



Symphony Limited

Equal Opportunity Policy

I. PURPOSE

Symphony Limited (the “Company”) is committed to creating and maintaining a work environment that is diverse, inclusive, and free from discrimination. The Company values the diverse and unique talents, skills, and experiences that each employee brings to the workplace.

This policy outlines the Company’s commitment to equal opportunity for all employees and job applicants, regardless of race, colour, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin, age, disability, any other characteristics protected by applicable law.

II. SCOPE

This policy applies to all employees and contractual workers of the Company.

III. RESPONSIBILITY

The Company’s Group CEO & Executive Director and Chief Human Resource Officer (CHRO) are responsible for implementation of this policy and its monitoring.

IV. POLICY STATEMENT

The Company prohibits all forms of discrimination and harassment in the workplace, including in all aspects of employment such as recruitment, promotions and transfers, training and development, compensation and benefits, job assignments, discipline, and termination. The Company is committed to building a diverse workforce that reflects the richness of the communities we serve and creating an environment where all employees can thrive.

V. COMPANY RESPONSIBILITIES

- ✓ Foster a culture of inclusion and respect.
- ✓ Ensure fair and unbiased decision-making in all employment practices.
- ✓ Investigate all reports of discrimination or harassment promptly and thoroughly.
- ✓ Take appropriate corrective actions to address any identified violations.

VI. EMPLOYEE RESPONSIBILITIES

- ✓ Treat all employees with respect and dignity.
- ✓ Report any incidents of discrimination or harassment to a supervisor or HR.
- ✓ Refrain from engaging in any discriminatory or harassing behaviour.

VII. DIVERSITY

The Company recognises and embraces the importance of diversity (gender, race, age, experience, skillset etc.) in its workforce and therefore, it endeavours to implement various initiatives to recruit from diverse talent.

VIII. ENFORCEMENT

Violation of this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment. The Company is committed to providing a safe and respectful work environment for all.

IX. COMPLAINT PROCEDURES

Employees who believe they have been discriminated against or harassed are encouraged to report the incident immediately. There are several ways to report a concern directly to a supervisor or manager, to the Human Resource Department, and/or through an anonymous reporting system. All complaints will be investigated promptly and confidentially. Employees will not be retaliated against for a reporting a concern in good faith.

X. COMMUNICATION AND TRAINING

This policy will be communicated to all employees through various channel. The Company will also provide training to employees and managers on equal opportunity and preventing discrimination and harassment. The Company strive to device and implement training and mentorship programs to foster a diverse, equitable, and inclusive work environment where all employees feel valued, respected, and empowered to reach their full potential.

XI. REVIEW OF THIS POLICY

The Company will regularly review and update this policy as needed to ensure it remains consistent with applicable laws and best practices.
