

GENDER DISCRIMINATION POLICY

1. Purpose

Ready Guard Security Services (Pvt.) Ltd. ("RGSS") adopts this Gender Discrimination Policy to ensure that all individuals working within the organization are treated with fairness, dignity, and equality, regardless of their gender. RGSS is committed to providing an inclusive environment where employment decisions are based solely on merit, competence, and organizational needs. This Policy establishes the standards, responsibilities, and protections required to prevent gender-based discrimination and promote equal opportunities.

2. Scope

This Policy applies to all RGSS employees including guards, supervisors, managers, administrative staff, trainees, contractors, subcontractors, and third parties acting on behalf of the organization. It applies to all RGSS offices, field sites, client locations, transport arrangements, and communication platforms linked to work.

3. Policy Principles and Commitments

3.1 Zero-Tolerance for Gender Discrimination

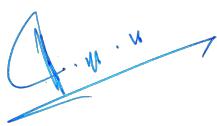
RGSS strictly prohibits discrimination based on gender. This includes unequal treatment, stereotyping, biased decision-making in recruitment or promotion, and the denial of opportunities. Gender must never influence employment decisions or workplace behavior.

3.2 Equal Opportunity in Employment

All employment decisions must be based on qualifications, performance, professional conduct, and organisational needs. RGSS ensures equal access to job assignments, promotion, training, and development without gender-based bias.

3.3 Equal Pay for Equal Work

RGSS is committed to equal pay for equal work. Employees performing similar duties with similar responsibilities and performance levels must receive fair and comparable compensation, regardless of gender. Any discrepancies will be investigated and corrected.

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3.4 Respectful Workplace Behavior

All employees must maintain respectful behavior toward colleagues of all genders. Gender-based comments, jokes, insults, or any action that creates a hostile or uncomfortable environment is prohibited.

3.5 Inclusive Work Environment

RGSS promotes a workplace where employees feel safe, valued, and free from gender-based prejudice. Opportunities for growth and participation must be equally available to all employees.

3.6 No Retaliation for Reporting

Employees who report discrimination or support investigations are protected from retaliation. Any form of reprisal, whether direct or indirect, is a serious policy violation.

3.7 Confidentiality in Handling Complaints

All gender discrimination complaints are handled with strict confidentiality. Information is shared only with authorised personnel involved in the investigation process.

3.8 Fair, Impartial, and Prompt Investigation

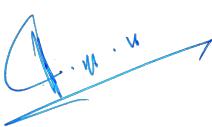
RGSS investigates all discrimination complaints promptly and impartially. Investigations are evidence-based and carried out without influence or delay. Corrective measures are taken where necessary.

3.9 Responsibilities of Supervisors and Managers

Supervisors must actively prevent gender discrimination, address concerns immediately, and report incidents through the proper channels. They are required to uphold fairness and model respectful behavior.

3.10 Responsibilities of All Employees

Employees must avoid discriminatory behavior, respect colleagues of all genders, report any observed discrimination, and cooperate with investigations. Every individual shares responsibility for maintaining equality in the workplace.

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4. Reporting Mechanism

Employees may report gender discrimination to their supervisor, HR, the grievance committee, or through written or digital channels. Reports may be verbal or written and will be acknowledged promptly.

5. Disciplinary Action

Employees found responsible for gender discrimination will face disciplinary action including warnings, suspension, counselling, reassignment, or termination. Severe cases may be escalated to relevant authorities.

6. Training and Awareness

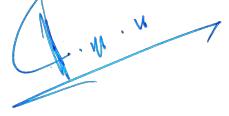
RGSS provides training to ensure employees understand gender equality principles, reporting procedures, behavior expectations, and employee rights. Supervisors receive additional training for complaint handling.

7. Continuous Improvement

RGSS reviews discrimination trends and lessons learned to strengthen gender equality practices. Policies are updated periodically to ensure continued relevance and alignment with best practices.

8. Commitment

RGSS is committed to fostering an environment where individuals of all genders have equal opportunity, respect, and rights. Discrimination in any form is rejected, and all employees are expected to uphold principles of fairness and professionalism.

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