ROYALÉ TOUCHÉ

Anti-discrimination policy

This anti-discrimination policy template is ready to be tailored to your company's needs and can be a starting point for setting up your employment policies.

➢ Policy brief & purpose

Our anti-discrimination policy explains how we prevent discrimination and protect our employees, customers, and stakeholders from offensive and harmful behaviors. This policy supports our overall commitment to creating a safe and happy workplace for everyone.

Our company complies with all anti-discrimination laws, including [*Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA.)*] We explicitly prohibit offensive behavior (e.g., derogatory comments towards colleagues of a specific gender or ethnicity.)

➢ Scope

This policy applies to all employees, contractors, visitors, customers, and stakeholders.

➢ Policy elements

Discrimination is any negative action or attitude directed toward someone because of protected characteristics, like race and gender. Other protected characteristics are:

- Age
- Religion
- Ethnicity/ nationality
- Disability/ medical history
- Marriage / civil partnership
- Pregnancy / maternity/ paternity
- Gender identity/ sexual orientation

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➢ Discrimination and harassment

Our anti-discrimination and anti-harassment policies go hand-in-hand. We will not tolerate any discrimination that creates a hostile and unpleasant environment for employees, interns, or volunteers.

Employees who harass their colleagues will go through our disciplinary process and we may reprimand, demote or terminate them depending on the severity of their offense.

We recognize that sometimes, discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In case we conclude that an employee unconsciously discriminates, we will support them through training and counseling and implement processes that mitigate biases as we indicate in the next section. But, if this person shows unwillingness to change their behavior, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

➢ Actions to prevent discrimination

To ensure that our conduct and processes are fair and lawful, we:

- Use inclusive language in job ads and include EEO statements.
- Set formal job-related criteria to hire, promote and reward team members.
- Offer compensation and benefits according to position, seniority, qualifications, and performance, not protected characteristics.
- Accommodate people with disabilities.
- Require managers to keep detailed records of their decisions concerning their team members and job candidates.

We will also consider additional measures to prevent discrimination, like:

- Using hiring processes that reduce bias like structured interviews and blind hiring programs.
- Organizing training on diversity, communication, and conflict management to improve collaboration among employees of different backgrounds.

➢ What to do in cases of discrimination

If you are the victim of discriminatory behavior (or if you suspect that others are being discriminated against,) please talk to HR (or your manager) as soon as possible. HR is responsible for hearing your claim, investigating the issue and determining punishment.

Punishment for discriminatory behavior depends on the severity of the offense. For example, inadvertently offending someone might warrant a reprimand. Conversely, willfully bypassing employees for promotion because of a protected characteristic will result in termination.

If you decide to claim a regulatory body (e.g. the Equal Employment Opportunity Commission,) we are committed and bound by law not to retaliate against you.

➢ How we address discrimination complaints

HR is proactive and responsive to determining whether discrimination occurs. For example, we:

- Look into similar claims about the same person or process to determine if discrimination is systemic.
- Evaluate testimonies on social media that visitors, job candidates or former employees have made.

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We will investigate all claims discreetly. We will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g. which department or role they work in.)

We should all strive to prevent and address discrimination. Be aware of your implicit biases and speak up whenever you or your colleagues are discriminated against. If you have any ideas on how we can ensure fairness and equality in our workplace, we are happy to hear them.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.

Approved by : Rutuza Patel

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