



# EQUAL OPPORTUNITY POLICY

Creating a fair and inclusive environment for equal opportunity

## 1. Purpose:

This policy outlines UKR General Trading Ltd's commitment to ensuring equal opportunity for all its employees and job applicants, irrespective of their race, color, religion, age, gender, sexual orientation, marital status, disability, or any other protected characteristic. We believe in promoting an inclusive workplace where everyone is treated with respect and dignity.

## 2. Scope:

This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination.

## 3. Policy Statement:

- a. Non-Discrimination: No employee or job applicant will face discrimination based on protected characteristics.
- b. Reasonable Adjustments: We'll ensure that necessary accommodations are made for employees with disabilities.
- c. Inclusive Culture: We commit to fostering an environment where diverse experiences, backgrounds, and perspectives are valued.

## 4. Recruitment:

- a. Fair Practices: Job postings will be designed to encourage applications from all suitable candidates.
- b. Selection Process: Hiring decisions will be based solely on the candidate's qualifications, experience, and fit for the role.

## 5. Training and Development:

- a. Equal Access: All employees will have equal access to opportunities that enhance their skills and career growth.
- b. Mentoring: Diverse mentor-mentee relationships will be encouraged.

## 6. Compensation:

- a. Equal Pay: Employees in the same role with similar experience and qualifications will receive comparable pay.
- b. Transparent Evaluations: Performance evaluations will be based on objective criteria.

## 7. Harassment and Bullying:

- a. Zero Tolerance: Harassment, bullying, or any other form of intimidation will not be tolerated.
- b. Reporting Mechanism: Employees are encouraged to report incidents without fear of retaliation.

## 8. Grievance Procedure:

Employees who believe they've faced discrimination can follow a clear grievance procedure:

- a. Report the incident to their immediate supervisor.
- b. If not resolved or if the supervisor is involved, escalate to HR.
- c. All grievances will be treated with utmost confidentiality.

## 9. Responsibilities:

- a. Management: Ensure policy is communicated and adhered to.
- b. HR Department: Offer training, address grievances, and ensure the workplace remains inclusive.
- c. Employees: Adhere to the policy and report any discrepancies.



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## 10. Review and Amendments:

This policy will be reviewed bi-annually. Feedback will be solicited from all levels within the company to ensure its effectiveness.

## 11. Enforcement:

a. **Sanctions:** Violation of this policy will result in disciplinary actions ranging from warnings to termination.

b. **Continuous Monitoring:** Regular audits will be conducted to assess compliance with this policy.

## Approved by:

Dr Yasmin Mattu BDS (Lond) MPharm (Hons)  
Director, UKR General Trading Limited  
**Date:** 245th Jan 2024

A handwritten signature in black ink, appearing to be 'Y.M.' or similar initials.