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Alpha Power Engineering Co. Ltd

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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Approved by Managing Director  
04/12/2023



## Equal Employment Opportunity Policy

### 1. INTRODUCTION

Alpha Power Engineering Co., Ltd. is committed to providing all staff with a work environment that embraces diversity, equity, and inclusion. This Policy assists in explaining Alpha Power Engineering Co., Ltd.'s approach to providing equal employment opportunities to employees and applicants in all phases of our operations and practices. Alpha Power Engineering Co., Ltd. as an equal opportunity employer, treats all its employees and potential employees equally and with respect, regardless of any protected characteristics, such as race, gender, disability, religion, nationality, sexual orientation, or age.

Furthermore, Alpha Power Engineering Co., Ltd. is dedicated to ensuring that all employment-related decisions follow these principles of equal employment opportunity. Equal employment opportunity is not only a legal principle; it is also a cultural and business imperative. No employee of our organization should feel obligated to tolerate discrimination in any form.

Alpha Power Engineering Co., Ltd. fully complies with all applicable laws. Moreover, our commitment to equal employment opportunity goes beyond merely meeting legal mandates; equitable treatment and equal opportunity are part of our shared value of respect, and they should underlie everything we do.

### 2. PURPOSE

The purpose of this Policy includes

- To pursue equity and providing equal opportunities to all in employment, irrespective of their protected characteristics, such as gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, belief, marital status, and socio-economic background, caring responsibilities.
- To create an inclusive working environment in which we recognize the individual needs and maximize the potential of all staff by providing equal opportunities in all aspects



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of employment, including but not limited to the recruitment, training, and development of employees.

- To work proactively to ensure a working environment free from intimidation, discrimination, bullying, and harassment; and that all employees interact and collaborate with mutual respect.

### 3. SCOPE

This Policy applies to all employees, applicants, contractors, and temporary workers of all entities under Alpha Power Engineering Co., Ltd.

3.1 The rights and obligations set out in this policy apply equally to all staff of Alpha Power Engineering Co., Ltd.; detailed mentioned below:

- Senior management personnel (eg. Managing Director, Directors, General Managers) part-time or full-time staff on a substantive; or
- fixed-term contractors (eg. Service contractors and or others agreed or contracted under different contract types or
- consultant contract (paid or voluntary); or
- intern or volunteer staff

3.2 This policy applies while the staff is at work and also extends to work-related functions and to conduct outside of work where there is a sufficient connection to the workplace, including, but not limited to, the following circumstances:

- The way in which provides services to clients and interacts with members of the public;
- All aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport;



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- On-site, off-site, or after-hours work; work-related social functions ); work-related travel, promotional activities, workshops, conferences, seminars, webinars, advisory or training sessions (organized under organization's name) – wherever and whenever employees may be as a result of their duties;
- Use of social media and other electronic communication (e.g. emails, FB posts and other social media related posts); and
- Staff's treatment to other staff, clients, visitors, and members of the public encountered in the course of undertaking their duties for Alpha Power Engineering Co., Ltd.

3.3 This policy covers the below areas but is not limited to:

- Advertising for job vacancies
- Recruitment and selection
- Training and development opportunities
- duty assignment, and overtime
- Salary, benefits, and other facilities
- Leave entitlements
- Performance assessment and promotions
- Disciplinary procedures
- Restructuring
- Dismissal, redundancy, and termination of employment.

### **1. COMMITMENT**

This Policy demonstrates the commitment of Alpha Power Engineering Co., Ltd. to promoting equal opportunity in all phases of employment under universal principles of equality and



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following the Anti-discrimination Policy and/or other respective policies in this area.

Alpha Power Engineering Co., Ltd. should be free of unlawful discrimination, harassment, or bullying, where all staff is treated with dignity, courtesy, and mutual respect. To create a professional and supportive work environment, we prohibit all forms of unlawful discrimination, harassment, vilification, and victimization. These will not be tolerated.

We strive to ensure that our policies, procedures, and practices incorporate the principles of equality. They reflect

- equal access to our services, benefits, training, development, and progression opportunities without any discrimination
- fair treatment of individuals without making judgments based on protected characteristics mentioned in clause 2
- accessibility of our information systems, processes, policies, and best practices related to equal employment opportunity.

We encourage everyone to seek advice and support when they feel they have been treated unfairly or have experienced or witnessed concerning behaviour.

We have policies and procedures for the effective resolution of complaints, including making a report of concerning behaviour.

We treat any breach of our policies procedures seriously, detailed within this Policy. A failure to comply with our guidelines may result in Alpha Power Engineering Co., Ltd. disciplinary action which may include strong warning, written self-commitment statement and other action up to and including demotion, suspension and potential termination of employment for employees.



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### GUIDING PRINCIPLES

#### 5.1 Equal Opportunity Recruitment

The Company's Recruitment and Selection policy aim to target the widest possible pool of potential applicants and ensure that all qualified candidates have equal access to positions available within the Organization/Company. Recruitment methods, documentation, and all associated publicity material will contain nothing discriminatory nature and will encourage applications from all potential candidates.

Selection will be based on merit. Successful candidates shall demonstrate their suitability for appointment according to predetermined job-related selection criteria, which will be consistently applied throughout the recruitment process. The application of this Policy will also include accommodating as much as possible the unique needs of individuals to facilitate their participation in the recruitment and selection process.

All aspects of the recruitment and selection process (including but not limited to: job description, job specification, advertising, shortlisting, interviewing, psychometric testing, reference checks, and pre-employment medical) are based on the principle of assessing the competencies and qualifications of applicants against those which have been determined to be required for the adequate performance of the job.

#### 5.2 Equal Pay

Equal Pay is when men and women receive equal Pay for work of similar or comparable value.

In practical terms, this means that:

- men and women performing the same job/work are paid within the same range
- men and women performing different pieces of work of equal or comparable value regardless of their leave/ application are paid the same range

Equal Pay is not just about equal wages. Equal Pay considers discretionary Pay, allowances (peridium, accommodation, transportation, health care, communication), performance



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payments and bonus entitlements.

### 5.3 Equal Opportunity

All employees will be afforded the same opportunities to develop their career path throughout their tenure regardless of their leave/ applications. Therefore, they will be provided with opportunities whenever possible to acquire the range of skills, competencies, and experience necessary for their growth in line with our corporate growth. Where it is practicable, training and development will be provided to facilitate equality of access for all employees.

All staff is assessed, rewarded, and promoted based on their performance and conduct.

### 5.4 Equal Access

This commitment also extends to providing reasonable accommodations (such as office transportation, building and facilities, leave entitlement, support and development programs like training and mentoring opportunities, services like health care or insurance services , employment opportunities, technology that supports their work performance, and same provisions for safety and security) regardless of their leave/ applications to enable qualified individuals to perform the essential functions of their jobs. Alpha Power Engineering Co., Ltd. respects the religious beliefs and supports to different religious belief without disturbance or discrimination in workplace.

### 5.5 Mutual Respect

All employees will be treated with dignity and respect and provided with a safe working environment free from all forms of harassment, bullying, or discrimination. All employees are responsible as a condition of their employment to prevent and eliminate harassment, bullying, or discrimination of any kind in the workplace.

Alpha Power Engineering Co., Ltd. is committed to maintaining an environment where everyone treats each other respectfully. This commitment includes the physical workspace,



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virtual workspaces, online and through electronic communications, and instant messaging. Respectful behaviour includes never:

- Making unkind remarks about family members, belittling someone's appearance, making personal insults, using obscenities, or engaging in other similar conduct
- Threatening the health or safety of colleagues
- Disparaging customers or partners; or third parties
- Accessing, posting, or engaging with any inappropriate or illegal material. Examples include social media posts, links, photos, GIFs, and emojis that are insulting, threatening, discriminatory, bullying, embarrassing, defamatory, profane, fraudulent.

## 6. DEFINITION

### 6.1 Equality

Equality in the workplace ensures employees are given equal opportunities regardless of their diversity and are well accepted for their differences. It is creating an inclusive and conducive work environment where employees feel secure, safe, inclusive, and happy. Equality ensures removing any chances of discrimination and harassment in the workplace.

### 6.2 Workplace Gender Equality

Workplace gender equality is achieved when people have equal access to rewards, resources, and opportunities no matter the gender they identify as. Workplace Gender Equality (WGE) exists when everyone, regardless of gender, can equally access and enjoy resources, opportunities, and benefits to thrive and progress at all levels.





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### 6.3 Equal Pay

Equal Pay is when men and women receive equal pay for work of equal or comparable value.

In practical terms, this means that:

- men and women performing the same work are paid within the same range
- men and women performing different work of equal or comparable value are paid the same range

### 6.4 Equal Work

There are three kinds of equal work:

- **like work** is the same or broadly similar. It involves similar tasks which require similar knowledge and skills, and any differences in the work are not of practical importance.
- **work rated as equivalent** has been rated under a valid job evaluation scheme as being of equal value in terms of how demanding it is.
- **work of equal value** is not similar and has not been rated as equivalent but is of equal value in terms of demands such as effort, skill, and decision-making.

### 6.5 Discrimination

Discrimination occurs when a person is treated less favorably than others because of characteristics that are not related to the person's competencies or the inherent requirements of the job. All workers and job seekers have the right to be treated equally, regardless of any attributes other than their ability to do the job.

#### 6.5.1 Direct discrimination

Direct discrimination is when someone is treated less favorably than another person because of a protected characteristic. Direct discrimination is not justifiable.

**Examples**

- An employer refusing to hire someone based on their age in the absence of physical strength requirements
- A worker harasses another because of their race and religion

**6.5.2 Indirect Discrimination**

Indirect discrimination is when you have a condition, rule, criterion, policy or practice that applies to everyone but particularly disadvantages people who have a protected characteristic, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**An Example**

- A policy of only offering bonuses to full-time workers risks indirect discrimination on the basis of part-time or contracted workers if present.

**6.6 Occupational Requirement**

An occupational requirement (OR) or qualification is a legally allowed restriction of hiring and employing a person based on one of their protected characteristics. To be defined as legal and in very exceptional circumstances, the requirement(s) should relate to the particular business, its operations, and its essential job functions.

**For example**, refusing job applications based on religion.

**6.7 Associative Discrimination**

Associative discrimination is where an individual is directly discriminated against for association with another individual who has a protected characteristic.

**For example**, would be not promoting a staff member because they care for a person who had a stroke. This is discrimination against the staff member because of their association with a disabled person or care responsibility.

### 6.8 Perspective Discrimination

Perspective discrimination is where an individual is directly discriminated against due to a perception by others that they have a protected characteristic. It applies even if the individual does not possess that characteristic.

**For example**, would be if colleague A harasses colleague B because they think colleague B has AIDS, even though they do not have the illness. Colleague A has made assumptions and discrimination against a colleague based on perception.

### 6.9 Discrimination Arising from Disability

Discrimination arising from disability is where an individual has been treated unfavorably because of something connected with their disability (so it does not have to be the disability itself).

**An Example** would be disciplining a staff member for repeated spelling mistakes that are in fact caused by dyslexia which amounts to discrimination arising from disability. This type of discrimination is unacceptable where the employer (or a line manager) knows or could be reasonably expected to know that the person has a disability.

### 6.10 Discrimination on Recruitment & Promotion

Discrimination on recruitment and promotion is where an individual is directly or indirectly discriminated against based on i) the perception by others that they might have a particular characteristic ii) because of having had a particular characteristic mentioned in clause 6.5 in recruitment and promotion processes.

### 6.11 Discrimination on Career & Professional Development (Training)

Discrimination on career development and professional development, including training, is where an individual is directly or indirectly discriminated against based on i) the perception by others that they might have a particular protected characteristic ii) because of having had



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a particular protected characteristic in recruitment and promotion processes.

### 6.12 Discrimination on Equal Pay

Discrimination on equal pay is where an individual is directly or indirectly discriminated against based on i) the perception by others that they might have a particular characteristic ii) because of having had a particular characteristic, not only in remuneration but also in other forms of monetary and non-monetary benefits or incentives throughout the employment duration of the organization/company.

### 6.13 Diversity & Inclusion

Diversity recognizes each employee's unique characteristics to their work. Inclusion helps us build a workplace that promotes respect, fairness, and equity for all. Diversity can take many forms: work background, experience, multiculturalism (including race, ethnicity, and languages), gender identity, sexual orientation, family structure, age, physical abilities, education, thoughts/worldview, mental health, religious beliefs, and political views. Each individual has unique qualities that they bring to the workplace, and the wide range of perspectives that result from this diversity promotes business growth and success.

## 7. CONDUCT PROHIBITED BY THIS POLICY

Our main goal is to provide equal employment opportunities to employees and applicants in all phases of our operations and practices. In addition, employees are entitled to conduct their work in an environment free from unlawful discrimination.

Furthermore, and under our this policy together with enacted Anti-harassment and Non-Discrimination Policy and/or other respective policies in this area, we are committed to maintaining an environment where everyone treats each other respectfully. The purpose and effect of this Policy are to promote mutual respect and to prohibit harassment, discrimination, disrespectful behavior, bullying, and retaliation whether engaged in by employees, by a



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supervisor or manager, or by someone not directly connected to our legal entity (e.g., an outside vendor, consultant or client).

While not an exhaustive list, the list of conducts prohibited by this Policy covers as mentioned in clause 6 "Definition"

### 7.1 Unlawful discrimination

Treating or proposing to treat an individual unfavorably because they have a protected characteristic mentioned in clause 2. Discrimination can be direct or indirect.

### 7.2 Harassment

Unwelcome conduct might reasonably cause a person to be offended, humiliated, or intimidated because they have a protected characteristic mentioned in clause 2. Harassment can also happen if someone is working in an environment permeated by conduct or activities that make it hostile or intimidating. The behavior can be overt or subtle, verbal, non-verbal, or physical.

### 7.3 Vilification

Any form of conduct that incites hatred against, serious contempt for, hate, or severe ridicule of a person or group of people because of their race or religion. Such conduct can be a single event or series of events over a period. It may include the use of the internet and e-mail to publish or transmit statements.

### 7.4 Victimization

Subjecting a person to negative treatment because they have:

- asserted their rights under Anti-harassment and Non-Discrimination Policy and/or other respective policies in this area



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- made a complaint under Anti-harassment and Non-Discrimination Policy and/or other respective policies in this area
- helped someone else make such a complaint; or refused to do something because it would be discrimination, sexual harassment, or victimization.

### 8. RESPONSIBILITIES

All Leaders and Managers are responsible for the active implementation of this Policy with the Policy's training provided by HR or the Compliance Team. They are responsible for ensuring its implementation in the workplace and promoting a culture that supports the Policy.

The HR team will oversee the integration of the principles of equality into all aspects of the HR policies and the company practices and culture. The HR team will provide the training to all employees and their awareness. Any development to support the implementation of the Policy will be communicated to all employees as required.

### 9. COMPLAINTS AND BREACHES OF POLICY PROCEDURE

Any employee or applicant for employment who believes they have witnessed or experienced, or otherwise learns of, actions that may violate this Policy should immediately report the matter to their line manager or HR or any of the resources listed under the clause 9.3 Resources for Reporting Concerns in this Policy.

Individuals are not required to file their complaints with their immediate supervisor before bringing the matter to the attention of one of the other designated representatives listed immediately above.

The employee may also contact Compliance/HR / Complaint Handling Committee to register complaints, concerns, or ask questions, or may do so anonymously through the compliance helpline:

Alpha Power Engineering Co., Ltd. will promptly investigate all allegations of discrimination or harassment as confidentially as possible, consistent with performing a thorough



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investigation, and take prompt and appropriate corrective action when warranted. Any employee who is determined, after such an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination of employment.

### 9.1 Non-retaliation

Retaliation in any form against an employee applicant who raises a concern under this Policy or provides information in an investigation of a matter under this Policy is strictly prohibited. Appropriate disciplinary action will be taken against anyone whom Alpha Power Engineering Co., Ltd. determines has retaliated or has attempted to retaliate against an employee, contractor, or applicant who has raised a concern under this Policy or who has participated in an investigation of a concern under this Policy.

An employee who feels that they may have been retaliated against for reporting a complaint or cooperating with an investigation should notify Alpha Power Engineering Co., Ltd. following the complaint procedure outlined above. Alpha Power Engineering Co., Ltd. expects that employees will report such matters in a timely manner. Reporting a concern under this Policy will not hurt your job, as long as the report is made in good faith.

If it turns out that the employee's information is incorrect, or if the employee's objections are determined to be unwarranted, that does not necessarily mean the complaint was made in bad faith.

### 9.2 Responsibilities

Every employee's responsibility is to adhere to and comply with this Policy. An employee should not assume that Alpha Power Engineering Co., Ltd.

is aware of a problem. It is every employee's responsibility to bring their concerns to Alpha Power Engineering Co., Ltd. 's attention on time to investigate and resolve the issue. Additionally, should an employee witness activity in violation of this Policy, they should report



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such to their immediate manager/line manager, their HR, or any resources listed under clause 9.3 Resources for Reporting Concerns in this Policy.

Should a manager witness or become aware of activity in violation of this Policy, they are required to report it to their HR or any resource listed under clause 9.3 Resources for Reporting Concerns in this Policy as soon as practicable. Failure to report violations promptly can delay the timely investigation and resolution of the matter and may result in disciplinary action for the manager.

Furthermore, every employee's responsibility is to cooperate with the investigation of any complaints or concerns brought up under this Policy, including maintaining confidentiality.

### 9.3 Resources for Reporting Concerns

- Your line manager or department head
- Dedicated personnel from Human Resources
- Confidentially through a compliance helpline (if available)

### 9.4 Reporting Channels

Employees may raise concerns or complaints verbally or in writing.

Reporting channels will be included but not limited to:

1. helpline (if available)
2. direct call to telephones of reporting resources under clause 9.3
3. direct report in person to reporting resources under clause 9.3
4. sending a message through telephone message, Viber, Messenger
5. reporting via email





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6. reporting with Complaint Form. (Reporting concerns and associated reporting channels should align with Alpha Power Engineering Co., Ltd.'s Anti-Harassment, Anti-Bullying, and Non-Discrimination Policy complaint procedure.

### 10. POLICY MANAGEMENT

- 10.1 Please read this policy in conjunction with other corporate policies of Flexible Working Arrangements Policy, Anti-Harassment & Non-Discrimination Policy, HR Policy & Procedure for more comprehensiveness for creating inclusive workplaces.
- 10.2 This policy takes effect from the date of approval by the Board of Directors of the organisation.
- 10.3 Amendments or developments will be recommended to the board from time to time as deemed appropriate. Alpha Power Engineering Co., Ltd. reserves the right to change or terminate this Policy at any time without prior notice. A formal review will take place before the expiry of (two) years from the anniversary date of approval to ensure equality and diversity are continually promoted in the workplace. And This policy will be reviewed on an ongoing basis to reflect changing legislation, demographics, and organizational priorities. Recommendations for change will require board consideration and if necessary, approval.

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Supporting procedures (if available)	<ul style="list-style-type: none"> <li>• <b>Distribute the policy and arrange a workshop for employees</b></li> </ul>
Supporting schedules	As soon as possible
Associated policies	<ul style="list-style-type: none"> <li>• <b>Anti-Harassment &amp; Non-Discrimination Policy / Code of Conduct</b></li> </ul>
Related legislation	<ul style="list-style-type: none"> <li>• <b>Myanmar Labor &amp; Employment Law, ILO guide to Myanmar Labor Law</b></li> </ul>
Category	HR & Admin policy
Approval	Managing Director
Endorsement	Senior Human Resources Manager
Policy owner	Human Resources Department
Date effective	1 <sup>st</sup> January 2024
Version	



