



EQUAL EMPLOYMENT OPPORTUNITY
POLICY



Issued By: Senior Director – Risk & Compliance, Group Director - HR
Approved By: The Board Committee

Approved: Dec 2022
Version:

PURPOSE AND OBJECTIVE

FIVE endeavors to seek and employ a high-performing pool of talent, in order to provide equal opportunities based on merit for all colleagues in training and advancement - and to administer these and all other employment related activities in a non-discriminatory manner. This policy is administered without discrimination or harassment based on race & ethnicity, color, religion, gender, sexual orientation (gender identity or expression, age, disability, marital status, citizenship, national/ ethnic origin, genetic information, sexual orientation, social origin, family status or any other characteristic protected by law.

FIVE considers the local laws and regulations to adhere to the equal employment and anti-discrimination policies.

FIVE celebrates diversity and is proud of its multi-racial, multi-cultural, multilingual colleagues. We, therefore, adopt a positive and proactive approach to equal opportunities and use positive strategies to ensure the tribe is supported and able to maximize their potential and achievement.

FIVE is a signatory to the United Nations Global Compact and affirms its compliance to all the 10 principles associated with human rights, labour, environment, and anti-corruption. Principle 6 of the UNGC specifically covers non-discrimination in employment and requires all organizations to not discriminate on any grounds and provide equal opportunity to all employees.

FIVE does not accept any form of discrimination or harassment and seeks to provide equal opportunity to all employees in access to employment, to particular occupations, promotions and to training, vocational guidance, and in terms and conditions of the employment, such as recruitment, remuneration, hours of work and rest, and job assignments.

APPLICABILITY

This policy applies to all colleagues of FIVE Holdings and its related group entities.

GUIDING PRINCIPLES

- Article 4 of the UAE Labour Law, on equality and non-discrimination, prohibits forced labour and discrimination based on gender, race, color, sex, religion, national or social origin or disability
- Article 30 of the same law prohibits termination of women's employment because of her pregnancy
- Swiss constitution explicitly prohibits direct and indirect discrimination based on gender, religion, race, sexual orientation, and ethnic background. Additionally, it is the responsibility of employers to fully address any claims of harassment in the workplace.

You may read this policy along with the *FIVE Non-Discrimination Policy* for further details on policy guidelines.

POLICY GUIDELINES

Equal Employment Opportunity (EEO) Policy helps colleagues feel that they are treated fairly and equally, which, transforms into increased productivity, performance, and satisfaction. Finally, they

FIVE ►

broaden an individual's employment options by eliminating the possibility that they might be not be welcome to apply for jobs at FIVE.

Equal consideration will be given to disabled individuals according to their particular aptitude and abilities. Should a team member become disabled, every effort will be made to provide continued employment either in the same or an alternative position, appropriate training being given as required. FIVE prohibits both racial and sexual harassment in the workplace. Every colleague is strongly encouraged to bring bona-fide acts of discrimination to the attention of the management or to assist the aggrieved colleague/s to do so.

Provided such information or assistance is given in good faith, all reasonable steps will be taken to provide the colleague making the complaint with protection from victimization. Any individual found to be victimizing another colleague would be liable for disciplinary action up to and including of dismissal.

Human Resources has an appropriate process detailing Equal Employment Opportunity and Anti-discrimination which nominates specific leaders (mentioned in annexure) who are empowered to investigate and resolve complaints.

Any colleague found to have violated this policy will be subject to disciplinary action up to and including termination of employment

We hold zero-tolerance and it is expected that all colleagues maintain a professional demeanor in their place of work free of explicit bias, prejudice and harassment.

Unacceptable behaviours

- Discrimination – Gender, Race, Age or Religion
- Harassment – Verbal, Physical or Sexual (same or different gender)
- Bullying
- Victimization

The above may be in two forms:

- Physical – Unwelcome physical touch, sexual assault,
- Non – Verbal – Gestures, indecent exposure, social media posts, emails/msg
- Verbal Conduct – Unwelcome advances, suggestive hints, inappropriate jokes or comments, commenting about their physical appearances, asking questions about their personal life

Barriers to equality of opportunity

- Workplace culture
- Lack of female leaders
- Gender stereotypes
- Lack of flexible work practices
- Affordability and accessibility of childcare
- Sexism
- Lack of mentors
- Societal expectations regarding gender roles (e.g. household work/childcare)

Ways to promote equal opportunity

- Treating everyone equally and fairly
- Creating an inclusive culture that has respect for all cultures and religions
- Ensuring equal access to opportunities for all nationalities/genders/race /age
- Enabling talent to develop their full potential.

FIVE ►

- Educating FIVE tribe and making them understand the importance of Equality
- Setting up a diversity and inclusion group

Creating equality in the workplace

- Create and encourage a safe work environment
- Help employees to educate themselves
- Don't just accept differences, celebrate them
- Make it known that FIVE stands for equality and create a culture to support it
- Speak to your employees about wider issues
- Focus on a work/life harmony

DIVERSITY & INCLUSION

Diversity and inclusion are two interconnected concepts—but they are far from interchangeable. Diversity is about the representation or the make-up of an entity. Inclusion is about how well the contributions, presence and perspectives of different groups of people are valued and integrated into an environment.

It is the responsibility of every colleague working in FIVE for creating the culture one that encourages diversity and inclusivity and for promoting a workplace that is free of discriminatory practices.

Diversity is practiced in the hiring and development of gender, culture, age and races to promote a healthy and diversified workforce. This creates an environment that unleashes innovation, allows colleagues to perform at their very best and strengthens a culture in which everyone feels they have an equal opportunity to belong, advance and thrive.

Diversity, Inclusion and Equality are approached with the same discipline and rigor as any other business priority.

5 Key areas of Diversity:

- Cultural Diversity
- Racial Diversity
- Gender Diversity
- Physical Disabilities
- Diversity in Interests

The aim of **inclusion is to embrace all people irrespective of race, gender, disability, medical or other need**. It is about giving equal access and opportunities and getting rid of discrimination and intolerance (removal of barriers).

Inclusion is the culture in which a group of colleagues' people can come to work, feel comfortable and confident to be themselves, and work in a way that suits them and delivers the business or service needs. Inclusion will ensure that everyone feels valued and fundamentally adds value.

The policy statement is disseminated across all of FIVE, posted in prominent locations permanently and brought to the attention of all new colleagues during orientation.

Colleagues sign the Equal Employment Opportunity Policy at the time of on boarding.

Any colleague who has questions or concerns about this policy should speak with the Group Director of HR.

FIVE ►

CONFIDENTIALITY

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Director of Human Resources will take adequate measures to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files with the Human Resources department.

REVIEW

The policy is reviewed by the Group Director of HR on an annual basis to make any amendments to this document.

In case you have any questions or concerns regarding this policy, please reach out to the Human Resources team for assistance.

ANNEXURE:

Discrimination, Harassment and EEO Committee:

| NAME | POSITION |
|---------------------|---|
| Disha Kapur | Group Director of Human Resources |
| Faruq Sheikh | Group Director of Security |
| Vartan Zakarian | Director of Front Office and Residences |
| Mohammed Abo Saleem | Director of Front Office |
| L. Sailo | Director of Housekeeping |
| Sonal Malhotra | Recruitment Manager - Human Resources |
| Priyanka Joshi | Human Resources Manager - FJV |
| Angelina A. | Human Resources Manager - FZ |
| Markus Raputz | General Manager - FZ |
| Mercy Joseph | Assistant Manager -Security |