

Diversity & Inclusion Policy

Purpose

This policy formally outlines Elpitiya PLantations commitment in fostering, cultivating and preserving a culture of Diversity and Inclusion. This policy applies to all employees of Elpitiya Plantations PLC.

Definitions

Diversity

Diversity is about our individual differences and acknowledging the unique blend of knowledge, skills and perspectives people bring to the workplaces across the company. Diversity can include characteristics such as cultural background and ethnicity, age, gender, gender identity, disability, sexual orientation, religious beliefs, language and education. Diversity also includes characteristics such as professional skills, working style, location, and life experiences.

Inclusion

An inclusive culture is one where everyone feels valued and respected and is able to fully contribute. It is about removing barriers to make sure everyone can fully participate in the workplace and have equal access to opportunities. Inclusion is about empowering people to contribute their skills and perspectives for the benefit of organisational performance and business outcomes.

Policy

Elpitiya Plantation will commit to:

1. Encourage equality, diversity and inclusion in the workplace.
2. Create a working environment free of harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

- a. Establish impartial recruitment processes, betting on the knowledge and professional capacities of applicants regardless of their sexual orientation and gender identity and expression.
 - b. Provide salaries, benefits and supports for professional development without discrimination on the basis of sexual orientation, gender identity and expression.
 - c. This commitment includes training all employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination.
 - d. All staff should understand they, as well as the management, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
3. Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
 - a. Such acts will be dealt with as misconduct under grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal.
4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organisation.
5. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the labour law.
6. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

- a. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.
- b. Ensure that the costs that any person represents to the company are independent of their gender to reduce bias at the time of hiring.
- c. Offer equal salary levels and benefits corresponding to the position, experience and responsibilities, as well as publicly celebrate achievements in an equitable manner.
- d. Generate equal opportunities for professional growth and access to leadership and decision-making job positions, seeking gender parity.
- e. Facilitate the integration of maternity and paternity with working life through strategies such as home-office, flexible hours, breastfeeding time, and days of leave longer than those indicated by law.
- f. Gender equity goals and generate annual metrics to monitor their performance.
- g. Encourage our business partners, contractors and suppliers to include gender equity principles and generate policies that support them.

The Management of Elpitiya Plantations