



Sa'l'anwara'l'jumai Consultaire Limited (SCL)

# Diversity, Equity & Inclusion Policy



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## 1. Purpose & Scope

This policy reaffirms Sa'I'anwara'I'jumai Consultaire Limited's (SCL) commitment to creating a workplace where every individual is welcomed, respected, valued, and empowered to thrive – regardless of background or ability.

It applies to all staff, contractors, partners, job applicants, and prospective employees across all SCL locations and levels.

*Note: The **Employee Handbook** (pp. 23–25) contains the foundational SCL DEI Policy, which outlines our organizational commitment to diversity, equity, and inclusion. This present document serves as an expanded framework, providing more detailed strategies, accountability measures, and implementation practices to operationalize those commitments.*

## 2. Definitions

- **Diversity:** The presence of differences across race, gender, ability, age, ethnicity, socio-economic background, religion, sexual orientation, language, and more.
- **Equity:** Fair and impartial access to opportunities, with proactive steps to remove systemic barriers.
- **Inclusion:** Ensuring everyone feels valued, heard, and able to contribute fully.
- **Accessibility:** Designing policies, environments, and practices to be usable by all, including persons with disabilities.

## 3. Leadership & Governance

- Senior leadership publicly endorses and is accountable for implementing this policy.
- A **DEI Steering Committee** (including HR, program teams, and other representatives) will monitor progress and define targets.
- DEI-related objectives will be integrated into leadership performance metrics.
- A **DEI Council/Ethics Committee** will oversee practices, address ethical concerns, and provide accountability.
- Annual DEI progress reports will be shared across the organization.

## 4. DEI in Recruitment, Hiring & Advancement

- **Inclusive Job Postings:** Use neutral, jargon-free language; highlight flexible work options; and remove unnecessary barriers.

- **Blind Screening:** Remove personal identifiers from resumes to minimize unconscious bias.
- **Structured & Standardized Interviews:** Apply consistent templates, role-related questions, and diverse panels.
- **Outreach & Sourcing:** Partner with underrepresented groups and inclusive job boards.
- **Performance Tracking:** Monitor application, hiring, and promotion trends by demographic.
- **Advancement:** Ensure fair access to promotions, leadership opportunities, and career development.

## 5. DEI in Workplace Conduct

- **Zero-Tolerance Policy:** Strict prohibition of discrimination, harassment, and retaliation, with clear disciplinary measures.
- **Ongoing Training:** Regular sessions on unconscious bias, inclusive communication, cultural competency, and bystander intervention.
- **Inclusive Communication:** Promote respectful and equitable language across all channels.
- **Feedback & Reporting:** Provide safe, confidential, and anonymous reporting mechanisms with timely investigations.
- **Employee Resource Groups (ERGs):** Support ERGs to foster belonging, community, and policy feedback.

## 6. Disability Inclusion & Accessibility

- **Accessible Recruitment:** Ensure application and interview processes accommodate disabilities.
- **Physical & Digital Accessibility:** Maintain inclusive infrastructure (ramps, restrooms, quiet zones, adaptive desks, assistive tech, captions, screen readers).
- **Reasonable Accommodations:** Provide a confidential process for requesting flexible schedules, adaptive tools, or adjustments.
- **Disability Awareness Training:** Build awareness and reduce stigma through targeted training.
- **Engagement & Empowerment:** Involve employees with disabilities in shaping policies and creating feedback loops.
- **Benchmarking:** Explore partnerships (e.g., Disability Equality Index) to measure and improve practices.

## 7. Training, Mentorship & Champions

- **DEI Training:** Ongoing sessions on unconscious bias, cross-cultural collaboration, and inclusive leadership.
- **DEI Ambassadors:** Appoint internal champions to raise awareness and model inclusive practices.
- **Mentorship Programs:** Support underrepresented groups with career growth and leadership pathways.

## 8. Culture, Engagement & ERGs

- Celebrate diverse cultural events and promote inclusive recognition.
- Provide forums for open dialogue and staff-led initiatives.
- Encourage ERGs to strengthen community and engagement across identities.

## 9. Monitoring, Data & Continuous Improvement

- Conduct periodic DEI audits via surveys, focus groups, and climate assessments.
- Use metrics (representation, retention, inclusivity ratings) to refine strategies.
- Leadership will report quarterly on DEI performance and share progress with all staff.
- Policy to be reviewed and updated annually in line with best practices.

## 10. Broader Impact & Branding

- Share DEI commitments internally and externally to strengthen accountability and reinforce brand values.
- Promote diversity in supplier and partner relationships.
- Collaborate with communities to extend inclusive practices beyond SCL.

## 11. Benefits to SCL

Implementing this DEI Policy will:

- Drive **innovation and problem-solving** through diverse perspectives.
- Attract and retain **top talent** by fostering inclusivity.
- Boost **engagement and productivity** by creating belonging.
- Reduce **risk and compliance issues** by aligning with ethical practices.
- Strengthen **SCL's reputation** as an inclusive, forward-thinking employer.

## 12. Implementation Summary Table

DEI Area	Key Initiatives
Leadership & Governance	Steering committee, DEI council, leadership accountability
Recruitment & Hiring	Inclusive job postings, blind screening, diverse panels, outreach, equity in promotions
Workplace Conduct	Zero-tolerance policy, DEI training, inclusive communication, ERGs, safe reporting
Disability Inclusion	Accessible facilities, reasonable accommodations, awareness training, benchmarking
Training & Mentorship	DEI training, ambassadors, mentorship programs
Culture & Engagement	Inclusive recognition, cultural events, employee forums
Monitoring & Reporting	Audits, KPIs, progress reviews, annual updates
External Integration	Supplier diversity, community collaboration, public DEI communication

**Note:** This policy should be read in conjunction with the SCL Employee Handbook (pages 23–25), which provides the foundational framework for our Diversity, Equity, and Inclusion commitments. The present document expands on those provisions, offering a more detailed approach to guide implementation across all levels of the organization.