



# **Oasis Management Consultancy Equal Opportunities Policy Ver. 1**

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**Issued by: Oasis Management Consultancy  
Approved by: Managing Director**

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## 1. Introduction

This Policy describes how **Oasis Management Consultancy**, 44 5 b Street, Building R163, Office 17, Dubai, UAE, (from here on referred to as: "Oasis Management Consultancy", "company", "we", us") commits to equal opportunities and non-discrimination in its business practices.

Oasis Management Consultancy will constantly uphold all laws relating to equal opportunities and non-discrimination in all the jurisdictions in which we operate. We are bound by the laws of the United Arab Emirates and adhere to the international best practices, including the UK [Equality Act 2010](#) in regards to our conduct of our current and prospective employees.

## 2. Applicability

This policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located. The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

All employees (including all categories defined above) are expected to respect and act in accordance with this policy.

Oasis Management Consultancy is categorically against all forms of bullying or harassment in the workplace and in any of its business conduct and deems such behaviour totally unacceptable.

## 3. Terms

### Employee

In the context of this policy, an employee refers to any such personnel, employed or contracted by the company (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties).

### Protected Characteristics

The Equality Act 2010 has specified 9 areas as protected Characteristics. Which are (in no particular order): age, gender, race, disability, pregnancy, marital status, sexual orientation, gender reassignment and religious background.

## **Third Party**

In the context of this policy, third-party refers to any individual or organisation our company meets and works with, such as actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians, and public parties.

## **Workplace Bullying**

A persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation.

Bullying and harassment may be obvious or insidious, proceeding in a gradual manner.

## **Cyberbullying**

Cyber bullying is a form of bullying which incorporates the use of electronic devices as a medium for communication, with the intent to cause feelings of threat, intimidation, humiliation and harassment. Examples of cyberbullying can include offensive email, threats via email or via other electronic communication means, posts and comments on Social / online networking sites, spreading lies and malicious gossip via messaging/chat.

## **Harassment**

Definition of the word or phrase used to describe a thing or to express a concept, especially in a particular kind of language or branch of study.

## **Victimisation**

An action by an employer, against an employee, in retaliation for involvement in bringing, or supporting, a complaint of discrimination (as an example a refusal to promote an employee because of a previous involvement in a grievance procedure, a refusal to provide post employment reference without a just reason or any similar act that may negatively impact the employee).

## **Term**

Definition of the word or phrase used to describe a thing or to express a concept, especially in a particular kind of language or branch of study.

## 4. Current and Prospective Employees Rights

Oasis Management Consultancy is committed to protect all of our current and prospective employees and personnel against discrimination in the workplace at all stages of employment. This includes recruitment, employment terms and conditions, training, pay and benefits, promotion and transfer opportunities, dismissal or redundancy.

The rights of our current and prospective employees include:

- Fair practices and behaviour in the workplace
- Fair allocation of workloads
- Equal access to benefits and conditions
- A workplace that is free from unlawful discrimination, harassment or bullying at work
- Competitive merit-based selection processes for recruitment and promotion
- Fair processes to deal with work-related complaints and grievances

## 5. Complaints Process

Complaints are to be directed to the attention of Company Management, who shall without undue delay:

1. **Review** the complaint to fully understand the case and clarify any areas that are unclear with the concerned parties
2. **Record** the complaint appropriately in writing, identifying areas for concern and any witnesses
3. **Make an effort to resolve** the complaint in a fair and mutually acceptable manner
4. **Carry out a formal investigation** should the complaint not be possible to be resolved informally. In such cases, the Company may appoint an investigator to carry out an impartial investigation.
5. **Communicate the proceedings** with the parties involved
6. **Provide an opportunity to appeal** of decisions that are made

## 6. Policy Communication

Oasis Management Consultancy Equal Opportunities Policy will be clearly communicated to all of our current and prospective employees and any relevant third-parties. A copy of this policy shall be distributed to all of the company employees.

Job seekers, applicants and any interested third parties can access this policy via the Company's website at <https://omcdxb.com>.

Oasis Management Consultancy ensures to raise awareness of this Policy and best practices with its employees, personnel and relevant third parties (as defined in the context of this policy),

whenever required, particularly where there is a potential risk of facing breaches to this policy during business activities.

## 7. Record Keeping

Oasis Management Consultancy ensures to maintain such appropriate records of our recruitment, employment procedures, internal controls and personnel records in place which shall ensure the effectiveness of this policy.

## 8. Monitoring and Reviewing

Oasis Management Consultancy Managing Director is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. This policy will be assessed for its suitability, adequacy, and effectiveness.

Internal control systems and procedures designed to prevent any breaches of this policy are in place and are subject to regular audits to ensure that they are effective in practice.

Any need for improvements will be applied without any undue delays. The parties we engage with, including employees, associates, customers and business partners are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the company via the publicly available communication channels available on the company website at: <https://omcddb.com/contact-us>, should a person wishing to provide such feedback lack direct contact details to any of the company representatives.

This policy does not form part of an employee's contract of employment and Oasis Management Consultancy may amend it at any time so as to improve its effectiveness.