

## **Popular Vehicles and Service Ltd (PVSL)**

### **Equal Opportunity, Diversity, and Inclusion Policy**

#### **Purpose:**

At PVSL, our purpose is to create a diverse and inclusive workplace where all individuals are respected, valued, and provided with equal opportunities to succeed. We believe that a diverse team fosters innovation, improves customer relationships, and strengthens our overall success. This policy ensures that every employee has the opportunity to contribute and grow in a supportive environment.

#### **Scope:**

This policy applies to all employees, job applicants, and contractors/vendors of PVSL, across all departments and levels. It encompasses recruitment, hiring, promotions, compensation, training, and daily workplace interactions.

#### **1. Equal Opportunity Employment:**

We are an equal opportunity employer and prohibit discrimination based on race, colour, religion, sex, gender identity, sexual orientation, age, disability, or any other characteristic protected by law.

We are committed to providing equal opportunities in recruitment, hiring, promotions, training, and career development. All employment decisions will be based on qualifications, merit, and business needs, without discrimination.

#### **2. Commitment to Diversity and Inclusion:**

We actively promote a culture of diversity and inclusion where all employees feel valued, respected, and empowered to contribute their ideas and perspectives. Our goal is to foster a culture of mutual respect, where employees can thrive regardless of their background or identity.

#### **3. Prevention of Harassment and Discrimination:**

Harassment, discrimination, or retaliation of any kind is not tolerated. We are committed to providing a safe and respectful workplace where all employees are encouraged to report any concerns or incidents of discrimination or harassment to respective Human Resource (HR) SPOC. We will take prompt and appropriate action to investigate and address any such complaints.

#### **4. Training and Awareness:**

We provide regular training on diversity and inclusion, ensuring that all employees understand the importance of fostering a respectful and inclusive work environment.

#### **5. Accountability:**

We hold all employees accountable for maintaining a respectful and inclusive workplace. Reports of discrimination or harassment will be promptly addressed and investigated. Employees are encouraged to share feedback on diversity and inclusion initiatives and

report any concerns or suggestions for improvement. We will create a safe environment where feedback is welcomed and valued.

PVSL is committed to maintaining this policy and fostering an environment where all individuals have the opportunity to succeed and contribute to our Vision and Mission.

## **6. Governance and Accountability**

- **Oversight by the Board**

The governance of this policy shall be the responsibility of the Board of Directors, which will ensure its alignment with organizational goals, legal requirements and best practices. The Board will oversee the implementation, monitoring and evaluation of this policy, ensuring it is effectively adhered to across all levels of the organization.

- **Periodical Updation of Policy**

This policy shall be reviewed at an interval that best suits the organization to ensure its continued relevance, effectiveness and compliance with evolving laws, regulations, and best practices. The Board will take responsibility for the timely review and approval of any amendments or updates to the policy, based on feedback, performance evaluations and external changes.

- **Training and Awareness**

The organization commits to fostering a culture of governance and accountability through ongoing **training** and **awareness programs**. These programs will aim to educate all employees, leadership and all key stakeholders on the requirements of the policy, their respective responsibilities and the mechanisms of accountability.

Training sessions will be conducted as needed and will be tracked to ensure participation. The organization will also employ **various mediums** such as workshops, online modules and seminars to ensure that the information is accessible.

## **7 . Compliance:**

All employees of PVSL must comply with this policy and participate in driving the policy objectives. This Policy will be reviewed regularly and make improvements as necessary.

### **Effective Date**

This policy is effective immediately from 26<sup>th</sup> March 2025.

### **Approved by**

**Board of Directors**