

Translatus Equal Opportunities Policy

1. Introduction

Translatus is committed to building an organization that both embraces and thrives on the diversity of its employees, service providers and clients. Translatus realizes that it is essential to provide a safe and welcoming environment where people feel that they are valued regardless of ethnicity, race, nationality, religion, gender, marital status, sexual orientation, age or physical ability.

2. Statement of Policy

The aim of the Translatus Equal Opportunities Policy is to ensure that:

- no person is disadvantaged or treated less favorably on grounds of ethnicity, race, nationality, religion, gender, marital status, sexual orientation, age or physical ability
- opportunities for advancement, trainings, benefits and transfers are equal to all employees and are offered solely based on merit
- the organization is void of attitudes and behaviors that create a hostile, degrading, humiliating, offensive, or intimidating work environment

This policy covers all aspects of employment, from job vacancy advertising, to recruitment, to termination of employment.

3. Policy Implementation

Translatus will take the following steps to ensure the Translatus Equal Opportunities Policy is implemented and strictly enforced:

- the Human Resources Manager will be responsible for the enforcement of the policy and monitoring its effectiveness
- the policy will be communicated to all job applicants and employees
- the policy will be made available on the organization's website and distributed in new employee orientation materials
- company managers will be trained to understand the adverse effects of discrimination, identify possible discriminatory behaviors and take the necessary steps to correct the discriminatory behavior and apply disciplinary actions to those involved
- data according to each group will be reviewed on a continual basis and practices will be revised if it is found that the organization unlawfully discriminates in regards to hiring, promotions, benefits, trainings, or transfers on the grounds of ethnicity, race, nationality, religion, gender, marital status, sexual orientation, age or physical ability

4. Grievances

Any complaints or grievances will be taken very seriously and will be pursued through the organization's grievance procedure.

Discrimination and harassment based on ethnicity, race, nationality, religion, gender, marital status, sexual orientation, age or physical ability is unlawful. Translatus employees who violate this policy will be subject to disciplinary actions or dismissal.

5. Clients, Partners and Vendors

This policy will be communicated to clients, partners and vendors through the company website so that they are also aware of their right to be treated fairly and equally.

All contracts for goods and services should include a clause prohibiting discriminatory actions and behaviors on the grounds of ethnicity, race, nationality, religion, gender, marital status, sexual orientation, age or physical ability.

This policy has been endorsed by the Chief Executive Officer of Translatus, Inc and has the full support of senior management. All Translatus staff is required to read this policy and is expected to understand and adhere to its contents.