

EQUAL OPPORTUNITY POLICY

Sofap Ltd has taken cognizance of Section 9 of the Equal Opportunities Act 2008 which requires an employer to draw up and apply an **Equal Opportunity Policy** at his place of work.

Sofap Ltd thus hereby declare that this **Equal Opportunity Policy** 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, that is, their age, colour, ethnic origin, impairment, marital status, political affiliation, union membership, race, gender.

Sofap Ltd will ensure that no employee receives less favourable treatment and that opportunities for employment, training and promotion are accessible to all candidates irrespective of their status.

Sofap Ltd undertakes that selection for employment, promotion, transfer and training and access to benefits, facilities and services will be fair and equitable and based solely on merit and that no form of discrimination (direct or indirect) or sexual harassment shall be tolerated.

Sofap Ltd commits that no employee may be denied the right to join or establish an employee organization. Sofap Ltd is therefore committed to an open and constructive dialog with its own employees and their representatives. It respects the right of employees to join an employee organization (the right to organize and freedom of association). Similarly, Sofap Ltd respects the right to collective bargaining within the framework of the Mauritian law.

Monitoring and Review

SOFAP Ltd will take the following measures to implement this Policy: -

1. The Policy will be posted on the organisation's website where available for the information of all employees and job applicants.
2. Job advertisements will contain a brief statement that **SOFAP Ltd** is an equal opportunity employer.
3. Opportunities for employment will be communicated internally and externally where applicable. Selection criteria will be entirely related to the job requirements.
4. Grievances, disciplinary action, performance appraisal and termination of employment will be monitored in line with the Company's rules and regulations.
5. Where promotion and transfer possibilities exist, candidates will be considered on the basis of merit.
6. Training will be provided to employees on the basis of performance assessment and business requirements.
7. Any case of non-compliance to this policy will be recorded and investigated per Sofap Ltd's procedures.

Approved by

Eric Adam
Managing Director

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