



# Koalaa Equal Opportunities Policy

Last update: January 2025

## 1. Policy Statement

1.1 Koalaa Ltd. is committed to fostering a culture that promotes fairness, diversity, and equal opportunities. Our goal is to ensure that all employees, job applicants, and other stakeholders are treated with respect and dignity, free from discrimination as defined by applicable laws.

## 2. Scope

2.1 This policy applies to all personnel, including employees, job applicants, contractors, consultants, and anyone else involved in work-related activities at Koalaa Ltd. It encompasses all employment aspects such as recruitment, hiring, promotions, training, development, compensation, benefits, and termination.

## 3. Application of the Policy

3.1 We are dedicated to providing an inclusive, equitable work environment that supports diversity and inclusion.



3.2 Discrimination, harassment, or victimisation based on age, disability, gender reassignment, marital status, pregnancy, race, religion, sex, or sexual orientation is strictly prohibited.

3.3 We value the diversity of our workforce and are committed to recruiting, retaining, and developing a varied employee base.

3.4 Proactive measures will be taken to ensure employment practices are free from bias and prejudice, promoting equitable treatment for all personnel.

#### **4. Recruitment and Selection**

4.1 Recruitment and selection processes will be transparent, fair, and free from discrimination.

4.2 Job advertisements will be designed to attract a diverse pool of candidates without discriminatory language or criteria.

4.3 Selection criteria will be directly related to job requirements, focusing on skills, qualifications, and experience.

4.4 Training will be provided to those involved in recruitment to identify and eliminate bias, ensuring equal opportunities for all applicants.

#### **5. Training and Development**



5.1 Training and development opportunities will be provided equally to all employees to enhance their skills and career prospects.

5.2 Programs will be tailored to promote workplace diversity, equality, and inclusion, targeting unconscious bias and enhancing cultural awareness.

5.3 Performance evaluations and promotional decisions will be merit-based, focused on individual skills and achievements without bias.

## **6. Reasonable Accommodation Flexibility**

6.1 Reasonable accommodations will be made to support employees with disabilities or other needs to perform effectively.

6.2 Flexible working arrangements will be considered to support a balance between work and personal responsibilities, subject to operational requirements.

## **7. Monitoring and Reporting**

7.1 The effectiveness of this policy will be regularly monitored through data analysis and feedback to identify and address areas for improvement.

7.2 Personnel may be asked to voluntarily provide self-identification information for monitoring purposes, which will be confidential and used solely for enhancing workplace equality.



7.3 Records of equal opportunities metrics will be maintained to ensure compliance and fairness.

## **8. Policy Review**

8.1 This policy will be reviewed annually to ensure it remains relevant and effective, updating as necessary to reflect changes in legal and regulatory frameworks.

## **9. Policy Approval**

6.1 This policy has been approved by the directors and is supported by senior management. All relevant staff are trained on the importance of this policy and their role in implementing and maintaining it.