

Gender Diversity & Inclusion Policy

Purpose

We at Amin Kawar & Sons recognize that gender equality and inclusion has the potential to let everyone have the opportunity to do their best work no matter their gender, what they do or where they work. Which is why with this policy we are officially committing to have a company culture where all employees feel that they belong to their department and company and are valued for their unique perspective and skills. Our aim is to have a culture that is free from prejudice and discrimination and where our decisions are based on the individual's own merit.

Principles

The principles of the diversity and inclusion policy are:

- To develop and promote a culture of diversity and equality throughout the organization;
- To develop and promote a culture of fairness, integrity and dignity;
- To support all staff gender reassignment;
- For both men and women to be equally respected and valued; each for their unique input.

Responsibilities:

- 1) All Company Managers and Employees:
 - a) To make newcomers of both genders feel welcome and encourage them to interact and solve problems using the unique talents and experiences from their backgrounds.
 - b) To report any incident of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow managers, employees, customers, suppliers and the public.
 - c) Enable team members of both genders to grow and excel by encouraging them to solve problems, come up with new ideas and develop new skills.



- 2) The Human resources Department is responsible for insuring gender diversity and inclusion in the organization by following these guidelines:
- a. Employment: Ensure Amin Kawar & Sons Co. is an equal opportunity employer by committing not to discriminate against job seekers based on gender and ensure fairness in applying employment practices and procedures on both genders.
 - b. Inclusion: Raises awareness throughout the company about the importance of engaging team members in the decision-making process and value their contributions without gender discrimination.
 - c. Workforce make-up: Monitor the make-up of the workforce in terms of having a close enough number of employees from both genders.
 - d. Career Development: Decisions concerning employee development & succession plans are being based on merit and far from any gender bias.
 - e. Training: Employees of both gender benefit from training opportunities based on their skill gaps, succession plans and project requirements of their department.
 - f. Salaries and Benefits: Gender does not influence any of the monetary or non-monetary benefits provided by the company to employees.
 - g. Harassment and discrimination: The company will not tolerate any kind of inappropriate conduct, including but not limited to (Harassment, bullying, gender discrimination, etc..) toward any employee, client, contractor, or any other person in our workplace. After prompt and proper investigation, and if the incident/s are confirmed, it will result in a disciplinary action and /or termination as per company bylaws approved by the Jordanian Ministry of Labor.