

Equal Opportunity and Anti-Discrimination Policy and Procedure

Purpose:

The Equal Opportunity and Anti-Discrimination Policy is intended to ensure that in all areas of employment and business activities, individuals and/or groups will not be disadvantaged but will be treated fairly.

Policy:

IGPL is committed to the principles of Equal Employment Opportunity (EEO) and anti-discrimination to ensure that employees are given an equal chance to contribute to and share in the success of the organisation.

In the course of carrying its business, IGPL is committed to ensure that regardless of gender, race, colour, ethnic origin, physical or intellectual impairment or disability, religion, age, sexual preference, marital status, family responsibilities, career responsibilities, pregnancy, political beliefs, or trade union activity, individuals or groups will not be disadvantaged or treated unfairly. At IGPL we do not employ bonded labours and child labours.

Procedure:

IGPL's management will ensure that:

- a hostile-free work environment will be promoted;
- employees, consultants and customers will not be treated less favorable because of their membership in a certain group (either by choice or default) or stereotyped beliefs about the behaviours and capacities of that group (direct discrimination);
- all policies, practices and procedures which may appear neutral in effect, do not have an unequal or disproportionate effect on particular groups (indirect discrimination);
- this Policy will apply in all phases of employment, (i.e. recruitment, promotion, rewards, remuneration, benefits etc.) termination;
- all employees are aware of what constitutes discriminatory practices and what complaint mechanisms are available, given that training and communication of Company policy is provided to employees when joining the Company and as needed during their employment;
- all recruitment, promotion and retrenchment of employees will be based on an objective assessment of their ability to meet pre-determined standards, i.e. assessment of performance, readiness for promotion, etc. that have been impartially developed;
- remuneration and benefit provisions will reward the responsibility and accountability required of the position and the competence of the individual carrying out the role; and
- the training needs of all employees will be mutually reviewed to agree appropriate

development opportunities.

- Where possible and applicable jobs will be redesigned to accommodate an employee affected by this policy.

Conclusion:

Equal opportunity requires HR professionals to implement fair and unbiased recruitment, promotion, and compensation practices. By promoting equal opportunity, HR professionals can help create a diverse and inclusive workplace that attracts and retains top talent from various backgrounds which will in turn help the Company grow.