



EQUAL OPPORTUNITIES POLICY

1. **Policy Statement**

- 1.1 The Company is an equal opportunity employer. The Company is committed to providing equal opportunities in relation to all human resources matters, including recruitment, training and development, promotion, transfer, salaries and benefits provision, terms of employment, performance assessment, grievance/disciplinary procedures, dismissal/any other detriment, regardless of a person's gender, marital status, pregnancy, disability, family status, race, color descent, national or ethnic origins.
- 1.2 The Company is also committed to providing a workplace free of discrimination, harassment, vilification and victimization. Such behavior will not be tolerated under any circumstances.
- 1.3 Everyone is treated with respect and dignity and no one will be subject to any unwelcome conduct, or to an environment that is hostile or intimidating, on the ground of gender marital status, pregnancy, disability, family status, race, color descent, national or ethnic origins. Discrimination on the ground of the race or disability of a person's near relative is also prohibited.
- 1.4 The Company will comply with the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance.

2. **Definitions**

- 2.1 Direct discrimination is when a person is treated less favorably because of the gender, marital status, pregnancy, disability, family status, race, color, descent, national or ethnic origins.
- 2.2 Indirect discrimination is when a person is treated the same way as everyone else but he/she does not or cannot comply with a rule, condition or requirement of employment that applies to everyone because of the gender, marital status pregnancy, disability, family status, race, color, descent, national or ethnic origins, and a higher proportion of people who do not have that characteristics do or can comply with it and there is no valid reason for the rule or requirement.
- 2.3 Harassment is behavior that is unwelcome, abusive, insulting or offensive, and which is likely to cause an uncomfortable workplace by humiliating, seriously embarrassing, offending or intimidating someone.

- 2.4 Vilification is any activity in public that incites hatred, serious ridicule or contempt of a person because of the disability or because of his/her race. Where such behavior includes threats of harm or property damage, it may constitute serious vilification, which is a criminal offence.
- 2.5 Victimization is a form of unlawful discrimination. It occurs if a person treats another person less favourably than other people because that person or a third person has done an act protected under the discrimination-related ordinances, such as making or planning to make a race discrimination complaint taking legal action, acting as witness against race discrimination or helping somebody else to do so.

3. Implementation

- 3.1 Every staff member is required to observe the legislation on equal opportunities. No staff member should discriminate or harass any other staff member or any other person who has dealings with the Company.
- 3.2 The Company will not tolerate any discriminatory behavior or harassment in the workplace. Any staff member who fails to comply with the legislation is liable to disciplinary action which may include dismissal.
- 3.3 All staff members have the right to make a complaint of discrimination directly to the Department Head or to the HR & Admin Department. Staff members would not be disadvantaged for raising any genuinely held belief of unlawful conduct in the workplace or for helping someone else to do so. The Company takes reports of discrimination, harassment, vilification and victimization very seriously. All complaints will be investigated in a speedy and fair manner and, to the extent possible, handled in strict confidence.
- 3.4 All staff members will be required to read and understand the policy. If staff members have any enquiry, they may contact HR & Admin Department on equal opportunities issues could be arranged. Alternatively they may visit the Equal Opportunities Commission website www.eoc.org.hk or contact the Equal Opportunities Commission for free information and advice.
- 3.5 To ensure compliance with the legislation, the Company will monitor and review all related policies and procedures, and further support the development of equal opportunity, as well as the prevention and elimination of harassment in the workplace.