



SEA BIRD SERVICES INC.
**EQUALITY, DIVERSITY AND
INCLUSION POLICY (EDI)**

Document Number
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Issue: 00 Rev : 00

Date of Issue : Dec 2023

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Introduction Sea Bird Services is committed to encouraging equality, diversity and inclusion 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. Sea Birds Services when providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Purpose The purpose of this policy is to provide equality, fairness and respect for all in our employment and customers.
Sea Bird Services is committed not to unlawfully discriminate anyone on the characteristics of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin)
religion or belief, sex and/or sexual orientation.

Scope This policy applies to all current and prospective employees of Sea Bird Services employees including workers, volunteers, and contractors. The principles of the Policy also extend to the conduct and behaviour of Sea Bird Services employees outside the workplace. The principles of this policy also underpin all other policies. Recruitment, Flexible Working, Grievance, Disciplinary, Performance Management and Development, and Staff Development.

Principles • Every member of staff is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment including direct or indirect discrimination or victimisation or any other form of unacceptable behaviour will be tolerated.
• Sea Bird Services aims to have a workforce that reflects the local community.
• Access to processes that may result in promotion, and development and learning opportunities are available to all members of staff
• All employees are required to get acquainted and comply with EDI policy prior to joining Sea Bird Services.
• Decisions on recruitment, selection, pay and reward, promotion, training and development, and terms and conditions are based solely on job related ability and Performance without discrimination.
Breaches of this policy will be met with severe disciplinary action in accordance with the laws.
• The policy will be monitored and reviewed regularly to ensure that it remains effective in delivering Sea Bird commitment to equality, diversity and inclusion.

Responsibility The responsibility for implementation of the Policy is delegated to Management
• To create a working environment with a respectful and inclusive culture in which people's differences are genuinely respected.
• Ensuring personal behaviour is of the highest standard and that prompt action is taken to address any conduct that is inconsistent with this policy.
• Setting and working to appropriate standards of behaviour and ensuring they are communicated understood and enforced.



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- Encouraging staff to provide information about their personal characteristics to help Sea Bird Services understand how our employment policies and processes are working and to identify where these appear to be impacting disproportionately on certain groups of staff.

Managers

- Promote a positive working environment that respects and values all people and addressing potential breaches of the principles of this policy through the effective use of other this policy (i.e. Dignity at work, Disciplinary policy etc) including the thorough and timely investigation of complaints / concerns.
- Ensure staff, including those serving on recruitment selection panels have undertaken any necessary training in respect of promoting awareness and understanding of equality and diversity.
- Familiarising yourself with this policy and participating in any necessary training supporting the implementation of this policy.
- Taking positive steps in line with the Recruitment policy to improve the diversity of our workforce to better reflect the composition of our local communities.
- Improve our performance in relation to employing people from groups which are underrepresented within the company.
- Ensuring the principles of equality and fairness are firmly embedded in procurement activities.

All the Staff

- Reporting any instances of discrimination or unfair treatment to your line manager.
- Behaving in accordance with this policy.
- Respecting the rights of colleagues to keep their sensitive personal information private and not disclosing such information without the permission of the person concerned.

**Definitions
Equality**

Refers to legal compliance with Egyptian laws and the actions Sea Bird Services takes, through its policies and procedures, to prevent direct and indirect discrimination. It includes making sure everyone in Sea Bird Services has an equal opportunity to make the most of their talent and to ensure no one has a poorer chance because of where they come from, what they believe, whether they are disabled, including their age, sexual orientation or gender identity.

Diversity

Relates to the unrestricted activities of Sea Bird Services in promoting, respecting and valuing a diverse staff community, reflective of the local community, the City and the employees, and recognising that each person is unique.

Inclusion

Refers to the commitment by the Sea Bird Services to embrace all people irrespective of race, gender, disability or any other protected characteristic. The Sea Bird Services' stated aim is to give equal access and opportunity to all and to eliminate discrimination and intolerance and to foster an inclusive workplace

Direct discrimination

Occurs when someone is treated less favourably than another person because of a protected characteristic they have, are thought to have or because they associate with someone who has a protected characteristic.



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Indirect discrimination

Occurs when a condition, rule, policy or practice applies to everyone but particularly disadvantages people who share a protected characteristic. However, if the rule can be shown to be a proportionate means of achieving a legitimate aim it may not amount to indirect discrimination.

Discrimination by Association

This is a direct discrimination against someone because they associate with another person who possesses a protected characteristic Equality Diversity and Inclusion Policy.

Discrimination by perception

This is direct discrimination against someone because they think they possess a particular protected characteristic.

Victimisation

Occurs when someone is treated less favourably because of making or supporting a complaint about discrimination

Violations

Violators of this policy will face severe disciplinary action in accordance with the Egyptian Laws.

Review

The Equality and Diversity Policy will be reviewed by the Compliance Officer every other year, or sooner where new developments in employment legislation necessitate such a review.

Approved and Revised By:
Mr. Ahmed M. Youssef

Vice President
Sea Bird Services