

Purpose:

To provide fair & equal treatment & equal opportunity to all workers in all the matters like employment, training, promotion, and compensation based on their capability to perform the jobs regard all of race, caste, national religion, disability, gender, sexual orientation, union Member ship, political affiliation, or age.

1. Scope:

Applicable to all employees and including the contractor workers and future requirement in the company.

2. Responsibility:

HR Head is overall responsible for implementing the requirements of this element.

3. Requirements & methodology:

Ganesha Overseas Pvt. Ltd. (hereinafter called 'Ganesha Overseas') has instituted a policy for not engaging in or supporting any discrimination in recruitment, hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, disability, gender sexual orientating union membership, political affiliations, or age. No discrimination is made for such employees who get disabled during the working period. They are given jobs related to their capability or compensated as per applicable labor laws of Govt. of Nepal.

To evaluate the effectiveness of the company's Anti-Discrimination and Equal Opportunity procedures, the Human Resources Department will conduct at least one factory tour annually. The primary objectives of this tour are to enhance awareness of the system and assess its implementation. During the tour, HR will interview workers and supervisors, gather feedback from various employee groups, and distribute a prescribed questionnaire to record employee views. Any issues related to discrimination, unfair treatment, or unequal opportunities identified during this process will be addressed promptly according to the established procedures. Appropriate corrective actions will be taken as necessary to ensure compliance with the company's commitment to equality and fairness.

4. Role of Employees:

Employees and workers of Ganesha Overseas are required to do the following;

- Adhere to the 'Anti-Discrimination' policy and contribute to a respectful work environment.
- Report any incidents of discrimination or harassment to HR or management.
- Participate in training and awareness programs to support the policy.

5. Complaint Procedure:

- a) **Reporting:** Employees who believe they have experienced or witnessed discrimination should report their concerns to HR or a designated officer. Reports can be made in writing or verbally, and confidentiality will be maintained.
- b) **Investigation:** HR will conduct a thorough and impartial investigation into all reported incidents. The process will be handled with sensitivity and in accordance with legal requirements of Nepal.
- c) **Resolution:** Appropriate corrective actions will be taken based on the investigation findings. This may include disciplinary measures, policy changes, or additional training.

6. Training and Awareness:

- a) **Training Programs:** Regular training sessions will be provided to all employees and workers to ensure they understand their rights and responsibilities under the Anti-Discrimination Policy.
- b) **Awareness Campaigns:** Ongoing initiatives shall be undertaken to promote awareness of diversity and inclusion, reinforcing the importance of maintaining a respectful work environment.

7. Monitoring and Review:

- a) **Policy Review:** The Anti-Discrimination Policy will be reviewed annually or as needed to ensure its effectiveness and relevance.
- b) **Performance Monitoring:** Regular audits and feedback mechanisms will be employed to assess the policy's impact and identify areas for improvement.

At Ganesha Overseas Pvt. Ltd., we are committed to creating a workplace where diversity is valued, and discrimination is not tolerated. By adhering to this Anti-Discrimination Policy, we aim to promote fairness, respect, and equal opportunity for all individuals within our organization.

A handwritten signature in black ink, appearing to read 'Suehy'.

Authorized Signatory