

SCC/POL/HRL 009		EQUAL OPPORTUNITIES POLICY	
Date	1-May-19		
Revision	1.0		

1.0 Purpose

This policy is intended to help the Employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of all staff in respect of equal opportunities and discrimination.

2.0 Policy Statement

Sarooj Construction Company (the Employer) is committed to equal opportunities for all staff and applicants. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer, in its absolute discretion. Who is responsible for equal opportunities? All employees should read and follow our company policies. If they have any questions, they should ask their managers or the Human Resources (HR) department.

3.0 Scope

This policy should be implemented, resourced, monitored and reviewed at work by those in a senior position such as the owners of the business, chief executives, head of department and human resources management. The principles of non-discrimination and equal opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers, former staff members and volunteers.

4.0 Policy Application

Achieving an equal opportunities workplace is a collective task shared between the Employer and all of its staff. This policy and the rules contained in it, therefore apply to all employees irrespective of seniority, tenure and working hours.

5.0 Policy Related Processes

Our intention is to enable all our staff work in an environment which allows them to fulfill their potential without fear of discrimination harassment or victimisation. The Employers commitment to equal opportunities extends to all aspects of the working relationship including:

- Recruitment and selection procedures.
- Terms of employment, including pay, conditions and benefits.
- Training, appraisals, career development and promotion.
- Work practices, conduct issues, allocation of tasks, discipline and grievances.
- Work-related social events; and.
- Termination of employment and matters after termination, including references.

6.0 Operating Rules

Access to benefits and facilities and terms of employment will be kept under review to ensure that they are appropriately structured and there are no unlawful barriers to qualification or access exist

6.1 Employment Decisions

It is our policy that all employment decisions are based on merit and the legitimate business needs of the organisation. The Employer does not discriminate on the basis of race, colour or nationality, ethnic or national origins, gender , pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of Sultanate of Oman.

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6.2 Training

Training needs may be identified during the normal appraisal process. Appropriate training to facilitate progression will be accessible to all staff. Training needs may be identified during the normal appraisal process. Appropriate training to facilitate progression will be accessible to all staff, but shall be restricted only by budgets and training needs analyses.

6.3 Promotion

All promotion decisions will be made on the basis of merit and according to proportionate criteria determined by legitimate business needs for further information please refer to the performance management policy.

6.4 Discipline and termination of employment

Any redundancy selection criteria and procedures that are used, or other decisions taken to terminate employment, will be fair and not directly or indirectly discriminatory.

7.0 Non-compliance

Any breach of equal opportunities rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary and possible dismissal.

7.1 Harassment

- Unwanted conduct which is of a sexual nature and which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them (Sexual Harassment).
- Less favourable treatment because of the rejection of or the submission to Sexual Harassment.
- Use of insults or slurs based on a verbal abuse or derogatory, offensive or stereotyping jokes or remarks.
- Physical or verbal abuse, threatening or intimidating behaviour because of a behaviour of a sexual nature.
- Unwelcome physical contact including touching, hugging, kissing, pinching or patting, brushing past, invading personal space, pushing grabbing or other assaults.
- Mocking, mimicking or belittling a person's disability, appearance, accent or other personal characteristics.
- Unwelcome physical contact including touching, hugging, kissing, pinching or patting, invading personal space, pushing grabbing or other assaults.
- Comments about body parts or sexual preference.
- Displaying or distributing offensive or explicit pictures, items or materials relating to a Protected Characteristic or of a sexual nature.
- Shunning or ostracizing someone, for example, by deliberately excluding them from conversations or activities
- Outing or threatening to 'out' someone's sexual orientation (i.e. to make it known)
- Explicit or implicit suggestions that employment status or progression is related to toleration of, or acquiescence to sexual advances, or other behaviors amounting to harassment.

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7.2 Incidents Can Amount To Harassment

- Behavior that has continued for a long period without complaint can amount to harassment
- It is not necessary for an individual to intend to harass someone for their behaviour to amount to harassment.
- It is not necessarily for an individual to communicate that behaviour is unwelcome before it amounts to harassment.
- The onus is on each individual to be certain that their behaviour and conduct is appropriate and is not unwanted and in the case of doubt, you must refrain from such conduct.

8.0 Responsibilities and Duties

All Staff have personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of Staff, visitors, clients, customers, suppliers and former staff members. In addition, Staff who take part in management, recruitment, selection, promotion, training and other aspects of career development (referred to as Managers) have special responsibility for leading by example and ensuring compliance.

9.0 Manager Responsibility:

- Promote the objective of equal opportunities and the values set out in this policy.
- Ensure that their own behaviour and those of the Staff they manage comply in full with this policy.
- Ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriately, reported to the HR manager and are not suppressed or disregarded.

10.0 Communication

The company shall endeavor to make all employees aware of the guidelines contained herein. This policy shall be reviewed on an annual basis and amendments will be communicated to all line managers. All employees must be open for communication with their colleagues, supervisors or team members.

Revision	Date	Amendment	Content Owner	Mandated By
1.0	2-Apr-18	Draft	Issa Al-Bahlani	Simon Karam