

INTRODUCTION

At EIG we aim to have a diverse, inclusive and equitable workplace: where all staff, whatever their gender, race, ethnicity/national origin, age, sexual orientation or identity, education, disability or religious belief feel valued and respected. We respect and value diverse life experiences and heritages and are committed to promoting and providing equal opportunity in employment and avoiding discrimination at recruitment and during employment. EIG recognizes that a diverse workforce makes an essential contribution to the success of its business ventures and to its ability through sustainable strategies aimed at improving the work place effectiveness. Drawing on the different perspectives and experiences of many individuals will add value to EIG's core business. Issues of diversity (where everyone is invited), inclusion (where everyone contributes) and equity (where results and benefits are distributed fairly) are intrinsically and instrumentally important and integral to our corporate objectives. We are fully aware of this and seek to live this knowledge through our shared values.

PRINCIPLES

- Promote a working environment where all employees are treated fairly, with respect and dignity. This includes Board Members, Consultants, Volunteers and Interns;
- Prevent discrimination, harassment and victimization.
- All employees are entitled to a workplace free from harassment and discrimination;
- Challenge discriminatory behaviors or attitudes wherever they occur and respond swiftly and sensitively to any incidences of discrimination;
- Promote and foster good relations across the workforce.
- Ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance;
- Celebrate a diverse workforce to ensure fair treatment.
- Respect and value the differences of everyone;
- Promote an inclusive culture.

SCOPE

EIG's Equality and Diversity (ED) policy applies to all those who work for (or apply to work for) EIG across its locations regionally, whether full time or part time, temporary or permanent.

This includes:

- job applicants
- Full time employees
- contract workers
- agency workers
- volunteers/interns
- consultants

EIG will also apply the principles of its ED policy in its interactions with other stakeholders such as suppliers, partners and beneficiaries.

It covers the following:

- recruitment, selection and promotion
- terms and conditions of employment
- professional development
- flexible working options
- safe working environment
- leadership, management and accountability
- *Grievances, disciplinary action and termination of employment*


In cases where the application of the policy conflicts with national legislation, the legislation takes precedence.

MAKING THE POLICY EFFECTIVE

EIG believes that commitment to equity, diversity and inclusion at work creates a positive environment that makes full use of the wide range of talents and resources of its staff. By providing the right environment it will also encourage effective employee relations within the organization. We aim to make equal opportunities a natural and integral part of management. This means improving the quality of judgements made and actions taken by removing bias, prejudice and stereotyping. EIG seeks the support and co-operation of all staff in making the policy work. All managers should be aware of their role in setting standards, creating the right environment for equality of opportunity and ensuring commitment to the policy

Managers will ensure that:

- standards referred to in this policy are adhered to within their own area of responsibility

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- bring the details of the policy to the attention of their team’s members
- ensure that information on equity, diversity and inclusion is included in all induction processes
- ensure that their team members are available to attend relevant equality training programs.

The Human Resources Department is responsible for ensuring that this policy is effectively communicated to all employees and all those involved with the organization at whatever level or position, and for providing advice and guidance where appropriate. It will in particular provide training and induction on equal opportunities to all new employees. In addition, upon any significant update, the policy will be presented to all staff or via department/office meetings.

Each member of staff has a responsibility to:

- co-operate with any measures introduced to ensure equality of opportunity and in preventing discrimination, harassment or bullying
- Report any discriminatory acts
- Treat others fairly, without prejudice
- Promote a work environment where an individual can feel valued and realize his/her potential and encourage others to do so

DEFINITIONS

- Intentionally inappropriate and non-inclusive behaviour is defined as:
“The deliberate use of words, humour, gestures, other acts or omissions that is used to cause offence.”
- Unintentionally inappropriate and non-inclusive behaviour is defined as:
“The unconscious use of words, humour, gestures, other acts or omissions that someone experiences as offensive.”
- **Direct Discrimination:** takes place when a person is treated less favorably than others (in the same circumstances) on the grounds of age, disability, sex, pregnancy, maternity, race (which includes color, nationality and ethnic or national origins), sexual orientation, religion or belief, e.g. turning down a female applicant because she has children or is married is direct sex discrimination.
- **Indirect Discrimination:** is when a condition or requirement is applied which adversely affects one particular group more than another and cannot be strictly justified in terms of the requirements for performing the job, e.g. setting an age limit of between 18 and 30 without good reason may be a form of indirect sex discrimination, because it is more likely that women would have family commitments meaning that fewer women than men could comply.
- **Victimization** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion, because he/she made or supported a complaint or raised a grievance or because he or she is suspected of doing so. However, an employee is not protected from victimization if he or she acted maliciously or made or supported an untrue complaint.

OBJECTIVES

The objectives of this policy are to ensure that:

1. EIG complies with governing laws and regulations in Egypt.
2. EIG follows the recommendations on Corporate Governance.
3. EIG follows FIDI regulations on equality & diversity among staff.
4. EIG protects our most valuable asset, our human capital.

THE POLICY

The following items concern everyone working at EIG

As an employee at EIG, I:

1. *do not say something non-inclusive to my colleagues based on their different way of being.*
2. *do not discriminate in any way based on ethnicity, religion, gender orientation, sexual orientation, age, food preferences, physical appearances, disabilities, education level, occupation, cultural background, etc.*
3. *encourage others to behave in a way that drives an inclusive environment by showing a genuine curiosity towards colleagues and thus, expanding individual horizons.*
4. *show vulnerability by learning from my mistakes if I hurt one of my colleagues based on intentional or unintentional inappropriate and non-inclusive behaviour.*
5. *show bravery when I approach colleagues and talk to them about situations where I experienced or saw someone else experiencing intentional or unintentional inappropriate and non-inclusive behaviour at the workplace.*
6. *reflect on the intentions of a behaviour that seemed non-inclusive before I call it non-inclusive (related to nr. 5).*
7. *know that inclusion is an ongoing attitude, rather than a one-off training.*
8. *report any intentional and/or unintentional inappropriate and non-inclusive behaviour that I cannot handle myself to the point of trust in EIG.*

The following items specifically concern leaders working at EIG

As a leader at EIG, I:

1. *hire new employees based on their skills, performance, and personality regardless of their gender, religion, race, nationality, sexuality, etc.*
2. *am a role model by promoting and fostering an inclusive culture, while having a genuine curiosity within my team.*
3. *encourage my team to educate themselves and develop skills that foster a diverse and inclusive environment.*
4. *structure meetings in a way that gives all team members a voice to express their views, ideas, and feelings.*
5. *encourage team members to be vulnerable and brave to open up to me or points of trust (or someone who will take action) if something is experienced as intentional or unintentional inappropriate and non-inclusive behaviour.*

The following items specifically concern EIG as a company

As a company, we:

1. *are all responsible for fostering an inclusive and diverse environment, where every voice is welcomed, heard, and respected.*
2. *implement and update structures and guidelines based on continuous data, to keep developing our diversity and inclusion policy in close connection with our employees and the development in the external environment.*
3. *follow best practices within the diversity and inclusion field as well as meet the obligations entailed by the relevant legislation.*
4. *will take the necessary consequences towards individuals if the policy is not followed.*

Periodic review of this policy's implementation is the direct responsibility of the compliance department.

POLICY IMPLEMENTATION

In order to implement this policy EIG will:

- communicate the policy to staff, volunteers, interns, job applicants and relevant others (such as contract or agency workers)
- provide information about the policy to all staff as part of their induction
- provide training to managers and staff in key decision-making areas on the discriminatory effects that provisions, practices, requirements, conditions and criteria can have on some groups, and the importance of being able to justify decisions to apply them
- ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques
- collect and analyses information on the ethnic and racial background, gender, disability, sexual orientation and age of each member of staff and applicants for employment, to monitor each stage of the recruitment process.
- The information will be held in strictest confidence and will only be used to promote equality of opportunity
- will take a flexible approach to working arrangements. Request for changes will be considered carefully and objectively
- Incorporate specific and appropriate duties in respect of implementing the Equity, Diversity and Inclusion policy into job descriptions and work objectives of all staff
- Ensure team discussions on the policy take place. These are important to ensure key issues are explored at a local level and for creating joint ownership of the policy aims
- Incorporate equal opportunities notices into general communications practices (e.g. staff newsletters, intranet, posters displays etc.)
- Obtain commitments from other persons or organizations, such as subcontractors or 8 agencies, that they too will comply with the policy in their dealings with our organization and our employees
- Consult with staff and its representatives regarding updates to the policy
- Regularly review advertising, recruitment and application materials and processes, and this policy
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

This Policy shall be reviewed and updated at least once every three years or earlier if deemed necessary.

Approved by:



Jerry Mazzal

President