


Company Policy: Anti-Discrimination Policy		Date: 29-July-20
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Anti-Discrimination Policy

Prepared by: 

Date: 29th July 2020

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Reviewed by: 

Date: 29th July 2020

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Approved by: 

Date: 29th July 2020

(by Franck Constant)

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Amendment record

Revision	Effective date	Nature of change
0	29 th July 2020	Initial issue

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ANTI-DISCRIMINATION POLICY

APPLICABILITY

1. All Staff Members have the right to be treated with dignity and respect. The Company does not tolerate any kind of discrimination that creates a hostile and unpleasant environment for employees, interns or volunteers.
2. Such issues will be dealt with under the disciplinary procedure, and a complaint, if substantiated, may lead to a disciplinary sanction being imposed. Any person who believes that he/she is or has been subject to discrimination must raise it to the head of Compliance or can be reported anonymously by calling toll-freephone number from your country, Thailand 1-800-0001-33, Singapore (SingTel) 800-011-1111, Singapore (StarHub) 800-001-0001, Vietnam (VNPT) 1-201-0288, Vietnam (Viettel) 1-228-0288, Malaysia 1-800-80-0011 then followed by freephone number 800-603-2869.

WHAT IS DISCRIMINATION?

3. Discrimination is any negative action or attitude directed toward someone because of protected characteristics, like race and gender. Other protected characteristics are:
 - Age
 - Religion or belief
 - Ethnicity / skin color / nationality / national origins
 - Disability / medical history
 - Marital / civil partner status
 - Pregnancy / maternity/ paternity
 - Gender identity / sexual orientation
 - Gender reassignment
 - Any other status / basis protected by local, national or international law.
4. Constant Energy considers as discriminatory the following, but not limited to:
 - Hiring managers disproportionately disqualifying male or female job candidates on purpose
 - Managers bypassing team members with specific protected characteristics (e.g. race) for promotion without being able to formally prove (e.g. with documentation) the reasons other employees were selected instead
 - Employees making sexist comments
 - Employees sending emails disparaging someone's ethnic origin
 - Racially derogatory remarks or racist jokes
 - Deliberate exclusion from work activities on the basis of gender, sexual orientation, age, disability, marital status, religion, ethnic or national origin
 - Discriminatory behavior which fails to acknowledge the rights and needs of people with different religious beliefs and practices.

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PREVENTION OF DISCRIMINATION

5. To ensure that our conduct and processes are fair and lawful, we:

- Use inclusive language in job advertisement and include Equal employment opportunity (EEO) statements
- Set formal job-related criteria to hire, promote and reward team members
- Offer compensation and benefits according to position, seniority, qualifications and performance, not protected characteristics
- **Accommodate people with disabilities**
- Require managers to keep detailed records of their decisions concerning their team members and job candidates

6. We will also consider additional measures to prevent discrimination, like:

- Using hiring processes that reduce bias like structured interviews and blind hiring programs
- Organizing trainings on diversity, communication and conflict management to improve collaboration among employees of different backgrounds