity, family responsibilities, political beliefs, race, ethnicity, religion, disability, sexual orientation or gender identity.

### **The Policy guarantees that:**

- i) All employees will be treated fairly and with respect in all manners.
- ii) All employees are entitled to a workplace free from harassment and discrimination. Harassment is defined as any behaviour based on any of the characteristics identified above which is unwanted and which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Discrimination occurs when someone is treated less favourably than another person because of any of the characteristics identified above.
- iii) All employees will have the opportunity to contribute and achieve their potential.
- iv) All employees have the unrestricted freedom to collectively bargain for their rights without any hindrance or discrimination.

### **2- Scope:**

The Workplace Equality and Diversity Policy applies to job applicants and to all employees at the Mill as well as at the cane supplying farms.

It covers:

- a. Recruitment, selection and promotion
- b. Terms and conditions of employment
- c. Professional development
- e. Safe working environment
- f. Grievances, disciplinary action and termination of employment

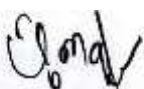
### **3- Responsibility**

- i) Head of Human Resources have particular responsibility for ensuring that all HR policies and procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- ii) Managers and supervisors of JKSML/Farm owner are responsible for setting appropriate standards of behavior, eliminating discrimination, providing equality of opportunity within their teams and for promoting a culture of tolerance and respect.
- iii) All employees are responsible for treating others with dignity and respect.

### **4- General Policy Statements**

The Company will:

- i. Promote a working environment where all employees are treated with respect and dignity.
- ii. Ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
- iii. Challenge discriminatory behaviours or attitudes wherever they occur.
- iv. Respond swiftly and sensitively to any incidences of discrimination.



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- v. Provide any reasonable adjustments for people with disabilities to ensure they have access to our employment.
- vi. Ensure that employees’ religion or beliefs and related observances are respected and accommodated wherever possible where the expression of those beliefs does not impinge on the legitimate rights of others.
- vii. Ensure that we take account of the needs of our employees’ pregnancy or maternity.
- viii. Celebrate a diverse workforce to ensure fair treatment.

**A- Recruitment, Selection & Promotion**

All the decisions of recruitment, selection and promotion will be made strictly on merit (by following the procedure as mentioned in relevant policies) without prejudice to race, gender, age or religious/social status etc.

**B- Terms & Conditions of Employment**

- I. It applies to a job classification scheme which uses specific criteria to identify jobs of similar complexity and responsibility and to place them within classification bands in order to identify work of equivalent or the same value. Pay is then determined by the location of the position within the classification scheme.
- II. Terms and conditions of employment and benefits will be reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

**C- Professional Development**

Company’s performance management process supports the identification of professional development needs and opportunities and the identification of career development goals. Company provides access to learning and development opportunities to all staff. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the effectiveness of our work.

**D- Safe Working Environment**

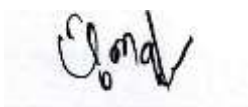
Company prohibits all forms of physical or verbal harassment and discrimination.

**E- Grievances, Disciplinary Action & Termination of Employment**

Company will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action. Grievance mechanism developed to certain needs of all stakeholders (External & Internal and Vulnerable). We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

**F- Discrimination**

Company will ensure that equal employment opportunity and workplace without discrimination on the basis of race, color, religion, sex, gender identity, expression, age, disability, marital status, citizenship, and national origin for all employees.



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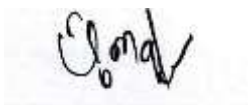
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## 5- BREACHES OF THIS POLICY

- i. Staff should use the grievance procedure to make a formal complaint regarding any instance of harassment or discrimination. More information regarding options, and support for employees who feel they are being harassed, can be found in the Anti- Harassment Policy.
- ii. Serious breaches of the Workplace Equality and Diversity Policy will constitute gross misconduct and give rise to penalties up to and including dismissal. Anyone found guilty will be dealt with according to the disciplinary procedures laid down in national legislation.
- iii. The Company is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy. "Retaliation" or "victimisation" means any direct or indirect action that might be recommended, threatened or taken to the detriment of an employee who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.

### REVIEW

This policy will be reviewed once within three years, or as required, in order to ensure that the terms are current, fair and representative of relevant corporate and industry laws. The Company reserves the right to change this policy at any time, without prior notice.



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