



**Mya Ayer Manufacturing  
Co., Ltd (MAM)**

**EQUAL OPPORTUNITIES  
POLICY AND PROCEDURE**

# The Equal Opportunities Policy

Hereinafter, this Company will be referred to as “MAM.”

## 1. Policy

“MAM” will endeavor to maintain utmost equality between all employees of the Company and its subsidiaries. This includes ensuring that each employee is assessed for employment, promotion and development solely on the basis of personal merit. The Company thereby seeks to optimise the use of the Group’s human resources and foster a strong team spirit. The Company does not allow gender discrimination in any form and aims to eliminate such discrimination wherever it exists.

## 2. Purpose

The purpose of our Equal Opportunities Policy is to provide a level playing field for employees within the “MAM” as well as equal opportunities in all respects without regard to gender, age or origin. This includes rights regarding selection procedures for positions as well as working conditions, education and pay for equally valuable and equivalent work.

## 3. Policy aims

- To ensure equal treatment in recruitment and transfer of staff
- To balance the gender ratio in various professions
- To ensure equality with respect to staff’s responsibility and participation in working groups and committees
- Equal pay and employment terms for equally valuable and equivalent work
- All employees shall have equal access to vocational training and education
- Employees shall be enabled to achieve a successful work-life balance
- Sexual harassment and bullying will not be tolerated

## 4. Responsibility

Managers are responsible for the development of equality issues. They shall work to ensure compliance and maintenance of the Equal Opportunities Policy. They shall also assess whether the Policy’s objectives are being achieved. Training and assistance with equality issues shall be offered to managers and other employees within the “MAM”. This applies to selection for positions, working conditions, pay, employment terms, bullying, sexual harassment, coercion and other issues relating to equality and workplace relations.

## **5. Pay and terms of employment**

Decisions on pay and employee benefits shall ensure non-discrimination against employees on the basis of gender or origin. Measures must be taken to ensure that women and men are afforded equal terms of employment and working conditions. "MAM" and its subsidiaries will regularly carry out systematic, gender-neutral employee performance appraisals that place the main emphasis on the work as such, as opposed to the individual in the position. Aspects characterising work traditionally done by men and women are to be assessed in the same manner.

## **6. Professional development/career advancement**

All employees shall have the same possibilities of attending courses, professional training and retraining. In the allocation of responsibilities and tasks, as well as appointments to committees and boards, every attempt shall be made to balance the gender ratio insofar as possible.

Thus, approved by the MD on 01 June 2018.