

Equal Opportunities Policy



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uab bank supports the principle of fairness and non-discrimination, and aims to treat individuals with dignity and respect, free from unlawful and unethical discrimination. In particular, it aims not to discriminate on race, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability; rather it aims to build a workforce that is based on meritocracy.

We also respect stakeholder diversity with developing strong and sustainable relationships with shareholders, customers, communities, employees, regulators, government agencies and suppliers.

Fair treatment is the right and responsibility of the whole workforce. Everyone must guard against making decisions that result from the generalization and assumptions about the capabilities, characteristics and interests of particular groups.

This policy sets out uab bank's position on equal opportunity in all aspects of its employment including recruitment, training, conditions of service, application of policies and promotion.

In the conduct of its business, uab bank endeavours to:

- Comply with all legislation dealing with discrimination and promotion of equality, and other applicable requirements to which the Bank subscribes;
- Establish and maintain a working environment, terms and conditions of employment, practices and procedures which ensure all existing and prospective employees are treated equally and fairly;
- Ensure mechanisms are in place for responding to complaints of discrimination from employees.
- Ensure that partnership and contract arrangements - wherein partners and contractors commissioned to provide services to the Bank, are treated fairly.
- Periodically review this Equal Opportunity Policy to ensure that it remains relevant and applicable.

The Human Resource Department is responsible for the effective enforcement of this Policy. A copy of this Policy is available in the Bank's website and intranet.

Policy Implementation and Mechanism

To help implement this policy, the mechanism outlined below will be used as guide and reference.

1. Vacancy advertising

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their suitability for the post.
- The recruitment content will not imply a preference for a certain group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- Wherever applicable, all vacancies may be advertised simultaneously internally and externally.
- Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.
- Career opportunities are usually published on social media and Bank's website. It may also be, if deemed necessary posted with job centres and recruitment agencies; and informed to employees via an internal circular. Wherever applicable, vacancies may be also notified to academic institutions, minority groups and organisations.
- All vacancy advertisements will include an appropriate short statement on equal opportunity.

2. Recruitment and Selection

- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's merits and suitability for the job.
- Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should be aware of the Equal Opportunities Policy.

3. Training, career development and conditions of service

- All employees will be considered solely on their merits for training and career development with equal opportunities for all.
- All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the Human Resource (HR) Department.
- Under-represented groups will be encouraged to apply for training and employment opportunities with the Bank. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion.
- Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

4. Personnel records

- In order to ensure the effective implementation of the equal opportunity policy (and for no other purpose) a record may be kept of all employees' and job applicants' gender, racial origins, religious beliefs, and physical ability.
- Where necessary, employees will be able to check and/or correct their own record of these details. Otherwise, access to this information will be strictly restricted. Such records will be analysed periodically for appropriate follow-up action to be taken.

5. General

The objectives of this Policy are to:

- Ensure that the company has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less than favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the Bank and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the Policy's objectives, and for ensuring compliance with the relevant laws and codes lies with the Bank.
- Behaviour or actions that breach the spirit and/or the letter of this Policy is based will be considered for disciplinary actions.