



Equal Employment Opportunity Policy

Objective

To ensure that all employees are treated fairly, and equally when employment decisions are made.

Scope

This policy is applicable to all full-time employees of Masters' Union.

Features

The company is committed to the principle of equal opportunity for all employees, and to providing employees with a work environment free of any form of discrimination. All employment decisions are based on business needs, job requirements, and merit without regard to race, creed, color, religion, sex, age, sexual orientation, marital status, region, national origin, ancestry, ethnicity, political views, physical or mental disability, etc.

This policy governs all aspects of employment including, selection, job assignment, compensation, discipline, termination, career progression, access to benefits and training etc.

*Responsibilities

It is the responsibility of both, the Managers and the employees, to promote and uphold the principles of equal opportunity at the workplace.

Managers can achieve this by:

- Becoming a positive role model for the team
- Ensuring that his/her team is aware of, and comply with the policy
- Reviewing all work practices to comply with the policy
- Acknowledging that diversity make good business sense





- Dealing with complaints about discrimination quickly, confidentially, and effectively

Employees can achieve this by:

- Taking responsibility for their own behavior, and actions at all times
- Adhering to this policy
- Seeking advice from his/her Manager or Human Resources before taking an action which could be deemed as violation of this policy.
- Treating other employees, customers, vendors etc. fairly, and equitably.
- Reaching out to his/her Manager or Human Resources if he/she has any questions, or concerns about any type of discrimination in the workplace.

****Dealing with Breaches***

If an employee believes that he/she has been a victim of any type of discrimination, or is aware of any such conduct, it must promptly be brought to the notice of his/her Manager or the Department Head/CEO. Employees may raise concerns, and make reports without fear of reprisal. The company will not tolerate any form of discrimination. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action up to, and including termination of employment.

