

# HR Policy

## Equal Employment

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# 1 Introduction

At Assaia we provide equal employment opportunities to all individuals without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other characteristic protected by applicable law. This HR Policy of Equal Employment ensures that HR processes, including:

- Recruitment
- Selection
- Training
- Performance reviews
- Compensation and benefits
- Termination

are conducted in a fair, transparent, and non-discriminatory manner.

## 2 Policy objectives

- To attract and retain a diverse workforce that reflects the communities in which we operate.
- To create an inclusive and supportive work environment where all employees feel valued, respected, and empowered to contribute their best.
- To comply with all relevant anti-discrimination laws and regulations.

## 3 Recruitment and selection processes

### 3.1 Job posting

- Job vacancies will be advertised internally and/or externally to reach a diverse pool of qualified candidates.
- Job descriptions and selection criteria will be based on job-related qualifications and requirements, avoiding any language or requirements that could disproportionately exclude certain groups.

### 3.2 Resume evaluation

- All candidates will be evaluated based on their qualifications, skills, and experience relevant to the job requirements.
- Selection decisions will be made without regard to protected characteristics, and hiring managers and interviewers will receive training on unconscious bias awareness and mitigation techniques.



### 3.3 Interview process

- Interview questions will focus on job-related competencies and behaviors, avoiding inquiries about protected characteristics.
- Interview panels will include diverse representation to minimize the risk of bias and ensure multiple perspectives in the evaluation process.

## 4 HR processes

### 4.1 Training, performance reviews and promotion

- All employees have access to the same training and development opportunities.
- All employees at least once a year have a performance review that gives an equal opportunity for employees to identify their strengths and weaknesses, discuss next tasks and goals and grow personally and professionally.
- Job opportunities are advertised internally and externally.
- The same role and completing the same tasks leads to an equal pay regardless of their age, sex, gender, or any other discriminatory reason.

### 4.2 Termination

- When terminating a worker's employment contract, HR should always ensure they're being let go for sound reasons.

## 5 Compliance and Enforcement

- HR will monitor hiring processes and outcomes to identify any potential disparities or barriers to equal employment opportunities.
- All employees involved in the recruitment and selection process are expected to adhere to the principles of equal employment opportunity and non-discrimination.
- Violations of the equal hiring policy will be subject to disciplinary action, up to and including termination of employment, in accordance with company policies and procedures.

## 6 Policy review

- This Equal Employment Policy will be reviewed periodically to ensure its continued effectiveness and alignment with legal requirements and industry best practices.
- Amendments and updates to the policy will be communicated to employees in a timely manner, and training will be provided as needed to ensure compliance.



# 7 Statistics

Item	Column 2
Total headcount	81
Nationalities	13
Countries	15
% of women in tech	31%
% of women	33%

Table 1: Updated on 13/01/2025





Member Working Group  
Ramp of the Future

Finalist  
IATA IGHC Innovator Award



World Business Partner  
Airports Council International



Winner  
AAAE Airport Innovation Forum



Shortlist  
Technological Solution of the Year

## Our contact details

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