
GENDER & NON- DISCRIMINATION POLICY

**HALLENSTEIN
GLASSON** HOLDINGS
LIMITED

GENDER & NON-DISCRIMINATION POLICY

UPDATED JULY 2023

Hallenstein Glassons Group publicly commits to respecting human rights and is opposed to gender discrimination and exploitation in all its forms.

POLICY APPLICATION

There shall not be any discrimination in employment, including:

- hiring
- compensation
- benefits
- advancement
- discipline
- termination or retirement

There shall not be any discrimination on the basis of:

- gender
- sexual orientation
- race or ethnic origin
- nationality
- religion
- age
- disability
- union membership
- political opinion

COMPANY MONITORING

- Monitoring health and safety, fire safety and checking suppliers are providing a safe workplace, free of harassment and discrimination.
- Monitoring for pregnancy testing before or during employment.
- Monitoring for breaches to maternity leave entitlements and back to work rights.
- Career, monitoring salaries and gender divide in management.
- Wages, monitoring equal work, equal pay.
- Documenting migrant worker numbers within factories
- Monitoring for modern slavery – child labour, forced labour, bonded labour, coercion, and exploitation.
- India specific - Through our 3rd party auditors, we check if the Sumangali scheme is operating within factories we use.
- Monitoring for functioning grievance mechanism within the factory.

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If a factory was found to be discriminating against any employee and/or in breach of our Code of Conduct, Hallenstein Glassons Group will open dialogue with the factory management to discuss the incident and encourage training and education around gender equality/non-discrimination. Hallenstein Glassons may suspend or terminate business with the supplier if positive change and actions are not implemented.

COMPANY STRATEGY TO FURTHER PROMOTE GENDER EQUALITY

- Ask factories to display information on notice boards regarding organisations supporting women's rights and entitlements under current law.
- We have open dialogue with factory management to create a Female Worker Representative position within the factory. This can be verified through our audit process.
- Encourage factories to engage with local organisations that provide education, healthcare, or general support to female workers in the workplace.
- Offer training and support to Hallenstein Glassons employees on cultural, religious, and social norms of our supply chain countries to ensure our dealings and communication is conducted respectfully.
- Respect the dignity of women in all company relationships and respecting cultural context.
- Independent grievance mechanism - QIMA hotline, offering workers confidential voice to discuss problems in the workplace.

THE FOLLOWING POLICIES AND PROCEDURES TO SUPPORT OUR WORKING PRACTICES:

1. Code of Conduct
2. Gender and Non-Discrimination Policy
3. Gender Based Violence Remediation Policy
4. Child Labour Remediation Policy
5. Forced Labour Remediation Policy
6. Responsible Sourcing Manual
7. Buyer Responsible Purchasing Practices
8. Functioning Grievance Mechanism
9. Onboarding
10. Auditing
11. Bi-annual Gender Inequality Assessment of our supply chain