



DEE Development Engineers Limited

Equal Opportunity and Anti- Discrimination Policy

Issued By: Chief Operating Officer (COO)

Issued on September 18, 2024



INTRODUCTION

DEE Development Engineers Ltd. (hereinafter referred as “DEE Piping” or “Company”) is committed to providing an inclusive and harassment-free work environment for all employees, where everyone is treated with dignity and respect. We believe that a culture of equality and fairness is fundamental to our success. This policy reaffirms our zero-tolerance stance on discrimination, harassment, and retaliation in any form. We are dedicated to ensuring that all employment-related decisions are based on merit, skills, and qualifications, without regard to personal characteristics.

SCOPE AND GUIDING PRINCIPLES

This policy applies to all aspects of the employment relationship, including but not limited to recruitment, hiring, promotions, training, compensation, benefits, social and recreational programs, transfers, layoffs, and terminations. It covers all employees, temporary workers, contractors, and job applicants.

Our guiding principles are:

- **Equal Opportunity:** We will ensure fair and equal opportunity for all individuals in all employment practices.
- **Non-Discrimination:** We will not tolerate discrimination based on any protected characteristic, including race, color, religion, creed, national origin, ethnicity, age, gender, gender identity, sexual orientation, marital status, disability, genetic information, or veteran status.
- **Anti-Harassment:** We are committed to a workplace free from harassment, including verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive environment.
- **Anti-Retaliation:** We strictly prohibit retaliation against any individual who, in good faith, reports a concern or participates in an investigation related to this policy.



CORE COMMITMENTS

Prohibited Conduct

The following conduct is strictly prohibited:

- **Discrimination:** Any adverse employment action or decision based on an individual's protected characteristic.
- **Harassment:** Unwelcome conduct, including jokes, slurs, threats, intimidation, or offensive content, whether spoken, written, or visual, related to a person's protected characteristics.
- **Retaliation:** Any negative action taken against an individual for reporting a violation of this policy or for participating in an investigation.

Roles and Responsibilities

- **Management:** Managers are responsible for setting a positive example, fostering a respectful work environment, and taking immediate action to address any reported violations of this policy.
- **Employees:** All employees are responsible for adhering to this policy, treating colleagues with respect, and reporting any concerns of discrimination or harassment they witness or experience.

Reporting and Investigation

We maintain a confidential and accessible process for reporting concerns and investigating complaints.

- **Reporting Channels:** Individuals can report concerns to their direct manager, a human resources representative, or through our designated internal and external reporting channel as identified in the Whistleblower Policy, without fear of retaliation.
- **Investigation:** All complaints will be investigated promptly, fairly, and impartially. Confidentiality will be maintained to the greatest extent possible, consistent with the need for a thorough investigation.



- **Corrective Action:** If an investigation confirms a violation of this policy, appropriate disciplinary or corrective action will be taken, up to and including termination of employment.

Governance and Accountability

- **Governance:** The HR department is responsible for the implementation and oversight of this policy, ensuring it is communicated effectively and reviewed regularly to reflect legal and best practice changes.
- **Training:** We will provide regular training to all employees and managers on this policy to ensure a shared understanding of our commitment and their responsibilities.
- **Accountability:** All employees are held accountable for their actions and adherence to this policy.

POLICY REVIEW

This policy is reviewed regularly to ensure compliance with applicable regulations and oversight.