



**Ooredoo Kuwait**

**DIVERSITY & INCLUSION**

**POLICY**

<b>Policy reference number</b>	
<b>Last Approval Date</b>	<b>Next Revision Date</b>
<b>Owner</b>	<b>Final Approval</b>

**DOCUMENT CONTROL SHEET**

Creation Date:	Document Owner: Chief Human Resources Officer (CHRO)
Department: Human Resources	Current Version Number: 1.0

Review Record				
Date	Version	Reviewed by	Title	Signature

Distribution		
Version	Name	Location

Approvals		
Name	Designation	Signature

## TABLE OF CONTENTS

<b>1. PURPOSE</b> .....	4
<b>2. SCOPE</b> .....	4
<b>3. APPLICABILITY</b> .....	4
<b>4. DEFINITIONS</b> .....	4
<b>5. STAKEHOLDER ENGAGEMENT &amp; COMMUNICATION</b> .....	4
<b>6. POLICY STATEMENTS</b> .....	4
<b>6.1. ACCELERATING CULTURE OF INCLUSION</b> .....	4
<b>6.2. INVESTING IN TALENT</b> .....	5
<b>6.3. WOMEN EMPOWERMENT</b> .....	5
<b>6.4. ACCESS TO PERSONS WITH DISABILITIES</b> .....	5
<b>7. POLICY RESPONSIBILITY</b> .....	5
<b>8. EXCEPTION</b> .....	6
<b>9. REDRESSAL</b> .....	6
<b>REFERENCES</b> .....	6

## 1. Purpose

We believe that companies that are diverse, equitable, and inclusive are able to respond better to challenges, attract top talent, and satisfy diverse customer requirements. At Ooredoo Kuwait, we are committed to provide our employees with equal opportunities for development, assurances of gender equality and an inclusive working environment.

## 2. Scope

This Policy applies to all employees in Ooredoo Kuwait.

## 3. Applicability

Ooredoo Kuwait aims to foster a diverse and inclusive workplace environment. We expect all employees in Ooredoo Kuwait to be inclusive while operating.

This policy shall be distributed and communicated to all employees and have it available for all employees to review at any time within the organization.

## 4. Definitions

In the application of this Policy, the following words and expressions have meanings hereby assigned to them, unless the context otherwise requires.

<b>The Company/ organization</b>	Ooredoo Kuwait
<b>Diversity</b>	Practice or quality of including or involving people from a range of different social and ethnic backgrounds.
<b>Human Rights</b>	Rights inherent to all human beings, regardless of background.
<b>Inclusion</b>	Practice or policy of providing equal access to opportunities and resources to people who might otherwise be excluded or marginalized, such as those who have physical or intellectual disabilities
<b>Stakeholder</b>	A person, group or organization with a vested interest, or stake, in the decision-making and activities of our organization.
<b>CEO Office</b>	Office of the Chief Executive Officer of Ooredoo Kuwait
<b>Board</b>	Board of Directors of Ooredoo Kuwait

## 5. Stakeholder Engagement & Communication

We encourage diversity and inclusion and respect in our organization. Moreover, to improve our policy considerations, we regularly engage with our key stakeholders through formal communication channels such as but not limited to meetings and email communication as needed.

## 6. Policy Statements

### 6.1. Accelerating Culture of Inclusion

At Ooredoo Kuwait, we believe that Diversity & Inclusion is every employee's responsibility. Diversity & Inclusion requires purposeful action every day. Every employee is therefore trained on Diversity & Inclusion and is responsible for:

- Respecting the dignity and diversity of all colleagues.
- Forming an inclusive environment that negates discrimination, harassment and bullying.
- Increasing their awareness of potential unconscious bias and how that might reduce our ability to be more inclusive and be collaborative with one another.
- Creating inclusive structures in team management that thrives on transparent communication.

## **6.2. Investing in Talent**

We are committed to building a workforce that reflects the inclusiveness of our communities. By seeking to create a diverse workforce that better reflects the markets we serve, we are also achieving equitable access and outcomes for our stakeholders.

Ooredoo Kuwait implements initiatives that bridge the gap between education and the job market. These include but are not limited to training, mentorship and job opportunities for young professionals, that offer a fair and equitable opportunity for prospective employees to develop and showcase their best at Ooredoo's recruitment programmes.

Our recruitment and selection practices are guided by the following principles:

- Recruitment and selection are conducted based on merit without bias or discrimination.
- All applicants and employees have equal opportunities in employment, or promotion based on merit.
- Recruitment and selection are conducted in a manner that is respectful of local laws applicable in Kuwait.

Post recruitment and selection, we invest in developing our employees. We provide on-going on-the-job training, and career development opportunities for our new hires. For existing employees, we have in place individual development plans.

## **6.3. Women Empowerment**

Women empowerment is key to Ooredoo Kuwait 's strategy, with the focus being on:

- Equal pay and treatment for our women employees.
- Equal representation of women on leadership teams and corporate boards.
- Equal access to training and career-building opportunities for all our women employees vis-à-vis men.

## **6.4. Access to persons with disabilities**

We are committed to increase access for specially-abled employees in our workplaces, for instance making our offices and facilities wheelchair accessible.

## **7. Policy Responsibility**

The Chief Human Resources Officer (CHRO) is the Policy Owner. Ooredoo Kuwait has a Corporate Governance Head who coordinates between the Policy Owners and the Board. Any changes to the provisions of this policy shall have multiple layers of review which includes Corporate Governance Department, CEO Office and finally the Board.

Monitoring and execution of Policy fall under Human Resources department, with assistance from other involved stakeholders. Policy review happens minimum once in 3 years as per ISO Guidelines.

### **8. Exception**

Unless otherwise stated, this Policy is applicable to all employees and is not liable to be changed without any further notice.

### **9. Redressal**

Design, implementation, consultation approvals and monitoring will be as per "Decision Rights Matrix" of Ooredoo Kuwait.

### **References**

- Public Authority for the Disabled, Act No. 8 (2016)
- Commitment of the State of Kuwait to Convention on the Rights of Persons with Disabilities, 14 February, 2013
- Ooredoo Decision Rights Matrix
- Kuwait Labor Laws