



FIRST QUALITY CERTIFICATION

Equal Employment Opportunity Policy

First Quality Certification (FQC) is committed to encouraging equality and diversity among our workforce and believes that discrimination is unacceptable and although equality of employment opportunity has already been an integral part of our employment practices and procedure, **First Quality Certification** (FQC) has made the decision to adopt a formal declaration of its commitment, hence this policy statement.

The aim of the policy is to provide and promote equality, fairness, diversity and respect as part of FQC's employment culture. This policy ensures that no applicant for employment, or worker is discriminated against either directly or indirectly because of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability.

First Quality Certification (FQC) creates and maintains a working environment that is free of coercion, threat, harassment and intimidation in all work sites or facilities at which employees are assigned to work. Likewise, **First Quality Certification** (FQC) ensures in creating a working environment where individual differences and contributions of all staff are recognized and valued.

First Quality Certification (FQC) ensures that this policy is implemented in accordance with the appropriate statutory requirements and full account is taken of all available guidance and relevant codes of practice, if any, and are circulated to any agency responsible for our recruitment.

First Quality Certification (FQC) also ensures that a copy of this policy is made available to all employees and made known to all applicants for employment.

This commitment includes training of all employees about their rights and responsibilities under this policy. All employees should understand that they can be held liable for acts of bullying, harassment, victimization and unlawful discrimination in the course of its employment, against colleagues, clients, suppliers and the public.

On the other hand, FQC, as an employer shall take seriously, complaints of bullying, harassment, victimization, and unlawful discrimination by employees, clients, suppliers, visitors, the public and any others in the course of the company's work activities.

Such acts shall be immediately reported to the Manager or to the Operations Manager, in his absence and will be dealt with according to the company's grievance and/or disciplinary procedures, and appropriate action will be taken. However, serious complaints amounting to gross misconduct may lead to dismissal with immediate effect.

This policy shall be periodically monitored and reviewed for its effectiveness and applicability.

Rashid Matar Al Qubaisi
Chief Executive Officer

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