



NO  
RACISM

3.2

# Anti-Racism Policy

	<b>SYNCHRO Engineering Co. Ltd</b> شركة اينكرو الهندية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-011		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>ANTI-RACIM / ANTI-DISCRIMINATORY POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 1 of 5

## TABLE OF CONTENTS

- 1.0. INTRODUCTION
- 2.0. PURPOSE OF THE POLICY:
- 3.0. SCOPE OF THE POLICY:
- 4.0. POLICY STATEMENT
- 5.0. RESPONSIBILITIES

<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Effective Date</b>
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018

	<b>SYNCHRO Engineering Co. Ltd</b> شركة □ اينكرو الهند □ ية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-011		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>ANTI-RACIM / ANTI-DISCRIMINATORY POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 2 of 5

#### 1.0. INTRODUCTION:

SYNCHRO Engineering Co. Ltd is committed to maintaining a diverse and inclusive workplace where all employees, job applicants, clients, customers, and partners are treated with respect and dignity. Discrimination of any kind is not tolerated within our organization. This Anti-Discrimination Policy outlines our commitment to promoting equality, preventing discrimination, and addressing any incidents of discrimination that may occur.

#### 2.0. PURPOSE OF THE POLICY:

The main purpose of anti-discriminatory policy of an organization is to establish a clear framework that promotes diversity, inclusivity, and fairness. It serves some of the main aims:

- Prevention of every type of discrimination in the workplace.
- Promotion of the norms of equality, fairness, and inclusivity.
- Nurturing a positive work culture emphasizing diversity.
- Providing a legal body to address discriminatory grievances.
- Developing proper training to educate employees on unconscious bias.
- Ensuring equal opportunities for all employees.
- Complying with governmental rules and regulations.

#### 3.0. SCOPE OF THE POLICY:

The scope of the policy covers the following important aspects of workplace:

- Ensuring its usage in the recruitment and hiring processes.
- Employment conditions like job assignments, compensation, promotions, etc. Made free of unfair practices.
- Organization of training programs to educate employees.
- Prohibition of discriminatory language, harassment, and actions that create a hostile work environment.
- Developing a formal grievance management framework to handle every discriminatory event.
- Promotion of fair treatment policies during employee termination and layoffs.

#### 4.0. POLICY STATEMENT:

A few definitions in terms of the non-discrimination policy:

Prepared By	Reviewed By	Approved By	Effective Date
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018

	<b>SYNCHRO Engineering Co. Ltd</b> شركة اينكرو الهندية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-011		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>ANTI-RACIM / ANTI-DISCRIMINATORY POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 3 of 5

#### 4.1. Equal Employment Opportunity:

SYNCHRO is an equal opportunity employer and is committed to providing equal employment opportunities to all individuals, regardless of their race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other protected characteristic as defined by applicable law.

#### 4.2. Prohibited Discrimination

Discrimination in any form is strictly prohibited. This includes, but is not limited to, discrimination based on:

- Race or ethnicity
- Color
- Religion or belief
- Gender or gender identity
- Sexual orientation
- National origin
- Age
- Disability
- Genetic information
- Marital status
- Pregnancy
- Veteran status
- Any other protected characteristic under applicable law

#### 4.3. Harassment

Harassment, including sexual harassment, verbal abuse, offensive jokes, slurs, and any other unwelcome conduct based on protected characteristics, is strictly prohibited. All employees are entitled to a work environment free from harassment.

#### 4.4. Retaliation

Retaliation against any individual who reports discrimination participates in an investigation, or opposes discriminatory practices is strictly prohibited. Reporting discrimination or participating in an investigation will not adversely affect an individual's employment status or opportunities within the organization.

### 5.0. RESPONSIBILITIES

Prepared By	Reviewed By	Approved By	Effective Date
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018

	<b>SYNCHRO Engineering Co. Ltd</b> شركة □ اينكرو الهند □ ية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-011		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>ANTI-RACIM / ANTI-DISCRIMINATORY POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 4 of 5

It highlights the responsibilities of all the involved stakeholders:

### 5.1. Management and Leadership

- Pioneers of the policy leads the entire organization by setting an example.
- Proactive actions are taken in case of any discrimination witnessed in the workplace.
- Educating employees about the policy in the workplace.
- Actively supporting employees who face such situations in the workplace.

### 5.2. Human Resources

- Effectively communicate the policy to all the employees.
- Provide hands-on training to employees to ensure their understanding of the policy.
- Prompt handling of all types of complaints under guidelines.
- Introducing the latest changes in the policy and constantly reassessing it to make it effective.

### 5.3. Employees

- Treating each other with respect irrespective of differences.
- Avoiding any sort of harassment practices.
- Promptly reporting every type of discrimination.
- Cooperation with the investigation committee to reach a conclusion faster.

### 5.4. Reporting Parties

- Accurate details were provided to report the complaint in depth.
- Cooperating with investigating committee to ensure fair investigation.
- Strict confidentiality is maintained.
- Strongly advocating a positive workplace encompassing trust and inclusivity.

### 5.5. Investigating Parties

- Appointment of designated interrogators for distinct types of discrimination.
- Conducting fair investigations.
- Treating everyone as equal and making the process bias-free.
- Gathering important documents and evidence.
- Providing detailed reports and recommendations.

### 5.6. Confidentiality

- Adherence to strict confidentiality around the investigation.

<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Effective Date</b>
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018

	<b>SYNCHRO Engineering Co. Ltd</b> شركة □ اينكرو الهند □ ية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-011		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>ANTI-RACIM / ANTI-DISCRIMINATORY POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 5 of 5

- Protecting the privacy of the involved parties.
- Clearly outline the confidentiality terms and conditions to prevent misuse.

#### 5.7. Reporting Procedures

In the context of the anti-discriminatory policy:

#### 5.8. Reporting Options

- Familiarity of the employees with the available reporting options, like HR representatives, supervisors, or an anonymous channel.
- Choosing the method that blends with company culture and the workplace situation.
- Communicating this along with the policy to all the employees.

#### 5.9. Confidentiality

- Maintaining strict confidentiality around the incident.
- Information is shared only with the stakeholders involved and not outsiders.
- Complete assurance to involved parties to protect their identity.

#### 5.10. Non-Retaliation

- Encouraging employees to report such practices in the workplace.
- Preventing superiors or the management from retailing against the grievance holder.

SYNCHRO is committed to fostering a workplace culture that promotes equality, inclusivity, and mutual respect. This Anti-Discrimination Policy underscores our dedication to providing a discrimination-free environment for all individuals associated with our organization.

For inquiries or to report incidents of discrimination, please contact [hr@synchro-sd.com](mailto:hr@synchro-sd.com)

**End of Policy**

<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Effective Date</b>
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018



## **SYNCHRO Engineering Co. Ltd**

 [info@synchro-sd.com](mailto:info@synchro-sd.com)

 [www.synchro-sd.com](http://www.synchro-sd.com)