



**SHWE TAUNG**

Shwe Taung Development Co., Ltd.  
Ahlone Tower, Strand Road,  
Ahlone Township, 11121  
Yangon, Myanmar.  
T +95 | 2314567, 2316643  
+95 | 2316198, 2316741  
F +95 | 2316044, 2316120  
E [info@shwetaunggroup.com](mailto:info@shwetaunggroup.com)

## **Non-Discrimination Policy**

**August 2020 Issue**

## **Introduction**

We are an equal opportunity employer and have a policy of non-discrimination across all facets of employment from the hiring phase to on-going employment, training and development, right through to termination or retirement. The Group operates in a fair manner and does not consider race, religion, gender, disability, parental status or age in any matter related to employment. All employees are given the same opportunities to be hired and to career progression, and are paid an equal salary for an equal job.

Discrimination occurs when a person is treated less favorably than others because of characteristics that are not related to the person's competencies or the inherent requirements of the job. All workers and job seekers have the right to be treated equally, regardless of any attributes other than their ability to do the job. (Source: ILO - Business, Non-Discrimination and Equality).

Shwe Taung Group recognizes it is the right of every employee to be able to attend work and to perform their duties without being subjected to any forms of discrimination.

Shwe Taung Group does not tolerate any forms of discrimination, or victimization of employees or third parties who do work on Shwe Taung Group's behalf.

Victimization involves treating someone unfairly or badly and subjected to detriment, because they have made, or intend to make or raised a grievance or suspect they are doing so a discrimination complaint. This also includes those who have supported another person in making a complaint. Immediate action will be taken against any employees who retaliates or victimizes a complainant.

## **Purpose**

Shwe Taung Group is committed to provide a safe and productive working environment in which the diversity of individuals is recognized and respected. Any forms of discrimination will not be tolerated under any circumstances and disciplinary action will be taken against any personnel who breach this policy.

Through this policy, Shwe Taung Group aims to:

- a. create a working environment which is free from any forms of discrimination where all personnel are treated with dignity, courtesy and respect;
- b. provide an effective response procedure for complaints based on the principles
- c. treat all complaints in a sensitive, fair, timely and confidential manner;

- d. guarantee protection from any forms of victimization or reprisals;
- e. encourage to report any behavior which breaches this Non-Discriminatory Policy.

### **Key Policy Areas**

- a. Every employee is entitled to a working environment that promotes dignity, equality and respect for all. STG does not tolerate any acts of unfair discrimination committed against an employee, contractor, job applicant or other types of associates because of a following protected characteristic:
  - (i) age;
  - (ii) carer status / family responsibilities;
  - (iii) disability/ impairment;
  - (iv) gender (or sex);
  - (v) gender identity;
  - (vi) health;
  - (vii) marital status;
  - (viii) parental status;
  - (ix) physical appearance;
  - (x) political beliefs and activity;
  - (xi) pregnancy; maternity and paternity; breastfeeding responsibilities;
  - (xii) race (including ethnic origin, color, nationality and national origin);
  - (xiii) relationship status;
  - (xiv) religious beliefs and activity;
  - (xv) sexual orientation/preference; (including homosexuality, lesbianism, bisexuality and heterosexuality, transgender);
  - (xvi) social origin;
  - (xvii) association with any person with any of the above characteristics.
  - (xviii) discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.
  
- b. The following behaviors do not constitute discrimination:
  - (i) reasonable management practices, including performance management and disciplinary procedures;
  
  - (ii) a direction to carry out reasonable duties and instructions;
  
  - (iii) a direction to comply with Shwe Taung Group's policies, procedures or guidelines.

## **Compliance with the Policy**

Our commitments are fully supported by our Board of Directors, with a detailed management system stating ongoing objectives and targets which provides the framework of delivery of this Policy. We expect our business partners, suppliers, contractors and stakeholders to respect the same principles.