

# NON-DISCRIMINATION AND INCLUSION POLICY





## Policy Approval

**This policy was approved by Board of Directors decision issued on 07/31/2023**



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## Purpose

At Al-Andalus property Company we are committed to promoting diversity, equality, and inclusion in the workplace and to ensuring that all employees and stakeholders are treated with dignity and respect, regardless of their race, ethnicity, gender, sexual orientation, religion, disability, or any other characteristic. The Non-Discrimination and inclusion Policy outlines the organization's commitment to creating a supportive and inclusive workplace for all employees and stakeholders and to ensuring that everyone has equal opportunities to succeed. We prohibit discrimination, harassment, and retaliation in any form and will take appropriate action to address and prevent such behavior.

## Scope

This Policy applies to all employees and applicants for employment, including full-time, part-time, temporary contractors, and interns.

## Responsibilities

Every employee at Al-Andalus property Company Property is responsible for supporting this policy by providing a work environment that is free from discrimination, harassment, and retaliation. Employees must take steps to ensure that their behavior and actions comply with this policy.

## Recruitment and Hiring

We implemented non-discriminatory recruitment and hiring practices, including conducting fair and equitable selection processes, and providing equal opportunities for all applicants. We also ensure that our recruitment and hiring processes are accessible to people of determination and we provide reasonable accommodations, as necessary.

## Workplace Environment:

We created a supportive and inclusive workplace environment by fostering a culture of respect, tolerance, and understanding and by promoting open communication and collaboration among employees. We also provide reasonable accommodations to people of determination to support their participation in the workplace.

We ensure that all employees have equal opportunities for promotions, training, and other employment-related activities.

## Training and Awareness:

The company will provide training and awareness programs to its employees to ensure that they understand the importance of diversity, equality, and inclusion in the workplace and their role in promoting these values. The training will also cover the organization's policies and procedures related to non-discrimination and inclusion.. The training will cover topics such as diversity and inclusion, harassment, discrimination, retaliation, and the Complaint and Resolution process.

## Complaint and Resolution:

We encourage employees to report incidents of discrimination, harassment, or retaliation. Any employee who believes that they have experienced or witnessed discrimination or harassment should immediately report it to their supervisor or the Human Resources Department.

We have a complaint and resolution process in place to address any incidents of discrimination, harassment, or retaliation. The process is accessible, confidential, and fair, in which employees are provided with an opportunity to report incidents and to receive a prompt and appropriate resolution.. “Please refer to whistleblowing policy “

- **Reporting:** Employees who experience or witness discrimination, harassment, or retaliation in the workplace should report the incident to their supervisor, human resources representative, or to the designated point of contact for the Complaint and Resolution process. The report should include as much detail as possible, including the date, time, location, and nature of the incident, as well as the names of any witnesses or involved parties.
- **Investigation:** Upon receipt of a report, the organization will promptly initiate an investigation to determine the facts and circumstances of the incident. The investigation may include interviews with the complainant, witnesses, and any other relevant parties and may also include a review of any relevant documentation or evidence. The investigation will be conducted in a confidential manner to protect the privacy of all parties involved.
- **Resolution:** Based on the results of the investigation, the organization will take appropriate action to resolve the incident. This may include, but is not limited to, providing a verbal or written warning to the involved parties, requiring additional

training, adjusting the work environment, or taking disciplinary action, including termination of employment.

- The Complaint and Resolution process will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation and to take appropriate action.

### Examples of Prohibited Conduct:

- Verbal or physical conduct that is based on a protected characteristic and that creates an intimidating, hostile, or offensive work environment.
- Threats or actions that are intended to harm an individual because of a protected characteristic.
- Denying an individual equal employment opportunity because of a protected characteristic.
- Engaging in conduct that is intended to intimidate, threaten, or interfere with an individual's work performance because of a protected characteristic.
- Making derogatory comments or slurs based on a person's protected characteristic, such as race, religion, gender, sexual orientation, etc.
- Displaying offensive or discriminatory materials in the workplace, such as posters or cartoons that contain racial or sexual stereotypes.
- Making employment decisions, such as hiring, promotion, or termination, based on a person's protected characteristic, rather than their qualifications and ability to perform the job.
- Denying someone equal access to benefits, resources, or opportunities in the workplace because of their protected characteristics.
- Retaliating against someone for reporting discrimination, harassment, or for participating in an investigation related to a complaint.
- Sexual harassment, including unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## Monitoring and Evaluation:

Al-Andalus property Company will regularly monitor and evaluate its non-discrimination and inclusion policies and procedures to ensure their effectiveness and to identify areas for improvement. The organization will also track and report on key metrics related to diversity, equality, and inclusion to ensure that it is making progress towards its goals and objectives.

The implementation of this Non-Discrimination and Inclusion Policy and Procedure will help the organization to create a supportive and inclusive workplace for all employees.

## Final provisions

- 1- This policy will enter into force as of the date of its approval by the Board of Directors.
2. This policy is reviewed periodically - when needed - or when changes are introduced in the policies of higher applications or legislative requirements, or after any important event that may require a change in this policy, and any proposed amendments are presented to the Governance Department, which studies and reviews the proposed amendments and recommends them. To the CEO for approval.