

Inclusion and Diversity Policy

Purpose

Adventa is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the organization and enhance the way we work.

Adventa aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

Equality and diversity at Adventa

At Adventa, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups in employment and diversity to mean embracing differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Adventa too. Equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service and to all our customers.

We all have personal responsibility for the application of this policy. All Employees, contractors and suppliers of Adventa are expected to read and familiarise themselves with this policy, ensure that this policy is properly observed and fully complied at all times.

Adventa's commitment

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Adventa will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- sex;
- gender reassignment
- sexual orientation;
- religion and or belief;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- age.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in Adventa.

Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude, ability and productivity.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your manager or another colleague in a relevant position of seniority. You may decide in the alternative to raise the matter through Adventa's Ethics, Risk and Compliance manager.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Adventa will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Adventa as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under Adventa's disciplinary procedures

A person found to have breached this policy may be subject to disciplinary action under Adventa's discipline procedures

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, official & social events, social interactions with colleagues) or which may impact on Adventa's reputation (e.g. the expression of views on social media, forwarding on controversial views contrary to the commitments expressed in this policy, that could be linked to Adventa).

We set out below some specific areas of application:

a) Recruitment

Selection for employment at Adventa will be on the basis of aptitude and ability. Where possible, Adventa will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

b) Training

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

c) Promotion

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

d) During employment

The benefits, terms and conditions of employment and facilities available to employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of vulnerable, disadvantaged or under-represented groups.

Adventa's legal duties

As a public body, Adventa is additionally subject to public sector equality duties under the Equality Act 2010. This policy will be reviewed on an ongoing basis by Adventa to assess its effectiveness and may be amended from time to time

Reporting

Address all complaints, reports and grievances by email and fixed appointments.

Ethics, Risk and Compliance Manager

Email : contact.us@adventa.com.my