



Equal & Fair Employment Policy

At MEF Group, we are committed to provision of a fair, safe, respectful work environment as well as to the provision of workplace where people feel inspired to work and grow.

We are a growing global organization and we strive to create an inclusive work culture where all our people feel valued and respected.

Definition

Equal and fair employment is a term that refers to equal treatment for all people, regardless of their background or personal characteristics, including their race, colour, gender, religion, national or social origin, marital status, political opinion or disability.

Regulatory Reference

UAE Federal Decree-Law No. (33) of 2021, Regulation of Employment Relationship

General Principles Guiding our policy

1. **Prohibition of forced, bonded and child labour.**

We do not allow employment of child, forced or bonded labour.

The minimum working age at MEF Group is 18 years or the age determined by the local governing authority. We support legitimate apprenticeships, short term work experience schemes, but care shall be taken that such work is not mentally, physically, socially or morally dangerous or interferes with ongoing education of young persons.

Employees are free to move and leave company premises during breaks and at the end of their shift, except for reasonable restrictions for safety and security reasons.

Subject to local law requirements, employees will be free to terminate their employment with MEF Group upon reasonable notice.

2. **Equal, Fair & Respectful Workplace Conditions.**

We do not discriminate on the basis of race, color, age, gender, marital status, language, religion, political opinions, disability, nationality in our recruitment, hiring, training, promotion, compensation, or employment practices.

This policy is to be viewed with our Anti-Harassment Policy. We do not tolerate any conduct that creates, encourages or permits an offensive, humiliating, hostile or intimidating work environment. All employees shall abide by a general code of mutual respect for each other.

We encourage a healthy work-life balance. Working weeks are not to exceed the maximum set by local law, except in emergency or exceptional circumstances with the employee's consent to meet short-term business demand. All employees are granted time off in line with the local law. All employees are expected to well organize and prioritize their work in a planned manner.

The organization strives to provide a safe & healthy work environment and has thus established the ISO 45001:2018 Occupational Health & Safety Management System.

3. **Remunerations based on Qualification, Skills, Experience and Fair Performance Evaluation**

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At MEF we strive to ensure that all employee remunerations and contracts are in line with the local applicable law and are paid on time and in full. Where applicable, overtime are paid on time. The organization shall ensure that remunerations are based on a person's qualification, skills, experience and are free from any bias of any sort.

Employees performances shall be reviewed fairly and without any prejudices. Decisions after performance evaluations shall be standardized and in line with the organization's standard policy.

4. Diversity & inclusion

MEF Group promotes diversity and inclusion at all levels in the organization. We are a promotor of the UAE's Emiratization drive. The MEF Group promotes the local talent available in the other countries where we operate. We promote equal opportunities irrespective to person's gender or nationality or health condition. Our hiring and recruitment officers are encouraged to ensure a diverse mix of people so as to bring many benefits to the workplace, including providing different perspectives and new ideas.

5. Employee Development and Mutually Beneficial Relations

We see employee development as a mutually beneficial process. We encourage trainings of all our employees, whether these are for job related requirements, changes in regulatory / statutory requirements, or technological improvements, or general professional improvements. We encourage our Department Heads and HR Officers to nominate employees at all levels for trainings and development programs during the performance review cycles and throughout the year. This continuous learning approach both supports our growth strategy and performance and strengthens our relationship with employees.

Requirements from our employees

Every employee at the MEF Group must act in accordance with these equal opportunities policy. This policy is not only limited to the responsibility of the Human Resource Department. This policy encompasses responsibilities at every level – in daily departmental or intra-organizational interactions.

Suggestions and Concerns

Employees are welcomed to share their suggestions for improvement and concerns about possible violations of this policy directly with their direct line manager &/or with the HR Officer &/or with the nominated QHSE Officer.

Mr. Biji Joseph
Director
07/02/2023

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Review History

This Document was viewed as per the details below.

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Revision History

<i>Date</i>	<i>Revision No.</i>	<i>Procedure Status</i>	<i>Change</i>	<i>Reference Section</i>