

EQUAL OPPORTUNITY POLICY

The Central Depository & Settlement Co. Ltd

1. Having taken cognizance of Section 9 of the Equal Opportunities Act 2008 which requires an employer to draw up and apply an **Equal Opportunity Policy** at his place of work with a view to minimising the risk of an employee being discriminated against and in order to promote recruitment, training, selection and employment on the basis of merit;
2. Having considered the obligation that an employer has, in light of his resources and circumstances in general, to take such measures as may be required to:
 - (a) ensure that working conditions are suitable for women and men
 - (b) facilitate gainful employment and parenthood for female and male employees;
3. Having determined that the Central Depository & Settlement Co. Ltd (CDS) will have to adopt and apply an Equal Opportunity Policy in line with the Equal Opportunities Act;

hereby declare that this **Equal Opportunity Policy** is geared towards *building an organisation where the employees will make full use of their talents, skills, experience and competence and where the employees feel respected and valued regardless of their status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.*

The CDS will ensure that no employee receives less favourable treatment and that opportunities for employment, training and promotion are accessible to all candidates irrespective of their status.

In addition the CDS undertakes that selection for employment, promotion, transfer and training and access to benefits, facilities and services will be fair and equitable and based solely on merit.

The CDS will take the following measures to implement the Policy as follows:

- (a) The Policy is a priority for the organisation and the Managing Director will be responsible for the day-to-day operation of the Policy.

- (b) The Policy will be posted on the organisation's website for the information of all employees and job applicants.
- (c) Regular consultations will be held with employees and their representatives on the Policy, and on related action plans and strategies.
- (d) All employees will be trained on the Policy; on their rights and responsibilities under the Policy, and on how the Policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the Organisation.
- (e) Managers and employees in key decision-making areas will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions and criteria can have on employees and the importance of being able to justify decisions to apply them.
- (f) Complaints on discrimination will be investigated and appropriate actions will be taken wherever applicable.
- (g) Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally. All applicants will be welcomed, irrespective of their status. Selection criteria will be entirely related to the job or training opportunity.
- (h) Grievances, disciplinary action, performance appraisal and termination of employment will be monitored.
- (i) Requirements, conditions, provisions and practices will be regularly reviewed and revised with a view to eliminating any form of discrimination at work.

Signature:



Managing Director

Date:

29.07.2013

29th July 2013