



The SICOM Group of Companies is committed to building an organisation that makes full use of the talents, skills, experience, competence, desire and willingness to work and different cultural perspectives available in a multi-racial, multi-ethnic, multi-cultural and multi-lingual society and where people feel they are respected and valued and can achieve their potential regardless of their status, that is their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

The SICOM Group will ensure that no employee receives less favourable treatment and that opportunities for employment, training and promotion are accessible to all candidates irrespective of their status. In addition the SICOM Group undertakes that selection for employment, promotion, transfer and training and access to benefits, facilities and services will be fair and equitable and based solely on merit.

The Policy is a priority for the SICOM Group and will be posted on its website for the information of all employees and job applicants.

The SICOM Group will take the following measures:

- (a) Bring the attention of all employees to the Policy; on their rights and responsibilities under the Policy, and on how the Policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the Organisation.
- (b) Bring the attention of managers and employees in key decision-making areas to the discriminatory effects that certain provisions, practices, requirements, conditions and criteria can have on employees and the importance of being able to justify decisions to apply them.
- (c) Complaints on discrimination will be investigated and appropriate actions will be taken wherever applicable.
- (d) Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally. All applicants will be welcomed, irrespective of their status. Selection criteria will be entirely related to the job or training opportunity.
- (e) Grievances, disciplinary action, performance appraisal and termination of employment will be monitored.
- (f) Requirements, conditions, provisions and practices will be regularly reviewed and revised with a view to eliminating any form of discrimination at work.
- (g) Consultations will be held with employees and their representatives on the Policy, and on related action plans and strategies.