



### **EQUAL OPPORTUNITY EMPLOYMENT POLICY**

#### **Objective:**

At SJAbed Catering Group, we are committed to fostering a workplace environment rooted in mutual respect, fairness, and inclusivity. We believe that embracing diversity strengthens our organization and enhances our ability to meet the needs of our clients.

#### **Policy Statement:**

SJAbed Catering Group is an equal opportunity employer. We ensure that all employment practices, including recruitment, hiring, training, promotions, compensation, and termination, are conducted without regard to race, color, religion, sex, gender identity, age, national origin, disability, marital status, or any other characteristic protected by applicable law.

We strive to create a workplace where everyone feels valued and has equal access to opportunities for professional growth and development.

#### **Scope:**

This policy applies to all employees, contractors, and applicants across every level of the organization. It extends to all work sites and operations within our group.

#### **Commitments:**

##### **1. Recruitment and Hiring:**

- All job postings, interviews, and selection processes will be conducted transparently and equitably.
- We will ensure that hiring panels represent diverse backgrounds where feasible.

##### **2. Workplace Environment:**

- We are dedicated to maintaining a work environment free from discrimination, harassment, and retaliation.
- Employees will be trained to respect cultural differences and foster collaboration.

##### **3. Employee Development:**

- Training and promotions will be based on merit, qualifications, and performance.

- We will provide equal access to learning and professional development opportunities for all employees.

#### 4. Reasonable Accommodations:

- We will offer reasonable accommodations to employees with disabilities to ensure they can perform their roles effectively.

#### 5. Accountability:

- Supervisors and managers are responsible for upholding this policy.
- Employees are encouraged to report instances of discrimination, harassment, or inequity through established reporting channels.

#### Reporting and Resolution:

Employees who believe they have experienced or witnessed violations of this policy should report their concerns to our HR Department Contact at [hr@sjabedalsulaimi.com](mailto:hr@sjabedalsulaimi.com) or [info@sjabedalsulaimi.com](mailto:info@sjabedalsulaimi.com). Reports will be handled confidentially and investigated promptly and impartially. Retaliation against individuals who report policy violations in good faith is strictly prohibited.

#### Continuous Improvement:

We will regularly review and update our equal opportunity practices to ensure compliance with applicable laws and alignment with our commitment to diversity, equity, and inclusion.

By embracing diversity and fostering equity, we aim to create a workplace culture that not only values but thrives on the unique perspectives of our multinational workforce.

Joseph J. Abed  
Director



Date: 10-03-2025