



BETAMEK

BETAMEK BERHAD (Reg. No 202101041577 (1441877-P))
Gender & Diversity Policy

GENDER AND DIVERSITY POLICY

1. INTRODUCTION

Betamek Berhad (“Betamek”) recognises that a diverse workforce makes an essential contribution to its success and add value to its core business by drawing on the different perspectives and experiences of many individuals. Betamek is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, caring responsibilities, disability, family situation, gender expression, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including ethnic origin, colour, nationality and national origin, religion or belief, sex, sexual orientation and socio-economic background.

The Policy guarantees that:

- All Betamek’s employees will be treated fairly and with respect. For the purposes of this policy, the term “employee” includes Board Members, Consultants, Volunteers, Trustees and Interns.
- All employees are entitled to a workplace free from harassment and discrimination.
- Harassment is defined as any behaviour based on any of the characteristics identified above which is unwanted and which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Discrimination occurs when someone is treated less favourably than another person because of any of the characteristics identified above.
- All employees will have the opportunity to contribute and achieve their potential.

2. RELATED BETAMEK’S POLICIES

Betamek has yet to implement any policy to address these issues in detail.

3. SCOPE OF THE POLICY

The Gender and Diversity Policy applies to Betamek job applicants and to all Betamek employees whether full time or part time, temporary or permanent and wherever they are located within 's network of offices. It covers:

- (a) Recruitment, selection and promotion
- (b) Terms and conditions of employment
- (c) Professional development
- (d) Flexible working options
- (e) Safe working environment
- (f) Leadership, management and accountability
- (g) Grievances, disciplinary action and termination of employment

In cases where the application of the policy conflicts with national legislation, the legislation takes precedence.



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4. RESPONSIBILITY FOR THE POLICY

Betamek's Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination in each of its areas of operation. The Board has delegated to the Managing Director the day-to-day responsibility for implementing the policy and ensuring its maintenance and review.

The Chief Operating Officer and Head of Human Resources have particular responsibility for ensuring that all HR policies and procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Managers and supervisors are responsible for setting appropriate standards of behaviour, eliminating discrimination, providing equality of opportunity within their teams and for promoting a culture of tolerance and respect.

All Betamek's employees are responsible for treating others with dignity and respect.

5. GENERAL POLICY STATEMENTS

Betamek will:

- promote a working environment where all employees are treated with respect and dignity;
- ensure that no one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance;
- challenge discriminatory behaviours or attitudes wherever they occur;
- respond swiftly and sensitively to any incidences of discrimination;
- provide any reasonable adjustments for people with disabilities to ensure they have access to our services and employment;
- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible where the expression of those beliefs does not impinge on the legitimate rights of others;
- ensure that we take account of the needs of our employees' pregnancy or maternity; and
- celebrate a diverse workforce to ensure fair treatment.

6. RECRUITMENT, SELECTION AND PROMOTION

Betamek advertises all open positions on its website and states clearly that it welcomes applications from all sections of the community.

The job advertisement and job specification specify clearly the knowledge, experience and skills required by the applicant. Selection for employment will be on the basis of relevant criteria, experience, aptitude and ability.

Candidate selection will always be carried out by more than one person and never by a single-sex panel.



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7. TERMS AND CONDITIONS OF EMPLOYMENT

Betamek applies a job classification scheme which uses specific criteria to identify jobs of similar complexity and responsibility and to place them within classification bands in order to identify work of equivalent or the same value. Pay is then determined by the location of the position within the classification scheme.

Terms and conditions of employment and benefits will be reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

8. PROFESSIONAL DEVELOPMENT

Betamek's performance management process supports the identification of professional development needs and opportunities and the identification of career development goals.

Betamek provides access to learning and development opportunities to all staff. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the effectiveness of our work.

9. SAFE WORKING ENVIRONMENT

Betamek prohibits all forms of physical or verbal harassment and discrimination.

10. LEADERSHIP, MANAGEMENT AND ACCOUNTABILITY

Betamek aims for diversity in its senior management and governance structures.

The Head of HR and HR Representatives are responsible for monitoring the policy and any complaints received.

11. GRIEVANCES, DISCIPLINARY ACTION AND TERMINATION OF EMPLOYMENT

Betamek will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.



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12. BREACHES OF THIS POLICY

Staff should use the grievance procedure to make a formal complaint regarding any instance of harassment or discrimination.

Serious breaches of the Gender and Diversity Policy will constitute gross misconduct and give rise to penalties up to and including dismissal.

Anyone found guilty will be dealt with according to the disciplinary procedures laid down in national legislation.

Betamek is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy. "Retaliation" or "victimisation" means any direct or indirect action that might be recommended, threatened or taken to the detriment of an employee who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.