

WORKPLACE GENDER, EQUALITY AND DIVERSITY POLICY

MAY 2022

1. INTRODUCTION

As a resilient and industry-leading marketing and communications services provider, Union Communications Hong Kong Limited (hereby “Union Communications”) recognizes that a diverse workforce makes an essential contribution to the success of its works and to its ability to enhancing communications through sustainable strategies aimed at improving equality. Drawing on the different perspectives and experiences of many individuals will add value to Union Communications' core business.

The purpose of Union Communications' Workplace Equality and Diversity Policy is to build a diverse workforce and to ensure that job applicants, employees, vendors, and suppliers do not receive less favorable treatment at work on the grounds of age, gender, marital or civil partnership status, pregnancy, maternity, family responsibilities, political beliefs, race, ethnicity, religion, disability, sexual orientation or gender identity.

The Policy guarantees that:

- All Union Communications' employees will be treated fairly and with respect. For the purposes of this policy, the term “employee” includes Directors, Consultants, Volunteers, Partners and Interns.
- All employees are entitled to a workplace free from harassment and discrimination. Harassment is defined as any behavior based on any of the characteristics identified above which is unwanted and which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Discrimination occurs when someone is treated less favorably than another person because of any of the characteristics identified above.
- All employees will have the opportunity to contribute and achieve their potential.
- All partners, vendors, and suppliers owned by minority groups including disability, women, sexual orientation, and micro, small and medium-sized companies (MSMEs), will be treated fairly and with respect.

2. SCOPE OF THE POLICY

The Workplace Gender Equality and Diversity Policy applies to Union Communications job applicants and to all Union Communications employees whether full time or part time, temporary or permanent and wherever they are located within Union Communications' network of offices. It covers:

- Recruitment, selection and promotion
- Terms and conditions of employment
- Professional development
- Flexible working options
- Safe working environment

- Leadership, management and accountability
- Grievances, disciplinary action and termination of employment
- Supplier selection

In cases where the application of the policy conflicts with national legislation, the legislation takes precedence.

3. RESPONSIBILITY FOR THE POLICY

Union Communications' Director has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination in each of its areas of operation. The Director has the day-to-day responsibility for implementing the policy and ensuring its maintenance and review.

The Director has particular responsibility for ensuring that all policies and vendor procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Managers are responsible for setting appropriate standards of behavior, eliminating discrimination, providing equality of opportunity within their teams and outside suppliers, and for promoting a culture of tolerance and respect.

All Union Communications' employees are responsible for treating others with dignity and respect.

4. GENERAL POLICY STATEMENTS

Union Communications will:

- Promote a working environment where all employees and suppliers are treated with respect and dignity.
- Ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
- Challenge discriminatory behaviors or attitudes wherever they occur.
- Respond swiftly and sensitively to any incidences of discrimination.
- Provide any reasonable adjustments for people with disabilities to ensure they have access to our services and employment.
- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible where the expression of those beliefs does not impinge on the legitimate rights of others.
- Ensure that we take account of the needs of our employees' pregnancy or maternity.
- Celebrate a diverse workforce to ensure fair treatment.

5. RECRUITMENT, SELECTION AND PROMOTION

Union Communications advertises all open positions on its website and states clearly that it welcomes applications from all sections of the community.

The job advertisement and job specification specify clearly the knowledge, experience and skills required by the applicant. Selection for employment will be on the basis of relevant criteria, experience, aptitude and ability.

Candidate selection will always be carried out by more than one person and never by a single-sex panel.

6. TERMS AND CONDITIONS OF EMPLOYMENT

Union Communications applies a job classification scheme which uses specific criteria to identify jobs of similar complexity and responsibility and to place them within classification bands in order to identify work of equivalent or the same value. Pay is then determined by the location of the position within the classification scheme.

Terms and conditions of employment and benefits will be reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

7. PROFESSIONAL DEVELOPMENT

Union Communications' performance management process supports the identification of professional development needs and opportunities and the identification of career development goals.

Union Communications provides access to learning and development opportunities to all staff. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the effectiveness of our work.

8. FLEXIBLE WORKING OPTIONS

Union Communications provides access to a range of flexible work opportunities to support employees with family responsibilities or other employees whose work can be carried out effectively from home.

9. SAFE WORKING ENVIRONMENT

Union Communications prohibits all forms of physical or verbal harassment and discrimination.

10. LEADERSHIP, MANAGEMENT AND ACCOUNTABILITY

Union Communications aims for diversity in its senior management and governance structures.

11. GRIEVANCES, DISCIPLINARY ACTION AND TERMINATION OF EMPLOYMENT

Union Communications will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

12. SUPPLIER SELECTION

When selecting suppliers or partners, Union Communications will ensure that, where applicable, selection procedures are carried out fairly.

Suppliers owned by minority groups including disability, women, sexual orientation, and MSMEs, will be treated fairly and with respect.

13. BREACHES OF THIS POLICY

Staff should use the grievance procedure to make a formal complaint regarding any instance of harassment or discrimination.

Serious breaches of the Workplace Gender Equality and Diversity Policy will constitute gross misconduct and give rise to penalties up to and including dismissal.

Anyone found guilty will be dealt with according to the disciplinary procedures laid down in national legislation.

Union Communications is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy. "Retaliation" or "victimization" means any direct or indirect action that might be recommended, threatened or taken to the detriment of an employee who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.

###