

Singapore Safety Training Centre is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organization - in providing goods and/or services and/or facilities is also committed against unlawful discrimination of customers or the public.

### **The policy's purpose is to:**

- Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time as per the MOM Employment Act, Tripartite Guidelines on Fair Employment Practices that are formulated by the Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP);
- Not unlawfully discriminate because of the Article 12 of the Constitution of the Republic of Singapore protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation;
- Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

### **The organisation commits to:**

- Encourage equality and diversity in the workplace as they are good practices and make business sense.
- Create a working environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and contributions of all staff are recognized and valued

*This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organization provide equal opportunities in employment and prevent bullying, harassment, victimization, and unlawful discrimination.*

*All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers, and the public*

- Take seriously complaints of bullying, harassment, victimization, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and any others in the course of the organization's work activities

*Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.*

*Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 2014 — which is not limited to circumstances where harassment relates to a protected characteristic — is a criminal offense.*

- Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.
- Decisions concerning staff being based on merit
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law

- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

The equality policy is fully supported by senior management and has been agreed with employee representatives.

A handwritten signature in black ink, appearing to read 'Abdul Mutalib Bin Ithnin', is written over a faint, light blue grid background.

**ABDUL MUTALIB BIN ITHNIN**  
**GENERAL MANAGER**

12.12.2022