

<b>COMPANY HR POLICY</b>	<b>FAUJI FERTILIZER COMPANY LIMITED HUMAN RESOURCES DIVISION</b>		
<b>POLICY NO H-04</b>	<b>TITLE</b>	<b>GENDER DIVERSITY</b>	<b>Page</b>
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## **1. Policy Statement**

FFC recognizes the value of having a talented and diverse workforce, and is committed to valuing and promoting gender diversity in the Company aiming at being the true representative of all segments of society, where each employee is able to contribute to the best of his / her ability. We believe that valuing diversity in general and gender diversity in particular, is a competitive differentiator, and therefore; we have an environment that is based on inclusiveness and meritocracy.

## **2. Guiding Principles**

FFC's Gender Diversity Policy is driven and aligned with two of FFC's core values i.e. Compassion & Fairness. First, "COMPASSION in our relationships with our employees and the communities affected by our business". In alignment to this core value, this policy is guided to ensure showing compassion to the needs of all employees in general and female employees in particular. Second, "FAIRNESS to our fellow employees, stakeholders, business partners, customers & suppliers through adherence to all applicable laws, regulations & policies and a high standard of moral behavior". This policy is guided to ensuring fairness and eliminating discrimination in matters including recruitment and selection, employment terms and conditions, remuneration, training and development opportunities, promotions etc.

## **3. Policy Guidelines**

FFC shall ensure complete compliance of gender diversity practices in all phases of employment administration. Details are as follows:

### **3.1 Recruitment**

**3.1.1** FFC shall encourage female candidates to choose FFC as an employer. A female employee/engineer shall always be part of the recruitment drive to attract more talented females to FFC.

**3.1.2** FFC shall not single out or discriminate any applicant based on their gender in any way during the entire recruitment process.

## **3.2 Work Environment**

**3.2.1** The Company shall promote a work environment where all employees are treated with respect and dignity irrespective of their gender.

**3.2.2** The Company shall challenge discriminatory behaviors or attitudes wherever they occur based on gender or otherwise.

## **3.3 Career Growth**

**3.3.1** FFC shall build leadership capabilities of female employees by providing equal opportunities for training and development to harness their full potential.

**3.3.2** All decisions related to their promotion and career growth shall purely be based on merit / requirement.

## **3.4 Anti-Harassment**

**3.4.1** Standing Inquiry Committees shall exist at all major locations i.e. Head Office, Goth Machhi, Mirpur Mathelo, Lahore and Karachi.

**3.4.2** The Committees shall be responsible for prompt and fair disposal of complaints of harassment as per the Anti-Harassment Policy of the Company.

## **3.5 Maternity Leave & Child Care**

**3.5.1** In addition to 90 days of maternity leave, there shall be a provision of six months unpaid leave for child care.

**3.5.2** Fully functional day care centers for all female employees shall be established at Head Office, Marketing Office Lahore, Goth Machhi, Mirpur Mathelo & RM Office Karachi.

## **3.6 Amenities**

**3.6.1** Pick and drop service shall be offered to female employees of Head Office and Marketing Group, to ensure secure means of commute.

- 3.6.2** Female employees shall be offered flexible hours in case of unusual circumstances/requirement.
- 3.6.3** Pink Day shall be observed annually to create awareness regarding breast cancer; the most common cancer among females in Pakistan.
- 3.6.4** Gym facility shall be available for females at Head Office and Plant-Sites, sports events will be arranged to promote employee engagement and well-being.

#### **4. Responsibility**

All employees/HODs/Section Heads shall promote and safeguard the principles of gender diversity as outlined in this policy in their respective Department/Section. Each employee shall be responsible for reporting any incident or inconsistencies according to organizational procedures.

#### **5. Policy Review**

The Policy is subject to revision based on any directive issued by Securities Exchange Commission of Pakistan (SECP), any other institution having competent force of law or whenever the Company deems necessary.