



HR Policies Manual

Diversity Policy

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2. DIVERSITY POLICY

2.1 BACKGROUND

Octagon values and understands the importance of diversity. We believe it is critical in strengthening our workforce as well as our connections with customers and service providers

Octagon's Values highlights inclusion and embracing differences. This means giving full and fair consideration to all applicants and continuing development of all employees regardless of gender, nationality, race, creed, disability, style or sexuality.

2.2 DEFINITIONS

Diversity:	Similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities; gender, race, religion, sex, and sexual orientation.
Employees:	All employees working for Octagon under the permanent or temporary Labour contract.
Inclusion:	Allowing employees to be themselves at work, be part of organizational processes; value differences and encourage involvement to maximize the use of their skills.
Gender:	Refers to the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women.
Race:	Refers to groups of people who have differences and similarities in biological traits deemed by society to be socially significant, meaning that people treat other people differently because of them.
Creed:	A system of Christian or other religious belief; a faith.
Disability:	The Disability and Health (ICF) institution defines disability as an umbrella term for impairments, activity limitations and participation restrictions. Disability is the interaction between individuals with a health condition (e.g. cerebral palsy, Down syndrome and depression) and personal and environmental factors (e.g. negative attitudes, inaccessible transportation and public buildings, and limited social supports).
Style:	A manner of doing something, a distinctive appearance; or way of behaving or approaching a situation that is characteristic of or favored by a particular person.
Sex:	Refers to the biological and physiological characteristics that define men and women.
Sexuality:	A person's sexual orientation, preference or expression.

2.3 GENERAL PRINCIPLES

1. This Policy sets out what Octagon and its employees must do to ensure that all workplaces promote diversity and inclusion;
2. The Policy has the intention to clarify related terms and outline areas of conflict related to employee diversity and social inclusion in the workplace;
3. Employee recruitment and promotion need to follow official procedures.
4. Line managers are responsible for making sure that the recruitment and promotion procedures are adhered to and reflect the principles of this policy;
5. This Policy will be subject to regular adjustments according to cross-border human rights laws, and national labour rights;
6. Octagon is committed to ensuring that all employees work in an environment that promotes diversity and where there is mutual trust, respect for human rights and equal opportunity and no unlawful discrimination or victimization in accordance with Cross-border Human Rights Laws.
7. All employees must respect the dignity and human rights of colleagues and those they come into contact with as part of their jobs,
8. All employees must be treated fairly and equally, without unlawful discrimination on the grounds of sex, race, gender, disability, religion, age or role. Consideration for recruitment, redundancy, promotion, reward and benefits, training or retirement must be based on merit, without discrimination as to race, age, gender, color, religion, country of origin, sexual orientation, marital status, dependents, disability, social class, political views or any other protected status, in accordance with National Labour Laws.
9. Employees found to knowingly violate principles 7 and 8 will be cautioned and where violation persists would be required to go through the official disciplinary procedures.
10. Employees are responsible for reporting any violations of this policy to their respective Line Managers or HR Business Partner.
11. There are no exceptions to this policy.

2.4 PROPER WORK ATTIRE

Dress Code

It is the responsibility of HRM to ensure that employees are decently dressed depending on local conditions. However, it is the responsibility of each employee to uphold the image of Octagon in his or her manner of dress. Supervisors must ensure that proper standards are maintained.

Dress Down

It is the Organization's policy that all the staff will be supplied with shirt/blouse and T-shirt which they are expected to put on Fridays or any other day when they so desire.

Entitlement

Subject to budget availability, annual entitlement will include:

Men: 1 shirt, 1 T-shirt
Women: 1 blouse, 1 T-shirt

Procedure

The management of uniforms will be the responsibility of the Human Resource & Administration Department, which will also carry out the allocation at the beginning of each fiscal year. It is expected that the uniforms will be standard, and wherever possible reflect the Organization colour, bearing in mind the location/area weather conditions.