



SAZGAR

**POLICY ON
DIVERSITY, EQUITY AND INCLUSION**

SAZGAR ENGINEERING WORKS LIMITED

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PURPOSE

SAZGAR is committed to fostering a diverse, equitable, and inclusive workplace where all employees are treated with respect and dignity. We believe that diversity of backgrounds, perspectives, and experiences enriches our work environment and contributes to our overall success.

SCOPE

This policy applies to all employees of the Company.

OBJECTIVE

The key objective is to treat every employee fairly and with dignity without any discretion; encouraging them to voice themselves without any feel of harm or prejudice; developing a workplace where everyone has equal access to opportunities and decision-making that effects their personal and work lives.

KEY AREAS OF FOCUS

1. Recruitment Practices

- Promote diversity and fairness in recruitment and training practices to ensure a diverse workforce at all levels of the organization.
- Use of inclusive language in job postings and ensure job descriptions are free from bias.

2. Equal Opportunity

- Providing equal opportunities for all employees, regardless of race, ethnicity, gender, age, disability, religion, or any other characteristic protected by law.
- Ensure all employment opportunities are based on merit, qualifications, and business needs.
- Adopting practices to promote equity, such as flexible work arrangements, parental leaves, accommodation for employees with disabilities.

3. Workplace Culture

- Promote diversity and strive to create an inclusive environment where all employees feel welcomed, respected, and valued.
- Maintaining a workplace free from discrimination, harassment, and retaliation.

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- Observe and celebrate diverse holidays and events to foster an inclusive environment.
- Establishing a mechanism for employees to report concerns or suggestions without fear of retaliation.
- Work/life balance to accommodate employees' varying needs.
- Provision of training and resources to educate employees on diversity, equity, and inclusion, and encourage open dialogue and understanding among colleagues.

4. Community Engagement

- Participate in community outreach programs that promote diversity and inclusion.
- Support initiatives that improve access to education and career opportunities for those in need.

REDRESSAL OF GRIEVANCES

The employee shall file his/her concerns regarding discrimination, harassment or any other issues related to DE&I with HR&A department, who shall refer the case to the Inquiry Committee designated under the Policy on Protection Against Harassment at Workplace.

RESPONSIBILITIES

- Management is responsible to demonstrate top-down commitment to DE&I, and prioritize DE&I initiatives by integrating them into the Company's strategic goals and objectives.
- Employees are expected to treat each other with respect and dignity and to contribute to an inclusive work environment.

REVIEW AND REVISION

This policy is effective from June 29, 2024 and it can be reviewed at any time to make it more effective and to bring it in line with the best practices and legal requirements.