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# Gender Equality Policy

	<b>SYNCHRO Engineering Co. Ltd</b> شركة اينكرو الهندية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-012		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>GENDER EQUALITY'S POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 1 of 4

## TABLE OF CONTENTS

1. PURPOSE
2. SCOPE
3. POLICY STATEMENT
4. KEY PRINCIPLES
5. ROLES AND RESPONSIBILITIES
6. MONITORING & REPORTING
7. REVIEW AND UPDATES
8. COMMITMENT TO COMPLIANCE

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

This Gender Equality Policy outlines SYNCHRO's commitment to fostering a workplace culture where all employees, regardless of gender, are treated fairly, equitably, and with respect. The policy seeks to eliminate gender-based discrimination, ensure equal opportunities, and promote diversity and inclusion.

## 2. SCOPE

This policy applies to all employees, contractors, consultants, and stakeholders of SYNCHRO, across all locations and operations, including recruitment, promotion, training, compensation, and daily workplace interactions.

## 3. POLICY STATEMENT

SYNCHRO is committed to:

- Providing equal opportunities for all genders in recruitment, hiring, promotions, training, and leadership roles.
- Maintaining a workplace free from discrimination, harassment, and bias based on gender.
- Supporting work-life balance and equitable parental leave policies for all employees.
- Encouraging women's participation in traditionally underrepresented roles and leadership positions.
- Regularly monitoring and addressing gender pay equity.
- Promoting awareness and education on gender equality through training programs.

## 4. KEY PRINCIPLES

### 4.1. Equal Opportunity

All employment decisions at SYNCHRO will be based on merit, skills, qualifications, and performance, without regard to gender or gender identity.

### 4.2. Recruitment and Retention

- Implement gender-neutral job advertisements and selection processes.
- Strive for gender diversity in recruitment panels.
- Promote flexible work arrangements to accommodate diverse needs.

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#### 4.3. Pay Equity

Conduct regular audits to ensure pay equity across all genders for comparable roles and performance levels.

#### 4.4. Parental Leave and Work-Life Balance

- Provide equitable parental leave and support policies for all employees, regardless of gender.
- Encourage shared caregiving responsibilities.
- Support flexible working arrangements to balance personal and professional responsibilities.

#### 4.5. Prevention of Gender-Based Discrimination and Harassment

- Enforce a zero-tolerance policy for gender-based harassment, bullying, or discrimination.
- Establish clear reporting mechanisms for employees to raise concerns.
- Provide training on identifying and addressing unconscious bias.

#### 4.6. Leadership and Development

- Actively support the development of female leaders through mentorship and training programs.
- Set measurable goals to increase gender diversity in leadership roles.

### 5. ROLES AND RESPONSIBILITIES

#### 5.1. Leadership Team

The leadership team is responsible for:

- Championing gender equality initiatives.
- Ensuring accountability for the implementation of this policy.

#### 5.2. Human Resources (HR)

HR will:

- Monitor compliance with this policy.
- Conduct training programs on gender equality.
- Investigate and address complaints related to gender discrimination.

#### 5.3. Employees

Employees are expected to:

- Treat all colleagues with respect, regardless of gender.

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

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- Report any observed instances of gender-based discrimination or harassment.
- Actively support a culture of inclusion and equality.

## 6. MONITORING AND REPORTING

SYNCHRO will:

- Conduct regular reviews of gender equality metrics, such as pay audits and gender representation.
- Publish annual reports on progress toward gender equality goals.
- Encourage employee feedback to identify and address gaps in the policy.

## 7. REVIEW AND UPDATES

This policy will be reviewed annually or as necessary to ensure its continued effectiveness and alignment with legal requirements and best practices.

## 8. COMMITMENT TO COMPLIANCE


SYNCHRO complies with all applicable laws and regulations related to gender equality and anti-discrimination in the workplace.

**End of Policy**

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## **SYNCHRO Engineering Co. Ltd**

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

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