

	Equal Employment Opportunity Policy	Document Ref.	POL-01
		Effective Date	01-08-2026
		Version	01
		Page No.	Page 1 of 1

1. Our Commitment

EcoAssurance is an equal opportunity employer. We are committed to providing a work environment free from discrimination, harassment, and victimization, where all individuals are treated with fairness and dignity. All employment decisions are based solely on merit, qualifications, and the legitimate needs of the organization.

2. Scope

This Policy applies to all stages of employment including recruitment, appointment, remuneration, training, promotion, and separation for all employees, contractors, interns, and job applicants across all EcoAssurance work settings.

3. Non-Discrimination

EcoAssurance does not discriminate on the basis of:

- Gender, age, race, ethnicity, or national origin
- Religion, disability, or marital/family status
- Pregnancy or maternity
- Political opinion or trade union membership
- Social background or any other characteristic unrelated to job performance

4. Prohibition of Harassment

All forms of harassment including verbal, physical, written, or digital are strictly prohibited. This includes sexual harassment, which applies as a binding standard to all EcoAssurance workplaces. Victimization of any person who raises a complaint is equally prohibited.

5. Responsibilities

- Management: Ensure equal opportunity in all decisions and model inclusive conduct.
- All Personnel: Treat colleagues and clients with respect; report any violations promptly.
- EEO Contact: Chairman serves as the designated EEO contact for receiving and managing complaints.

6. Complaints Procedure

Any person who believes they have experienced or witnessed discrimination or harassment should:

- Attempt informal resolution where safe and appropriate; or
- Submit a written complaint to the Chairman (info@ecoassurance.org).

All complaints will be investigated promptly, impartially, and confidentially.