

 الصاروج لخدمات السلامة AL SAROOJ SAFETY SERVICES	Equal Employment Opportunity Policy	Doc Number: SSS-POL-002
		Ver.1, Rev.3
		Date: 17/07/2025

OBJECTIVE

Al Sarooj is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Al Sarooj prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, gender, national origin, age, disability or genetic information. Al Sarooj conforms to the spirit as well as to the letter of all applicable laws and regulations.

SCOPE

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Al Sarooj and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Al Sarooj.

DISSEMINATION AND IMPLEMENTATION OF POLICY

The management and its representatives of Al Sarooj will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

PROCEDURES

Al Sarooj Safety Services administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement “An Equal Opportunity Employer.”
- Posting all required job openings with the appropriate state agencies.

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- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

HARASSMENT

Harassment is a form of unlawful discrimination and unwanted physical advances, and these violates Al Sarooj policy. Such advances/discrimination is considered harassment in nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Al Sarooj Safety Services encourages employees to report all incidents of harassment to a member of management or the HR department. Al Sarooj Safety Services maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. Al Sarooj Safety Services investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

REMEDIES

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Al Sarooj Safety Services will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Revision And Approval

Rev.	Date	Nature of Changes	Approved By
00	07, January 2018	Original issue.	MD
01	22, Feb 2024	Revised and updated	MD
02	23, Feb 2025	Revised and updated, next review date added	MD
03.	17 July 2025	Revised and updated, any term which violates national culture/norm removed	MD

Next review: 2026

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Dawood Al Mahrizi

Managing Director