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Corporate Equality and Anti-Discrimination Policy

1. Introduction

At Trans-Oil Group of Companies, we are committed to fostering an inclusive and respectful workplace where every individual is valued and treated with dignity. Our policy is guided by the principles of equality, diversity, and non-discrimination, aiming to create a supportive environment for all employees.

2. Commitment to Equality and Non-Discrimination

We recognize our responsibility to ensure that all employees, regardless of their background, have equal opportunities to succeed and thrive. This commitment extends to all aspects of our operations, from recruitment and hiring to professional development and workplace culture.

3. Key Principles

Our Equality and Anti-Discrimination Policy is based on the following key principles:

- a. **Compliance with Laws and Regulations:** We comply with all applicable equality and anti-discrimination laws, regulations and industry standards. We strive to exceed compliance requirements whenever possible.
- b. **Equal Opportunity Employment:** We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected by law characteristic.
- c. **Non-Discrimination and Harassment Prevention:** We are committed to preventing discrimination and harassment in the workplace. We do not tolerate any form of discrimination, harassment, or bullying and take immediate action to address any reported incidents.
- d. **Inclusive Work Environment:** We promote a diverse and inclusive work environment where all employees feel respected and valued. We encourage diverse perspectives and support the inclusion of underrepresented groups.
- e. **Recruitment and Selection:** We ensure that our recruitment and selection processes are fair and impartial. We use objective criteria and strive to eliminate any biases that could affect hiring decisions.
- f. **Training and Awareness:** We provide regular training and awareness programs to educate employees about equality, diversity and anti-discrimination. This includes training on recognizing and addressing unconscious bias and promoting inclusive behavior.
- g. **Professional Development and Promotion:** We offer equal access to professional development opportunities, including training, mentorship and career advancement programs. We support the growth and development of all employees, regardless of their background, experience and perspectives.
- h. **Fair Compensation:** We ensure that all employees are compensated fairly and equitably, irrespective of their background or identity. Compensation decisions are based on skills, experience and job responsibilities.
- i. **Accommodation and Accessibility:** We make reasonable accommodations to ensure that employees with disabilities can perform their jobs effectively and participate fully in the workplace. We are committed to creating an accessible work environment for all.
- j. **Provision of Confidentiality:** We are dedicated to ensuring the confidentiality and security of all information and all parties, including those related to Gender-Based Violence and Harassment (GBVH) grievances.

4. Implementation and Monitoring

We implement this policy through the following measures:

- **Policy Dissemination:** We communicate our equality and anti-discrimination policy to all employees and ensure that it is understood and adhered to.
- **Training Programs:** We provide regular awareness and training on equality, diversity and anti-discrimination to all employees and management.
- **Reporting Mechanisms:** We establish clear and confidential reporting mechanisms for employees to report discrimination, harassment, or any other concerns.
- **Investigations and Actions:** We conduct prompt and thorough investigations of any reported grievances and incidents, and take appropriate corrective actions.
- **Performance Monitoring:** We regularly monitor our workplace practices and policies to ensure compliance and effectiveness.

5. Reporting and Accountability

We commit to transparency in our equality and anti-discrimination practices by regularly reporting on our performance and progress. We hold ourselves accountable to our stakeholders through continuous monitoring, evaluation, and improvement of our policies and practices.

6. Review and Continuous Improvement

This policy will be reviewed periodically to ensure its relevance and effectiveness. We are committed to continuous improvement in our equality and anti-discrimination practices and adapting to new challenges and opportunities.

7. Conclusion

At Trans-Oil, promoting equality and preventing discrimination is a fundamental responsibility that guides our actions and decisions. We are dedicated to creating a workplace where everyone feels safe, respected and empowered to achieve their full potential.

As Chief Executive Officer, I am committed to the successful implementation of this Policy to continuous improvement and transparent reporting on our human rights performance.

Approved:

Vaja Ihashi

Chief Executive Officer