



LAMCO INTERNATIONAL INSURANCE LTD

EQUAL OPPORTUNITY POLICY

Lamco International Insurance Ltd 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, i.e., their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

Lamco is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

Lamco will ensure that no employee receives less favourable treatment and that opportunity for employment, training and promotion will be based on an objective assessment of the skills and abilities needed to perform the required jobs.

Lamco International Insurance Ltd will take the following measures to implement the Policy as follows:

- a) The Policy is a priority for the organisation and Mr Noor A Hariff, Assistant General Manager will be responsible for its operation.
- b) The Policy will be posted on the company's website for the information of all employees and job applicants.
- c) Regular consultation will be held with the employees 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 and 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.

GENERAL MANAGER

31.07.2013



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