

## **Equal Employment Opportunity (EEO) Policy**

### **Purpose:**

Arakan Graphics is committed to providing equal employment opportunities to all employees and applicants without regard to race, colour, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. This policy applies to all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and disciplinary actions.

### **Policy:**

#### **1. Non-Discrimination:**

- Arakan Graphics prohibits discrimination and harassment based on any protected characteristic under applicable law of the UAE.
- Decisions regarding recruitment, hiring, promotions, transfers, and terminations are based on qualifications, performance, and business needs.

#### **2. Equal Opportunity Employment:**

- All employment-related decisions are made without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other protected characteristic.
- The company ensures equal access to employment opportunities and will not tolerate discrimination in the workplace.

#### **3. Accommodation for Disabilities:**

- Arakan Graphics provides reasonable accommodations to qualified individuals with disabilities, where feasible, to enable them to perform essential job functions.
- Employees and applicants with disabilities are encouraged to inform Human Resources of any accommodation needs.

#### **4. Harassment-Free Workplace:**

- The company maintains a work environment free from harassment, intimidation, or hostility based on any protected characteristic.
- Employees are expected to treat each other with respect and dignity.



#### **5. Compliance with Laws:**

- Arakan Graphics complies with all applicable laws and regulations concerning equal employment opportunity implementing the UAE law.
- The company regularly reviews and updates policies and practices to ensure compliance with EEO laws.

#### **6. Reporting and Enforcement:**

- Employees who believe they have been subjected to discrimination or harassment are encouraged to report the incident promptly to Human Resources or management.
- The company will promptly investigate all complaints of discrimination or harassment and take appropriate corrective action.

#### **Commitment:**

- Arakan Graphics is committed to fostering a diverse and inclusive workplace where every employee feels valued, respected, and empowered. This commitment to equal employment opportunity extends to all aspects of employment and underscores our dedication to fairness and equity in the workplace.

#### **Review and Amendments:**

- This Equal Employment Opportunity Policy will be reviewed periodically and updated as necessary to reflect changes in legal requirements, business practices, or organizational needs.

#### **Acknowledgment:**

- All employees are required to acknowledge their understanding and compliance with this Equal Employment Opportunity Policy.



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