

أوسكار للزيوت ذ.م.م

Oscar Lubricants L.L.C.

P O Box 7546, Ajman

United Arab Emirates

Tel +971 6 7433354

Fax +971 6 7435449

Email: info@oscarlubricants.com



Equal Opportunities Policy

SCOPE

The Equal Opportunities Policy ("Policy") applies to all applicants and employees of the Oscar Lubricants Group. This Policy applies to all existing employees, new employees and applicants of the company. It also applies to officers, consultants, contractors, volunteers, interns, casual workers and agency workers. The Policy does not form part of any employee's contract of employment and we may amend it from time to time.

PURPOSE

Oscar Lubricants is an equal opportunities employer and is committed to diversity, equality, and providing a safe and productive environment that fosters open dialogue and the free expression of ideas, free of harassment, discrimination and hostile conduct.

The objective of this policy is to promote equal opportunities and the avoidance of discrimination at work. Employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ('Protected Characteristics'). It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts [or when wearing a work uniform]), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this Policy and are unlawful:

(a) Direct discrimination: treating someone less favorably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

(b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women

أوسكار للزيوت ذ.م.م

Oscar Lubricants L.L.C.

P O Box 7546, Ajman

United Arab Emirates

Tel +971 6 7433354

Fax +971 6 7435449

Email: info@oscarlubricants.com



because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

(c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment Policy.

(d) Victimization: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

(e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favorable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Recruitment and Selection

There will be no discrimination on hiring as **selection** for employment at Oscar Lubricants will be on the basis of merit and ability. During employment, employees are encouraged to develop their skills through **training** and all **promotion** decisions will be made on the basis of merit, against objective criteria and will not be influenced by any of the **Protected Characteristics** outlined in this policy. The Company's **rewards and recognition program** also covers all the employees without any discrimination.

Vacancies should generally be advertised to a diverse section of the labor market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this Policy will be made available on request.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made.

There are limited exceptions which should only be used with the approval of the Human Resources Department. For example:

(a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).

(b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.

(c) Positive action to recruit disabled persons.

(d) Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Where necessary, job offers can be made conditional on a satisfactory medical check.

أوسكار للزيوت ذ.م.م

Oscar Lubricants L.L.C.

P O Box 7546, Ajman

United Arab Emirates

Tel +971 6 7433354

Fax +971 6 7435449

Email: info@oscarlubricants.com



All terms of employment, benefits, facilities and services will be periodically reviewed to ensure that they do not unlawfully discriminate.

- Some of the actions that we positively promote in our aims of achieving equality are: opportunities: Use of inclusive, diversity-sensitive language in all official documents
- Protecting the privacy of team members personal information
- Leave and flexible work arrangement policies to provide for parental, medical or other needs
- Ensuring employment benefits are provided to everyone irrespective of their Protected Characteristics.
- Providing a safe working environment to all employees
- Inclusion of religious or national holidays of all people that are part of the workforce in the Company
- Open door practices to make the reporting of unlawful discriminatory conduct easier
- Active encouragement of employees to propose improvements

We are required by law to ensure that all employees are entitled to work in the country they are located. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the Human Resources Department.

To ensure that this Policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organization, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymized format solely for the purposes stated in this policy. Analyzing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

Training, promotion and conditions of service

Training needs will be identified through regular appraisals. Employees will be given appropriate access to training to enable them to progress within the organization and all promotion decisions will be made on the basis of merit.

Oscar Lubricants is committed to equal pay and equality of terms in employment. It believes that all its employees should receive equal pay irrespective of gender where they are carrying out work similar to that of others, work rated as equivalent, or work of equal value. We review salaries and benefits periodically to ensure appropriate benefits are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

Diversity and inclusion along with respect for all Oscar Lubricants employees form the basis of our Culture. At Oscar Lubricants, we appreciate and value each employee's distinct contribution and leverage our collective strengths to achieve the Company's vision. Governance towards

أوسكار للزيوت ذ.م.م

Oscar Lubricants L.L.C.

P O Box 7546, Ajman

United Arab Emirates

Tel +971 6 7433354

Fax +971 6 7435449

Email: info@oscarlubricants.com



maintaining this is that each of the Department heads at Oscar Lubricants aims at ensuring diversity and inclusion in their respective departments while making hiring decisions.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager or the Human Resources Department to discuss any reasonable adjustments that would help overcome or minimize the difficulty. Your line manager or the Human Resources Department may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

Part-time and fixed-term work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favorable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Monitoring Equal Opportunity

The company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being followed / achieved. If changes are required, the Company will implement them.

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Oscar Lubricants will not tolerate any acts of **unlawful or unfair discrimination** (including harassment) committed against an employee, contractor, job applicant or visitor because of a **Protected Characteristic**.

Grievance Management

All supervisors and managers are responsible to ensure that this Policy of equal opportunities is applied at all times and that all procedures and practices are free of discrimination. All employees are obliged to follow the guidelines and equal opportunities employer principles. In case there is any issue then employees can report to the Human Resources department under our Grievance Procedure.

أوسكار للزيوت ذ.م.م

Oscar Lubricants L.L.C.

P O Box 7546, Ajman

United Arab Emirates

Tel +971 6 7433354

Fax +971 6 7435449

Email: info@oscarlubricants.com



Responsibility and Administration of the Policy

The Oscar Lubricants Board has overall responsibility for this Policy. However, The Human Resources Department has been delegated the day-to-day responsibility for administering, tracking, communicating and reviewing this Policy and answering any questions that may arise. HR advise managers:

- On the application of this policy and equality legislation
- On the application of other HR employment related policies in relation to equality and diversity issues

Each department head of Oscar Lubricants shall assist in the implementation of this Policy by disseminating it within their departments and creating in their departments a respect for the seriousness of compliance with this policy.

All managers must set an appropriate standard of behavior, led by example and ensure that those they manage adhere to the Policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. Human Resources has overall responsibility for equal opportunities training.

If you are involved in management or recruitment, or if you have any questions about the content or application of this Policy, you should contact Human Resources to request training or further information. This Policy is reviewed annually by Human Resources.

Recommendations for change should be reported to the Human Resources Department.

Breach of the Policy

Oscar Lubricants takes a strict approach to breaches of this Policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. This Policy document is made available with a clear objective to establish a standard approach in addressing issues discussed in this Policy.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimization or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

Policy Changes

أوسكار للزيوت ذ.م.م

Oscar Lubricants L.L.C.

P O Box 7546, Ajman

United Arab Emirates

Tel +971 6 7433354

Fax +971 6 7435449

Email: info@oscarlubricants.com



Management reserves the right to make any amendments to this Policy.