KANDOLHU
MALDIVES

Equal Opportunity Policy
Kandolhu Maldives

Objective

This policy establishes our commitment to being an equal opportunity employer. We aim to ensure that all employees, job applicants, customers, and anyone we interact with are treated fairly and are not subject to unlawful or unfair discrimination. While this policy is not contractual, it outlines the principles and approach we follow in promoting and managing equal opportunity within our organisation. This policy applies to all employees and workers.

Discrimination can occur directly or indirectly and may manifest in several different ways, such as:

- treating any individual less favourably than others on grounds of his/her sex, colour, marital status, race, nationality or ethnic origin, religion or belief, sexual orientation, disability, age or membership or non-membership of a trade union
- expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever
- imposing on an individual requirements that are in effect more onerous than they are on others. For example, this would include applying a condition (which is not warranted by the requirements of the position), which makes it more difficult for members of a particular group to comply than others not of that group
- victimisation
- harassment
- any other act or omission of an act, which has the effect of disadvantaging one person against
- another purely on the above grounds.

On all occasions where those in control of employees are required to make judgements between them, for example, disciplinary matters, selection for training, promotion, pay increases, awards, etc., it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Community Access Statement

We are committed to fostering inclusive relationships with our community. We ensure that community members have the same access to our team member facilities, including our team restaurant, team shop & bar, and gym. All facilities are accessible without discrimination, and we maintain the same terms, conditions, and standards of service for everyone.

We respect and support the cultural and spiritual traditions of our community members and do not prevent individuals from practising their own customs and beliefs. We are committed to creating an environment where cultural diversity is celebrated, except in cases where specific practices may present legitimate health, safety, environmental, legal, or human rights concerns.**Responsibility for this policy**

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the top management. Managers and supervisors play a crucial role in promoting equality of opportunity within their areas of responsibility.

All team members, irrespective of their job or seniority, will be given guidance and instruction through our induction and other training on their responsibilities and role in promoting equality of opportunity, not discriminating unfairly or harassing colleagues or job applicants, nor encouraging others to do so or tolerating such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination or harassment.

Recruitment and selection

We aim, through written instruction, appropriate training, and supervision, to ensure that all team members responsible for recruitment and selection are familiar with this policy and apply it alongside our recruitment policy.

Selection will be conducted objectively and will focus solely on applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and potential of individuals to do their jobs.

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Person specifications will be reviewed to ensure that criteria are not applied in a discriminatory manner, either directly or indirectly, and that they do not impose any condition or requirement that cannot be justified by the demands of the post. Questions asked of candidates will relate to information that will help assess their ability to do the job. Questions about marriage plans, family intentions, or any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Selection tests will be specifically related to the job and measure an individual's actual or inherent ability to do the job or to train for it. Job adverts should encourage applications from all types of candidates and avoid stereotypes. All adverts will state: "The Resort is an equal opportunity employer and values diversity". Reference to this policy will also be made on job and person descriptions. When advertising a position that has traditionally been held by one sex, adverts should specify that they are open to both sexes.

Training and development

We recognise that equal opportunity responsibilities do not end at selection and are committed to ensuring that, wherever possible, all team members receive the widest possible range of development opportunities for advancement. All employees will be encouraged to discuss their career prospects and training needs with their manager.

Opportunities for promotion and training will be communicated and made available to all team members on a fair and equal basis.
The provision of training will be reviewed to ensure that, where necessary, measures are in place to enable part-time, shift, or remote workers, or those returning to work following a break, to benefit from training. No age limits apply for entry to training or development schemes, which are open to all employees.

Terms and conditions of employment

We will ensure that all of our policies, including compensation, benefits and any other relevant issues associated with terms and conditions of employment, are

formulated and applied without regard to race, religion or belief, nationality, ethnic origin, age, sex, sexual orientation, marital status, domestic circumstances, disability or any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination.

Length of service as a qualifying criterion for benefits will not exceed five years unless clearly justifiable.

Grievances, disputes and disciplinary procedure

Team members who believe they have been discriminated against and have been unable to resolve it informally are advised to use our internal grievance procedure. An employee who brings a complaint of discrimination must not be treated less favourably. Harassment or bullying will not be tolerated, and any employee who feels they have been subjected to harassment or bullying should refer to our bullying and harassment policy. When dealing with general disciplinary matters, care should be taken to ensure that members of one group (whether this be sex, race, religion or belief, sexual orientation, age, disability, or marital status) are not dismissed or disciplined for performance or behaviour that could be overlooked or condoned in other groups.

Positive action

We also recognise that passive policies will not reverse the discrimination experienced by many groups of people. To this end, if certain groups are underrepresented within our business, we will actively encourage applications from those groups. Any measures taken to encourage applications should not be construed in any way as positive discrimination. The decision on which applicant is offered a post must be based entirely on the individual's merit.

Communication of this policy

All job applicants, employees, and workers will be made aware of this policy, and a copy will be included in the Employee Handbook and given to all employees upon joining us. Customers/clients will also be made aware of this policy. In addition, team members will be reminded of the policy through such means as advertisements, job descriptions (which will refer to this), application forms, posters, training courses and memos.